

GraSPP Online Application System (GOAS) User Guide for Applicants

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1 Introduction

This user guide is designed for those who wish to apply to the Master of Public Policy, International Program (MPP/IP) at the Graduate School of Public Policy (GraSPP), The University of Tokyo using the GraSPP Online Application System (GOAS).

The large part of user guide presents the operational instruction from creating your online application to submitting your application through the GOAS. If you need more information regarding the application and the admissions, please refer to [the Application Guidelines](#) and our website "[Admissions](#)."

2 Available Programs

As for 2019 intake, the GOAS categorizes three available programs. Please read through the information below, and carefully select one of the three programs to apply. You can only apply for one program for the application period of 2019 intake via the GOAS.

- MPPIP-1910 International Program, 2019 September Enrollment
- MPPIP-1920 International Program, 2019 April Enrollment
- MPPIP-1930 International Program, 2019 ADB/WB Scholarship

MPPIP-1910 International Program, 2019 September Enrollment

This is for applicants who wish to be admitted to start their study at GraSPP in September 2019.

MPPIP-1920 International Program, 2019 April Enrollment

This is for applicants who wish to be admitted to start their study at GraSPP in April 2019. To be considered for a candidate of April Enrollment, you must be either Japanese national or non-Japanese national who has a student visa valid through the end of March 2019. If you wish to apply for April Enrollment in 2019, you are required to contact the GraSPP Admissions Office before November 30, 2018.

MPPIP-1930 International Program, 2019 ADB/WB Scholarship

This is for applicants who wish to be admitted with the scholarship from the ADB or with the scholarship from WB.

ADB: the Asian Development Bank-Japan Scholarship Program

WB: the Joint Japan World Bank Graduate Scholarship Program

Please check the eligibilities for ADB and WB on the Application Guidelines 2019 as well as their websites prior to creating your account on the GOAS. You may apply for both scholarships by selecting this category on the GOAS.

Special Note for Applicants for CAMPUS Asia

You need to select either MPPIP-1910 or MPPIP-1920 based upon your eligibilities. Please check the additional requirements needed for applying. See [the Appendix 3. For applying CAMPUS Asia](#).

Special Note for Applicants for IMF-JISPA

The IMF-JISPA is another scholarship program with specific eligibility requirements and separate application process other than the GOAS. You may apply to both the IMF-JISPA and one of the three available programs via the GOAS for 2019 intake if you are eligible for both programs.

IMF-JISPA: Japan-IMF Scholarship Program for Asia

If you are interested in applying for IMF-JISPA, please check its website:

<https://www.imf.org/external/oap/schol.htm>

Special Note for Applicants for Sciences Po Double Degree program

The two-year double degree with Sciences Po's School of Public Affairs is designed for young professionals who want to gain an expertise in the management and evaluation of public policy in both the Japanese and European contexts. Students are selected through joint admissions by Sciences Po and GraSPP. Applicants must apply through online at Sciences Po's website. You may apply to both Sciences Po Double Degree Program and one of the three available programs via the GOAS for 2019 intake if you are eligible for both programs.

To apply, follow the steps indicated on the website below.

[Double Degree Program with Sciences Po](#)

3 Admissions Policy

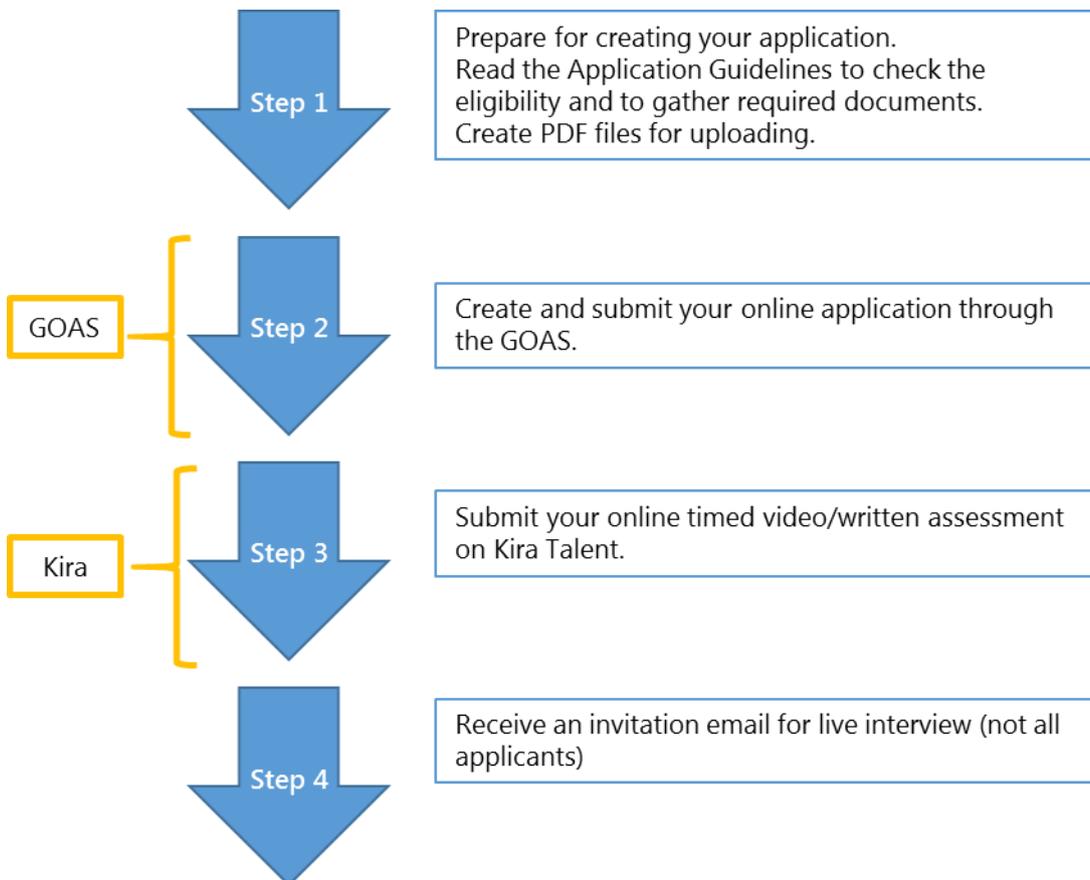
The GraSPP Admissions Committee sets the following policies:

- The GraSPP follows the University of Tokyo Admissions policy and seeks to nurture individuals explained in the Application Guidelines.
- Your application, including scanned copies of required documents, should be submitted through the GOAS by January 4, 2019 at 5 PM Japan Standard Time (JST) in order to be considered for 2019 intake.
- Your online timed video/written assessment should be submitted through Kira Talent Platform by January 9, 2019 at 5 PM Japan Standard Time (JST) in order to be considered for 2019 intake.
- You, as an applicant, can only apply through the GOAS to one program during the 2019 application period.
- The Application Fee must be paid for admission consideration. The Application Fee is non-refundable for any reason.
- You, as an applicant, are expected to submit both an online application via the GOAS and an online

timed video/written assessment via Kira Talent Platform for the admission consideration. If you fail to submit either of them, the GraSPP Admissions Committee has no consideration for further application process.

