

**Application Guideline
for Doctoral Program
in Transnational Law and Policy**

For October 2024 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

Step 1 – Register

- 1) Visit YNU Web Application System; <https://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.

Step 2 – 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.

Step 3 – 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 August 30, 2024.

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.

Use of ChatGPT and Other Generative AI Tools

We are urging our students to take note of the precautions concerning the use of generative AI tools including ChatGPT. Regarding the documents necessary for our entrance examination, please prepare and submit them based on the following reminder. In addition, international students must abide by their national and regional policies, laws, and regulations as required.

Reminder

Information entered into generative AIs could be used for AI learning or leaked to unintended parties. Furthermore, the source of the information obtained from generative AIs is not clear and may contain fabricated data, biased views, or ethically problematic expressions.

Regarding an application form and other necessary documents, please prepare them in accordance with our Admission Policy and submit them at your own responsibility, ensuring that no wrongdoing is being committed and that no discrepancies in academic skills are suspected after admission.

Contents

●	How to Apply	
●	Preface	
●	Use of ChatGPT and Other Generative AI Tools	
1.	Eligibility for Application	1
2.	Degree(s) Conferred	2
3.	Number of Students Admitted	2
4.	Language Requirement	2
5.	Application Procedure	2
6.	Selection Method	7
7.	Admissions Decision	7
8.	Scholarships	7
9.	Handling Personal Information	9
10.	Applicants with Special Needs	10
11.	Additional Information	10
12.	Key Dates in the Application/Enrollment Process	11
13.	Yokohama National University Tuition Waiver Program for Privately Financed International Students	11
14.	(Applicable to those who enroll in and after April 2024) Global Doctoral Program for Academic Career Support (GDACS)	11

1. 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, 2024 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, 2024, 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, 2024.

Notes:

- (1) Applicants who meet the eligibility profile (vi) must contact the Graduate School Affairs Office by July 30, 2024.
- (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.

2. Degree(s) Conferred

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

3. 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.

4. Language Requirement

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

5. Application Procedure

5-1 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), 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 / E-mail Address
KABASHIMA Hiromi	Political Science, International Relations
	https://er-web.ynu.ac.jp/html/KABASHIMA_Hiromi/en.html
KOBAYASHI Takaaki	Development Studies
	https://er-web.ynu.ac.jp/html/KOBAYASHI_Takaaki/en.html
SASAKA Manami	Commercial Law
	https://er-web.ynu.ac.jp/html/SASAKA_Manami/en.html
SEKINE Takemasa	Economic Law, International Economic Law
	https://er-web.ynu.ac.jp/html/SEKINE_Takemasa/en.html
SHIGA Hiroaki	International Public Administration
	https://er-web.ynu.ac.jp/html/SHIGA_Hiroaki/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 August 2022 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(Academic Module)

The Test Report Form must be sent directly from IELTS to Yokohama National University. You can request to send IELTS results directly by selecting Yokohama National University on their website. 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. Unless your IELTS result arrives at YNU by the deadline, YNU won't accept your application. Please make a note of the date when you make arrangement and enclose it in the application documents.

iii) IELTS ONLINE

YNU accepts IELTS Online results of Academic Module. IELTS Online results are provided in an electronic format. You need to download the result, print it out and then send it with other admission documents.

iv) TOEIC Score

An original Official Score Certificate must be submitted along with application documents to the Graduate School Affairs Office.

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, copies of both sides of your Residence Card issued by Ministry of Justice 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 (JPY 5,000)

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.
- * Even in the above circumstances, if you want us to refund the application fee to an account of a bank outside of Japan, it cannot be refunded (because the foreign remittance commission needs to be paid by an applicant, and the amount of this commission exceeds the application fee).
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.

l) 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.
- (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.
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5-2 Submitting the Application Materials

The online application form must be completed during the period between August 22 and 28, 2024. 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 August 30, 2024. 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 August 30, 2024.

Note: Online Application Eligibility Assessment

Applicants who meet the eligibility profiles (vii), (viii) and (ix) are requested to register their information during the period between July 30 and August 1, 2024. In addition, the following materials must arrive at the YNU Graduate School Affairs Office by August 1, 2024.

