

## LL.M. Program

### Asian Development Bank-Japan Scholarship Program (*ADB-JSP*)

#### *Application Guidelines*

(October 2020 Admissions)

#### **1. Introduction**

Please read the following Application Guidelines before submitting an application.

The LL.M. (Master of Laws) is a one-year degree program taught entirely in English. In 1994, the Graduate School of Law at Kyushu University established Japan's first Master's level program taught entirely in English. Drawing upon faculty members with particular strengths in the fields of international economic and business law, the LL.M. program was designed to provide both Japanese and international students with the ability to confront the many challenges of law in a global society.

Since then the program has grown in scale and scope and a wide selection of courses are now offered across the major fields of law. The diversity of both the faculty and student body ensures a unique educational experience at one of Japan's oldest and most prestigious universities.

For the academic year 2020-21, Kyushu University will be able to offer **one** student enrolled on the LL.M. program a scholarship supported by the "Asian Development Bank - Japan Scholarship Program" (*ADB-JSP*).

Candidates wishing to be considered for this scholarship should clearly indicate in Section 6 of the LL.M. Application Form that they wish to be considered for the scholarship.

In addition to the LL.M. Application Form & supporting materials, those wishing to receive an *ADB-JSP* scholarship are required to submit additional materials.

**Please read Section 5 carefully and submit the additional documents with your application for the LL.M. program.**

Applicants may apply for both the *ADB* scholarship *and* other Japanese government scholarships.

For full details on the *LL.M.* program, see: <http://www.law.kyushu-u.ac.jp/programs/english/>

## **2. Conditions of Eligibility for *ADB-JSP***

Applicants must meet **all** of the following conditions in order to be eligible for this scholarship:

- (1) The applicant must be a national of an *ADB* borrowing member country (i.e., applicants from countries that are not currently borrowing from the *ADB* are not eligible for the *ADB-JSP* Scholarship). A full list of countries is contained in *Annex I* below. In addition, applicants must currently reside in their home country, i.e., applicants living or working in a country other than his/her home country are not eligible for this scholarship.
- (2) The applicant must have gained admission to an approved post-graduate course. Please note that this condition will be automatically met if you are chosen for the scholarship.
- (3) The applicant must have a Bachelor's degree or equivalent with a superior academic record. For applicants who have earned their Master's degree in their home country and have completed only 16 years of education, the Master's level education will be deemed equivalent to a Japanese Bachelor's degree.
- (4) The applicant must have at least 2 years of full-time professional working experience (acquired after graduation) at the time of the application.
- (5) The applicant must be proficient in English. Please note that admission to Kyushu University international programs in law requires a *TOEFL* score of 92+ (Internet-based) or equivalent.
- (6) The applicant must not be more than 35 years old at the time of the application.
- (7) The applicant must be in good physical and mental health.
- (8) The applicant must agree to return to his/her home country in order to contribute to its development after completion of studies at Kyushu University.
- (9) The applicant's family income should not exceed US\$50,000 / per year and individual income should not exceed US\$25,000 / year. Proving family income means that applicants will be required to submit salary reports from both parents even if the applicant and parents are living separately.

### *Notes*

1. *ADB-JSP* will, in principle, not support applicants who have previously studied abroad or who are pursuing a second Master's or doctoral degree.
2. *ADB-JSP* will, in principle, not support applicants who are currently living or

working overseas.

3. Staff of ADB or their family members are not eligible for this scholarship. Please consult the attached list of ineligible family members (Appendix 3).
4. *ADB-JSP* does not support applicants who are already enrolled in a graduate degree program.
5. This scholarship may only be used for the *LL.M.* program at the Graduate School of Law, Kyushu University.
6. Regarding (9), please complete the attached Applicants Income Information form.

### 3. Scholarship Coverage

This *ADB-JSP* scholarship will cover the following:

- (1) All tuition fees for the duration of the program.
- (2) A subsistence allowance. The exact amount will be calculated each year based on Japanese government scholarships. For the academic year 2018-19 this was 146,000 Japanese Yen per month. Please note that the living allowance will be subject to change depending upon the annual budget for each year.
- (3) Student medical and accident insurance.
- (4) A book allowance. The exact amount will be determined annually and informed to the successful applicant.
- (5) An economy class return air ticket for one person covering the trip from the successful applicant's place of residence to, and from, Fukuoka International Airport at the beginning, and end, of their studies.

### 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 to the Faculty of Law, Kyushu University **before February 14, 2020** (applications arriving after that date cannot be accepted):

1. Completed ***LL.M.* Application Form**. 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 **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 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.