- The GraSPP Admissions Office will not accept changes to application information after an application has been submitted. However, if there are any changes that occur after the application submission excluding the standardized tests and educational background, applicants must notify the Admissions Office of the necessary information change immediately.
- You, as an applicant, are responsible for providing all of the information and documents in your applications that are guaranteed accuracy and authenticity.
- If the applicant provides any false or misleading statement, incomplete or inaccurate information in any part of the application, the application may not be screened, the applicant may be denied admission, or the offer of admission may be withdrawn at any time, even after enrollment.

4 Application Procedures Overview



4.1 Step 1

Preparation for your online application

You are expected to submit an online application as well as some scanned copies of supporting

documents through the GOAS. In order to proceed your online application smoothly, we recommend to check what you need to apply for the programs prior to start creating your online application. All the required documents are listed in the Application Guidelines.

Here is the important note for creating a PDF file for uploading. If a transcript has both sides or several pages, or if the grading scale is explained on separate documents or the website of your institutions, please combine them into a single file.

Note for Applicants for ADB/WB Scholarship: You are required to submit original official documents via international courier service to reach the Admissions Office by 5pm January 7, 2019 JST.

Letter of References

You may also start contact referees to ask them to write a letter of reference for your application. Letter of references and evaluation are considered as a part of your application and should be submitted by online.

You need two referees, preferably, one is from an academic institution, who can provide your academic strength and works; another is from a workplace, who knows your professional skills and capabilities. If you have no work experience, you can surely ask two referees from academic institutions.

Once your referees have agreed upon writing your references, you need to provide the information of each referee to the GOAS. A referee will receive a notification email with a personalized link to the referee's online site where the referee can enter evaluation and a letter of reference.

It is your responsibility to manage your referees' activities since your online application cannot be submitted without two letters of references. Please do not forget to check and monitor your referee's status during your application period.

Note for Applicants for WB Scholarship: If you are nominated for WB, you will be required to complete WB online application, which includes two letters of reference from their professional supervisors, by the deadline set by WB (approximately ten days).

4.2 Step 2

After having your account on the GOAS, you can start to create an online application. You can come back to your online application to edit, add, and upload files before the submission.

You can also submit or withdraw at any time by the deadline of the application period. You should be aware that your online application will be completed with the submissions of the two letters of reference from those referees that you enter their information on the GOAS. You will be informed of the submission of letters of references through both the Message Board on the GOAS and email.

Once your application has been submitted, you cannot change anything on your online application.

You will receive a confirmation email once your application is submitted through the GOAS.

4.3 Step 3

Soon after having submitted your online application through the GOAS, you will receive an invitation email from Kira Talent with a link to a personalized website for your online timed video/written assessment. Please allow us to send an email to you from 3 to 10 business days.

You will find necessary information to take an online assessment on the Kira Talent website. You will need an internet connection, a keyboard, a camera and a microphone with a desktop/laptop. Please note that the platform is not supported on tablets (including Microsoft Surface Pro or iPad) and there are no mobile apps available. It should take about 40 to 50 minutes to complete the responses with verbal answers and in writing.

To complete the submission of your application, you need to submit both your online application via the GOAS and the online timed video/written assessment via Kira.

4.4 Step 4

Some applicants will be invited to a live interview conducted by the Admissions Committee. You will receive an invitation of live interview via an email. Being invited to a live interview does not directly imply that they are the only possible candidates for admission. There will be a case that some applicants might be admitted without a live interview.

5 GOAS Application Overview

5.1 Access to the GOAS

You can access to the GOAS at the following link.

https://www.t-cens.graspp.apply.pp.u-tokyo.ac.jp/t-cens_graspp/login_pmd.php

Providing the correct email address is crucial because your email address is used not only throughout the application process but also after the admissions. Please enter an email address that could be accessed during and after the application period. You can create only one account with one email address. You can only apply through the GOAS to one program during the 2019 application period.

For returning users, login here with ID and Password issued by the GOAS

Here is the list of programs that currently accept applications.

| Coming soon | Application Period (All time in Japan Standard Time) |
|--|--|
| Master of Public Policy, International Program September Enrollment - Deadline January 4, 2019 5pm - Program# MPPIP-1510 Department Master of Public Policy, International Program Program Information September 2019 Master | 12th Nov. 2018~ 4th Jan. 2019 |
| Pre-checked Only / Master of Public Policy, International Program April Enrollment - Deadline January 4, 2019 5pm - Program# MPPIP-1520 Department Master of Public Policy, International Program Program Information April 2019 Master | 12th Nov. 2018~ 4th Jan. 2019 |
| Master of Public Policy, International Program with ADB/WB Scholarships - Deadline January 4, 2019 5pm - Program# MPPIP-1530 Department Master of Public Policy, International Program Program Information September 2019 Master | 12th Nov. 2018~ 4th Jan. 2019 |

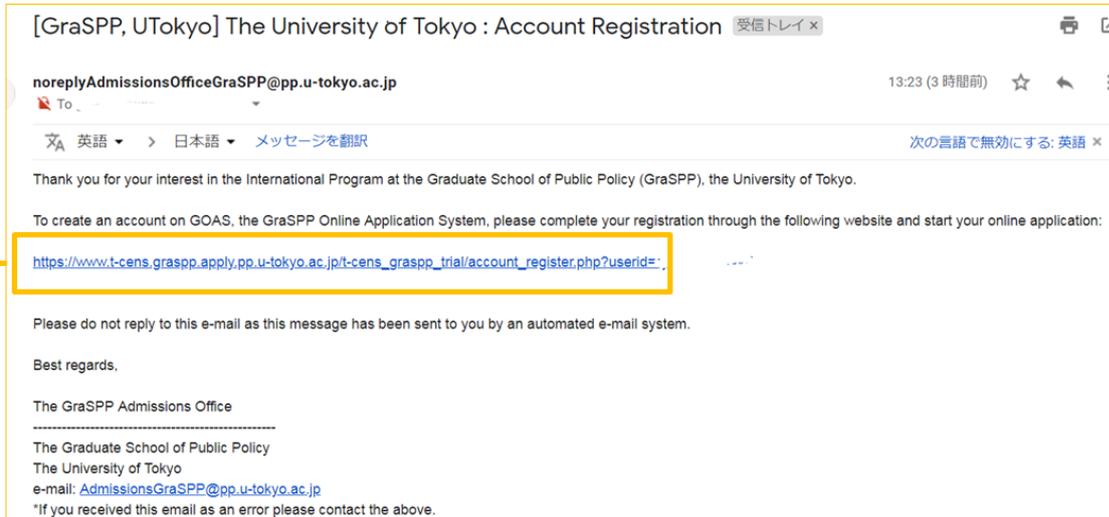
For the first time user, please enter your email address.

If you forgot your ID and/or Password, click here.

5.2 Registration

You will receive an email from the GOAS for creating your account on the GOAS after entering your email address in the *Create a New Account*.

