

Application Guidelines 2019

Master of Public Policy, International Program (MPP/IP)
Graduate School of Public Policy, The University of Tokyo

1. Program Information

Description

The Master of Public Policy, International Program (MPP/IP) at the Graduate School of Public Policy (GraSPP) offers a two-year interdisciplinary graduate-level professional degree for future policy experts.

MPP/IP seeks to nurture individuals who:

- Aspire to take active roles as public policy professionals and leaders with high ethical standards in international society utilizing specialized knowledge and practical competencies acquired at the graduate school;
- Can proficiently evaluate current and future challenges, optimize policy responses, evaluate policy impacts, and build consensus among stakeholders;
- Have the competency necessary to apply fundamental knowledge in policy design, implementation and evaluation honed through a balanced study of law, politics and economics to successfully resolve policy challenges

Policy Streams

MPP/IP offers two policy streams below for students to develop in-depth knowledge in their chosen fields.

- Economic Policy, Finance and Development (EPFD)
- Public Management and International Relations (PMIR)

Scholarships

GraSPP offers several scholarships for MPP/IP. Applicants who seek ADB and WB scholarships should follow the application guidelines. For more details about important notes and additional eligibility requirement for ADB and WB, carefully read Appendix 3.

- The Asian Development Bank-Japan Scholarship Program (ADB-JSP): ADB
- The Joint Japan World Bank Graduate Scholarship Program (JJ/WBGSP): WB¹

2. Selection Process

The following three components are part of the selection process.

- Application documents screening and assessment - All applicants
- Online timed video/written assessment platform - All applicants
- Live Interview assessment - Invitation only²
(Either in-person or via interactive internet video communication tools)

After submitting the application documents, a personalized link to the online timed video/written assessment platform will be sent to applicants.

Important Notes

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the application may not be screened, the applicant may be denied admission, or the offer of admission may be withdrawn at any time, even after enrollment.

3. Eligibility

Those who have completed or who expect to complete their undergraduate education (a bachelor's degree or the equivalent) by the Enrollment date are eligible to apply for MPP/IP.

Those who expect to complete their undergraduate education (bachelor's degree or the equivalent)

¹ Applicants who apply for WB should select EPFD policy stream.

² Not all shortlisted applicants are invited to a live interview with faculty members.

between the Enrollment date and September 30, 2019 are required to contact the MPP/IP Admissions Office (the Admissions Office).

All applicants must carefully read Appendix 2.

Applicants seeking ADB and/or WB scholarships must read carefully Appendix 3 as well.

4. Degrees offered and Annual Intake

Master of Public Policy
Approximately 40³

5. Enrollment Date

September 20, 2019 (April 1, 2019 is also available.⁴)

6. Application, Admission and Tuition Fees⁵

| | | | |
|----------------------|---|-----|----------------------|
| Application Fee | : | JPY | 10,000 |
| Admission Fee | : | JPY | 282,000 ⁶ |
| Tuition Fee (annual) | : | JPY | 535,800 |

7. Important Dates for Admission 2019

All dates and times are based on Japan Standard Time.

Necessary announcements will be made on GraSPP website and/or by email.

Applications that arrive after the deadline shall not be accepted.

ADB and WB scholarships applicants have different dates for admission. Read Appendix 3 carefully.

| | |
|---|--|
| <Application Period> | <November 12, 2018 to 5pm January 4, 2019> |
| Deadline for payment of application fee | January 3, 2019 |
| Deadline for submission of application documents (scanned copy ⁷) | 5pm January 4, 2019 |
| Deadline for submission of online timed video/written assessment materials | 5pm January 9, 2019 |
| Shortlisted applicants announcement ⁸ | February 1, 2019 |
| Interview dates ⁹ | February 6 - 8, 2019 |
| Deadline for submission of original official application documents via international courier service (all shortlisted applicants) ¹⁰ | February 12, 2019 |
| Final results announcement | March 1, 2019 |

³ About half places are for ADB, WB and other partner scholarship programs.

⁴ April enrollment is only for Japanese nationals and for non-Japanese nationals who have a student visa valid through the end of March 2019. Applicants with interest in this enrollment date are required to contact MPP/IP Admissions Office before November 30, 2018.

⁵ All fees are as of AY2018 and subject to change.

⁶ The Admission Fee is non-refundable for any reason.

