November, 2018

Application Package for

International Public Policy, Doctoral Program

Academic Year 2019/2020 (First Recruitment)

Graduate School of Public Policy
The University of Tokyo

Application and Admissions Procedures
For Academic Year 2019/2020

Program Description

The purpose of the doctoral program at the Graduate School of Public Policy is to foster highly-principled professionals who

- possess outstanding research skills
- can creatively set a policy agenda based on their own research
- can plan and evaluate solutions employing their full range of expertise
- can promptly implement outcome solutions on a global stage

This program seeks for candidates who

- aspire to be leaders as public policy professionals with high ethical standards
- have a foundation of specialized knowledge in the fields of *Law and Politics* or *Economics* at the Master's level prior to the enrollment and who strive to enhance their research skills

I. Field of Research

・International Finance and Development
・International Security

II. Degree Program

・Doctor of philosophy in Public Policy
・20 credits and doctoral thesis, 3 years

III. Annual Intake

・6 places*
* About half of the 6 places will be recruited separately around April 2019.

IV. Enrollment Dates

September 20, 2019
Enrollment on April 1,2019 is also available*.
**This option is only for Japanese nationals and for non-Japanese nationals who have a valid visa through the end of March, 2019. Applicants with interest in this enrollment date are required to contact the Admissions Office by November 30, 2018.*

V. Eligibility Requirement for Applicants

Persons must fulfill at least one of the following requirements in order to be considered eligible to apply to the program:

(1) Those who are expected to obtain before the enrollment dates a professional degree from this graduate school of the University of Tokyo.

(2) Those who are expected to obtain before the enrollment dates a Master's or professional degree from other graduate schools of the University of Tokyo.

(3) Those who have obtained a Master's or professional degree from the University of Tokyo.

(4) Those who have obtained or are expected to obtain before the enrollment dates a Master's or professional degree from a Japanese university other than the University of Tokyo. (Note 1)

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

(6) Those who have been conferred or are expected to be conferred before the enrollment dates a degree equivalent to a Master's or a professional degree abroad. (Note 2)

(7) Those who have completed, or are expected to complete before the enrollment dates, a program in an educational institution in Japan that is designated by the Minister of Education, Culture, Sports, Science and Technology, which provides program of a foreign graduate school within the school education system of a foreign country, and have conferred or are expected to be conferred a degree equivalent to a Master's or a professional degree.

(8) Those who have completed or are expected to complete a program at the United Nations University and have been conferred a degree equivalent to that of a Master's degree or are expected to be conferred before the enrollment dates.

(9) Those who have passed or are expected to pass before the enrollment dates a screening for the fundamental ability for doctorate dissertation research as specified in Article 16-2 of the Standards for Establishment of Graduate Schools at a school abroad, an educational institution mentioned in eligibility (7) above, or the United Nations University, shall be recognized by the Admissions Office as having abilities at least equivalent to those who have a Master's degree. (Note 3)

(10) Those who have graduated from a Japanese university or have completed at least 16 years of academic education overseas, and have been engaged in research at a university, research institute or other institution in Japan or abroad for at least 2 years, or are expected to have been engaged in research for at least 2 years before the enrollment dates, and shall be recognized by the Admissions Office as having abilities at least equivalent to those who have a Master's degree or a professional degree as a result of said research. (Note 1) (Note 2) (Note 3)

(11) Those 24 years or older as of March 31, 2019 (for April enrollment) or September 19, 2019 (for September enrollment), whom the Admissions Office has recognized, through individual screening of entrance qualifications, as having abilities that are at least equivalent to a Master's degree or professional degree holder. (Note 4)

(Note 1) Japanese universities mentioned in Eligibilities (4) and (10) above are universities within the boundaries of Japan and as prescribed in Article 83 of the School Education Law.

(Note 2) Eligibilities (6) and (10) 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 who wish to apply based on Eligibilities (9) or (10) above shall contact the Admission Office by November 30, 2018 prior to the application as the eligibility for entrance will be confirmed individually in advance.

(Note 4)

① Those covered under Eligibility (11) above include those who are not covered under Eligibilities (1) through (10) above shall be recognized by the Admission Office through individual screening of entrance eligibility as having abilities at least equivalent to that of a Master's degree or a professional degree holder.

② Those who wish to apply based on Eligibility (11) 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 at the Admissions Office by November 30, 2018 about the eligibility for application and the documents to be submitted.

③ Those who are recognized as having abilities at least equivalent to a Master's degree or professional degree holder through screening of qualifications will be permitted to apply and to take the entrance examination. The results of this screening will be notified on directly by December 19, 2018.

VI. Selection Procedures

Applicants shall be screened and selected through a comprehensive process. Selection is based on the evaluation of all of the applicant's submitted materials.
After screening the application documents (see X. Documentation Requirements), applicants who passed the screening process will be invited to an interview. Applicants residing outside Japan can be interviewed by telephone or by internet video conference if available.