The GOAS will issue your Login ID and Password after completing your *Registration*. From here on, you will receive several notification emails from the GOAS at the important check points. Please check your mailbox during the application process.

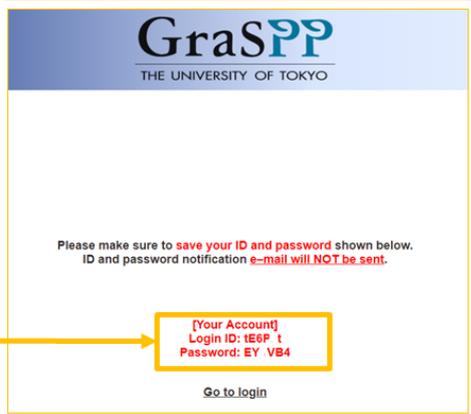


Personalized link leads you to Registration site.

Registration

| | |
|----------------------|---|
| 1. E-mail | <input type="text" value="graspponline+aa@gmail.com"/> |
| 2. Name | <p>Enter your name as it appears on your passport. If there is no family name printed on your passport, please enter the word "nil" instead due to the system requirements.</p> <p>FAMILY name (Surname) <input type="text" value="Green"/></p> <p>Middle name (Charlie) <input type="text"/></p> <p>First (Given) name (Walter) <input type="text"/></p> |
| 3. Security question | <p>Choose one question shown below and provide the answer. This question and answer will be needed to confirm with the admission office when you forget your password.</p> <p>What did you name your first pet? <input type="text" value="Bill"/></p> |

Your Login ID and Password issued.



Important:
Please make sure to save your Login ID and Password shown here. There is no notification email.

5.3 Top Tab

Welcome to the GOAS!

Now you see a starting place of your online application. Before proceeding, you need to carefully read through important notes including some dos and don'ts, tips, advice, and special attention.

Every time you log in the GOAS, you will see the *Top tab*. Once you have started to create your online application, you can access to your application by just hitting *Application tab* and clicking on the [Return to Application](#) button.

Contact Us, whenever you have any inquiry about the GOAS and online application.

You can access this "User Guide" here.

Your application Number is here.

Here is a brief information on your application. It stays here while logged on the GOAS.

Application for review is a PDF file that contains all the information you have put on the GOAS along with the upload files.

You can set your own password for the GOAS.

Important Application Notes: Please read this section carefully to proceed your online application.

Once you have read the "Important Application Notes," check the box and click on "Confirm" to initiate your online application.

Important Application Notes:

1. Before starting your application, read carefully through the "How to Apply" page by clicking the top right icon.
2. Refer to the Application Guidelines for all application schedule. Be sure to allow yourself plenty of time to complete process to gather original certificates and/or to take standardized tests. Some of the documents need to be scanned and uploaded.
3. Applicants can only apply to one program.
4. Fields with red asterisks (*) are mandatory.
5. Click on the "Save" button before switching pages. Never use the browser's BACK button.

- Application number: Please include your application number* on every communication with the office to facilitate swift communication. *Application number can be found below your photograph on the left column.
- Inquiries: For inquiries, please click on the "Contact us" icon, which can be found on the top of each application page.

I have carefully read and understood the above-mentioned important application notes and agree to start my online application by checking this box.

Confirm

Change password

Change Password

Change password

Current password:

New password:

Confirm new password:

Change Password

5.4 Registration Tab

It is very important for you to provide correct personal information because the name you enter here will be on the admissions letter, an official visa application, and your student ID card, once you are admitted. Please ensure that personal information you submit here is official and your name on the GOAS is exactly the same as it appears on your passport.

Please note that the information you enter in *Registration Tab* cannot be altered after clicking the *Confirm* button

The image shows two screenshots of a web form. The top screenshot is the 'Registration' tab, which is divided into sections: 'Name', 'Gender and date of birth', and 'Nationality'. The 'Name' section has fields for 'Full name', 'Family name (Surname)', 'Middle name', and 'First (Given) name'. The 'Gender and date of birth' section has radio buttons for 'Male', 'Female', and 'Rather not say', and a 'Date of birth' field with a 'CLEAR' button. The 'Nationality' section has a 'Country or region' dropdown, a text field for 'Please specify the name of your country/area ONLY if you selected "Other country/area" in the column above.', a text field for 'List all nationalities other than above.', and radio buttons for 'Do you live in Japan?' (Yes/No). A red error message 'Required items have not been entered.' is displayed at the top. A yellow box highlights the 'List all nationalities other than above.' field with the text 'List all nationalities if you have more than one.' A yellow arrow points from the 'Next' button in the top screenshot to the 'Confirm' button in the bottom screenshot. The bottom screenshot shows a confirmation box with a checked checkbox and the text: 'The information I have provided on the Registration tab is correct and complete. I have carefully reviewed all of my registration details and agree to the statement above. I hereby register an account by clicking the Confirm button. Once confirmed, your personal information cannot be revised.' A yellow box highlights this confirmation box with the text 'Once you have read the notes, check the box and click on Confirm.'

5.5 Application Tab

Here you can see all the available programs for 2019 intake. To apply for a program, click on *Apply* button.

For the first time user, please select one of the programs listed here and click on *Apply*.

Available programs for which you can apply.



The screenshot shows the 'Application' tab with a table of programs. The table has two columns: 'Programs' and 'Application Period (All time in Japan Standard Time)'. Three programs are listed, each with an 'Apply' button highlighted in a yellow box. The programs are:

| Programs | Application Period (All time in Japan Standard Time) |
|---|---|
| Master of Public Policy, International Program September Enrollment - Deadline January 4, 2019 5pm - Program#: MPPIP-1910 Department: Master of Public Policy, International Program Program Information: September 2019 Master | DEADLINE for Program Selection: 04 Jan. 2019 (JST) Apply |
| Pre-checked Only / Master of Public Policy, International Program April Enrollment - Deadline January 4, 2019 5pm - Program#: MPPIP-1920 Department: Master of Public Policy, International Program Program Information: April 2019 Master | DEADLINE for Program Selection: 04 Jan. 2019 (JST) Apply |
| Master of Public Policy, International Program with ADB/WB Scholarships - Deadline January 4, 2019 5pm - Program#: MPPIP-1930 Department: Master of Public Policy, International Program Program Information: September 2019 Master | DEADLINE for Program Selection: 04 Jan. 2019 (JST) Apply |

For returning users, please click on *Return to Application* to go back to your exiting online application.



The screenshot shows the 'Application' tab with a table of programs. The table has two columns: 'Programs' and 'Application Period (All time in Japan Standard Time)'. One program is listed, with 'Return to Application' and 'Withdraw' buttons highlighted in yellow boxes. The program is:

| Programs | Application Period (All time in Japan Standard Time) |
|--|--|
| Master of Public Policy, International Program Autumn Enrollment - Deadline January 4, 2019 5pm - Program#: MPPIP-1901 Department: Master of Public Policy, International Program Program Information: Autumn 2019 Master | DEADLINE for Program Selection: 04 Jan. 2019 (JST) Return to Application Withdraw |

If you wish to withdraw your online application from the program during the application period, you can click on *Withdraw*. Upon withdrawal, you can choose another program to apply. However, you need to start creating your online application from the beginning except for *Registration tab* and *Educational background page*.

