

February, 2020



**Application Package for  
International Public Policy, Doctoral Program**

**Academic Year 2020/2021 (Second Recruitment)**

**Graduate School of Public Policy  
The University of Tokyo**

## Application and Admissions Procedures

For Academic Year 2020/2021

### 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
- Science and Technology

### II. Degree Program

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

### III. Annual Intake

- 8 places\*
- \* About half of the 8 places will be recruited from this second recruitment.

### IV. Enrollment Dates

September 24, 2020  
Enrollment on April 1, 2021 is also available

## 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 PhD Desk 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 PhD Desk 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 September 23, 2020 (for September enrollment) or March 31, 2021 (for April enrollment), whom the PhD Desk 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 PhD Desk by April 6, 2020 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 PhD Desk 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 PhD Desk by April 13, 2020 as the eligibility for application is confirmed individually in advance by document screening. Please inquire at the PhD Desk by April 6, 2020 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 April 24, 2020.

## 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: **Monday, April 6, 2020 to Monday, May 18, 2020 5pm (JST)**
2. Announcement of Candidates to be Interviewed on the GraSPP website: **Friday, June 5, 2020 2pm (JST)**. (<http://www.pp.u-tokyo.ac.jp/en/index.htm>)
3. Interview: **Monday, June 15, 2020 and Tuesday, June 16, 2020**
4. Announcement of Admitted Candidates on the website: **Friday, June 19, 2020 2pm (JST)**
5. Sending of Admission Certificate together with Admission Package: **Friday, June 19, 2020 (to September enrollment) / the end of February, 2021 (to April 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 AY2020/2021 (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 September 2020 (for September 2020 enrollment) or March 2021 (for April 2021 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 Monday, April 6, 2020 to Monday, May 18, 2020 5pm (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 PhD Desk 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](mailto: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 PhD Desk 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 May 18, 2020 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 PhD Desk 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 TOEFL Institutional Score Report (Official Score Report) or IELTS Test Report Form to the Graduate school of Public Policy before sending the application package.
- TOEFL: TOEFL Institutional Score Report (Official Score Report) must be sent by ETS (Educational Testing Service) directly to the Graduate School of Public Policy, the University of Tokyo (**Institution Code: 8554**). The Institutional Score Report of PBT or iBT is acceptable. (ITP score is not acceptable). Test Date Scores are only accepted. Applicants cannot use TOEFL iBT My Best scores for application.
- 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 Institution 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 Institution 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 Institution Score Reports only for tests taken within five years.

Note1: 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 **May 18, 2020**.
- 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.

## **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 March, 2020 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 September 2020 (for September 2020 enrollment) or March, 2021 (for April 2021 enrollment).

### 13. Checklist (Form #4)

## XI. Address

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

PhD Desk, 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](mailto: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](mailto: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 PhD Desk 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.
10. The University of Tokyo has established "The University of Tokyo Security Export Control Regulations" in accordance with Japan's "Foreign Exchange and Foreign Trade Act", and rigorously screens potential international students on the basis of these regulations.  
Please be aware that international applicants who fall under any of the conditions set out in said regulations may fail to receive permission to enroll at the university or may have their research activities restricted.  
Details can be obtained from the following website : Office of Export Control  
<https://www.u-tokyo.ac.jp/adm/export-control/ja/rule.html> (Only in Japanese)



### “Long Term Study” for doctoral course students

A student who requests that he/she be permitted to take courses and complete the degree program in a planned manner during a certain period that exceeds the standard duration of that program for reasons of employment or for other reasons, the Graduate School of Public Policy may approve the request upon discussion by the Education Council.

The Education Council makes decision of “Long-Term Study” after thorough consideration in terms of the situations of the student’s work, childbearing, means or plans of childcare or nursing-care, or, extent of disabilities or rehabilitation, and the applicant’s study plan.

