

Application to Doctoral Program in Transnational Law
and Policy

For October 2015 Admission

Department of International and Business Law
Graduate School of International Social Sciences
Yokohama National University
Japan

【How to Apply】

Please read carefully the information in this section and follow the instructions.

All applicants must send hard copies of the application forms and other documents by post after applying online.

In order to complete the application process, applicants need PCs connected to the internet, printers and their own email addresses.

Outline of Application Process

Step1 –Register

1) Visit YNU Web Application System;

<http://e-apply.jp/e/ynu/>

2) Choose “Doctoral Program in Transnational Law and Policy”.

3) Register your name, email address, and other personal information.

4) You will receive an email that the registration process is completed.

Step2 –Apply online

1) Complete and register the application form by logging in to the system using your email address and date of birth at the start of the process.

2) Choose how to pay your application fee.

3) Pay the application fee.

4) Print out all the forms through the YNU Web Application System after you have received an email that your payment was confirmed.

Step3 –Apply by post

1) Send all the application forms printed out and other required materials by post.

2) All the required materials sent by post must arrive at YNU by January 23, 2015.

Note: Applicants are requested to complete both processes; online and postal application. Please read the instructions in this application guideline and the YNU Web Application System carefully.

Preface

The Department of International and Business Law at Yokohama National University (YNU) launched a new doctoral program in Fall 2013 taught entirely in English. The program is designed to provide students with legal knowledge and practical skills needed for careers such as international organizations and transnational civil society organizations in various areas of global policy making. We seek motivated students from all over the world, who are eager to work in such fields.

Graduates of the Doctoral Program in Transnational Law and Policy will be able to conduct leading-edge research and publish their research outcome at international conferences (both academic and policy-oriented). They will also have the opportunity to acquire high-level research skills in various methods of empirical and theoretical analysis so as to enable them to produce policy-oriented papers.

Our doctoral program seeks candidates who have already obtained skills and knowledge in law and public policy and who have a strong motivation and the aptitude to continue studying in the relevant area. The goal is to complete a doctoral dissertation of the highest caliber. The degree of Doctor of Laws, Doctor of International and Business Law or Doctor of Philosophy will be conferred upon completion of the program.

I. Eligibility for Application

Applications can only be accepted from among applicants who meet one of the following profiles:

- (i) Applicants who obtained or are scheduled to obtain by September 30, 2015 a master's degree or a professional degree from a Japanese graduate school;
- (ii) Applicants who obtained or are scheduled to obtain by September 30, 2015, a degree equivalent to a master's degree or a professional degree in a country or countries other than Japan;
- (iii) Applicants who received education through correspondence courses provided by institutions in a country or countries other than Japan while residing in Japan and obtained a master's degree;
- (iv) Applicants who completed a program of a graduate school of a country other than Japan in its Japanese campus recognized by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) and obtained a master's degree;
- (v) Applicants who completed a program of the United Nations University (UNU) and obtained a master's degree;
- (vi) Applicants who received education from a graduate school in a country or countries other than Japan, the MEXT-recognized Japanese campus of a foreign graduate school or UNU and passed qualifying examinations at those graduate schools, and who are recognized by the Department of International and Business Law as having the appropriate academic ability equivalent or superior to a master's degree or a professional degree;
- (vii) Applicants who graduated from a Japanese university, and who have been engaged in research at a university or a research institute (regardless of its location) for at least two years, and who are recognized by the Department of International and Business Law as having the appropriate academic ability equivalent or superior to a master's degree or a professional degree based on the applicant's research output.
- (viii) Applicants who completed a 16-year program of school education from elementary school through university in a country or countries other than Japan or through correspondence courses provided by institutions in a country or countries other than Japan while residing in Japan, who have been engaged in research at a university or a research institute (regardless of its location) for at least two years, and who are recognized by the Department of International and Business Law as having the appropriate academic ability equivalent or superior to a master's degree or a

professional degree based on the applicant's research output.

(ix) Applicants who do not meet any one of the profiles (i) through (viii) above, who have been recognized by the Department of International and Business Law in their individual application eligibility assessment process as having an ability equivalent or superior to a master's degree or a professional degree, and who are at least 24 years old or will be 24 years old by September 30, 2015.

