



International Economic & Business Law *LL.M.* Program
Application Guidelines for Recipients of a Japanese Government
Embassy Scholarship
(For October 2015 Admissions)

1. Introduction

Please read the following Application Guidelines before submitting an application.

In 1994, the Graduate School of Law at Kyushu University established Japan's first Master's level program taught entirely in English: the *LL.M.* program in International Economic and Business Law (*IEBL*). Drawing upon faculty members with particular strengths in these fields of law, the *IEBL* program is designed to provide both Japanese and international students with the ability to confront the many challenges of contemporary international economic affairs and commercial transactions. Taught in English from a Japanese perspective, the *IEBL* program seeks to develop a critical understanding of economic and legal principles within the framework of international & comparative law.

For further details on the *IEBL*, see: <http://www.law.kyushu-u.ac.jp/programs/english/>

Please note that this application process only covers admission for the International Economic & Business Law (*IEBL*) *LL.M.* program. The procedure for confirmation of the Embassy Scholarship is different. Please consult with your local Japanese Embassy for further details.

2. Program Duration

The *IEBL* is taught on a full time basis and takes 12 months for completion, beginning in October every year and ending in early September of the following year.

3. Admission Requirements

For admission to the *IEBL*, applicants must meet the following requirements:

1. A degree in Law from an accredited university.
2. A good command of English. A *TOEFL* score of 237+ (computer-based), 580+ (paper-based), or 92+ (Internet-based) or equivalent is required for non-native English speakers.
3. Sufficient financial support for the duration of the program.

4. Application Materials

Applicants are requested to submit by registered airmail or equivalent (i.e. Federal Express, DHL etc.), **an original and one copy** of the following documents:

1. Completed ***IEBL* Application Form** (form attached below). Please note: (1) It is very important that the name that you include in Section 1 of the Application Form is the same as the name in your passport. The Student Visa of successful applicants will be issued with the name provided in Section 1, and it can cause problems at immigration when entering Japan if the names are different. (2) Nationality. You must indicate if you have dual nationality or Japanese nationality.
2. A photocopy of the **Graduation Certificate** of the last university or graduate school attended, OR a **Certified Letter** from the university at which the applicant is currently attending, stating the expected graduation date.
3. **Official School Transcript** of the last school from which the applicant graduated and that which the applicant is currently attending.
4. **Two Letters of Recommendation** from the Dean, the applicant's supervising professor or other teaching staff who have had direct contact with the applicant; or from a supervisor in the employing body with personal knowledge of the applicant (forms attached below).
5. For non-native speakers, **proof of English proficiency** must be provided. A *TOEFL* score of 237+ (computer-based), 580+ (paper-based), or 92+ (Internet-based) or equivalent is required for non-native English speakers.
6. A copy of **all** application materials submitted to the Japanese Embassy or other diplomatic mission (e.g. Scholarship Application Form(s), research plan, Official School Transcript etc.).
7. A copy of the “**Passing Certificate of the Primary Screening**” issued by the

Japanese Embassy.

All application materials should be typed **in English** on the attached forms or additional sheets of A4 paper.

In the event materials required above are in a language other than English or Japanese, a translation into one of these languages must be attached.

Application materials will **not** be returned to applicants.

5. Application Deadlines

The deadline for receiving application materials is **August 29, 2014**.

Applications arriving after that date cannot be accepted.

6. Interview

Applicants may be interviewed either by Skype, phone or (if it is convenient) in person within 6 weeks of the application deadline.

7. Notification of Result

Applicants will be informed of the result of their application by late September.

8. Warning

Successful applicants will have their enrollment at Kyushu University withdrawn immediately in the event of **any** of the following:

- If the student is found to have made false statements on his/her application.
- If the student is subject to disciplinary measures or has been found to have no promise for academic achievement by the University.

- If the student is absent from University for a prolonged period of time without permission.
- If the student has insufficient resources to finance their studies in Kyushu University.

9. Inquiries

Inquiries by phone cannot be accepted. Written inquiries regarding this program and submitted materials should be addressed to:

Admission Office of the *LL.M.* Program,
Graduate School of Law, Kyushu University,
6-19-1 Hakozaki, Higashi-ku,
Fukuoka 812-8581, Japan.

