

Dear applicants:

As you have already known, we are signing a Double Degree Program with Tohoku University on April 16<sup>th</sup>, 2015. It is a milestone for us and for you all too.

In the meantime, Tohoku University has begun their application process from April 1. For the first year of cooperation, Tohoku grants us a special treatment and allows NDHU to process the screening of applicants. Many of you are concerned with the English proficiency requirement. For the first year, you can submit TOEFL or IELTS score voluntarily and it is a reference for Tohoku. This is the special treatment for this year's screening only. After next year, score must be reported to Tohoku and all applications will be reviewed in Tohoku instead of NDHU.

Therefore, we will recommend up to 3 students according to the MOU with Tohoku. To achieve this, we need you to prepare the 12 documents required by Tohoku before the designated dates. Please also note these dates for interview and other announcements.

**April 25:** applicants prepare documents in red (and underlined).

**April 29:** Interview by NDHU faculty (by the Academic Committee in Accounting Dept. and a member from the Foreign Affairs Committee in Management College)

**May 4:** determination on qualified candidates.

**May 20:** all 12 documents ready to be transferred to Tohoku.

Below is a list of these 12 documents:

Download the application forms from the Faculty of Economics/Graduate School of Economics and Management website, fill them out, then print and submit them.

(1) Application, Curriculum Vitae

Attach a photo (5 cm high, 4 cm wide), taken within the last three months, in the space provided on the form.

(2) Photos for certification

Attach two photos (4 cm high, 3 cm wide, other sizes will not be accepted), taken within the last three months. These will be used for the Certificate of Eligibility for Resident Status of Japan, conferred by the Immigration Bureau of Japan.

(3) Academic Transcript

Submit a transcript from your university or the university from which you most recently graduated. Not required for students who graduated from the Tohoku University Faculty of Economics.

(4) Certificate of Graduation (or Expected Graduation)

If you are applying under item ② of the above Basic Application Qualifications, submit your bachelor's diploma (or certificate of expected graduation). Not required for students who graduated from the Tohoku University Faculty of Economics.

(5) Letters of recommendation from academic advisors or equivalent. (English or Japanese)

(6) Study Plan (2,000 words in English)

(7) Proof of expected scholarship funding etc. (if applicable)

(8) Application Qualification Form

(9) Resident Registration

This must be submitted only if you are a foreigner currently residing in Japan (unless your period of residence is less than 90 days).

(10) Copy of passport photo page

This must be submitted only if you are a foreigner.

(11) Proofs of English proficiency.

TOEFL or IELTS Score is preferred but others are fine!

If submitting a TOEFL score, please have ETS send the TOEFL Official Score Report for your test, which must have been taken on or after March 1, 2013, to this graduate school. The TOEFL Institution Code is 0232. If submitting an IELTS score, please submit the IELTS Test Report Form (official certificate) original or copy, for your test, dated on or after March 1, 2013.

(12) Insurance Enrollment Pledge (official form)

Good luck to you on the application!

Sincerely,

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