Notes:

- (1) Applicants who meet the eligibility profile (vi) must contact the Graduate School Affairs Office by November 28, 2014.
- (2) The Department of International and Business Law will individually assess the eligibility of applicants who meet profiles (vii) through (ix) prior to application.
- (3) A non-Japanese applicant must be eligible to stay in Japan under the Immigration Control and Refugee Recognition Act, in a category permitting them to pursue higher education in Japan, when they commence their study under this program.

II. Degree(s) Conferred

Doctor of Laws, Doctor of International and Business Law or Doctor of Philosophy

III. Number of Students Admitted

The Department of International and Business Law plans to admit only a small number of students to the Transnational Law and Policy Program.

IV. Language Requirement

All the lectures and seminars will be conducted in English and therefore, students are expected to have an appropriate command of English.

V. Application Procedure

(1) Required Materials

a) Completed Application Form

Type your name, citizenship, gender, date of birth, address, phone, email address, educational and employment history, an English proficiency test score (TOEFL, TOEIC or IELTS, if applicable), GPA (if available), two academic referees¹, intended field of study, list of research papers², and doctoral thesis advisor(s) of your choice³, etc.

1. Provide the names, affiliations, addresses, work phones and official email addresses of the referees. See section j) below.
2. List both published and unpublished research papers. Provide bibliographic information.
3. Select an intended doctoral thesis advisor from the below list:

Name		Research Field
ARAKI	Ichiro	International Law, International Business Law
		http://er-web.jmk.ynu.ac.jp/html/ARAKI_Ichiro/en.html
KABASHIMA	Hiromi	Political Science, International Relations
		http://er-web.jmk.ynu.ac.jp/html/KABASHIMA_Hiromi/en.html
KATO	Mineo	Environmental Law
		http://er-web.jmk.ynu.ac.jp/html/KATO_Mineo/en.html
KOIKE	Osamu	Political Science, Public Policy
		http://er-web.jmk.ynu.ac.jp/html/KOIKE_Osamu/en.html
SEKI	Fusako	Social Welfare Law, Elder Law
		http://er-web.jmk.ynu.ac.jp/html/SEKI_Fusako/en.html
YOO	Hyuck-soo	International Law, International Business Law
		http://er-web.jmk.ynu.ac.jp/html/YOO_Hyucks_soo/en.html

b) Statement of Purpose

The statement should address three concerns (in approximately 1,000 words):

- Describe one research problem, project or area for doctoral study that excites you.
- How has your background prepared you to pursue such a research problem?
- How can the doctoral program at YNU help you realize your interests and goals?

c) Writing Samples

Submit a copy of your master's thesis, articles published in academic journals, or working papers along with an English summary. You can submit up to three writing samples. If you do not have any one of the above, submit a summary of the research/study you have carried out so far in English.

d) Academic Transcripts for Graduate Education

Academic transcripts must include the school's official seal or signature. Be sure to submit also the standards for grade assessment. If a course title, a grade or any other information in the transcripts contains codes or abbreviations, an explanation should be attached.

Submit certificates pertaining to your Eligibility for Application. Applicants who meet the eligibility profiles (vii), (viii) and (ix) should submit academic transcripts for undergraduate education instead.

e) Certificate of Graduation

The certificate of graduation (or prospective graduation) must include the school's official seal or signature. Applicants who graduated from a school in a country other than Japan and obtained a master's degree should also submit the certificate of degree conferment unless the degree conferment can be confirmed on academic transcripts.

Submit certificates pertaining to your Eligibility for Application. Applicants who meet the eligibility profile (vi) must submit the certificate of passing qualifying examinations and have the appropriate academic ability equivalent or superior to a master's degree or a professional degree. Applicants who meet the eligibility profiles (vii) and (viii) must submit the certificate of graduation (or prospective graduation) from the undergraduate school. Applicants who meet the eligibility profile (ix) must submit the certificate of graduation (or prospective graduation) or the certificate of enrollment period (or the prospective enrollment period) pertaining to the last school attended.

f) Academic Transcripts for Undergraduate Education

Applicants who meet the eligibility profiles (vii), (viii) and (ix) must submit academic transcripts for undergraduate education. Academic transcripts must include the school's official seal or signature. Be sure to submit also the standards for grade assessment. If a course title, a grade, or any other information in the transcripts contains codes or abbreviations, an explanation should be attached.

g) Certification of English Language Proficiency

i) TOEFL Score

The official score report of tests conducted in January 2013 or later must be sent to Yokohama National University via the Educational Testing Service (ETS). YNU's institution code is 0410 and the department code is 99. Please make sure that the report reaches YNU by the application deadline.

ii) IELTS

The Test Report Form must be sent directly from IELTS to Yokohama National University. Please make sure that the official score report reaches YNU by the application deadline. Visit the International English Language Testing System (IELTS) website for details of the procedure including the estimated process time. The score report should be directly sent to the following address:

Admissions Division

Student Affairs and International Relations Department

Yokohama National University

79-8 Tokiwadai, Hodogaya-ku

Yokohama, 240-8501 Japan

iii) TOEIC Score

For the TOEIC score, the original Official Score Certificate must be submitted.