⁷ Completed application documents in scanned copies must reach the Admissions Office.

⁸ Interview schedules will be notified as well at this time, for selected candidates only. Not being invited for interview does not necessarily mean a candidate has been rejected.

⁹ Applicants invited to an interview are advised to be available on the scheduled date.

¹⁰ The Admissions Office does not respond to inquiries about individual delivery status. Applicants residing in Japan also must submit their applications by post. Do not use any staplers or tapes on the hard copies.

8. Application Documents

For details of each document, see Appendix 1.

All applicants: required

- A. Application Form
- B. Photograph of Your Face
- C. Official Transcript
- D. Official Proof of Graduation
- E. Two Letters of Reference
- F. Statement of Purpose
- G. Receipt Number of Application Fee Payment
- H. English Proficiency (IELTS/TOEFL) Test Official Score Report
- I. Scanned Copy of Passport Portrait Page

All applicants: strongly recommended

- J. GRE General Test Official Score Report

Only for ADB and WB applicants: additionally required

- K. Letter of Endorsement
- L. Scholarship Eligibility Statement

If applicable: additionally required

- M. Scanned Copy of Award Letter (only applicants already awarded the scholarship)
- N. Scanned Copy of Resident Card (only international applicants seeking April enrollment)

Important Notes for all applicants

- All documents must be written in English. If they are not written in English, an official English translation certified by notary public must be attached.
- Include only documents listed.
- None of the submitted documents and materials shall be returned.
- Any revisions to the application documents shall not be considered after submission.

9. Online Timed Video/written Assessment Materials

Applicants will be invited to the internet-based timed video/written assessment platform by an email within three to ten business days after submitting application documents. Applicants will be asked to submit timed video/written responses to questions that have been pre-recorded by GraSPP.

10. Miscellaneous

- (1) Applicants with disabilities must consult with the Admissions Office prior to the application, so that considerations for facilitating interviews and classrooms, etc. may be arranged.
- (2) International students are required to obtain an appropriate visa according to the Immigration Control and Refugee Recognition Act (Cabinet Order No. 319 of 1951) prior to undertaking the enrollment procedure.
- (3) The University of Tokyo shall use personal information received only for the purpose of (1) Selection procedures, (2) Notification of results and (3) Enrollment procedures. For those students that enroll, this information will also be used for (4) Educational affairs, (5) Student support and (6) Collection of tuitions.
- (4) The screening results used in the selection of entrants may be used for the improvement of both the entrance examination and education programs at the University of Tokyo.

11. Contact Information

MPP/IP Admissions Office, Graduate School of Public Policy
The University of Tokyo

7-3-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan

Email: AdmissionsGraSPP@pp.u-tokyo.ac.jp

When you contact us, please input @ instead of ""

All inquiries related to application and admission must be made by email

Appendix 1. Details of Application Documents

A. Application Form

- Fill in all information needed.

B. Photograph of Your Face

- A color photograph for passport use taken within the last six months.

C. Official Transcript

- The documents must include all courses, grades and grading policy or scale certified with the seal/stamp of the universities in which applicants are or were enrolled. Copies shall not be accepted.
- If the transcript does not include the grading policy or scale, a copy of webpage explaining it or a letter certified with the seal/stamp of the university should be included.
- If available, a cumulative GPA (Grade Point Average) must be included. The GPA statement should be part of the official transcript, or, if separate, must be certified with the seal/stamp of the university. It must include an explanation of the numerical values used to calculate the average.
- If available, an authorized certificate of class ranking may also be included.
- If the applicant has changed the applicant's university or participated in exchange programs and if the applicant's home university does not report grades earned, name of courses and dates of attendance, he/she must include official transcripts from all the former universities or colleges.

D. Official Proof of Graduation

- The document must include the name of degree and the date the degree was awarded and be certified with the seal/stamp of the university from which the applicant earned the bachelor degree. (Please do not send the original diploma.)
- Those who have not yet graduated from their course of study at the time of application are requested to submit an authorized statement of anticipated graduation.
- If the name of degree and the date the degree was awarded are contained in the Official Transcript, applicants do not have to submit the Official Proof of Graduation.

E. Two Letters of Reference

- Applicants must request two referees to write a reference.
- If applicants have working experience, consider acquiring the letter from professional supervisors.
- The referees can send the letter by email attachments directly to the Graduate School of Public Policy Admissions Office during the application period.

