



**LL.M. Program**  
**Application Guidelines for Privately Funded Students**  
**(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 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 full details on the LL.M. program, see:

<http://www.law.kyushu-u.ac.jp/programs/english/>

**Please note these guidelines only cover admission for the LL.M. Program in Law for privately funded students i.e. any student NOT receiving a scholarship from the Japanese government, such as a Japanese Embassy Scholarship.**

**2. 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) 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.

### **3. 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 July 13, 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.

\*Please make sure that all of the above required application materials are submitted by the submission deadline. Given the COVID-19 situation, it might be difficult to trace missing materials and this may adversely affect the result.

#### **4. Application Procedure & Notification of Result**

After receiving the application, Kyushu University may decide to hold an interview.

Interviews will be held either by Skype, phone or in person (if the candidate lives in Fukuoka).

Applicants will be informed of the result of their application by mid-August 2020.

#### **5. 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 2019-2020, 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 2020-21 is available upon request from *admission@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%.

## **6. 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.

## **7. 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 Motoooka, 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					
<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>	M	F			
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>	___ Years		
<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:**

**6. DECLARATION & SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

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>

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.

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

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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 International Programs  
Faculty of Law, Kyushu University  
744 Motooka, Nishi-ku, Fukuoka, 819-0395 JAPAN

## RECOMMENDATION (2)

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Scholar (research fellow)					
LL.M. holder					
LL.D. holder					

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Institution \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

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