#### ■ Who can apply?

1. Full-time workers, including persons who work for public offices, private companies, etc. (excluding persons who receive salaries and are exempted from work) and self-employed persons. Part-time workers are also eligible; however, those persons who engage in light-duty part-time work that does not influence their studies are excluded.  
\*Please also refer to the “When you can apply?”

2. Persons who are expecting a baby, or who have to care for a child or relative.

3. Persons whose study is considered to be significantly limited for a long period of time due to their visual, hearing, physical or other disability.

#### ■ When you can apply?

A. At the time you are newly admitted to the doctoral course.

Or,

B. At the time you have been studying in the course basically less than two years after your enrollment in the doctoral course, excluding the period of leave of absence.\*

\*An applicant who has a job at the time of enrollment can apply for the "Long Term Study" ONLY AT THE TIME OF ENROLLMENT.

#### ■ Maximum period of enrollment and number of years required for course completion

(1) Maximum period of enrollment shall be six years.

(2) Number of years required for course completion can be decided according to the applicant’s study plan, however, never be allowed to exceed the maximum period of enrollment set out in the preceding paragraph.

#### ■ Important note

Those who plan to apply for the “Long Term Study” at the time of enrollment, please notify to the PhD Desk via email before or at the same time of application.

#### ■ Inquiry about "Long Term Study"

PhD Desk, 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](mailto:ppin@j.u-tokyo.ac.jp)

## Application Form

Date of submission:  
(office use only)

1. Name and photo	<b>Family</b> name in English (CAPITAL) exactly as written in passport			Photo	<p>Please insert jpg file of your photo here. Or attach 4cm X 3cm photo onto the hardcopy (please write your name on the opposite side of the photo).</p> <p>To insert photo; 1.single click this cell 2.choose "picture" from the insert tab 3.select the photo</p>
	<b>First</b> name in English exactly as written in passport				
	<b>Middle</b> name in English exactly as written in passport				
	Full name in Japanese (For Japanese Nationals)				
	"Furigana" in Japanese (in Japanese Katakana)				
2. Basic Information	Gender				
	Date of Birth (Year/Month/Date)		Age		As of Apr/6/2020
	Nationality	Pull down from the list below. If you are a dual citizen, be sure to list from the second pull down menu.			
	Japanese Residency	(If non-Japanese) Given permission for <b>permanent</b> residency in Japan? please pull down from below.			
	Current Status (pull down from menu)				
	Current Status: If you selected others, please specify.				
	Email 1				
Email 2 (if any)					
3. Contact Information <i>around June 2020</i> (for Interview and sending Admission Package)	Phone No. (Landline) include country code	Phone No. (Mobile) include country code			
	Skype ID				
	Address				
	City				
	State/Province				
	Country				
	Postal Code				
4. Permanent / Secondary Address	Phone No. (Landline) include country code				
	Full Address				
5. Scholarship Information	If you have already been accepted or are applying for a scholarship that will cover your study in this program, please submit a copy of award letter (See the application guideline). If you can not submit it, please specify details below. (e.g. name of the scholarship, terms, period and dates of being released of the final result.):				