VII. Schedule for Screening and Admission Decisions

1. Application Period: **Friday, November 30, 2018 to Friday, January 4, 2019 Noon(JST)**
2. Announcement of Candidates to be Interviewed on the GraSPP website: **Friday, February 1, 2019 2pm (JST).** (http://www.pp.u-tokyo.ac.jp/en/index.htm)
3. Interview: **Friday, February 8, 2019 through Tuesday, February 12, 2019**
4. Announcement of Admitted Candidates on the website: **Friday, February 22, 2019 2pm (JST)**
5. Sending of Admission Certificate together with Admission Package: **Friday, February 22, 2019 (to April enrollment) / the end of April, 2019 (to September enrollment)**

VIII. Application Fee, Admission Fee and Tuition Fee

- Application Fee for applicants (JPY 10,000) is payable at the time of application via e-shiharai website. (for details, refer to X. Documentation Requirements 12.)
- Admission Fee (JPY 282,000) is payable at the time of enrollment.
- Annual Tuition Fee for AY2019/2020 (JPY 520,800) is payable in two annual installments.

Note 1: Japanese government (Monbukagakusho, MEXT) scholarship students are exempted from paying the application fee, the admission fee and annual tuition fee. Such applicants who are not currently studying / conducting research at the University of Tokyo must submit a certificate of proof of MEXT scholarship status.

Note 2: Those who are expected to obtain a Master's or a professional degree from the University of Tokyo in either March, 2019 (for April 2019 enrollment) or September 2019 (for September 2019 enrollment) are exempted from paying the application fee and the admission fee.

Note 3: The fees are subject to change. In the case of a change the fees, students are responsible for the new

fees that will be set.

IX. Application Procedure

Application documents (see X. Documentation Requirements) must reach in their original forms during the period:

from Friday November 30, 2018 to Friday, January 4, 2019 Noon (JST)

Documents must reach the Graduate School of Public Policy (See XI. Address) via registered mail or an international delivery service (such as UPS or FEDEX) so that applicants can track delivery status of their application. The Admissions Office does not respond to inquiries about individual delivery status.

<Application Number Assignment>

- When sending the hard copy, applicants are required to submit the Application Form (Form#1 only in Excel format) to ppin@j.u-tokyo.ac.jp by email. If available, include the information of the date of sending the application, means of shipping and its tracking number in the email. The Admissions Office will notify the applicant an application number within three working days after receiving the email. Applicants should refer to this application number for all communications thereafter.
- Applications that arrive after January 4, 2019 shall not be accepted.
- We do not accept applications by email or fax.

X. Documentation Requirements

Applicants must obtain the necessary forms from the Graduate School of Public Policy's website and prepare the documents according to the list below.
(http://www.pp.u-tokyo.ac.jp/en/education/doctoral-course/#doctoral2)

- All the documents must be provided in English unless otherwise instructed. If they are not written in English, an official English translation must be attached.
- We do not accept applications by email or fax.
- Apart from the items listed below, do not attach any additional documents.
- No stapler on documents.
- None of the submitted documents and materials shall be returned.

1. APPLICATION Form (Form #1)

- Application Form must be typed in English.

2. Three Clear Photographs of Your Face (30 x 40 mm)

- Color photographs taken within the last six months.
- Upper frontal view without hat, etc.
- Write your name on the back.
- Paste one photograph onto the APPLICATION Form (Form #1).

3. Official Proof of Graduation

- One official document of graduation, certified with the seal/stamp of the university from which you earned bachelor and master's or professional degree.(Do not send the original diploma)
- Those who have not yet earned master's or professional degree at the time of application are requested to submit an authorized statement of anticipated graduation.

4. Official Transcript

- All official transcripts listing all courses and grades, certified with the seal/stamp of the university in which you are or were enrolled. Copies shall not be accepted.
- If available, a cumulative GPA (Grade Point Average) must be included. The GPA statement must 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 the applicant has changed his/her university, or participated in an exchange programs, he/she should include all official transcripts from the former universities or colleges. If the official transcripts are not written in English, certified translation of transcripts into English are necessary as additional documents.

Note: The name of the degree awarded and the date of award should be contained in either the Official Proof of Graduation or the Official Transcript.

5. Master's Thesis or its equivalent (4 copies)

- Master's Thesis or its equivalent can be submitted in its original language.

  Additional supplemental works can be submitted.

6. Summary of Master's Thesis or its equivalent (4 copies)

- Summary must be written in English and the length of it must be 1,000 to 1,500 words.

7. Proof of English Proficiency

Applicants must submit either TOEFL or IELTS (academic module) test score as a proof of English competency (Note 1).
Be sure to take the test well in advance so that scores will arrive at the Admissions Office in time.

