

**Tohoku University Accounting School**  
**2018 Academic Year**  
**Program in International Accounting Policy**  
**Application Guidelines for Student Screening (October Entrance)**  
**(for Double Degree Program)**

The Tohoku University Accounting School will accept applications from students onto the Program in International Accounting Policy. The Accounting School's Program in International Accounting Policy was established to foster skilled professionals who can solve the problems which the societies of developing countries face regarding accounting, finance, and public policy and take leadership in these fields. All lectures of this program are taught in English and conducted in Tokyo.

During the student screening for the Double Degree Program (hereafter, "this program"), we will recruit some students from Overseas Partner Institutions (hereafter, "home institution").

## **1. Enrollment Quota**

Quota*	Admission Category
40 Students	Program in International Accounting Policy Screening for Double Degree Program

\*The Quota includes the quota of the other programs in the Accounting School and the other admission categories (different screenings will be conducted) for this program.

## **2. Application Qualifications etc.**

To be eligible, you must be registered on a Master's Program or Professional Degree Program (e.g. MBA Program etc.) in your home institution, and be permitted to apply to this course after a pre-screening by the home institution. In addition, you must have or be expected to have one of the qualifications listed in (1) Qualifications for Admission and fulfill or expected to fulfill the requirements described in (2) Requirements for Admission, below, by September 30, 2018.

### **(1) Qualifications for Admission:**

- ① You are a graduate of a Japanese University
- ② You have a bachelor's degree in accordance with a National Institution for Academic Degrees and Quality Enhancement of Higher Education
- ③ You have completed a 16-year school education program overseas
- ④ While in Japan you have completed a 16-year program of school education by taking classes via distance learning offered by an overseas school
- ⑤ While in Japan you have completed a curriculum of an overseas university (you must have already completed a 16-year program of school education in the relevant nation) at an educational facility that is ranked within the relevant nation's educational system and has been designated separately by the Minister of Education, Culture, Sports, Science and Technology (hereafter, "Minister of Education")

- ⑥ Students who have been conferred a degree equivalent to a bachelor's degree upon completion of a curriculum that has a course term of three years or longer at a university or other school (limited to schools whose overall educational and research activities have been evaluated by the relevant country's government or a government-approved individual, or are designated separately as having met this requirement by the Minister of Education) in a foreign country (including cases in which the student completed the curriculum by taking subjects conducted by said school via distance learning while the student resided in Japan, and cases in which the student has completed a curriculum at an educational facility that is positioned within that country's educational system as per the previous item).
- ⑦ You have completed a professional program (the program must have a course term of more than four years or fulfill other criteria stipulated by the Minister of Education) at a special technical school after the date stipulated by the Minister of Education on which that school was specially designated by the Minister of Education
- ⑧ You have been certified by the Minister of Education (Notification No. 5 in 1955 of the Ministry of Education)
- ⑨ You have been enrolled at a university for three or more years, have completed a 15-year program of school education overseas, or have completed a 15-year program of school education by taking classes in Japan through distance learning offered by a school overseas, or in Japan while enrolled in an educational program (15-year program of school education in the relevant nation) in an overseas university you have completed a program, designated by the Minister of Education, at an educational facility that is positioned within your nation's educational system and have acquired outstanding results in the prescribed credits at this Tohoku University graduate school
- ⑩ You have enrolled in the graduate school of another university (hereafter "another graduate school") in accordance with the School Education Act, Article 102, Item 2, and possess sufficient academic abilities to receive an education at this Tohoku University graduate school
- ⑪ Through individual entrance qualification screening, you have been acknowledged to possess academic abilities either equal to or exceeding those of a university graduate and are at least 22 years old

Note 1: Please contact your home institution to confirm the pre-screening procedures.

2: If you wish to apply using Application Qualifications items ⑥, ⑨, ⑩ or ⑪ above, please contact [igsap\\_office@grp.tohoku.ac.jp](mailto:igsap_office@grp.tohoku.ac.jp) in advance.

(2) Requirements for Admission:

A TOEFL iBT® Test score of 79 or higher (for TOEFL® PBT Test, 550 or higher) or an IELTS score of 6 or higher

Note 1 : TOEFL, TOEFL iBT, TOEFL ITP and TOEIC are registered trademarks of Educational Testing Service (ETS).

2 : If you are a native speaker of English or graduated from a university in the U.K., the U.S., Canada, Australia, New Zealand, and other countries which use English as an official language, you may not be required to submit a TOEFL or IELTS score. Please contact the IGSAP Office ([igsap\\_office@grp.tohoku.ac.jp](mailto:igsap_office@grp.tohoku.ac.jp)) in advance and follow our instructions.

### 3. Application Materials

Applicants should submit the following documents by mail or by submitting them directly to the Accounting Graduate School. The official application forms are available from the admissions section of the International Graduate School of Accounting Policy website (<http://www.econ.tohoku.ac.jp/econ/IGSAP/>).

Please print and complete them. It is also required that you submit an original certificate or copy with notarization (a copy with a dated stamp from your department/university) included in the document at the time of filing.

- (1) Application, Curriculum Vitae (using Tohoku University's Official Form)

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 (They must be 4 cm high and 3 cm wide, on a white background. Other sizes will not be accepted. Please pay attention to the size because it is different from the size of the photo attached in (1) Application.). These will be used for the Certificate of Eligibility for Resident Status of Japan, conferred by the Immigration Bureau in Japan.