F. Statement of Purpose

- The length of the Statement of Purpose is up to one thousand words.

G. Receipt Number of Application Fee Payment

- Applicants must provide the 12-digit receipt number which appears on the result screen of the University of Tokyo's online payment system "e-shiharai" upon completion of payment.
- Method of payment: By credit card via e-shiharai
Refer to <https://e-shiharai.net/english/> for instructions.
- Application Fee: JPY10,000¹¹ (Non-refundable)

H. English Proficiency (IELTS/TOEFL) Test Official Score Report

- IELTS Test Report Form (academic module test) must be sent directly by the testing organization to GraSPP.

¹¹ Japanese government (Monbukagakusho, MEXT) scholarship students are exempted from paying the application fee as well as the admission fee and annual tuition. If applicable, please submit a certificate of MEXT scholarship student.

- TOEFL Official Score Report: ETS Institution Code 8554
- Applicants must submit either TOEFL (Official Score Report) or IELTS (Test Report Form) as a proof of English proficiency.
- TOEFL or IELTS test must have been taken within two years of the application submission date.
- Applicants must request the testing organization to send the TOEFL Official Score Report to reach the Graduate School of Public Policy during the application period.
- The Official Score Report of PBT, CBT, or iBT are acceptable. (ITP score is not acceptable).
- In case the applicant cannot submit TOEFL or IELTS scores due to reasons beyond the control of the applicant, the reason must be stated in the application form.

(English Proficiency Requirement Exemption)

There will be no exemption unless listed below.

- (1) An applicant who has received an English-medium education for at least four years of the first six years of their schooling and at least five years of the second six years of their schooling in Australia, Canada, Ireland, New Zealand, the UK or the U.S.A.
- (2) An applicant who earned or is expected to earn a bachelor's degree, or the international equivalent thereof, from an institution, where the primary language of the entire institution (not only the applicant's department or program) is English, in Australia, Canada, Ireland, New Zealand, the U.K. or the U.S.A.
- (3) An applicant who earned or is expected to earn a bachelor's degree, or the international equivalent thereof, from an institution, where the primary language of the entire institution (not only the applicant's department or program) is English in countries other than Australia, Canada, Ireland, New Zealand, the U.K. or the U.S.A. If an applicant falls into this category, he/she is required to submit a certificate as such issued by the institution to the Admissions Office to assess the case.

I. Scanned Copy of Passport Portrait Page

- A scanned copy of the applicant's portrait page
- Applicants who do not currently possess a passport may submit a copy of a census register or other proof of citizenship.

J. GRE General Test Official Score Report

- GRE Official Score Report: ETS Institution Code 3944
- GRE test must have been taken within five years of the application submission date.
- Applicants must request ETS to send the Official Score Report to reach the Graduate School of Public Policy during the application period.

K. Letter of Endorsement

- The letter must bear the official stamp or seal and signature of the employer.

L. Scholarship Eligibility Statement

- Check the scholarship eligibility.

M. Scanned Copy of Award Letter (only applicants already awarded the scholarship)

- A scanned copy of award letter from a scholarship provider showing the total sum of the scholarship in Japanese yen or US dollars as well as the general terms and conditions of the scholarship

N. Scanned Copy of Resident Card (only international applicants seeking April enrollment)

- A scanned copy of resident card issued by Immigration Bureau of Japan (Zairyu Card) - both sides

Appendix 2. Eligibility Requirements

Persons who fulfill at least one of the following requirements are eligible to apply to the MPP/IP program:

(1) Those who have graduated from a Japanese university or are expected to graduate by the enrollment date. (Note 1)

(2) Those who have completed, or are expected to complete by the enrollment date, sixteen years of school education abroad. (Note 2)

(3) Those who have been conferred a degree equivalent to that of a bachelor's degree or are expected to be conferred before the enrollment date from a foreign university or other foreign institution (limited to those whose comprehensive status of education and research activities have been assessed by the government of the said foreign country or a related organization), having completed a program with a completion period of three years or more. (Note 2)

(4) Those designated by the Minister of Education, Culture, Sports, Science and Technology or those who have graduated or are expected to graduate by the enrollment date from an educational institution designated by the Minister. (Note 3)

(5) Those who have been conferred a bachelor's degree or are expected to have conferred before the enrollment date by the National Institution for Academic Degrees and Quality Enhancement of Higher Education (NIAD).