6. Specialized field at your Master or Professional degree program										
7. Field of Interest at the PhD program (Check ONE)	(1) International Finance and Development based on <u>Economics</u>									
	(2) International Finance and Development based on <u>Law and Politics</u>									
	(3) International Security based on <u>Law and Politics</u>									
	(4) International Security based on <u>Economics</u>									
	(5) Science and Technology based on <u>Law and Politics</u>									
	(6) Science and Technology based on <u>Economics</u>									
If you check (1), (2), (4) or (6) above, write down course titles in the field of economics (master's level) which you have obtained credits at your master's program. (ex: Macroeconomics, Microeconomics)										
8. Research theme you would like to pursue at the PhD program (around 20 words)										
9. Preference on Supervisor	Choose up to 3 professors from Faculty Members in the Program Description on the webpage. <a href="http://www.pp.u-tokyo.ac.jp/education/doctoral-course/">http://www.pp.u-tokyo.ac.jp/education/doctoral-course/</a>									
	1									
	2									
	3									
10. Cumulative Grade Point Average (GPA)			Indicated on the School Record (ex. 67/100, 6.8/10)				Self Calculation*			
	Undergraduate									
	Graduate (Master)									
*When GPA is not specified on your transcript, you should calculate by yourself by using Form 1-annex (GPA calculation sheet).										
11. Standardized Tests	TOEFL/IELTS Score			R	L	S	W	Total	Test date	
			TOEFL							6-Apr-20
				L	R	W	S	Overall	Test date	
			IELTS							6-Apr-20
	Test must have been taken within two years of the time of application's arrival date. If you do NOT submit either TOEFL or IELTS score as a proof of English Proficiency, please select the reason from below. 1. Because I am a native English speaker. 2. Because I am an applicant who earned a bachelor's degree, or the international equivalent thereof in Australia, Canada, Ireland, New Zealand, the U.K or the U.S.A. from an institution, where the primary language of the entire institution (not only my faculty or course) is English.									
	Select 1. or 2. from the pull down menu.									
	Reason for NOT submitting TOEFL nor IELTS score*									
	*For details, please read X. Documentation Requirements, 7. Proof of English Proficiency in the Application Guideline.									
	GRE (General Test) Score		Verbal		Quantitative		Analytical Writing		Test date	
			Score	%	Score	%	Score	%		
									6-Apr-20	

12. Educational Background	List, in chronological order, all schools attended starting from primary school. Please attach separate sheets if space is insufficient.				
	<b><u>Name of Elementary School</u></b>				
	Location of School				
	Duration of enrollment (Year/Month/Date)	From		To	0years 0months
	<b><u>Name of Middle School</u></b>				
	Location of School				
	Duration of enrollment (Year/Month/Date)	From		To	0years 0months
	<b><u>Name of High School</u></b>				
	Location of School				
	Duration of enrollment (Year/Month/Date)	From		To	0years 0months
	<b><u>Name of Institution Higher Education 1</u></b>				
	Location of School				
	Major and Degree awarded				
	Duration of enrollment (Year/Month/Date)	From		To	0years 0months
	<b><u>Name of Institution Higher Education 2</u></b>				
	Location of School				
	Major and Degree awarded				
	Duration of enrollment (Year/Month/Date)	From		To	0years 0months
	<b><u>Name of Institution Higher Education 3</u></b>				
	Location of School				
	Major and Degree awarded				
	Duration of enrollment (Year/Month/Date)	From		To	0years 0months
	<b><u>Name of Institution Higher Education 4</u></b>				
	Location of School				
	Major and Degree awarded				
	Duration of enrollment (Year/Month/Date)	From		To	0years 0months
Total year of education				0years 0months	

13. Professional Background	List, in chronological order, all full-time positions. Do not include part-time positions. Please attach separate sheets if space is insufficient.				
	<u><b>Company Name,</b></u> <u><b>Job Title</b></u>				
	Location of the company				
	Duration of employment	From		To	0years 0months
	<u><b>Company Name,</b></u> <u><b>Job Title</b></u>				
	Location of the company				
	Duration of employment	From		To	0years 0months
	<u><b>Company Name,</b></u> <u><b>Job Title</b></u>				
	Location of the company				
	Duration of employment	From		To	0years 0months
	<u><b>Company Name,</b></u> <u><b>Job Title</b></u>				
	<u><b>Company Name,</b></u> <u><b>Job Title</b></u>				
14. Internships, Social and/or Volunteer Activities	Please attach separate sheets if space is insufficient.				
	<u><b>Organization Name,</b></u> <u><b>Job Title</b></u>				
	Location of the org.				
	Duration of employment	From		To	0years 0months
	<u><b>Organization Name,</b></u> <u><b>Job Title</b></u>				
	Location of the org.				
	Duration of employment	From		To	0years 0months
	<u><b>Organization Name,</b></u> <u><b>Job Title</b></u>				
	Location of the org.				
	Duration of employment	From		To	0years 0months