- (3) Essay (1,000 words in English, using Tohoku University's Official Form)
- (4) Certificate of Enrollment from the home institution
- (5) Official Transcript from the home institution
- (6) One letter of Recommendation from academic advisors or the equivalent (Tohoku University's Official Form)
- (7) Graduation Certificate of Undergraduate Education (Bachelor's Degree Certification)
- (8) TOEFL® Test or IELTS Score
  - ① If submitting a TOEFL score, please have ETS send the Official Score Report for your test, dated on or after March 1, 2016, to this graduate school by the admission deadline. The Institution Code is B816 (Tohoku University Accounting School). Also, please submit a copy of the Examinee Score Record, along with other application documents. We only accept TOEFL iBT® or TOEFL® PBT. We do not accept group test program (Institutional Testing Program) like TOFEL ITP®.
  - ② 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, 2016.
- (9) Proof of expected funding. (if applicable)
- (10) Insurance Enrollment Pledge (using Tohoku University's Official Form)
- (11) Copy of passport photo page
- (12) Check List of the Application Materials (using Tohoku University's Official Form)

Note 1 : Submitted documents should be written in English or Japanese. Documents printed in a language other than English or Japanese should be translated into English or Japanese. However, the Essay mentioned in item (3) of the above Application Materials must be written in English.

2: The Application Materials must be sent collectively and directly. DO NOT send in separately and in pieces. However, with regards to letters of recommendation, if the letter-

writers prefer to send these to us separately themselves, they may do so. 3: Application Materials (8) TOEFL® Test Official Score Report must be forwarded to the Graduate School directly.

3: After submitting the application, your application documents cannot be withdrawn, altered or returned.

4: We cannot accept incomplete applications. Particularly, if your application documents are damaged or unreadable, they will be considered incomplete.

#### **4. Application Period**

Application Period: April 10th (Tue.) ~ April 24th (Tue.), 16:00 (JST) 2018.

#### **5. Mailing Address**

980-8577 Miyagi-ken, Sendai-shi, Aoba-ku, Katahira 2-1-1, Tohoku University Accounting School, Accounting School Office

Send application documents by registered mail, or EMS, DHL, FEDEX, etc. Application materials will not be returned.

#### **6. Screening**

You will be evaluated based on your submitted documents.

#### **7. Admission Notification**

You will be informed of the results of your application by e-mail and in writing on the following period:  
The beginning of June, 2018

#### **8. Entrance Procedures**

Detailed procedures will be provided in the enrollment documents sent after the announcement of successful applicants.

#### **9. Entrance Period**

The entrance period is October, 2018

#### **10. Student status while enrolled in the Tohoku University Accounting School**

- (1) Any student who is permitted to enroll onto this program (hereafter, "DD Program Student") will be registered on both this program and a Master's curriculum at the home institution. In principal, the DD Program Student must study on this program for two semesters.
- (2) If the DD Program Student completes this program and fulfills all the requirements of the home institution, the DD Program Student will be conferred both a Master of Accountancy by Tohoku University and a Master's Degree by the home institution. Tohoku University confers the Master of Accountancy based on the rules of the Tohoku University Accounting School.

## **11. Required Fees**

- (1) Examination Fee, Entrance Fee and Tuition are not required from Tohoku University. You need to pay these expenses to your home institution.
- (2) Students must pay transportation fees, living expenses, medical expenses, insurance fees, lodging expenses, and other expenses themselves.

## **12. Notes**

- (1) If you have questions about applying, please contact: [igsap\\_office@grp.tohoku.ac.jp](mailto:igsap_office@grp.tohoku.ac.jp)
- (2) After entering, you must enroll in the following schemes: (a) Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai) and (b) Student General Liability Insurance (Gakubai). Additionally, if you will rent private housing, you must enroll in an insurance/mutual relief policy, such as Comprehensive Renters' Insurance for Foreign Students Studying in Japan.

## **13. Policy on the Handling of Personal Information**

- (1) Any personal information gathered by Tohoku University will be treated with due care in compliance with the Law for the Protection of Personal Information Retained by Independent Administrative Institutions, and the Act on the Protection of Personal Information of Tohoku University. Security measures will be taken if necessary to protect private information.
- (2) Personal information used in screening applicants, such as examination scores, will be used for educational purposes, such as selecting applicants, support during admissions procedures, follow-up surveys, and post-admission student support (scholarship/tuition waivers and health management etc.), and in connection with tuition collection.
- (3) In some cases, tasks related to entrance examinations and educational affairs may be outsourced to third-party contractors (hereafter, "subcontractors"). If necessary, all or some personal information may be provided to subcontractors as per the Act on the Protection of Personal Information of Tohoku University.

January 2018

2-1-1 Katahira, Aoba-ku, Sendai 980-8577, JAPAN

Tohoku University Accounting School

TEL: +81-22-217-6276

E-mail: [igsap\\_office@grp.tohoku.ac.jp](mailto:igsap_office@grp.tohoku.ac.jp)

〈International Graduate School of Accounting Policy website〉

<http://www.econ.tohoku.ac.jp/econ/IGSAP/english/index.html>