(6) Those who are 22 years or older on the enrollment date, whom this graduate school has recognized through individual screening of entrance qualifications, as having abilities that are at least equivalent to those who have graduated from a Japanese university. (Note 1) (Note 4)

(Note 1)

Japanese universities mentioned in Eligibilities (1) and (6) above are universities within the boundaries of Japan and as prescribed in Article 83 of the School Education Law.

(Note 2)

Eligibilities (2) and (3) above includes the case of having completed a correspondence program provided by a foreign school of said country while residing in Japan.

(Note 3)

Those as mentioned in Eligibility (4) above refers to any who have graduated from the following schools or educational institutions.

- The Japan branch of a foreign school as designated by the Minister of Education, Culture, Sports, Science and Technology.

- Specialized training college designated by the Minister of Education, Culture, Sports, Science and Technology (limited to programs where the program duration is at least four years and which satisfies standards determined by the Minister)

- Universities under the old university ordinances, or higher educational institutions (daigakko) under the national/provincial/independent administrative agency ordinances

(Note 4)

(a) Those mentioned in Eligibility (6) above refers to those who do not fall into any of the Eligibilities (1) through (5) above but have graduated from an educational institution equivalent to a four-year university, and whom this graduate school has recognized, through individual screening of entrance qualifications, as having abilities that are at least equivalent to those who have graduated from a Japanese university.

(b) Those who wish to apply based on Eligibility (6) above must submit all the documents specified by the Admissions Office by December 7, 2018 as the eligibility for application is confirmed individually in advance by document screening. Please inquire the Admissions Office in advance about the eligibility for application and the documents to be submitted.

(c) Those who are recognized as having abilities that are at least equivalent to those who have graduated from a Japanese university through screening of entrance qualification will be permitted to apply and take the entrance examination.

(d) The results of this screening will be notified directly by email.

Appendix 3. Important Notes and Additional Eligibility Requirements for ADB and WB

All dates and times are based on Japan Standard Time.

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|--|--|
| <Application Period> | <November 12, 2018 to 5pm January 4, 2019> |
| Deadline for payment of application fee | January 3, 2019 |
| Deadline for submission of application documents (scanned copy ¹²) | 5pm January 4, 2019 |
| Deadline for submission of original official application documents via international courier service ¹³ | 5pm January 7, 2019 |
| Deadline for submission of online timed video/written assessment materials | 5pm January 9, 2019 |
| Shortlisted applicants announcement ¹⁴ | January 17, 2019 |
| Interview dates ¹⁵ | January 19-20, 2019 |
| Scholarship nominees announcement | January 21, 2019 |
| Final results announcement | March 1, 2019 |

Important Notes

[Both ADB and WB]

- ADB and WB scholarship applicants must send the hard copies to reach the Admissions Office during the application period.
- Scholarship selection will be conducted independently by ADB and WB. Scholarship nominees are required to complete each application procedure instructed by ADB and/or WB scholarships, respectively.
Not all scholarship nominees can be admitted to MPP/IP or awarded the scholarships.

[ADB only]

- ADB scholarship nominees will be required to submit scholarship application, which includes financial certificate to the Admissions Office within several days after the scholarship nominees announcement.
- Final results as well as scholarship results will be announced by GraSPP.

[WB only]

- WB scholarship nominees 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).
- After final results are announced by GraSPP, scholarship awardees will be announced by WB from among the successful applicants.

Eligibility for ADB

To be eligible for receiving a scholarship under ADB-JSP, the student must meet the following minimum criteria:

(1) A national of an ADB borrowing member country (applicants from countries that are no longer borrowing from ADB are not eligible for the ADB-JSP Scholarship).

¹² Completed application documents in scanned copies must reach the Admissions Office.

¹³ The Admissions Office does not respond to inquiries of individual delivery status. Do not use any staplers or tapes on the hard copies.

¹⁴ Interview schedules will be notified as well at this time, for selected candidates only. Not being invited for interview does not necessarily mean a candidate has been rejected.

¹⁵ Applicants who are invited to an interview are required to be available on the scheduled date.

