



KYUSHU UNIVERSITY

INTERNATIONAL PROGRAMS IN LAW

**INTERNATIONAL ECONOMIC & BUSINESS LAW (LL.M.)  
APPLICATION GUIDELINES FOR PRIVATELY FUNDED STUDENTS  
(October 2014 Admissions)**

**1. Introduction**

Please read the following Application Guidelines before submitting an application.

**Please note these guidelines only cover admission for the *LL.M. Program in Law for privately funded students OR students NOT receiving a Japanese Government Scholarship or a Japanese Embassy Scholarship.***

Any applicant wishing to receive a Japanese Government Scholarship or a Japanese Embassy Scholarship should apply separately.

For full details on the International Economic & Business Law (*IEBL*) *LL.M.* program, see: <http://www.law.kyushu-u.ac.jp/programs/english/>

**2. 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. Further details on the costs of studying for the *IEBL*, including tuition and other fees, are available at the program web site.

### 3. 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 to the Faculty of Law, Kyushu University **before May 9, 2014** (applications arriving after that date cannot be accepted):

1. Completed **IEBL Application Form**.
2. Photocopy of **Graduation Certificate** of the last university and graduate school, 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.

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.

### 4. Application Procedure & Notification of Result

After receiving the application, Kyushu University may decide to hold an interview.

Interviews will be held either by Skype, phone or (if it is convenient).

Applicants will be informed of the result of their application by early-July 2014.

## **5. Tuition & Fees**

On enrollment, all incoming students must pay an Examination Fee and Entrance Fee, in addition to the Tuition Fees.

For the academic year 2013-2014, the fees were as follows:

Tuition Fees (for one year): ¥535,800

Registration Fee: ¥30,000

Entrance Fee: ¥282,000

Please note that this amount is subject to annual review. The final amount for 2014-15 is available upon request from [admission@law.kyushu-u.ac.jp](mailto:admission@law.kyushu-u.ac.jp).

A fee waiver scheme operates for students demonstrating a high level of academic performance. Please note that it is rare for students to receive a waiver on the Entrance Fee, and for the Tuition Fee successful candidates normally only receive a remission of up to 50%.

## **6. Warning**

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

- If the applicant is found to have made false statements on his/her application.
- If the applicant is subject to disciplinary measures or has been found to have no promise for academic achievement by the University.
- If the applicant is absent from University for a prolonged period of time without permission.

## **7. Contact Details & Inquiries**

Application materials should be submitted to:

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

Inquiries regarding this program should be addressed to:

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					

<b>Secondary School (2)</b>			
<b>Attended From - To</b>			
<b>Higher Education</b>			
<b>Attended From-To</b>		<b>Degree Awarded</b>	
<b>Higher Education</b>			
<b>Attended From-To</b>		<b>Degree Awarded</b>	
<b>Total Years of Schooling</b>	___ Years		
<b>3. EMPLOYMENT HISTORY</b>			
<b>Name &amp; Address of Employer</b>			
<b>From - To</b>		<b>Position</b>	
<b>Name &amp; Address of Employer</b>			
<b>From - To</b>		<b>Position</b>	

**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:**

## 6. 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**

## CANDIDATE APPLICATION CHECKLIST

1. Completed Application Form
2. Proof of English Proficiency
3. **TWO** Recommendation Letters
4. Transcript from university
5. Degree Certificate

**(Optional)** Could you please indicate how you became aware of the IEBL program at Kyushu University, (e.g. Internet, friend, poster, pamphlet etc.)

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**OFFICE USE ONLY**

1      2      3      4      5

**NO.** \_\_\_\_



## RECOMMENDATION (1)

on behalf of

Mr.

Name of Applicant (Print) : Mrs. \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_

Miss. Last

First

Middle

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

## 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 judgement
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### ① KNOWLEDGE

Intellectual ability					
Knowledge in subject of proposed study					
General knowledge					

### ② GOOD JUDGEMENT & EXPRESSION

Imagination					
Oral Expression					
Written Expression					

### ③ COMMON SENSE

Industry and Perseverance					
Emotional stability					
Inquisitiveness & independence					

### ④ CONCLUSION (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 highly appreciate the time and effort that you have taken to provide us with these comments.  
CONFIDENTIAL: please return this letter directly to Kyushu University OR place in a sealed envelope and return to the candidate.

## RECOMMENDATION (2)

on behalf of

Mr.

Name of Applicant (Print) : Mrs. \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_

Miss. Last

First

Middle

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

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### ② GOOD JUDGEMENT & EXPRESSION

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### ③ COMMON SENSE

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Inquisitiveness & independence					

### ④ CONCLUSION (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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