Applicants who completed their bachelor or master's degree in English as the medium of instruction may, instead of these official test scores, provide an official letter from the university certifying that English was the language of instruction.

h) Documents Demonstrating the Applicant's Nationality and Residence Status

Applicants must provide a proof of their nationality and their potential eligibility to reside in Japan once admitted. Normally, a copy of passport should suffice for this purpose. If the applicant resides in Japan, a certified copy of residence record should

also be submitted.

i) Certificate of Employment (for Eligibility Profiles (vii) and (viii) only)

Applicants who meet the eligibility profiles (vii) and (viii) must submit the certificate of their employment at a university or a research institute (in Japan or elsewhere) for at least two years.

j) Two Letters of Recommendation

Two faculty members of the school you last attended, typically the graduate school where you earned or will earn a master's degree, must write letters of recommendation. You must provide at least one referee, typically your academic supervisor, with the writing samples you submit (see section c) above) and ask him/her to comment on them. Each of the letters must be placed in a sealed envelope.

k) Receipt of the Application Fee (5,000 yen)

The application fee must be paid by credit card or China UnionPay card through the YNU web application system. The fee can be paid only after your eligibility is confirmed by the Graduate School Affairs Office. You will be requested to enter your email address when making the application fee payment. Make sure to enter the same email address as the one you entered for the web application. You will receive a payment confirmation email. Include a copy of your payment confirmation with your application documents.

Notes:

1. The fees for making payments must be paid by the applicant.
2. The application fee will not be refunded once the application procedure is completed, except in the following circumstances:
 - Where the payment was made, but the application was not made (either by non-submission of the application materials or by non-acceptance of the materials).
 - Where double payment of the fee was made.
3. **Applicants, who have been nominated for scholarship programs designated by YNU, are exempt from the application fee. To qualify for exemption, a copy of scholarship certificate must be submitted along with the application documents. If you have further questions about the application fee, please contact the Graduate School Affairs Office.**

1) Two (2) photos (40mm x 30mm)

Photos should be taken within the 3 months prior to the application. Make sure photos present full head from top of hair to bottom of chin.

Important Points on Completing Applications Materials and Submitting Your Application

- (1) The application procedure depends on the individual's eligibility profile.
- (2) Do not use nicknames or abbreviations when writing your name on application documents. You must write your name in English as it appears in your passport.
- (3) No changes to any of the documents are allowed after submission.
- (4) For non-English documents, the document-issuing school or authority must provide a corresponding English translation of the original language. If the school or authority does not provide such a service, the documents must be translated and verified by an outside translation service and certified to be the same as those issued by the school or authority. Be sure to submit both the original documents and the certified translations.
- (5) Application documents submitted cannot be returned. However, certain original materials that cannot be reissued will be returned upon request by February 18, 2015. Attach a note to this effect if you need such a treatment.
- (6) If, after admission, it is discovered that any of the documents have been falsified or any necessary materials or documents have been omitted, admission will be cancelled, even in the event that the candidate has already been admitted to the university.

(2) Submitting the Application Materials

The online application form must be completed during the period between January 5, 2015 and January 9, 2015. Required materials including printed application form must be sent by post.

a) From Outside Japan

Application materials must be sent by EMS or by an international courier with a tracking system. The materials must be received by the YNU Graduate School Affairs Office by January 23, 2015. Any material that has arrived after the date will not be accepted.

b) In Japan

Place all the application materials in a K-2 (kakugata nigou) size envelope (240 mm x 332 mm) or a letter-sized envelope (215.9 mm x 279.4 mm) and send it with registered express mail (kakitome sokutatsu yubin). The materials must be received by the YNU Graduate School Affairs Office by January 23, 2015.