Alternatively, candidates may correspond by fax or e-mail:

Fax: 81[Japan]-92-642-4162

E-mail: *admission@law.kyushu-u.ac.jp*



International Economic & Business Law (LL.M.) Application Form

| 1. APPLICANT INFORMATION | | | | | |
|-----------------------------|---|---------------|---|---------------|--|
| Last Name | | First | | Middle | |
| Contact Address | | | | | |
| Nationality | | E-mail | | | |
| Phone | | | Please paste a passport sized photo here | | |
| Age | | | | | |
| Date of Birth | | | | | |
| Gender | <input type="checkbox"/> M <input type="checkbox"/> F | | | | |
| 2. EDUCATION HISTORY | | | | | |
| Elementary School | | | | | |
| Attended From – To | | | | | |
| Secondary School (1) | | | | | |
| Attended From – To | | | | | |

Candidate Application Checklist: 1. Completed Application Form 2. Proof of English Proficiency
 Date: _____ 3. TWO Recommendation Letters 4. Transcript from University 5. Degree Certificate

| | | | |
|---------------------------------------|-----------|-----------------------|--|
| Secondary School (2) | | | |
| Attended From - To | | | |
| Higher Education | | | |
| Attended From-To | | Degree Awarded | |
| Higher Education | | | |
| Attended From-To | | Degree Awarded | |
| Total Years of Schooling | ___ Years | | |
| 3. EMPLOYMENT HISTORY | | | |
| Name & Address of Employer | | | |
| From - To | | Position | |
| Name & Address of Employer | | | |
| From - To | | Position | |

4. ENGLISH ABILITY (Please indicate your TOEFL [or equivalent] score)

5. THESIS PROPOSAL (In less than 1,000 words, please write a research proposal for a topic that is suitable for an LL.M. program.)

PROPOSED THESIS TITLE:

SUMMARY:

7. DECLARATION & SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to my enrolling at Kyushu University, I understand that false or misleading information in this application may result in my enrollment at Kyushu University being terminated.

SIGNATURE**DATE**

(Optional) Could you please indicate how you became aware of the *IEBL* program?

RECOMMENDATION (1)

To: Prof. Dr. ARIKAWA Setsuo
President of Kyushu University

※To the RECOMMENDER: Please write a statement concerning the applicant, stating how long and in what connection you have known him/ her, your evaluation of his/ her character, your speculation on the applicant's potential for success as a graduate student and his/ her potential for independent research (use space below)

On behalf of

(Name of Applicant): _____, _____, _____
Family First Middle

CONFIDENTIAL

IMPORTANT: Please evaluate the applicant's qualification, compared with the last 5 years students, by checking the appropriate space below, and specifying first the group with which you have compared him/her.

| QUALIFICATION | Excellent (upper 5%) | Good (6-20%) | Satisfactory (21-50%) | Average or below (lower 50) | No basis for judgment |
|---|-------------------------|-----------------|--------------------------|--------------------------------|--------------------------|
| ①KNOWLEDGE | | | | | |
| Intellectual ability | | | | | |
| Knowledge in subject of proposed study | | | | | |
| General knowledge | | | | | |
| ②GOOD JUDGEMENT & EXPRESSION | | | | | |
| Imagination | | | | | |
| Oral Expression | | | | | |
| Written Expression | | | | | |
| ③COMMON SENSE | | | | | |
| Industry and Perseverance | | | | | |
| Emotional stability | | | | | |
| Inquisitiveness & independence | | | | | |
| ④CONCLUSION(Overall potential as) | | | | | |
| Teacher | | | | | |
| Scholar (research fellow) | | | | | |
| LL.M. holder | | | | | |
| LL.D. holder | | | | | |

Signature _____ Date _____

Name _____

Position _____

Institution _____

Relationship to Applicant _____

Address _____

Phone Number _____ Fax Number _____

E-mail _____

We appreciate the time and effort that you have taken to provide us with these comments.

Please return this letter directly to Kyushu University OR place in sealed envelope and return to the candidate.

Address: Admission Office of International Programs
Faculty of Law, Kyushu University
6-19-1 Hakozaki, Higashi-ku, Fukuoka, 812-0061 JAPAN

RECOMMENDATION (2)

To: Prof. Dr. ARIKAWA Setsuo
President of Kyushu University

※To the RECOMMENDER: Please write a statement concerning the applicant, stating how long and in what connection you have known him/ her, your evaluation of his/ her character, your speculation on the applicant's potential for success as a graduate student and his/ her potential for independent research (use space below)

On behalf of

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Family First Middle

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|---|-------------------------|-----------------|--------------------------|--------------------------------|--------------------------|
| ①KNOWLEDGE | | | | | |
| Intellectual ability | | | | | |
| Knowledge in subject of proposed study | | | | | |
| General knowledge | | | | | |
| ②GOOD JUDGEMENT & EXPRESSION | | | | | |
| Imagination | | | | | |
| Oral Expression | | | | | |
| Written Expression | | | | | |
| ③COMMON SENSE | | | | | |
| Industry and Perseverance | | | | | |
| Emotional stability | | | | | |
| Inquisitiveness & independence | | | | | |
| ④CONCLUSION(Overall potential as) | | | | | |
| Teacher | | | | | |
| Scholar (research fellow) | | | | | |
| LL.M. holder | | | | | |
| LL.D. holder | | | | | |

Signature _____ Date _____

Name _____

Position _____

Institution _____

Relationship to Applicant _____

Address _____

Phone Number _____ Fax Number _____

E-mail _____

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