- (2) Gained admission to an approved MA/PhD course at an academic institution.
- (3) A bachelor's degree or its equivalent with superior academic record.
- (4) At least two years of full-time professional working experience (acquired after a university degree) at the time of application. Proficiency in oral and written English communication skills to be able to pursue studies.
- (5) Not more than 35 years old at the time of application. In exceptional cases, for programs which are appropriate for senior officials and managers, the age limit is 45 years old.
- (6) In good health.
- (7) Should agree to return to his/her home country after completion of studies under the Program.
- (8) Executive Directors, Alternate Directors, management and staff of ADB, consultants, and relatives of the aforementioned are not eligible for the Scholarship.
- (9) Staff of ADB-JSP partner institutions are not eligible for the scholarship.
- (10) Applicants living or working in a country other than his/her home country are not eligible for scholarships.
- (11) ADB-JSP does not support applicants who are already enrolled in graduate degree programs.
- (12) ADB-JSP does not sponsor undergraduate studies, distance learning programs, short-term training, conferences, seminars, thesis writing, and research projects.

Check the ADB website for your reference.

<http://www.adb.org/site/careers/japan-scholarship-program/frequently-asked-questions>

Eligibility for WB

To be eligible for receiving a scholarship under JJ/WBGSP, the student must meet the following minimum criteria:

- (1) Be a national of a World Bank member country eligible to borrow.
- (2) Not be a dual citizen of any developed country.
- (3) Not be an Executive Director, his/her alternate, and/or staff of all types of appointments (including temporaries and consultations) of the World Bank Group (The World Bank, International Development Association, International Finance Corporation, Multilateral Investment Guarantee Agency, and International Center for Settlements of Investment Disputes), or a close relative of the aforementioned by blood or adoption with the term "close relative" defined as: Mother, Father, Sister, Half-sister, Brother, Half-brother, Son, Daughter, Aunt, Uncle, Niece, or Nephew.
- (4) Hold a Bachelor's degree (or equivalent university degree) earned before 2016.
- (5) Have at least three years of paid development-related employment in one or more developing countries acquired since earning a Bachelor's degree (or equivalent university degree) and within the past six years from the date of the Application Deadline (with part time employment counted proportionately toward the three-year requirement.); and be employed in a paid full time position at the time of submitting the scholarship application. The only exception to this criteria is for developing country nationals from a country the list of Fragile and Conflict States noted below¹⁶. In those exceptional cases, we do take into consideration the limited employment opportunities in those countries. Please see a suggested list of development-related topics noted below¹⁷.

¹⁶List of Fragile and Conflict States (as of 2018):

Afghanistan, Burundi, Central Africa Republic, Chad, Comoros, Congo, Dem. Rep, Cote D'Ivoire, Djibouti, Eritrea, Gambia, The., Guinea-Bissau, Haiti, Iraq, Kiribati, Kosovo, Lebanon, Liberia, Libya, Mali, Marshall Islands, Micronesia, Fed. Sts, Mozambique, Myanmar, Papua New Guinea, Sierra Lean, Solomon Islands, Somalia, South Sudan, Sudan, Syria, Togo, Tuvalu, Yemen, Rep, Zimbabwe

¹⁷Suggested List of Development-related topics (as of 2018):

Equitable Growth, Finance and Institutions: Finance and Markets, Governance, Macroeconomics and Fiscal Management, Poverty and Equity, Trade and Competitiveness

Human Development: Education, Health, Nutrition, Population, Social Protection and Labor

Sustainable Development: Agriculture, Energy and Extractives, Environment and Natural Resources, Sound Urban and Rural Resilience, Transport and Information and Communication Technologies (ICT), Water

(7) Be in good health as certified by a medical doctor less than three months before the start of the master's program.

(8) Not received any scholarship funding from the government of Japan or its agencies (including JICA, the Central Bank, and local governments) to help finance a graduate or professional degree (including Law, Medicine, Masters, PhD).

Check the WB website for your reference.

<http://www.worldbank.org/en/programs/scholarships>

Cross Cutting Development Issues: Climate Change, Gender, Jobs (strategies, policies and regulatory reforms to address issues of informal sector employment and impediments to job creation), Fragility, Conflict and Violence, Public-Private Partnerships (capacity building and/or policy advice for regulatory and institutional reforms that enhance the reach and quality of public services)