

November, 2016



**Application Package for  
International Public Policy, Doctoral Program  
Academic Year 2017/2018 (First Recruitment)**

**Reference Only**

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

## Application and Admissions Procedures For Academic Year 2017/2018

### 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 2017.

#### IV. Enrollment Dates

September 22, 2017\*

\*Enrollment on April 1, 2017 is also available.

*\*This option is only for Japanese nationals and for non-Japanese nationals who have a student visa valid through the end of March, 2017. Applicants with interest in this enrollment date are required to contact the Admissions Office in advance.*

## **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 have obtained, or are expected to obtain before the enrollment dates, a professional degree from Graduate School of Public Policy of the University of Tokyo.
- (2) Those who have obtained, or are expected to obtain before the enrollment dates, a Master's or a professional degree from another graduate school of the University of Tokyo.
- (3) Those who have obtained, or are expected to obtain before the enrollment dates, a Master's or a professional degree from another university.
- (4) Those on whom a degree equivalent to a Master's or a professional degree abroad has been conferred, or is expected to be conferred before the enrollment dates.
- (5) Those on whom a Master's degree has been conferred or is expected to be conferred before the enrollment dates, in accordance with Article 104 Paragraph 4 of the School Education Act. (Note 1)
- (6) Those who have completed, or are expected to complete a correspondence course provided by a foreign school in Japan and on whom a degree equivalent to a Master's or a professional degree was conferred or is expected to be conferred before the enrollment dates.
- (7) Those who have completed, or are expected to complete before the enrollment dates, a program in an educational institution in Japan, designated by the Ministry of Education, Culture, Sports, Science and Technology that provides courses of a foreign graduate school within the school education system of a foreign country, and have been or will be conferred a degree equivalent to a Master's or a professional degree.
- (8) Those who have completed a program and received or are expected to receive a degree equivalent to a Master's degree before the enrollment dates from the United Nations University, which was established under the resolution of the General Assembly of the United Nations on December 11, 1972, as stipulated in the Article 1 Paragraph 2 of the Act on Special Measures Incidental to Enforcement of the Agreement between the United Nations and Japan regarding the Headquarters of the United Nations University (Act No.72, 1976).
- (9) Those who have completed a course of study at a school overseas, an educational institution designated above (7) of the requirements for eligibility or the United Nations University, and have passed or will have before the enrollment dates examinations and screenings equivalent to those specified in Article 16-2 of the Standards for Establishment of Graduate Schools (Ordinance of the Ministry of Education, Science and Culture No. 28, 1974), shall be recognized by this graduate school as having abilities at least equivalent to those who have a Master's degree. (Note 2)
- (10) Those who have graduated from a university and have been engaged in research at a university, research institute or other institution in Japan or abroad for at least two years, or are expected to have been engaged in research for at least two years before the enrollment dates, and have been recognized by this graduate school 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 2).
- (11) Those who have been engaged in research for at least two years, or who are expected to have been engaged in research for at least two years before the enrollment dates, at a university, research institute or other institution in Japan or abroad after completing 16 years of school education in a foreign country or completing 16 years of school education of a foreign country through correspondence courses provided by a foreign school in Japan. Such applicants must also be recognized by this graduate school as having abilities at least equivalent to those who have a Master's degree or professional degree as a result of said research. (Note 2)

- (12) Those who will be at least 24 years old before the enrollment dates, and are recognized by this graduate school through individual screening of entrance qualifications as having abilities at least equivalent to a holder of a Master's degree or a professional degree. (Note 3).

Note 1:

Those covered under requirement (5) above are those on whom a Master's degree has been conferred by the National Institution for Academic Degrees or the National Institution for Academic Degrees and University Evaluation.

Note 2:

Those who intend to apply under requirement (9), (10), or (11) above shall contact the Admissions Office by email by December 7, 2016.

