



LL.M. Program

Japanese Government Scholarship & Self-Financing Students

Application Guidelines (October 2024 Admissions)

1. Introduction

Please read the following Application Guidelines carefully 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 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 most prestigious public universities.

For further details on the *LL.M.* program, see the attached Appendix and the program website: <http://www.law.kyushu-u.ac.jp/programsinenglish/>

If you are applying for a Japanese government scholarship, please read Sections 5 & 6 very carefully.

2. Program Duration

The *LL.M.* is taught on a full-time basis and takes 12 months for completion, beginning in October every year and ending in early September of the following year.

3. Admission Requirements

For admission to the *LL.M.*, 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 92+ (Internet-based), an IELTS score of over 7.0 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 *LL.M.*, including tuition and other fees, are available at the program web site.

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 December 22, 2023** (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 on the Application Form if you have dual nationality or Japanese nationality.
2. A photocopy of the **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. An **Official School Transcript** of the last school from which the applicant graduated and that which the applicant is currently attending. Please note that good grades on the school transcript are required (ideally in the top 25% of the class) if you want a Japanese Government Scholarship. In order to verify this, please include an explanation sheet with information about the grading system of the university.
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). If you want a Japanese Government Scholarship, one Letter of Recommendation must be from the Dean addressed to the President of Kyushu University. (*Use the prescribed form.)

*A reference letter in Japanese or English is acceptable.

5. For non-native speakers, **proof of English proficiency** must be provided. A TOEFL score of 92+ (Internet-based), an IELTS score of over 7.0, or equivalent is required for non-native English speakers.

Please note that for MEXT scholarship candidates, proof of English proficiency is compulsory and there is no waiver.

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. Application Procedure & Notification of Result

Question 6 of the *LL.M.* Application Form asks whether an applicant wishes to receive a Japanese government scholarship.

Section 6 below describes the conditions of eligibility for the scholarship.

The application procedure is different depending on whether you are applying for a Japanese government scholarship or not:

i. Applicants NOT wishing to receive a Japanese Government Scholarship

After receiving the application Kyushu University **MAY** decide to hold an interview.

Interviews will be held either by ZOOM, phone or (if the candidate lives in Fukuoka) in person in mid-January 2024.

Applicants will be informed of the result of their application to the *LL.M.*, by end-March 2024.

ii. Applicants wishing to receive a Japanese Government Scholarship

If the *LL.M.* Admissions Committee decides to award a scholarship, then the applicant will be informed ***by mid-January 2024.***

A student who has been awarded a scholarship will then be required to submit the additional Japanese Government Scholarship Application Form and supporting materials. This form will be provided to all successful candidates by e-mail when they are informed their application for a scholarship has been successful.

The completed Scholarship Application Form and all supporting documents must be submitted before **February 9, 2024.**

Successful candidates must also complete a brief “e-mail interview” in mid-January, 2024.

Formal confirmation of the award of the scholarship will be informed to the candidate by end-March 2024.

6. Conditions of Eligibility for the Japanese Government Scholarship

To be eligible for a Japanese Government Scholarship, a candidate must meet **all** of the following conditions:

- (1) **Nationality:** Applicants must be citizens of a nation recognized under the foreign scholarship program of the Japanese Ministry of Education and be resident in that nation until they come to Japan after they are awarded the scholarship. Anyone holding Japanese nationality is not eligible to receive a scholarship.
- (2) **Education:** Applicants must hold a Bachelor’s degree in Law from an accredited University. In the event they are currently studying law at a university, graduation should take place **before October 1, 2024** in order to be eligible.
- (3) **Age:** All applicants must be under 35 years of old as of April 2, 2024. i.e., Any candidate born before April 1, 1989, is not eligible for a Japanese government scholarship.
- (4) **Military personnel** are not eligible for this scholarship if they remain on active duty.

(5) **Existing financial support:** Persons already receiving financial support from their home government or other organization are ineligible for this scholarship.

(6) **Research Topic:** Applicants, who would like to apply for a Japanese Government Scholarship should choose a research topic related to the theme of law in a “Risk Society.” Please consult the curriculum document below for additional information on the type of topic that is appropriate. The courses listed in Section III and IV provide a good indication, although other similar fields are acceptable.

*Please note that if you are not applying for a Japanese Government Scholarship, there is no need for the thesis topic to be in the area of law in a risk society, and a proposal on any law-related topic is acceptable.

7. Tuition & Fees

Students receiving a Japanese government scholarship do not have to pay any fees.

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

For the academic year 2023-2024, 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 2024-25 is available upon request from admission@law.kyushu-u.ac.jp.

A fee waiver scheme operates for self-funded 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%.

8. 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 the University for a prolonged period of time without permission.
- If the student has insufficient resources to finance their studies in Kyushu University.

9. 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,
East Zone 2
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*

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	M	F			
2. EDUCATION HISTORY					
Elementary School					
Attended From – To					
Secondary School (1)					
Attended From – To					

Candidate Application Checklist: 1. Completed Application Form 2. Proof of English Proficiency

Date: _____ 3. TWO Recommendation Letters 4. Transcript from University 5. Degree Certificate

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

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. For further instructions, please see Section 3 on the web page of each program.)

PROPOSED THESIS TITLE:

SUMMARY:

6. SCHOLARSHIP			
Do you wish to be considered for a Japanese Government Scholarship?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
If you do not receive a Japanese Government Scholarship, are you willing to privately finance your studies at Kyushu University?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
7. DECLARATION & SIGNATURE			
<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 Students Applying for Admission at Kyushu University available at: http://www.kyushu-u.ac.jp/en/website/privacypolicy/internationalstudents</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>			
SIGNATURE		DATE	

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

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
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

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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					
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Written Expression					
③COMMON SENSE					
Industry and Perseverance					
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