If you consider to withdraw your online application after the submission, please contact the GraSPP Admissions Office.

6 Application Preparation

6.1 General Instruction

- Application Preparation has 11 pages.
- Please make sure to enter all necessary information.
- Entered information will be saved automatically when you move between pages. However, clicking on the *save* button frequently will avoid any loss of entered information.

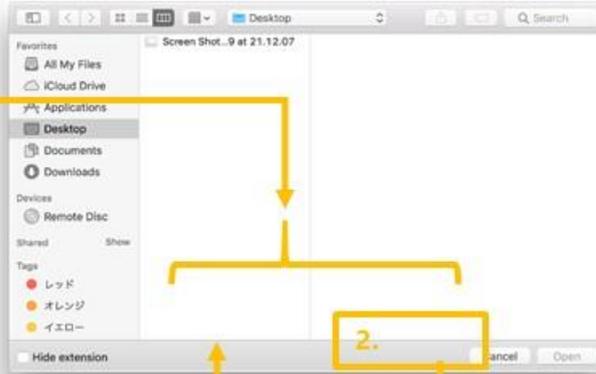


- There are several pages that include file upload function. Please find the following as a general procedure for uploading files.
- Only upload the appropriate files. DO NOT upload any files that are not instructed.

To upload a file;

1. Click on *browse*
2. Select the file
3. Click on *upload*

Repeat above to replace the file.



| Uploaded File | Date | | Upload |
|------------------------------|---------------------|--------|-------------------|
| Official_transcript | 2018-10-11 12:14:41 | Delete | No file selected. |
| Official_proof_of_graduation | 2018-10-11 12:15:25 | Delete | No file selected. |

Once uploaded, the file name will change automatically. Uploaded file will have file name in red font. Click on the file name to check the uploaded content.

6.2 Personal Information

At this page, you will present Current Residence, Affiliation, Application Fee receipt number and Other Contact Information needed for the application.

- The Application Fee must be paid for admission consideration.
- At [e-shiharai site](https://e-shiharai.net/english/), select "Examination Fee" to pay. <https://e-shiharai.net/english/>
- If you are a MEXT scholarship student, please contact [GraSPP Admissions Office](#) at mppip[at]pp.u-tokyo.ac.jp for a waiver.

Please select, "The University of Tokyo (Graduate Schools)."

| Category | Description |
|------------------|----------------------------------|
| First Selection | Graduate School of Public Policy |
| Second Selection | Master of Public Policy |
| Third Selection | Go To Fourth Choice |
| Fourth Selection | MPP/IP application JPY 10,000. |

- [Skype ID](#) is needed for conducting the Live interview (invitation only). If you do not have the Skype ID, please [acquire](https://www.skype.com/en/) one. <https://www.skype.com/en/>

Enter the Skype ID here.

If you only have Mobile phone, please enter the number on the Telephone section and leave this blank.

6.3 Educational Background

At this page, you will present your educational background in two categories below and upload transcript and proof of graduation for each higher education.

- 1) Higher Education: undergraduate level or higher
- 2) Basic Education: below undergraduate level

Higher Education

- You can enter up to 5 forms for your Higher Education records. One academic program per record.
- Enter education records in inverse chronological order starting from the most recent one.
- Please note that the order of the Higher Education on the Application for Review PDF will be sorted differently.

Completed: Degree is awarded
In process / withdrew: Degree is not awarded, currently enrolled or withdrawn

Select "Other" for Junior college, exchange or transfer

Total Years of Schooling is counted all education records entered, including basic education.

If you can not find the name of the university from the list here, please select "other."

Once "other" is selected from the University list, please enter the name of the university in the field below.

If not applicable, enter City or Town again.

Conferral date:
 If the education record is "in process / withdrew" AND you can submit official proof of graduation (or expected), please enter the conferral date.

If the education record is "in process / withdrew" BUT you can NOT submit official proof of graduation (or expected), please leave the conferral date blank.

- Enter GPA information by selecting one of the four option buttons by referring to your transcript.

Choose when;

1. Official transcript states GPA.
2. Official transcript does NOT state GPA and uses 5 level grading system.
3. Official transcript does NOT state GPA and uses 4 level grading system.
4. GPA cannot be applied.

When 2 or 3 is selected, enter number of credits in the corresponding field.

Please provide, if applicable, your academic grades as stated officially in your transcript.

Cumulative Grade Point Average (GPA) *

Copy the GPA as Indicated in the Transcript.
(ex. 67 out of 100, 6.8 out of 10)
out of

| | | | | |
|------------------|-----------------|-----------------|-----------------|---------------|
| 100-60 S A | 80-80 A B | 70-70 B C | 60-60 C D | 50- F F |
|------------------|-----------------|-----------------|-----------------|---------------|

If there is no GPA on your transcript, fill the number of credits you earned by grade in each box. For details, please refer to "How to Apply".

Total [] of []

If the grading score cannot be applied in the two categories above, please specify in detail.

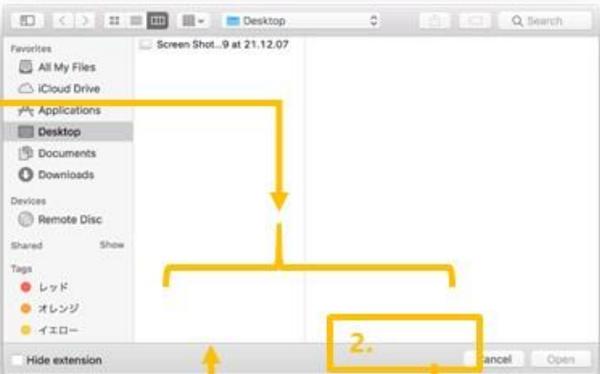
Percentile (e.g. 80%, etc.) [] %

Class Rank [] out of []

Honours received (up to 20 words) []
Please list the details about scholarships, prizes, honors, awards and other recognitions, if any.
8 word(s) (up to 20 words)

- Official transcript must be 1 PDF file per record. If a transcript has both sides or several pages, or if the grading scale is explained on separate documents or the website of your institution, please combine them into a single file.
- If the name and the date of the degree awarded are written on the official transcript, please follow the procedures below.
 1. If Official Proof of Graduation is separately available, please upload it in the "Official_proof_of_graduation" file upload.
 2. If Official Proof of Graduation is not available, go to the *File Upload* page and download *Replacement for certificate* and upload the file in the "Official_proof_of_graduation" file upload.

To upload a file;
 1. Click on *browse*
 2. Select the file
 3. Click on *upload*
 Repeat above to replace the file.



| Uploaded File | Date | | Upload |
|------------------------------|---------------------|--------|--|
| Official_transcript | 2018-10-11 12:14:41 | Delete | 1. Browse... No file selected. 3. Upload |
| Official_proof_of_graduation | 2018-10-11 12:15:25 | Delete | Browse... No file selected. Upload |

Once uploaded, the file name will change automatically. Uploaded file will have file name in red font. Click on the file name to check the uploaded content.