Note 3:

- (a) Those who intend to apply under requirement (12) above are those who are not covered under (1) through (11) above and are recognized, through individual screening of entrance qualifications by this graduate school, as having abilities at least equivalent to those of a holder of a Master's or a professional degree.
- (b) Those who intend to apply under requirement (12) must have their qualifications individually screened before submission of application. Such persons are therefore required to contact the Admissions Office by December 7, 2016 by email, with curriculum vitae including date of birth, current address, contact information, and information on all relevant qualifications. They may be requested to provide additional information.
- (c) Those who are recognized, through the individual screening process, as having abilities at least equivalent to a holder of a Master's or a professional degree will be notified by email and requested to submit the applications together with certificates of all relevant qualifications.

## 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: **Thursday, December 1, 2016 to Wednesday, January 4, 2017 5pm (JST)**
2. Announcement of Candidates to be Interviewed on the GraSPP website: **Friday, February 3, 2017 2pm (JST)**. (<http://www.pp.u-tokyo.ac.jp/en/index.htm>)
3. Interview: **Sunday, February 12, 2017 through Tuesday, February 14, 2017**
4. Announcement of Admitted Candidates on the website: **Friday, February 17, 2017 2pm (JST)**
5. Sending of Admission Certificate together with Admission Package: **Friday, February 24, 2017**

## VIII. Examination Fee, Admission Fee and Tuition Fee

- Examination Fee for applicants (residing in Japan JPY 30,000, outside Japan JPY 10,000) is payable at the time of application.
- Admission Fee (JPY 282,000) is payable at the time of enrollment.
- Annual Tuition Fee for AY2017/2018 (JPY 520,800) is payable in two annual installments.

Japanese government (Monbukagakusho, MEXT) scholarship students are exempted from paying the examination 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.

Those who are expected to obtain a Master's or a professional degree from the University of Tokyo in either March, 2017 or September, 2017 are exempted from paying the examination fee and the admission fee.

Notes: 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 Thursday December 1, 2016 to Wednesday, January 4, 2017 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 Admissions Office does not respond to inquiries about individual delivery status.

- Prior to sending the hard copy, applicants are required to submit the Application Form (Form#1 only) to [ppin@j.u-tokyo.ac.jp](mailto:ppin@j.u-tokyo.ac.jp) by email detailing the date of sending the application, means of shipping and its tracking number. 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, 2017 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/>)

- 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.
- 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, he/she should include all transcripts from the former universities or colleges. These need to be translated to English.

*Notes: 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 test score as a proof of English competency. (Note 1)

- TOEFL or IELTS test must have been taken within two years of the time of the application's arrival date. (Note 2)
- The Official Score Report must be sent to the Graduate School of Public Policy directly from the testing organization no later than January 4, 2017.
- Applicants must request the testing organization to submit the Official Score Report to the Graduate school of Public Policy early enough taking into consideration the time required for processing and handling.

- 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 Examinee Score Report sent to applicants from ETS is not acceptable.) ETS will issue the Official Score Report only for PBT, CBT, 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, University of Tokyo.

Note1: 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 you fall into the case as below, you are required to contact Admissions Office (See XI. Address) to assess your case **no later than December 7, 2016**.*

*- 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 countries other than the U.K., Ireland, the U.S.A., Canada, Australia or New Zealand*

Note2: 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 of the time of the application's arrival date. (Note 1)
- The Official Score Report must be sent to the Graduate School of Public Policy directly from ETS (Educational Testing Service) no later than January **4, 2017**.
- Applicants must request ETS to submit the Official Score Report to the Graduate school of Public Policy early enough taking into consideration the time required for processing and handling.
- The Official Score Report must be sent by ETS directly to the Graduate School of Public Policy, University of Tokyo (**Institution Code: 3944**). (The Examinee 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, 2017**.
- 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 Examination Fee

For applicants residing in Japan: JPY30,000  
For applicants residing outside Japan: JPY10,000

- Payment of examination fees can be made from the middle of November, 2016 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, 2017 or September, 2017.

### 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](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 Examination 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. 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.
5. 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.
6. 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.
  7. 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.