- In the application, please include the printed copy of TOEFL or IELTS score sheet from the website with applicants' name, scores, and test date.
- TOEFL or IELTS test must have been taken within two years prior to the application's arrival date. (Note 2)
- Applicants must request the testing organization to submit the Official Score Report to the Graduate school of Public Policy before sending the application package.
- TOEFL: TOEFL Official Score Report must be sent by ETS (Educational Testing Service) directly to the Graduate School of Public Policy, University of Tokyo (**Institution Code: 8554**).
  The Test Taker Score Report sent to applicants from ETS is not acceptable. ETS will issue the Official Score Report only for PBT or iBT taken within two years (ITP score is not acceptable).
- IELTS: IELTS Academic module test report must be sent by the testing organization directly to the Graduate School of Public Policy, the University of Tokyo.

Note 1: The TOEFL or IELTS requirement does not apply to applicants as below.

- A native speaker of English
- An applicant who earned a bachelor's degree, or the international equivalent thereof, from an institution, where the primary language of the entire institution (not only your faculty or course) is English, in the U.K., Ireland, the U.S.A., Canada, Australia or New Zealand
  If the qualification does not appear above, there will be no English Proficiency Test exemption.

Note 2: In case the applicant cannot submit TOEFL nor IELTS scores due to the reason that the applicant is not responsible for, the applicant must describe the reason in the application form. The reason stated in the application form may affect the screening results decided by the Admissions Committee.

Note 3: Applicants who have obtained, or are expected to obtain a professional degree from Graduate School of Public Policy of the University of Tokyo can use the TOEFL or IELTS score submitted at the time of application for the professional degree program.

8. GRE (Graduate Record Examinations) General Test Official Score Report

Applicants must submit a GRE General Test Official Score.

- GRE test must have been taken within five years prior to the application's arrival date. (Note 1)
- In the application, please include the printed copy of GRE score sheet with applicants' name, scores, date of birth and test date from the website in the package**.**
- Applicants must request ETS to submit the Official Score Report to the Graduate school of Public Policy before sending the application package.
- The Official Score Report must be sent by ETS directly to the Graduate School of Public Policy, the University of Tokyo (**Institution Code: 3944**).
  The Test Taker Score Report sent to applicants from ETS is not acceptable. ETS will issue the Official Score Reports only for tests taken within five years.

Note 1: Applicants who have obtained, or are expected to obtain a professional degree from Graduate School of Public Policy of the University of Tokyo can use the GRE score submitted at the time of application for the professional degree program.

9. Two Letters of Reference (Form #2)

Applicants must request two referees to write a letter of reference.

- Must be written in English.
- Each letter must be enclosed in a sealed envelope. The referee must sign his/her name across the seal of the envelope.
- The Letters of Reference must arrive no later than **January 4, 2019**.
- The referees can send letters of reference directly to the Graduate School of Public Policy. In this case, please ask the referee to make sure that applicant's name is clearly written both on the envelope and on the letter.

10. Research Proposal (Form #3)

- Applicants must submit a Research Proposal for studying at the Doctoral Program at the Graduate School of Public Policy.
- This document must be typed and written in English.
- The length of the Research Proposal should not exceed 1,500 words.

11. One Photocopy of the Applicant's Passport Photo Page （Except for Japanese nationals）

- Applicants who do not currently possess a passport may submit a copy of a census register or other proof of citizenship.

12. Receipt for Remittance of Application Fee

JPY10,000

- Payment of application fees can be made from the middle of November, 2018 by credit card through the university`s e-payment system. Refer to https://e-shiharai.net/english/ for instructions.
- Japanese government (Monbukagakusho, MEXT) scholarship students are exempted from paying the examination fee.
- Not required for applicants who are expected to obtain a Master's or a professional degree from the University of Tokyo in either March, 2019 (for April 2019 enrollment) or September, 2019 (for September 2019 enrollment).

13. Checklist (Form #4)

XI. Address

All the application documentations must be sent to the following address:

Admissions Office, Graduate School of Public Policy
The University of Tokyo
7-3-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan
E-mail: ppin@j.u-tokyo.ac.jp
Any inquiries relating to application and admission must be made by e-mail (ppin@j.u-tokyo.ac.jp).

XII. Miscellaneous

1. No documents submitted for the application will be returned to the applicants. The Application Fee is non-refundable.
2. Applicants with disabilities must consult with the Admission Office prior to the application, so that considerations for facilitating them in interviews and classrooms, etc. may be arranged.
3. After enrollment registration has been made, the Admission Fee is non- refundable.
4. Applicants who will enroll in GraSPP with a job will be required to submit a “Letter of Endorsement” at the time of admission procedure.
5. If needed, a student who enrolls in GraSPP with a job is able to complete his/her doctoral program in a planned manner during a certain period that exceeds the standard duration of the program, which is 3 years. For details, please see the Appendix.
6. 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.
7. 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.
8. The examination results used in the selection of entrants may be used in future studies for the improvement of both the entrance examination and the education at the University of Tokyo.
9. The offer of admission may be withdrawn at any time, even after enrollment, if any of the submitted set of documents contains falsified record or documents, or plagiarized statements.