Click on *Add Form* to create another form for your educational background.

| Uploaded File | Date | | Upload |
|-----------------------------|---------------------|--------|------------------------------------|
| Official_transcript | 2018-10-11 14:30:53 | Delete | Browse... No file selected. Upload |
| Official_grad_of_graduation | 2018-10-26 18:02:52 | Delete | Browse... No file selected. Upload |

Add Form

Basic Education

- Basic Education is for educational background prior to entering undergraduate level. Enter education records such as high school (approx. 15-18 years old), middle school (approx. 12-15 years old) and elementary school (approx. 7-12 years old) in inverse chronological order starting from the most recent one. Application for Review PDF will display in the order it is entered.
- You can enter up to 10 forms for your Basic Education record. One academic institution per record.

The image shows a screenshot of a web form titled "Basic Education 1" with a "CLEAR" button in the top right corner. The form contains several input fields: "Level of school" (a dropdown menu), "Name of Institution", "Country" (a dropdown menu), "City or Town", "State or Province", and "Duration of enrollment" (with "from" and "to" sub-fields and a "CLEAR" button). A note below the "Duration of enrollment" fields reads: "To complete this section, please refer to 'How To Apply'". At the bottom right of the form is an "Add Form" button. Three yellow callout boxes with arrows point to specific parts of the form: the first points to the "Level of school" dropdown, the second points to the "City or Town" and "State or Province" fields, and the third points to the "Add Form" button.

Choose from High School, Middle School and Elementary School.

If not applicable, enter City or Town again.

Click *Add Form* to create another form for your Basic Education.

6.4 Standardized Test

At this page, you will present your scores of TOEFL, IELTS and/or GRE.

- You are required to enter score of either TOEFL or IELTS. Please enter all necessary information.
- If you fall in one of the three categories specified for the English Proficiency Requirement Exemption of [the Application Guidelines](#), you are exempted from submitting neither TOEFL or IELTS. Your English Proficiency will be evaluated throughout the admission process.
- If you fall in the third category for the English Proficiency Requirement Exemption in the [the Application Guidelines](#) (Option button 3 in the GOAS explained below), please submit a certificate issued by your academic institution in the [File Upload page](#).

The certificate must indicate following 5 elements.

1. Date of the issue
2. Your name
Certificate must be issued upon the request of the applicant.
3. Date of the degree conferred
4. Name of the degree conferred
5. Specification that the primary language of the entire institution, not only the applicant's department or program, is English.

Enter the IELTS Test Report Form (TRF) Number (15-18 characters) found on the Test Report Form.

Select from 1 of the 3 option buttons for English Language Proficiency Exemption.

If you fall into this category, you must state the reason in the box.

- GRE score and all its information must be entered when you present GRE score.

6.5 Work Experiences

At this page, you will present your work history including full-time, part-time, paid/unpaid, volunteer, etc. You can skip this page if you have no work experience.

- Please note that ADB/WB Scholarship applicant must provide your work experiences to complete your online application.
- Enter your work history in inverse chronological order starting from the most recent one. Application for Review PDF will display in the order it is entered.
- You can enter up to 5 forms for your work record.

The screenshot shows the 'Work Experiences' section of an application form. At the top, there are tabs for 'Top', 'Registration', and 'Application'. Below these are buttons for 'Application Preparation' and 'Application Confirmation'. A navigation bar includes 'Personal Information', 'Educational Background', 'Standardized Tests', 'Work Experiences' (highlighted), 'Academic Interest', and 'Financial Statement'. Below the navigation bar are buttons for 'Additional Information', 'Survey 1', 'Survey 2', 'Referees' Info', 'File Upload', and 'Save'. The 'Work Experiences' section has a heading and a note: 'In chronological order starting with the most recent one, please provide all your work experiences including employed, self-employed, volunteer and internship.' Below this is a 'Total Duration' field showing '3 years 1 months 2 days'. The main form area is titled 'Work Experience 1' and contains fields for: 'Name of the affiliation' (The University of Tokyo), 'Full address of the affiliation' (7-3-1, Hongo, Bunkyo-ku, Tokyo, 113-0033, Japan), 'Briefly describe your responsibilities' (0 word(s) up to 30 words), 'Position title' (Manager), 'Type of Contract' (Employed, Paid), 'Full time/Part time' (Full time), and 'Duration (DD/MM/YYYY)' (from: 01/09/2015 to: 01/10/2018, CLEAR, 3 years 1 months 2 days). An 'Add Form' button is at the bottom right. Three yellow callout boxes with arrows point to specific parts of the form: 'Total duration is counted full-time and paid work only.' points to the 'Total Duration' field; 'Enter the detail of your work experiences.' points to the 'Briefly describe your responsibilities' field; and 'Click *Add Form* to create another form for your work experience.' points to the 'Add Form' button.

6.6 Academic Interest

At this page, you will present your academic interest including choice of Policy Streams, the topic of interest and the Statement of Purpose.

- If you type the Statement of Purpose on the GOAS, please be sure to save frequently.
- To avoid losing entered information when the GOAS timeout occurs, it is recommended that you type the entire statement on document other than the GOAS and then copy and paste onto the GOAS.

6.7 Financial Resources

At this page, you will indicate your Primary Financial Resources.

Applicants for MPP/IP with ADB/WB scholarships (MPPIP-1930) will present your scholarship eligibility.

- Please note that ADB/WB scholarship applicants must thoroughly read through the Application Guidelines for scholarship eligibilities and procedures.
- If you have awarded scholarship(s), please select 2 and upload the scanned copy of the scholarship award letter.
- If you are in process of applying for scholarship(s), please select 3 and list all scholarship names. If scholarship name is long, please use abbreviations.

Select one of the 4 option buttons and write details and upload a file, if necessary.

| Uploaded File | Date | Upload |
|---------------|--------------|------------------------------------|
| Award_letter | Not Uploaded | Browse... No file selected. Upload |

Refer to below when applicable.

- MEXT scholar : Select 2 and enter "MEXT" in the field. Then upload scanned copy of the scholarship award letter.
- ADB: Select 3 and enter "ADB."
- WB: Select 3 and enter "WB"
- IMF-JISPA: Select 3 and enter "IMF"
- CAMPUS Asia: Select 3 and enter "CAMPUS A."

When you have more than one scholarships you are applying, select 3 and list all separated by comma. e.g., ADB,WB,IMF,

- If you are ADB/WB scholarship applicant, you must acquire [Letter of Endorsement](#) from your employer. The letter must bear the official stamp or seal and signature of the employer. Different letter format can be used as long as the letter contains all information in the sample format.

ADB/WB Scholarship applicant must upload the Letter of Endorsement.

| Uploaded File | Date | Upload |
|-----------------------|--------------|------------------------------------|
| Letter_of_Endorsement | Not Uploaded | Browse... No file selected. Upload |

- If you are applying for ADB, you need to download the document and fill in all information and upload it in PDF format.