### **5. Additional Documents for *ADB-JSP***

Applicants wishing to be considered for the *ADB-JSP* should include the following additional documents with the *LL.M.* application:

(1) Information Sheet (attached below).

(2) Original certificates stating the applicant's own personal income and that of their parents and/or immediate family. All such documents must show annual income in the local currency **and** US dollars and be written in English with a signature or stamp. For parents who are retired, deceased or unemployed, please submit a Certificate issued by a local agency, company or government with signature/stamp whichever is applicable.

(3) Original certificate showing number of years of employment with signature/stamp from employer.

(4) One copy of your passport.

*Note:* If the incomes are not clearly certified, the applicant may be excluded from selection. Please submit authorized certificates issued by public agencies.

### **6. Selection Procedure**

The Asian Development Bank will select scholarship recipients from candidates who pass

the screening conducted by the Graduate School of Law, Kyushu University.

The Scholarship recipients will be notified through the Student Section of the Graduate School of Law.

### **7. Warning**

Successful applicants 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.
- If the student has insufficient resources to finance their studies in Kyushu University.

### **8. 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,  
744 Motooka, Nishi-ku,  
Fukuoka 819-0395, Japan.

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

Fax: 81[Japan]-92-802-5407

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

## ANNEX I

### アジア開発銀行・日本奨学生プログラム対象国一覧

Afghanistan	アフガニスタン
Armenia	アルメニア
Azerbaijan	アゼルバイジャン
Bangladesh	バングラデシュ
Bhutan	ブータン
Cambodia	カンボジア
Cook Islands	クック諸島
Fiji Islands	フィジー
Georgia	グルジア
India	インド
Indonesia	インドネシア
Kazakhstan	カザフスタン
Kiribati	キリバス
Kyrgyz Republic	キルギス
Lao People's Democratic Republic	ラオス
Malaysia	マレーシア
Maldives	モルディブ
Marshall Islands, Republic of the	マーシャル諸島
Micronesia, Federated States of	ミクロネシア連邦
Mongolia	モンゴル
Myanmar	ミャンマー
Nauru	ナウル
Nepal	ネパール
Pakistan	パキスタン
Palau, Republic of	パラオ共和国
Papua New Guinea	パプアニューギニア
Philippines	フィリピン
Samoa	サモア
Solomon Islands	ソロモン諸島
Sri Lanka	スリランカ
Tajikistan	タジキスタン
Thailand	タイ
Timor-Leste	東ティモール
Tonga	トンガ
Turkmenistan	トルクメニスタン

Tuvalu  
Uzbekistan  
Vanuatu  
Viet Nam

ツバル  
ウズベキスタン  
バヌアツ  
ベトナム



# INFORMATION SHEET

(to be sent to Institution you are applying to)

Last Name:	First Name:
Nationality:	Date of Birth: (dd/mm/yyyy)
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:

## Home Address:

Street:	
City:	
State/Province:	
Home Country:	Post Code:
Home Phone:	
Mobile:	
Email:	

## Current Address:

Street:	
City:	
State/Province:	
Current Country:	Post Code:
Phone:	
Mobile:	
Email:	

## Office Address:

Street:	
City:	
State/Province:	
Business Country:	Post Code:
Office Phone:	Fax No:
Mobile:	
Office Email:	

## Proposed Study Plan:

Degree:
Field of Study:
Expected Commencement Date: (dd/mm/yyyy)
Are you applying to other Institutions? If so, which? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Institution:

## Academic Background (include course you are currently enrolled in, if applicable):

Degree Obtained:	
Field of Study:	
Year Started:	Year Completed:
Name of Institution:	Location:
Language of Instruction Used:	
Honor(s) received:	



Degree Obtained:
Field of Study:
Year Started: <span style="float: right;">Year Completed:</span>
Name of Institution: <span style="float: right;">Location:</span>
Language of Instruction Used:
Honor(s) received:

Have you been awarded an ADB-JSP Scholarship?  Yes  No

Degree:
Field of Study:
University:
Awarded Period (Month & Year) From: <span style="float: right;">To:</span>

English Proficiency	Reading	Writing	Speaking
Very Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Professional History:**

**Present Employer:**

Position:
Company:
Nature of Work:
Industry:
Products/Services:
Sector: <input type="checkbox"/> International Organization <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Non-profit
Date of Employment (Month & Year) From: <span style="float: right;">To:</span>
Annual Salary (in US\$):
Annual Family Income (in US\$):

*(Please attach your latest Certificate of Employment indicating Annual Salary/Monthly Salary with signature/stamp. For Annual Family Income, submit Certificate of Employment of both parents/spouse (if married). For parents who are retired, deceased or unemployed, kindly submit Certificate issued by a local agency, company or government with signature/stamp whichever is applicable.)*

**Previous Employers:** Begin with your most recent employment excluding present employer. Use separate sheet if the space provided is not sufficient.