Note: Online Application Eligibility Assessment

Applicants who meet the eligibility profiles (vii), (viii) and (ix) are requested to register their own information during the period between November 21, 2014 and November 28, 2014. In addition, the following materials must arrive at the YNU Graduate School Affairs Office by November 28, 2014:

- printed application forms
- academic transcripts (for undergraduate education)
- certificate of graduation/certificate of (prospective) enrollment period
- certificate of employment (for eligibility profiles (vii) and (viii) only)

Note: Application materials will not be accepted if they are incomplete or if they reach the Graduate School Affairs Office after the application deadline. Please be sure to apply early in full consideration of the traffic and postal conditions.

c) Mailing Address

Graduate School Affairs Office
Graduate School of International Social Sciences
Yokohama National University
79-3 Tokiwadai, Hodogaya-ku
Yokohama, 240-8501 Japan
Telephone: (+81)-45-339-3659
Email: int.gakumu-all@ynu.ac.jp

VI. Selection Method

Candidates will be screened based on the submitted materials, i.e. application form,

academic transcripts, certificate of English language proficiency, etc. In addition, the applicants in document screening may be invited for an interview to ascertain their academic capabilities. The interview will take place via the Internet, using such services as Google+ Hangout and Skype. Accordingly, the interviewees must be able to avail themselves of computer facilities with camera and microphone functions, as well as fast Internet connection. The interview will be conducted in English for the duration of no more than 30 minutes. Interview announcements will be notified by email before February 12, 2015.

VII. Admissions Decision

Admissions decisions will be announced on March 5, 2015, by posting the identification number of the successful candidates at the following URL:

<http://www.gsiss.ynu.ac.jp/english>

The information will be posted on this website for about one week after the initial announcement. The successful candidates will subsequently receive an official letter of acceptance and other enrollment-related documents via postal mail. The identification number will be notified to all applicants via email once the acceptance of their application is confirmed. YNU will not respond to any enquiries regarding the results of the screening process via telephone, email or otherwise.

VIII. Scholarships

Designated Japanese Government Ministry of Education, Culture, Sports, Science and Technology (MEXT) Scholarship

(1) MEXT designates the Doctoral Program in Transnational Law and Policy as a special program to which MEXT shall allocate its scholarships and international travel expenses to Japan for one international student YNU selects from among students entering the program each year. YNU offers a tuition waiver to the student it selects for the scholarships. The scholarship provides the monthly stipend (148,000 yen as of 2014 subject to change) for up to three years of study contingent upon excellent academic performance. The Designated MEXT scholarship recipients will receive priority in their housing application for a furnished room with internet connection in the Ooka International Residence which is approximately 40 minutes commute from YNU main campus.

(2) The Designated MEXT scholarship must be applied for at the same time as application for admission. For further details or questions, please contact the Graduate School Affairs Office.

(3) The following applicant is eligible to apply for the Designated MEXT scholarship:

a) Age: Applicants must be under 35 years of age as of April 1, 2015 (i.e. born on and after April 2, 1980)

b) Nationality: Applicants must have the nationality of a country which has diplomatic relations with the Japanese government. However, for scholarship applications effective October 2014, the selection is subject to a listing of priority regions as assigned by the Ministry of Education, Culture, Sports, Science and Technology (MEXT), Japan.

c) VISA: Selected applicants must obtain a College Student visa from the Japanese diplomatic mission in the country of their nationality, in principle, prior to their arrival in Japan.

d) Arrival Date in Japan: Applicants must arrive in Japan within the dates YNU sets. Applicants should not reside in Japan or plan to reside in Japan before the Fall 2015 semester. Those who live in Japan between the application period and October, 2015 are not eligible.

e) Other scholarships: Applicants should not be scheduled to receive any other scholarship. This includes state scholarship from your country or any other country including Japan, any scholarship from private or non-governmental organizations.

(4) Any applicant who meets any or all of the following conditions is not eligible:

a) Any applicant who is an active member of the military or a civilian employed by the military during the scholarship period.

b) Any applicant who was a grantee of a Japanese Government Scholarship in the past, not having had at least three years of research or teaching experience between the completion of the first scholarship and the start of the second scholarship period.

c) Any applicant who has already applied for this scholarship through another university.

(5) If you have any further questions on the scholarship, please contact the Graduate School Affairs Office.