**Reference Only**

## 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 1/11/2017
	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 permanent residence 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 Feb 2017</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									
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>								
	If you check (1) ,(2) or (4) 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			R	L	S	W	Total	Test date
			TOEFL						
			IELTS						
	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 the U.K., Ireland, the U.S.A., Canada, Australia or New Zealand from an institution, where the primary language of the entire institution (not only my faculty or course) is English. 3. Because I got an approval from MPP/IP Admissions Office not to submit either TOEFL or IELTS score although I am an applicant who earned a bachelor's degree, or the international equivalent thereof in countries other than the U.K., Ireland, the U.S.A., Canada, Australia or New Zealand, from an institution (not only my faculty or course) is English.* <u>*If you select this reason, please enclose a copy of the email from GraSPP Graduate School Office indicating that you are exempted from submitting a score.</u>								
	Reason for NOT submitting TOEFL nor IELTS score (Select the number from above list.)								
GRE (General Test) Score		Verbal		Quantitative		Analytical Writing		Test date	

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

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.				
	<b><u>Company Name,</u></b> <b><u>Job Title</u></b>				
	Location of the company				
	Duration of employment	From		To	0years 0months
	<b><u>Company Name,</u></b> <b><u>Job Title</u></b>				
	Location of the company				
	Duration of employment	From		To	0years 0months
	<b><u>Company Name,</u></b> <b><u>Job Title</u></b>				
	Location of the company				
	Duration of employment	From		To	0years 0months
	<b><u>Company Name,</u></b> <b><u>Job Title</u></b>				
	Location of the company				
	Duration of employment	From		To	0years 0months
14. Internships, Social and/or Volunteer Activities	Please attach separate sheets if space is insufficient.				
	<b><u>Organization Name,</u></b> <b><u>Job Title</u></b>				
	Location of the org.				
	Duration of employment	From		To	0years 0months
	<b><u>Organization Name,</u></b> <b><u>Job Title</u></b>				
	Location of the org.				
	Duration of employment	From		To	0years 0months
	<b><u>Organization Name,</u></b> <b><u>Job Title</u></b>				
	Location of the org.				
	Duration of employment	From		To	0years 0months

<b>15. Referees</b>	<b>Referee (1)</b>	
	Name (Family)	
	Name (First name)	
	Name (Middle name)	
	Relationship	
	Position	
	Institution	
	Adress	
	Email Address	
	Telephone number	
	<b>Referee (2)</b>	
	Name (Family)	
	Name (First name)	
	Name (Middle name)	
	Relationship	
	Position	
	Institution	
	Adress	
	Email Address	
	Telephone number	
<b>16. Enrollment Date</b>	<p>*April enrollment option is only for Japanese nationals and for non-Japanese nationals who have a student visa valid through the end of March, 2017. Applicants with interest in April enrollment date are required to contact the GraSPP Graduate School Office in advance. If you select April enrollment as non-Japanese, enclose an email from the Graduate School Office confirming the eligibility for April enrollment application.</p>	
<b>17. UTokyo attendance record</b>	Have you attended the University of Tokyo?	
	If yes, please indicate the status and the name of school. (ex. Research student/ School of Economics)	
<b>18. Application Record to GraSPP (if applicable)</b>	Year of application	
	Name of course	
	Result (pass/fail)	

### Grading Calculation Table

<All years from enrollment>

Grade					① Grade Point	② Academic Credits (Total number of academic credits) ※This is not the number of courses. Please insert the number of academic credits.				③ Grade Point×Credit Number (①×②)			
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
Excell ent	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)

④ 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.

- ① 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).
- ② 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.
- ③ and ④ 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.

(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.

**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: \_\_\_\_\_

Admissions Office, 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](mailto:ppin@j.u-tokyo.ac.jp)





Form #3 page - 2 -

## Research Proposal

This document must be written in English.

[Note] Make sure to use font size greater than 11 pts. 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 greater than 11 pts. 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

<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? (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?  
(The date you ordered (mm/dd/yyyy): \_\_\_\_\_ )
- If you prefer to be enrolled in April 2017 as non-Japanese citizen, did you include copies of both Japanese visa page on passport and a resident card?

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 \_\_\_\_\_