- 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
79-4 Tokiwadai, Hodogaya-ku
Yokohama, Japan 240-8501
Telephone: +81 45 339 3659
Email: int.gakumu-all@ynu.ac.jp

6. 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. 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 and last for approximately 30 minutes. Interview announcements will be notified by email before September 2, 2024.

7. Admissions Decision

Admissions decisions will be announced on September 13, 2024, by posting the identification number of the successful candidates at the following URL: <https://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 digital files YNU will not respond to any enquiries regarding the results of the screening process via telephone, email or otherwise.

8. Scholarships

Japanese Government (Monbukagakusho, MEXT: Ministry of Education, Culture, Sports, Science and Technology) Scholarship (hereafter, “MEXT scholarship”) and Monbukagakusho Honors Scholarship (Gakushu Shoreihi) for Privately Financed International Students are available for international students enrolled full-time in the program.

(1) MEXT Scholarship

The Japanese Government (Monbukagakusho: MEXT) offers scholarships and international travel expenses for international students who study in higher education institutions, selected on the recommendation of:

- 1) a Japanese embassy or consulate general (Embassy Recommendation), and
- 2) the Japanese university in which the student plans to be enrolled if he/she is privately-financed and wishes to arrive in Japan just before enrollment.

1) Monbukagakusho (MEXT) Scholarship (Embassy Recommendation)

Scholarship recipients are recruited and initially screened by a Japanese embassy or consulate general, depending on the country. The application process differs by country, therefore please inquire at the Japanese embassy or consulate general in your country for details.

For more information, check the MEXT and YNU websites.

https://www.mext.go.jp/a_menu/koutou/ryugaku/06032818.htm

https://global.ynu.ac.jp/en/admissions/mext_research-embassy/

2) Monbukagakusho (MEXT) Scholarship (University Recommendation)

University Recommendation is a type of selection that students are recommended to MEXT by the Japanese university which will accept you as a research student.

If you wish to be recommended under the “General” category, please read the following

website

https://global.ynu.ac.jp/en/admissions/mext_research-university/

(2) JASSO Scholarship

1) Monbukagakusho (MEXT) Honors Scholarship (Gakushu Shoreihi) for Privately Financed International Students by Pre-arrival Admission (University Recommenders)

[Must be applied for after matriculation.]

Japan Student Services Organization (hereafter "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 allotments 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 YNU's Doctoral Program in Transnational Law and Policy meet these criteria.

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 2023-2024 school year is 48,000 yen.

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 Doctoral Program in Transnational Law and Policy in October 2024, duration of the scholarship is six months, from October 2024 to March 2025. Students need to compete for the Monbukagakusho (regular) Honors Scholarships or other scholarships for privately financed international students during the subsequent period. All applications must be processed through YNU. Direct applications from students will not be accepted.

The 2024-2025 application for MEXT Honors Scholarship must be made after matriculation.

For more information, check the JASSO website below:

https://www.jasso.go.jp/en/ryugaku/scholarship_j/shoreihi/about.html

2) MEXT Honors Scholarship for Privately Financed International Students

Privately financed international students studying at YNU are eligible to apply for MEXT Honors scholarships offered by JASSO. Application for the scholarship should be made through university recommendation. Please note that the JASSO scholarship is highly competitive.

(3) Other Scholarship

There are some scholarships from Private organizations and Non-governmental organizations, which international students can apply for after matriculation. However, both the number of recipients and the amount paid are limited. For further information, please contact the Financial Support Section of the Student Support Division after being admitted to YNU.

Scholarships from Foreign Government, private organizations and non-governmental organizations

1) Foreign Government Scholarships

Foreign Government Scholarships are available for those who are sent to Japan to study by the government of their home country. Please inquire at the relevant authority in your country for details.

The foreign government scholarship recipients will receive priority in their housing application for a furnished room with internet connection in the Ooka International Residence, from Ooka International Residence the average commute to YNU is 40 minutes.

2) Scholarships from private organizations and non-governmental organizations in Japan

Please note that these scholarships are highly competitive.