Position:
Company:
Nature of Work:
Date of Employment (Month & Year) From: <span style="float: right;">To:</span>
Annual Salary (in US\$):

Position:
Company:
Nature of Work:
Date of Employment (Month & Year) From: <span style="float: right;">To:</span>
Annual Salary (in US\$):

Position:
Company:
Nature of Work:
Date of Employment (Month & Year) From: _____ To: _____
Annual Salary (in US\$):

Position:
Company:
Nature of Work:
Date of Employment (Month & Year) From: _____ To: _____
Annual Salary (in US\$):

Position:
Company:
Nature of Work:
Date of Employment (Month & Year) From: _____ To: _____
Annual Salary (in US\$):

Total Work Experience: Year(s):      &      Month(s):      Year(s) in Supervisory Level:      *(if applicable)*

While the Scholarship will provide most of your financial requirements during the study period, what other additional resources do you have if you may need them?

Why do you want to undertake this particular area of study at this institution?

*(Attach copies of academic records and mail this form to the institution where you wish to study. The institution will advise you whether or not your application qualifies for further screening.)*

**Applicant's Income Information**

Applicant's name: \_\_\_\_\_

Applicant's Annual Gross Income: \_\_\_\_\_ ( : currency unit) .....(1)

Details if any:.

Exchange Rate: 1 USD = \_\_\_\_\_ ( : currency unit) .....(2)

Applicant's Annual Gross Income in USD: \_\_\_\_\_ (USD) .....(1) ÷ (2)

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**If the applicant is single,**

Applicant's father's name: \_\_\_\_\_

His Annual Gross Income: \_\_\_\_\_ ( : currency unit) .....(3)

Details if any.

Applicant's mother's name: \_\_\_\_\_

Her Annual Gross Income: \_\_\_\_\_ ( : currency unit) .....(4)

Details if any.

Their Total Gross Income in USD: \_\_\_\_\_ (USD) ..... {(3)+(4)} ÷ (2)

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**If the applicant is married,**

Applicant's spouse's name: \_\_\_\_\_

His/her Annual Gross Income: \_\_\_\_\_ ( : currency unit) .....(5)

Details if any.

His/her Gross Income in USD: \_\_\_\_\_ (USD) .....(5) ÷ (2)



NO. \_\_

**LL.M. Application Form**

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

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

<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>	<b>___ Years</b>		
<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:**

<b>6. SCHOLARSHIP</b>			
If you do not receive a sholarship, are you willing to privately finance your studies at Kyushu University?		<b>YES</b>	<b>NO</b>
<b>7. DECLARATION &amp; SIGNATURE</b>			
<p>I certify that my answers are true and complete to the best of my knowledge.</p> <p>I have read and understood the Privacy Policy for International Students Applying for Admission at Kyushu Univrsity available at:  <a href="http://www.kyushu-u.ac.jp/en/website/privacypolicy/internationalstudents">http://www.kyushu-u.ac.jp/en/website/privacypolicy/internationalstudents</a></p> <p>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.</p>			
<b>SIGNATURE</b>		<b>DATE</b>	

**(Optional)** Could you please indicate how you became aware of the LL.M. program?

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## 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
<b>①KNOWLEDGE</b>					
Intellectual ability					
Knowledge in subject of proposed study					
General knowledge					
<b>②GOOD JUDGEMENT &amp; EXPRESSION</b>					
Imagination					
Oral Expression					
Written Expression					
<b>③COMMON SENSE</b>					
Industry and Perseverance					
Emotional stability					
Inquisitiveness & independence					
<b>④CONCLUSION(Overall potential as)</b>					
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 the LL.M. Program,  
Graduate School of Law, Kyushu University  
744 Motooka, Nishi-ku, Fukuoka, 819-0395 JAPAN

## RECOMMENDATION (2)

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

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QUALIFICATION	Excellent (upper 5%)	Good (6-20%)	Satisfactory (21-50%)	Average or below (lower 50)	No basis for judgement
<b>①KNOWLEDGE</b>					
Intellectual ability					
Knowledge in subject of proposed study					
General knowledge					
<b>②GOOD JUDGEMENT &amp; EXPRESSION</b>					
Imagination					
Oral Expression					
Written Expression					
<b>③COMMON SENSE</b>					
Industry and Perseverance					
Emotional stability					
Inquisitiveness & independence					
<b>④CONCLUSION(Overall potential as)</b>					
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.

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