

Bilingual *LL.M.* Program in Law (*BiP*)

Application Guidelines for Privately Funded Applicants
(For April or October 2018 Admissions)

1. Introduction

Please read the following Application Guidelines before submitting an application.

The Bilingual Master's (*LL.M.*) degree program in Law (*BiP*) offers students the unique opportunity to engage in graduate level study of law in a “bilingual” environment at a law faculty in Japan. The program is designed for students who already have a solid foundation in the Japanese language but wish to improve their Japanese ability, whilst at the same time engaging in classroom study and supervised research across a wide range of subjects in the fields of law and political science.

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

Please note that this application process covers applicants who intend to finance their own studies, either with private resources or a scholarship that is not provided by the Japanese government. If you are the recipient of a Japanese Government Embassy Scholarship, please use the separate guidelines specifically for that purpose.

2. Program Duration

BiP is taught on a full time basis and takes a minimum of 12 months for completion, beginning in either April or October every year and ending in March or September of the following year.

Students are able to extend the period of study for an additional 6 or 12 months (one or

two semesters) if they so wish. Please note that the decision to extend the period of study is subject to faculty approval.

3. Admission Requirements

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

1. An undergraduate degree in either Law OR Japanese/East Asian Studies.
2. A good command of oral, written and reading Japanese. Although there is no formal Japanese language requirement for *BiP*, an interview will be conducted with all candidates to ensure that students have the ability to fully participate in courses taught in Japanese. In addition, students will be obliged to submit a personal statement written in Japanese as part of the application process.
3. A good command of English. A *TOEFL* score of 213+ (computer-based), 550+ (paper-based), or 79+ (internet-based) or equivalent is required for non-native English speakers.
4. Sufficient financial support for the duration of the program.

Please note: Japanese Nationals are not eligible for *BiP*.

4. 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 2016-2017, 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 2018-19 is available upon request from admissions@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%.

5. 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 ***BiP* 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. Photocopy of **Graduation Certificate** of the last university and 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 213+ (computer-based), 550+ (paper-based), or 79+ (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.

6. Application Deadlines

The deadlines for receiving application materials are as follows:

For April 2018 admissions: **November 10, 2017.**

For October 2018 admissions: **May 7, 2018.**

Applications arriving after these dates cannot be accepted.

7. Interview

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

The main purpose of the interview is to assess whether an applicant's Japanese language is of an appropriate standard to pursue graduate study in law in Japanese.

8. Notification of Result

Applicants will be informed of the result of their application within six weeks of the interview.

9. 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.

10. Inquiries

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

Admission Office of the Bilingual *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*

No. ____

BILINGUAL LL.M. PROGRAM, APPLICATION SUMMARY

FACULTY OF LAW, KYUSHU UNIVERSITY

Name	Family name	First name	Middle name
Nationality		Date of Birth	Age ()
Mailing Address	Phone No. : E-mail address:		
Present Status valid until (/ /)	Name of Institution		
	Address		
	Status		Date attended
	Major Field		
	Degree or Diploma (Date expected)		
Last School	Name of Institution		
	Address		
	Status		Date attended
	Major Field		
	Degree or Diploma (Date received)		
English Proficiency	TOEFL SCORE ()		
Japanese Proficiency			
Letters of Recommendation	1	Name	
		Position	
		Institution	
		Relationship to Applicant	
	2	Name	
		Position	
		Institution	
		Relationship to Applicant	

※Office Use Only

Date Received	/ /	Documents Received	1	2	3	4	5	6	7

Required documents: 1. BiP Application form. 2. Graduation Certificate. 3. Official transcript. 4. Passport.

5. Two letters of recommendation. 6. Three photos. 7. Proof of English proficiency.

BILINGUAL LL.M. PROGRAM, APPLICATION FORM

FACULTY OF LAW, KYUSHU UNIVERSITY

1. **Name (in English)** (氏名): _____
 (Family name) (Given names)

2. **Gender: Male:** (男) **Female:** (女)

Paste **one**
 passport
 sized
 photo
 here

3. **Nationality** (国籍): _____

4. **Date of Birth** (生年月日): _____ _____ _____ **Age** (年齢): _____
 (Year) (Month) (Day)

5. **Mailing address and telephone number, facsimile number, e-mail address**
 (住所、電話、ファックス番号、e-mailアドレス)

6. **Accompanying Dependents** (同伴者)

Name 氏名	Relationship 続柄	Age 年齢

7. Educational history (学歴)

		Name and address of school 学校名及び所在地	Year & Month of Entrance & Completion 入学及び 卒業年月	Major subject 専攻科目	Diploma or Degree Awarded 単位 学位 資格
Elementary education 初等教育 Elementary school 小学校		Name 学校名 Location 所在地	From 入学 To 卒業		
Secondary Education 中等教育	Lower 中学	Name 学校名 Location 所在地	From 入学 To 卒業		
	Upper 高校	Name 学校名 Location 所在地	From 入学 To 卒業		
Higher Education 高等教育 Undergraduate Level 学部		Name 学校名 Location 所在地	From 入学 To 卒業		
Graduate level 大学院		Name 学校名 Location 所在地	From 入学 To 卒業		
Total years of schooling 以上、全学校教育を通算した修学年数			Years 年		

8. Employment record (職歴)

Name and Address of Organization 勤務先及び所在地	Period of employment 勤務期間	Position 役職名	Type of work 職務内容

9. Proposed study program in Japan. In 600 words or more, please describe the details of your intended major field of study. This item will be used as one of the most important criteria for selection. Additional sheets may be attached if necessary. Please write in English.

日本における研究計画：志望する研究領域について、600単語以上用い、英語で詳述して下さい。用紙が不足する場合は、別紙を加えても構いません。
なお、この研究計画は選考の際の重要な要素となります。

10. State the titles of any published books or research papers (including graduation thesis authored by the applicant), if any (mention the name and address of publisher and the date of publication).

業績：著書、学术论文（卒業論文を含む）があれば、その題名、出版社名、出版年月日、出版場所を示して下さい。

11. Personal statement. Describe briefly your reasons for wanting to participate in *Bip* at Kyushu University and your long-term career goals. Please indicate the relevance of your previous education and work experience. Please write in Japanese.

志望動機：九州大学BiPプログラムを志望する理由について、将来に望むキャリアとの関係で位置づけながら、また、これまでの学歴および職歴に触れつつ、日本語で、簡潔に記述して下さい)

12. First Language. Please indicate the language or language(s) that you consider to be your first language(s).

母語：母語を記入して下さい。複数でも構いません。

13. Foreign Language Proficiency. Evaluate your level and mark with an × where appropriate in the following categories.

外国語：外国語能力を自己評価のうえ、該当欄に×印を記入して下さい。適宜言語を加えても構いません

	Excellent 優	Good 良	Fair 可
Japanese 日本語			
English 英語			
French 仏語			
German 独語			
Spanish 西語			
Chinese 中国語			
Korean 韓国語			

14. Declaration (申請) :

I confirm that everything contained in this application is true to the best of my knowledge.

上記記載の事項に間違いありません。

Applicant's signature (出願者署名) : _____

Applicant's name in block capitals (出願者氏名) : _____

Date of application (出願年月日) : _____

RECOMMENDATION (1)

To: 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 judgement
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 a 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, 812-8581 JAPAN

RECOMMENDATION (2)

To: President of Kyushu University

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③COMMON SENSE					
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Emotional stability					
Inquisitiveness & independence					
④CONCLUSION(Overall potential as)					
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Signature _____ Date _____

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