For more information, check the YNU website below:

https://global.ynu.ac.jp/en/support/tuition_scholarship/

Scholarships from private organizations and non-governmental organizations in your home country

You can apply on your own.

[Important Points on other scholarships *related to the MEXT scholarship or MEXT Honors Scholarship*]

The MEXT scholarship or MEXT Honors Scholarship for Privately Financed International Students cannot be awarded to students scheduled to receive any other scholarship.

9. Handling of Personal Information

Personal information will be handled in accordance with the "Act on the Protection of Personal Information" and the "Regulations Concerning the Protection of Personal Information held by Yokohama National University.

(1) Information of an applicant including result of entrance examination and personal information written in application materials will be used for the selection for admission to the University and the following purposes.

(i) Communicating with successful applicants (sending materials related to scholarships, insurance and other benefits, events after enrollment, etc., and student co-op materials) and enrollment procedures.

(ii) Class placement after enrollment and documentation of benefits such as entrance fee waiver (except for international students) and tuition fee waiver upon application by the applicant.

(iii) educational affairs after enrollment (student registration management, academic advising, etc.)

(iv) Public relations and various surveys and research by the University (including surveys and analysis to improve admissions selection methods and university education).

(v) Personal information of enrolled students may be disclosed to the extent necessary for the registration processes of the Alumni Association and Alumnae Association, which are affiliated organizations of the University.

(2) When using the information in the various operations described in (1) above, some of the operations may be performed by contractors engaged by the University (hereinafter referred to as "Contractors"). YNU will provide all or part of the personal information to the Contractor to the extent

necessary to perform the work entrusted to the Contractor. The Contractor will be required to maintain confidentiality and will be prohibited from using the information for any other purpose in accordance with the Confidentiality Agreement.

10. 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 79-4 Tokiwadai, Hodogaya-ku Yokohama, Japan 240-8501 Telephone: +81-45-339-3659 Email: int.gakumu-all@ynu.ac.jp
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11. Additional Information

Enrollment Process

- (1) The successful candidate must complete the enrollment procedure before September 24, 2024. 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 2024): JPY 282,000 (paid only in the first year).

Annual tuition (as of April 2024): JPY 535,800.

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

You will need to obtain a necessary status of residence (normally “student” visa) to enter YNU. To get the visa, you will need to obtain the “Certificate of Eligibility (CoE)” from an Immigration Bureau in Japan.

As for details, please check the YNU website.

https://global.ynu.ac.jp/en/admissions/before_enrolment/

12. 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.

July 30 – August 1, 2024	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.
August 7, 2024	Confirmation of Application Eligibility
August 22 - 28, 2024	Completing Online Application and the Payment of Fee
August 30, 2024	All the required materials must arrive at the Graduate School Affairs Office
By September 2, 2024	Notification to Candidates for Interviews (where applicable)
September 3, 2024	Online Interviews (where applicable)
September 13, 2024	Announcement of the Results
October 1, 2024	Official enrollment

13. Yokohama National University Tuition Waiver Program for Privately Financed International Students

Those who wish to receive the waiver, please check the YNU website.

https://global.ynu.ac.jp/en/support/tuition_scholarship/

14. (Applicable to those who enroll in and after April 2024) Global Doctoral Program for Academic Career Support (GDACS)

The Global Doctoral Program for Academic Career Support (GDACS) is a doctoral program for faculty members of universities in emerging nations. The long-term objective of this program is to contribute to the improvement of the quality of education and research at partner and other institutions and to the promotion of joint research with YNU by providing opportunities for their faculty members and researchers to study abroad and earn a doctoral degree.

Applicants do not need to pay an application fee. Successful applicants are exempt from admission and tuition fees.

Applicants should submit the following documents after confirming their eligibility.

1. Letter of recommendation from the applicant's current institution (Form 1)
2. Letter of recommendation from the academic advisor at YNU (Form 2)

For more details, please refer to the YNU website below. Application forms can also be downloaded from the website.

<https://global.ynu.ac.jp/en/admissions/gdacs/>

*If you want to apply for GDACS, you should do so within the application period of the Doctoral Program in Transnational Law and Policy.