Important:
Please make sure to upload the file in PDF format.

Be sure to select either yes or no for both of these questions. If you are only applying for ADB, select Yes for ADB and select No for WB.

6.8 Additional Information

At this page, you will indicate if you need special assistance.

- If you need any special assistance for admission and/or for the study at GraSPP, please specify in this page.

6.9 Survey 1

At this page, you will indicate other universities you are applying. The information you provide will not affect admission results.

- You can enter up to 5 forms for your Survey 1 record.

6.10 Survey 2

At this page, you will indicate several survey regarding how you came to know about GraSPP and other questions. The information you provide will not affect admission results.

6.11 Referee's Info.

At this page, you will indicate your referees' information. MPP/IP application requires two referees.

- It is your responsibility to manage your referees' activities since your online application cannot be submitted without two letters of references. Please do not forget to check and monitor your referee's status during your application period.
- Please be sure to send request to both referees by clicking buttons, *send to the referee #1* and *send to the referee #2*, respectively. Only after both your references are submitted, you can complete application

via the GOAS.

- For the sake of referees' identification, the email addresses of the referees' affiliation should be used whenever possible. If free email addresses such as Yahoo, Hotmail or Gmail are used, please note that the GraSPP Admissions Office will confirm the identity via phone or any other means.
- The letter of reference will be submitted via the GOAS. If your referee can only send out hard copies, please ask the referee to contact the GraSPP Admissions Office via email. The applicant's name and application number must be included in the email for efficient communication.
- You can find a sample of Letter of Reference for both [Academic Reference](#) and [Professional Reference](#) in the Appendix 1 and 2 respectively.

Variations for Referee's status
 -Not registered: Applicant has not yet sent the request to the referee
 -Not started: Referee has not started to write reference
 -In process: Referee started writing a reference
 -Submitted: Referee has submitted the reference

Email to the Referee

[GraSPP, UTokyo] The University of Tokyo: Letter of Reference Request

AdmissionsGraSPP@pp.u-tokyo.ac.jp

To

Dear Dr. _____,

You are receiving this email concerning a request for a letter of reference to the Graduate School of Public Policy, The University of Tokyo. If you are not Dr. _____, please disregard this email.

[Applicant]
 Name: _____
 Application Number: MPPIP-1903_00000000223
 Reference Deadline: 03/01/2019, JST 23:45

This applicant has requested that you write a reference via GOAS, GraSPP Online Application System.

To respond to the request, please click the URL below:
https://www.t-cens.graspp.apply.pp.u-tokyo.ac.jp/t-cens_graspp_trial/new_reco

Best regards,

The GraSPP Admissions Office

The Graduate School of Public Policy
 The University of Tokyo
 e-mail: AdmissionsGraSPP@pp.u-tokyo.ac.jp
 *If you received this email as an error please contact the above.

Email to you

[GraSPP, UTokyo] Letter of Reference Request

noreplyAdmissionsOfficeGraSPP@pp.u-tokyo.ac.jp

To

Dear Ms. _____,

[GOAS Application Number: MPPIP-1903_00000000223]

We have sent a request for a letter of reference to Dr. _____.

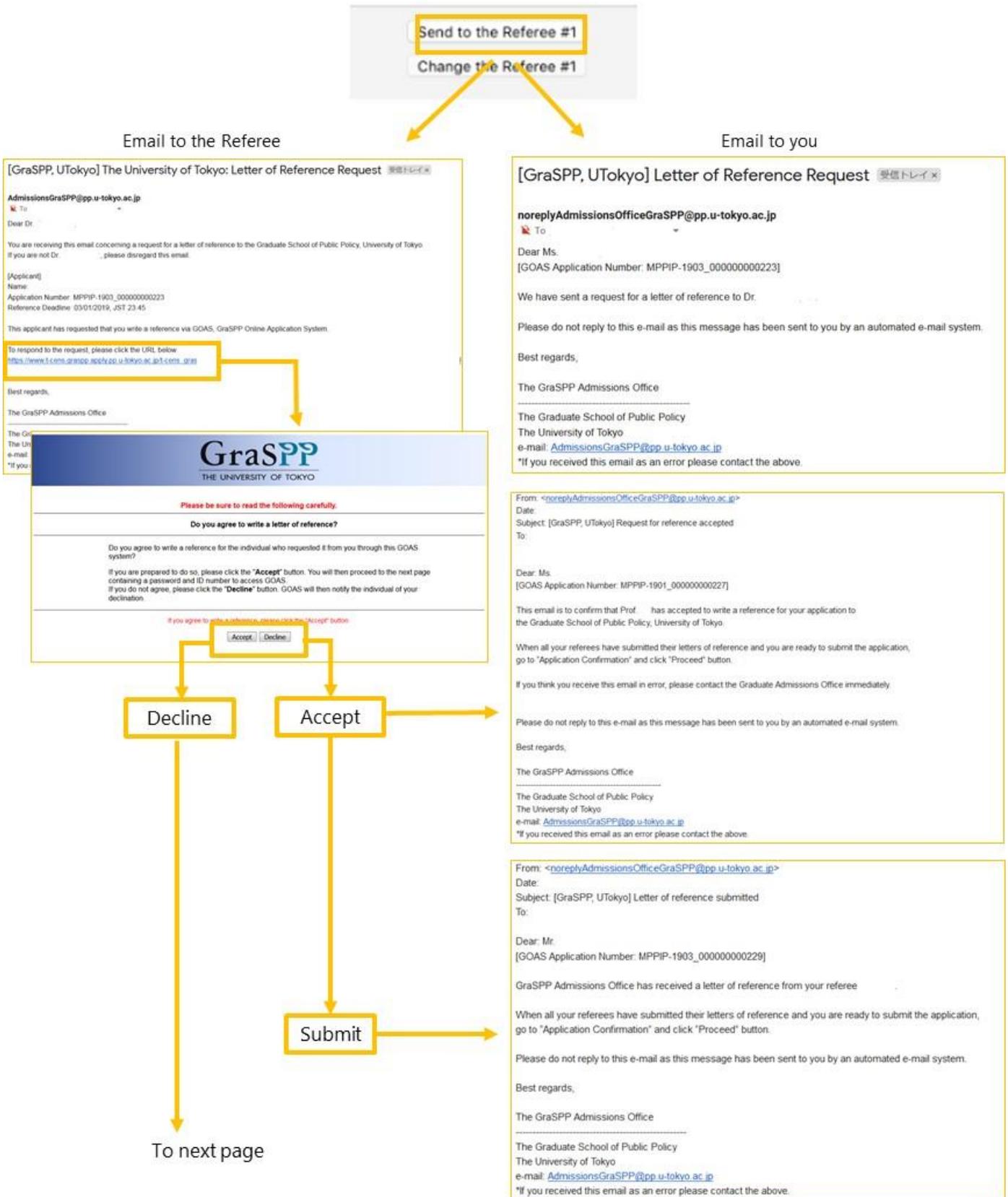
Please do not reply to this e-mail as this message has been sent to you by an automated e-mail system.