15. Referees	<b>Referee (1)</b>	
	Name (Family)	
	Name (First name)	
	Name (Middle name)	
	Relationship	
	Position	
	Institution	
	Address	
	Email Address	
	Telephone number	
	<b>Referee (2)</b>	
	Name (Family)	
	Name (First name)	
	Name (Middle name)	
	Relationship	
	Position	
	Institution	
	Address	
	Email Address	
	Telephone number	
16. Enrollment Date		
17. UTokyo attendance record	Have you attended the University of Tokyo?	
	If yes, please indicate the status and the name of school. (ex. Research student/ School of Economics)	
18. Application Record to GraSPP (if applicable)	Year of application	
	Name of course	
	Result (pass/fail)	

## Grading Calculation Table

< All years from enrollment >

Grade					Grade Point	Academic Credits (Total number of academic credits) <div>This is not the number of courses. Please insert the number of academic credits.</div>				Grade Point×Credit Number ( × )			
4-Grade System		5-Grade System		100%-Grading System		BA	MA	PhD	Total	BA	MA	PhD	Total
		A	S	100-90	4.3				0	0	0	0	0
Excellent	A	B	A	89-80	4				0	0	0	0	0
Good	B	C	B	79-70	3				0	0	0	0	0
Fair	C	D	C	69-60	2				0	0	0	0	0
Fail	F	F	F	59 ~	0				0	0	0	0	0
					Total	0	0	0	0	0	0	0	0

### Note !

Add up the number of credits from each course taken.

\* Do not add up the number of courses taken.

Example)

Course A (2 Credits) In this case, the total number of credit is "9"

Course B (4 Credits) and not "3", which is the total number of courses.

Course C (3 Credits)

Grading calculation  Automatically transferred to the "Grading Calculation Table".	BA	#DIV/0!
	MA	#DIV/0!
	PhD	#DIV/0!
	Total	N/A

Rounded to two decimal place

### [Grade Calculation Method]

The Grading Coefficient is calculated in the following method, based on the grades given on the academic transcripts.

For 4-Grade system (e.g. "Excellent", "Good", "Fair", and "Fail"), each correspond to (4, 3, 2, 0) respectively.

For 5-Grade System (e.g. A, B, C, D, F), each corresponds to (4.3, 4, 3, 2, 0).

Add the number of academic credits (\*not the number of courses) as given on the transcript, and insert the number in the cell for Academic Credits.

and will be calculated automatically. Do not change the formula.

\* Do not include results of 2-Grade Systems (e.g. Pass/Fail).

\* Please include all the number of academic credits given on your academic transcripts. Do not include any academic credits that do not show on your transcripts.

\* In case university does not offer course credits, please count up number of courses taken.

(Reference)

Grading Formula:

$$\left[ (\text{Academic Credits of Grade Point 4.3} \times 4) + (\text{Academic Credits of Grade Point 4} \times 4) + (\text{Academic Credits of Grade Point 3} \times 3) + (\text{Academic Credits of Grade Point 2} \times 2) + (\text{Academic Credits of Grade Point 0} \times 0) \right] \div \text{Total Number of Credits available}$$

## Letter of Reference

Name of Applicant: \_\_\_\_\_  
Family Name First Name Middle Name  
( ) Mr. ( ) Ms.

To the Applicant:

Please fill in your name above, and pass this Form #2 to the referee to ask for a confidential reference to be returned to you. At least one letter must be written by your academic supervisor or a person who can attest your academic performance.

To the Referee:

The person named above is applying for admission to the Doctoral Program at the Graduate School of Public Policy, the University of Tokyo.

Please write *an Academic or Professional* reference for the applicant addressing the comments that follow on your own letterhead or stationery.