Reservation Program for Monbukagakusho (MEXT) Honors Scholarship (Gakushu Shoreihi) for Privately Financed International Students

(1) Japan Student Services Organization ("JASSO") offers MEXT Honors Scholarship

for Privately Financed International Students who attend a university or other institution of higher education in Japan. In conjunction with this scholarship, JASSO sponsors a reservation program that sets aside scholarships for privately financed international students who enroll in a graduate school in Japan directly from overseas (i.e. applicants do not have to visit Japan before enrollment). Privately financed international students who enroll in the Doctoral Program in Transnational Law and Policy meet these criteria. Note: However, there is no guarantee for all recommended students to receive the scholarship.

(2) The scholarship (graduate level) is paid in the monthly amount determined for that traditional Japanese school year (April-March). The amount is subject to change each year. For reference, the monthly stipend for the 2014-2015 school year is 65,000 yen.

(3) After a scholarship has been reserved for an applicant, it is awarded for a certain period that is based on the time that the applicant enrolls in a Japanese graduate school. For students enrolling in the Doctoral Program in Transnational Law and Policy in October 2015, duration of the scholarship is six months, from October 2015 to March 2016. Students need to compete for the MEXT (regular) Honors Scholarships or other scholarships for privately financed international students during the subsequent period.

(4) All applications must be processed through YNU. Direct applications from students will not be accepted. The 2015-2016 application for Reservation Program for MEXT Honors Scholarship must be made after matriculation.

(5) For more information, check the YNU website below:

http://www.gakuseisupport.ynu.ac.jp/expense/foreign/jasso_reservation_program/

IX. Data Protection

All personal information of applicants, including the screening scores and those contained in the application materials, may be used for, in addition to the screening process, enrollment procedure including class configuration, admission fee waiver (based on specific requests), scholarship allocation and further research in YNU aimed at curriculum development. The information will not be used for any other purposes and will not be disclosed to any third party.

X. Applicants with Special Needs

Applicants with physical and mental disabilities (including those who came to possess such disabilities due to an accident, etc. after their application was accepted) may

require special support in conducting their studies. They should consult YNU before application, where applicable.

Contact Information:

Graduate School Affairs Office
Yokohama National University
79-3 Tokiwadai, Hodogaya-ku
Yokohama 240-8501 Japan
Telephone: (+81)-45-339-3659
Email: int.gakumu-all@ynu.ac.jp

XI. Additional Information

Enrollment Process

(1) The successful candidate must complete the enrollment procedure before May 22, 2015. For details, please refer to the enrollment-related documents, which will be sent to successful candidates along with the official letter of acceptance.

(2) University Fees

Admission fee (as of April 2014): 282,000 yen (paid only in the first year).

Annual tuition (as of April 2014): 535,800 yen.

The university fees are subject to revision. A revised fee structure will be applied to all students after the revision. Detailed information regarding the university fees will be provided along with the letter of acceptance. Applicants, who qualify for scholarship programs designated by YNU, are exempt from these fees.

Certificate of Eligibility

In cases where a Certificate of Eligibility under the Immigration Control and Refugee Recognition Act is necessary, please follow the guidelines below.

(1) Where the applicant or his/her relative resides in Japan:

The applicant or his/her relative should apply for the certificate at the nearest Immigration Office.

(2) Where the situation under item (1) above does not exist:

YNU will apply for the certificate as a representative of the applicant. If you would like YNU to proceed in this way, you should notify the Graduate School Affairs Office immediately after the admissions decision. Once the certificate is issued (the processing time ranges from one to three months), YNU will send it to the applicant via postal mail.

The certificate is necessary for visa application at the Japanese embassy or consulate.

Key Dates in the Application/Enrollment Process

After completing the web application forms, download, and print them. Put the printed application forms and other documents (to be sent by postal mail) in one envelope and send them by post.

November 21-November 28, 2014 Online Application Eligibility Assessment

Applicants under the eligibility profile vi), vii), viii) and ix) must submit the requisite materials including the eligibility assessment application form by EMS or other courier service. Fee payment is not necessary at this juncture.

December 11, 2014

Confirmation of Application Eligibility

January 5-January 9, 2015

Completing Online Application and the Payment of Fee

January 23, 2015

All the required materials must arrive at the Graduate School Affairs Office

February 12, 2015

Notification to Candidates for Interviews (where applicable)

February 18, 2015

Online Interviews (where applicable)

March 5, 2015

Announcement of the Results

Early-July 2015

Certificates of Eligibility (where applicable) will be sent by this time.

October 1, 2015

Classes start.