Best regards,

The GraSPP Admissions Office

The Graduate School of Public Policy
 The University of Tokyo
 e-mail: AdmissionsGraSPP@pp.u-tokyo.ac.jp
 *If you received this email as an error please contact the above.

- Referees can either accept or decline your request for writing a reference.



Email to you

Decline

From previous page →

[GraSPP, UTokyo] Request for reference rejected 受信トレイ ×

noreplyAdmissionsOfficeGraSPP@pp.u-tokyo.ac.jp

To: [GOAS Application Number: MPPIP-1901_00000000198]

Dear Mr. [Name],

This email is to inform you that Prof. [Name] has declined to write a reference for your application to the Graduate School of Public Policy, University of Tokyo.

To complete your application, all your referees must submit their letters of reference. Please ask another person to write a letter of reference.

If you think you receive this email in error, please contact the Graduate Admissions Office immediately.

Please do not reply to this e-mail as this message has been sent to you by an automated e-mail system.

Best regards,

The GraSPP Admissions Office

The Graduate School of Public Policy
The University of Tokyo
e-mail: AdmissionsGraSPP@pp.u-tokyo.ac.jp
*If you received this email as an error please contact the above.

Log into the GOAS and send another request to different referee.

- You may change the referee only when the Referee's status is "not started."

| | |
|--|---|
| Telephone Please type in your referee's phone number including country code. * | For example, a number in Tokyo such as 63-1234-5678 should be typed as follows: +81-3-1234-5678. |
| Email Address * | <input type="text"/> |
| GOAS will send a request to your referee after you click the "Send to the Referee" button. You can change the referee as long as the Referee's Status is "Not registered" or "Not started". | |
| Send to the Referee #1 <input type="button" value="Change the Referee #1"/> | |

Email to the Referee

[GraSPP, UTokyo] The University of Tokyo: Letter of Reference Withdrawal 受信トレイ ×

AdmissionsGraSPP@pp.u-tokyo.ac.jp

To: [Name]

Dear Prof. [Name],

You are receiving this email concerning a request for a letter of reference to the Graduate School of Public Policy, the University of Tokyo. If you are not Prof. [Name], please disregard this email.

We would like to inform you that the following applicant has decided to withdraw his/her request to you for writing a reference.

[Applicant]
Name: [Name]
Application Number: MPPIP-1901_00000000198

We greatly appreciate your support for the applicant.

Best regards,

The GraSPP Admissions Office

The Graduate School of Public Policy
The University of Tokyo
e-mail: AdmissionsGraSPP@pp.u-tokyo.ac.jp
*If you received this email as an error please contact the above.

Email to you

[GraSPP, UTokyo] Referee Change 受信トレイ ×

noreplyAdmissionsOfficeGraSPP@pp.u-tokyo.ac.jp

To: [Name]

Dear Mr. [Name],

[GOAS Application Number: MPPIP-1901_00000000198]

You have just cancelled your reference request to Prof. [Name].

Please do not reply to this e-mail as this message has been sent to you by an automated e-mail system.

Best regards,

The GraSPP Admissions Office

The Graduate School of Public Policy
The University of Tokyo
e-mail: AdmissionsGraSPP@pp.u-tokyo.ac.jp
*If you received this email as an error please contact the above.

Edit Referee's Info. to send another request to different referee.

6.12 File upload

At this page, you will upload your photo as well as other files needed for application. You can also download documents such as *Replacement for certificate*.

- Check the file type to be uploaded.
- Only upload the appropriate files. DO NOT upload any files that are not instructed.
- Once uploaded, the file name will change automatically.
- Uploaded file will have file name in **red** font. To check the uploaded content, please click on the file name.

To upload a file;
1. Click on *browse*
2. Select the file
3. Click on *upload*
Repeat above to replace the file.

To download file;
Click on the file name in blue.

Photo specifications. Read them carefully.

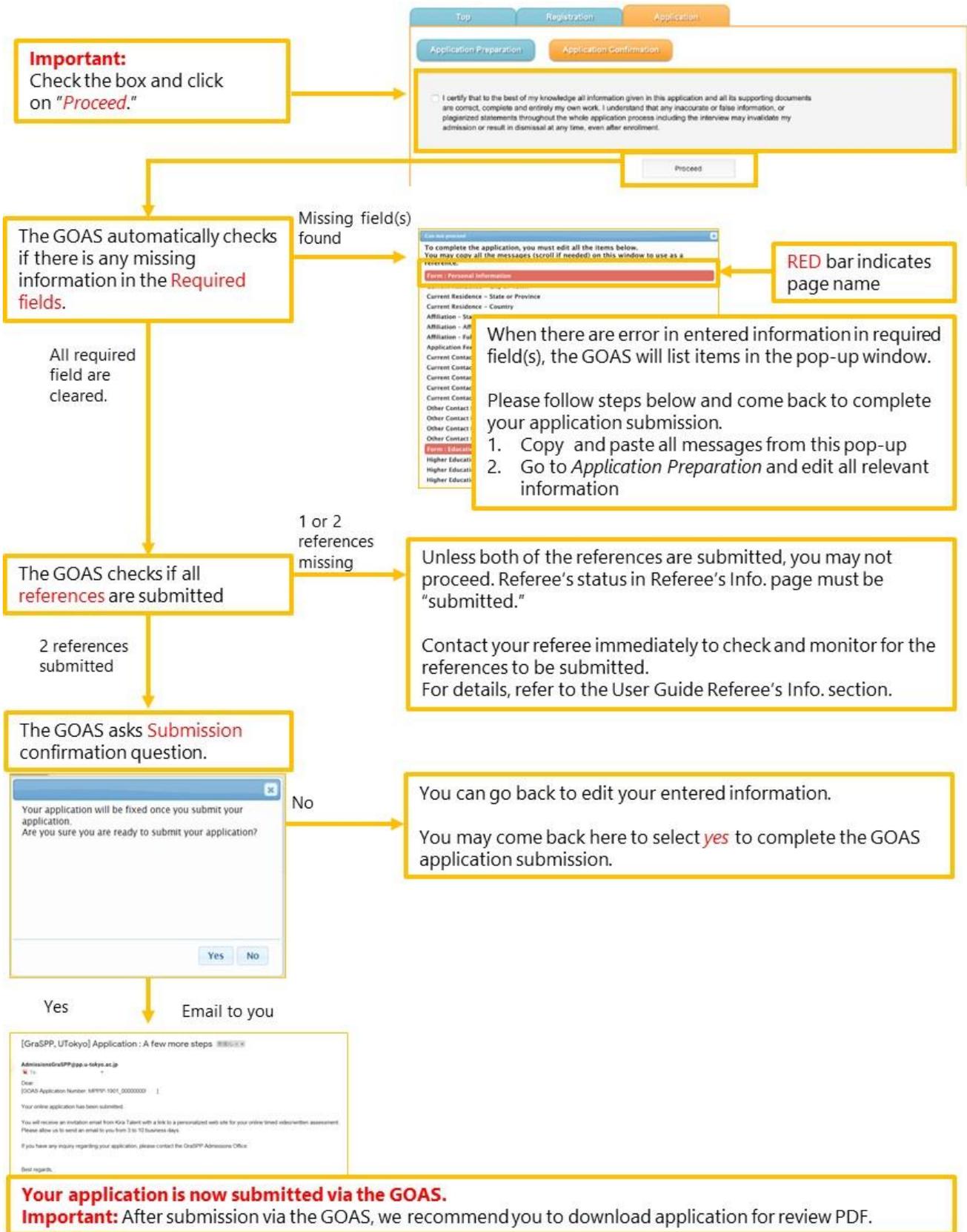
The screenshot shows a 'File Upload' section with a table of uploaded files. The table has columns for 'Download File Name', 'Files to Upload', and 'Last Updated'. The first row shows a file named 'Replacement_for_Certificate.pdf' with a blue download link. The second row shows a file named 'English_Proficiency_certification.pdf' with a red download link and a 'Last Updated' timestamp of '2018-10-15 17:32:42'. The 'Files to Upload' section includes instructions for photo and PDF uploads, including file extension requirements and specific photo specifications.