Academic Letter of Reference:

- academic performance, intellectual ability, potential for research or creativity
- dominant traits (e.g. leadership, team-work)
- characteristics and attributes

Professional Letter of Reference: (If the applicant has full-time job status)

- quality of work performance, professional strengths and achievements
- competencies (e.g. relationship management, communication skills)
- characteristics and attributes

Submission instructions:

Please complete this form, and attach a reference for the applicant on your own letterhead or stationery, in a sealed envelope, with your signature across the seal in order to ensure confidentiality. Please return the sealed envelope together with this form (Form#2) to the applicant so that he/she can include your letter with his/her application materials before submitting.

You may also, if you prefer, send the reference directly to GraSPP (please note the address below). If you choose to send us the form directly, please advise the applicant accordingly.

Name of Referee: \_\_\_\_\_  
Family Name First Name Middle Name

Position: \_\_\_\_\_ Institution: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

PhD Desk, Graduate School of Public Policy  
The University of Tokyo  
7-3-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan  
E-mail (For inquiries only - not for submission of letters): ppin@j.u-tokyo.ac.jp



Form #3 page - 1 -

## Research Proposal

This document must be written in English.

[Note] Make sure to use font size 11 pts or larger. Do not change the setting to this sheet.

Applicant's Name

Family Name

First Name

Middle Name

- (1) Describe the main issues and focal areas you expect to pursue during your studies at the Doctoral Program, GraSPP, including the practical applications such study will have after you complete the program. ( around 1,000 words \* Bibliography is not included in this word limit.)

Reference Only

Form #3 page - 2 -

## Research Proposal

This document must be written in English.

[Note] Make sure to use font size 11 pts or larger. Do not change the setting to this sheet.

Reference Only

Form #3 page - 3 -

## Research Proposal

This document must be written in English.

[Note] Make sure to use font size 11 pts or larger. Do not change the setting to this sheet.

- (2) Describe your educational and professional background. ( around 500 words )

Reference Only

Form #4

Checklist

Please enclose application documents in order of below.

1. Checklist (Form#4)
2. Application Form (Form #1)
3. Three clear photographs of your face (30 X 40 mm) \*  
\*Please paste one onto the Form #1.
4. Two Letters of Reference with Form #2  
Letter of Reference and Form #2 (One)  
with this envelope to be sent directly from the Referee  
Letter of Reference and Form #2 (Two)  
with this envelope to be sent directly from the Referee  
*\* Please check with the referees that the letter and Form #2 are enclosed in the same envelope.*
5. Research Proposal (Form #3)
6. An Original Copy of Official Proof of Graduation certified with the seal/stamp of the university
7. All Original Copies of Official Transcripts certified with the seal/stamp of the university
8. Master's Thesis or its equivalent (4 copies)
9. Summary of the Master's Thesis or its equivalent (4 copies)
10. A Photocopy of Your Passport Photo Page (Japanese nationals do not need to submit this.)
11. Receipt for remittance of Examination Fee (Japanese government (MEXT) scholarship students and applicants who are expect to obtain a Master's or a professional degree from the University of Tokyo in September 2020 (for September 2020 enrollment) or in March, 2021 (for April 2021 enrollment) do not need to pay the Examination Fee.)

<Confirmation>

Have you electrically sent the Form #1 to the Admissions Office by email?

(Photo does not need to be attached.)

Have you ordered the testing organization to send the TOEFL or IELTS Official Score Report to the school BEFORE sending your application package?

(The date you ordered (mm/dd/yyyy): )

Have you ordered the ETS to send a GRE (Graduate Record Examinations) General Test Official Score Report to the school BEFORE sending your application package?

(The date you ordered (mm/dd/yyyy): )

I certify that to the best of my knowledge all information given in this Application Form and all its supporting documentation are correct and complete, and I understand that any omission or misinformation concerning enrollment in colleges or universities may invalidate my admission or result in dismissal.

Signature \_\_\_\_\_

Date \_\_\_\_\_