| Download File Name | Files to Upload | Last Updated |
|---|---|-------------------------------|
| Replacement_for_Certificate.pdf | Photo * File extension must be .jpg or .png. ... Browse... No file selected. Upload | No |
| English_Proficiency_certification.pdf | English_Proficiency_certification.pdf File extension must be .pdf. ... Browse... No file selected. Upload | 2018-10-15 17:32:42 Delete |

7 Application confirmation

Here, you will check to see if you can proceed to submit the GOAS application and then confirm your application submission.

- You cannot proceed to complete the GOAS application unless both of the following are met.
 1. You have entered all necessary information (not only required fields) correctly
 2. Your two letters of references have been submitted via the GOAS
- Please note that it is your responsibility to ensure all necessary information are entered as some of the questions are only required for specific applicants, therefore the GOAS does not automatically check if the correct information is entered adequately.



- Now you have completed [Step 2 of the Application Procedures Overview](#).

8 FAQ

- [Q1] The screen says "Connection failed." What do I do?
Please log out and login to the GOAS again. It is important to use the save button to avoid the loss of entered information.
- [Q2] I cannot get any intended result on the GOAS. What do I do when the GOAS does not seem to be working?
Please check to see if your web browser and OS use the versions specified in the system requirements. If you are using the web browser and OS that are listed in the system requirements and still have problems. Please use the "contact us" button on the right top corner of the GOAS for inquiry.

[System Requirements for using GraSPP Online Application System (GOAS)]

Windows 7, Windows 8.1, Windows 10

Firefox, Google Chrome, Internet Explorer 11 (Only when "compatibility view setting" is enabled)

Mac OS 10.13 High Sierra or higher

Safari

Tool

Adobe Reader

Important

1. JavaScript must be enabled
2. Be sure to use only one tab of the web browser when logging into GOAS. Opening GOAS in multiple tabs or windows may result in unintended effect.
3. Use English alphabet (A-Z, a-z) when filling information. Use of special characters as follows may corrupt entered data.
(~, *, &, ^, #, \$, %, @, /, ¥, <, >, etc.)
4. Browsing in environment such as pre-release, beta version and using smartphone and tablet may lead to malfunctioning.

Appendix 1: Sample Letter of Reference (Academic)

Graduate School of Public Policy, The University of Tokyo

Print date 05/11/2018

Letter of Reference

Draft MPPIP-_____

FAMILY name, First name

Applicant Name FAMILY, First

MPPIP-

Referee's Information

| | |
|---------------------|--|
| Name | |
| Salutation | |
| Current affiliation | |
| Country | |
| Telephone | |
| Email address | |



Evaluation

| | | | | | | |
|---|------------------|---------|---------|---------|------------|-------------------|
| How long have you known the applicant? | Years and Months | | | | | |
| In what capacity have you known the applicant? | | | | | | |
| How often have you interacted with the applicant? | Daily | Weekly | Monthly | Rarely | | |
| Ranking | Top 5% | Top 10% | Top 25% | Top 50% | Bottom 50% | Unable to comment |
| Relative to other students from the same university and following the same degree program, how would you rate the applicant's overall academic ability? | | | | | | |
| Evaluation | Top 5% | Top 10% | Top 25% | Top 50% | Bottom 50% | Unable to comment |
| Academic performance/ability (e.g. honors, awards) | | | | | | |
| Intellectual ability/potential | | | | | | |
| Capacity for original thinking | | | | | | |
| Motivation for further study | | | | | | |
| Ability in written expression | | | | | | |
| Ability in oral expression, including willingness to contribute valuably to seminar discussion where applicable | | | | | | |
| How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at GraSPP? | Outstanding | Good | Average | Poor | | |

Please write the letter of reference for the applicant.

A large, vertical grey rectangular area intended for writing a letter of reference. It is bounded by a thin red line at the top and bottom, and a thin red line on the right side. The left side is the edge of the page.

Appendix 2: Sample Letter of Reference (Professional)

Graduate School of Public Policy, The University of Tokyo

Print date 05/11/2018

Letter of Reference

Draft MPPIP-_____

FAMILY name, First name

Applicant Name FAMILY, First



MPPIP-

Referee's Information

| | |
|---------------------|--|
| Name | |
| Salutation | |
| Current affiliation | |
| Country | |
| Telephone | |
| Email address | |

Evaluation

| | | | | | | |
|--|------------------|---------|---------|---------|------------|-------------------|
| How long have you known the applicant? | Years and Months | | | | | |
| In what capacity have you known the applicant? | | | | | | |
| How often have you interacted with the applicant? | Daily | Weekly | Monthly | Rarely | | |
| Ranking | Top 5% | Top 10% | Top 25% | Top 50% | Bottom 50% | Unable to comment |
| Relative to other staffs at the same level in your institution, how would you rate the applicant's overall professional ability? | | | | | | |
| Evaluation | Top 5% | Top 10% | Top 25% | Top 50% | Bottom 50% | Unable to comment |
| Professional ability/Work performance | | | | | | |
| Intellectual ability/potential | | | | | | |
| Capacity for original thinking | | | | | | |
| Motivation for further study | | | | | | |
| Ability in written expression | | | | | | |
| Ability in oral expression, including willingness to contribute valuably to seminar discussion/debate where appropriate | | | | | | |
| Leadership potential | | | | | | |
| How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at GraSPP? | Outstanding | Good | Average | Poor | | |

Please write the letter of reference for the applicant.

Appendix 3: For applying CAMPUS Asia

If you apply with CAMPUS Asia, there are three requirements. Be sure to follow the procedures below.

- Page: Academic Interest
Start the “topic of your interest” with “(CAMPUS Asia).”
- Page: Financial Resources
[Select “in process of applying”](#) and start with “CAMPUS A.”
- Page: Additional Information
Answer the question about CAMPUS Asia.

End of the document.