

MPP / IP

Master of Public Policy, International Program

Application Package for

Master of Public Policy, International Program (MPP/IP)

Academic Year 2018/2019

【NOTES】

Those who would like to apply to either ADB-JSP, JJ/WBGSP or IMF-JISPA scholarships are required to follow application package separately prepared.

<Abbreviations for Scholarships>

ADB-JSP: The Asian Development Bank-Japan Scholarship Program

JJ/WBGSP: The Joint Japan/World Bank Graduate Scholarship Program

IMF-JISPA: Japan-IMF Scholarship Program for Asia

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

**Master of Public Policy,
International Program (MPP/IP)
Academic Year 2018/2019
Application and Admissions Procedures**

I. Program Description

The Master of Public Policy (MPP) program 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 acquire a graduate-level knowledge foundation that combines high levels of specialized knowledge with practical competencies in order to assume active roles as highly-principled public policy professionals and leaders in international society;
- 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

Applicants are required to select either one of the two policy streams*, depending on their interest of study, below:

- Economic Policy, Finance and Development (EPFD)
 - Public Management and International Relations (PMIR)
- *Detailed information on the two policy streams can be found on <http://www.pp.u-tokyo.ac.jp/en/mppip/curriculum/program-structure/>

II. Degree Program

- Master of Public Policy
- 46 credits, 2 years

III. Annual Intake

Approximately 40*

**about half places for ADB-JSP, JJ/WBGSP and IMF-JISPA scholars*

IV. Enrollment Date

September 21, 2018

Enrollment on April 1, 2018 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, 2018. Applicants with interest in this enrollment date are required to contact MPP/IP Admissions Office before Nov. 1, 2017.*

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 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, 16 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 on or 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 3 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 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 on or 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 4 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)

1. 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 4-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.
2. Those who wish to apply based on Eligibility (6) above must submit all the documents specified by the MPP/IP Admissions Office by Nov. 1, 2017 as the eligibility for application is confirmed individually in advance by document screening. Please inquire the MPP/IP Admissions Office in advance about the eligibility for application and the documents to be submitted.
3. 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.
4. The results of this screening will be notified on directly within 2 weeks from receiving request.

Note: Those who expect to complete their undergraduate education (Bachelor's degree or the equivalent) between September 21 and September 30, 2018 are required to contact the MPP/IP Admissions Office (see XI. Address) in order to check eligibility to apply for the program before November 1, 2017.

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, October 16, 2017 to Thursday, November 30, 2017 5pm (JST) via registered mail only.**
2. Announcement of Candidates to be interviewed on the GraSPP website: **2pm JST on Friday, January 12, 2018** (<http://www.pp.u-tokyo.ac.jp/en/index.htm>)
3. Interview: **Monday, February 5, 2018 to Tuesday, February 20, 2018**
4. Announcement of Admitted Candidates on the website: **2pm JST on Friday, February 23, 2018**
5. Sending of Admission Certificate together with Admission Package: **Monday, March 5, 2018**(to April Enrollee) / **the end of April, 2018** (to September Enrollee)

VIII. Application Fee, Admission Fee and Tuition Fee

- Application Fee for applicants (residing in Japan JPY 30,000, outside Japan JPY 10,000) is payable at the time of application via e-shiharai website. (for details, refer to X. Documentation Requirements 11.)
- Admission Fee (JPY 282,000) is payable at the time of enrollment.
- Annual Tuition Fee for AY2018/2019 (JPY 535,800) is payable in two annual installments.

Note:

- Japanese government (Monbukagakusho, MEXT) scholarship students are exempted from paying the application fee, the admission fee and annual tuition fee.
- The fees are subject to change. In the case of a change in 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, October 16, 2017 to Thursday, November 30, 2017 5pm JST

Documents must reach the Graduate School of Public Policy 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.

- Applications for the MPP/IP Program that arrive after November 30, 2017 5pm JST shall not be accepted.
- Applicants reside in Japan also must submit their applications by post.
- We do not accept applications by email or fax.

<Application Number Assignment >

- When sending the hard copy, applicants are required to submit the Application Form (Form#1 only in excel format) to mppip@pp.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.

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.

- Applications must be written in English.
- Supporting documents should be provided in English. If they are not written in English, an official English translation must be attached.
- Faxed documents or digital copies sent by e-mail shall not be accepted.
- 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)

- This document 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 your 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.

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 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 his/her university or participated in an exchange programs, he/she must include official transcripts from all 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. 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 early.

- TOEFL or IELTS test must have been taken within two years of the time of the application's arrival date.
- Please include the printed copy of the TOEFL score sheet with identification photo from the website and include in the package.
- 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. The Official Score Report must be sent to the Graduate School of Public Policy directly from the testing organization no later

than **Friday, February 16, 2018 5pm JST for April enrollment and Friday, August 10, 2018 5pm JST for September enrollment.**

- 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 a PBT, CBT, or iBT taken within two years- (ITP score is not acceptable).

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

1. A native speaker of English
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 your faculty or course) is English, in Australia, Canada, Ireland, New Zealand, the U.K. or the U.S.A.
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.

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

- Strongly recommended

Applicants are strongly encouraged to 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.
- Please include the printed copy of the GRE score sheet with identification photo from the website and include in the package.
- The Official Score Report must reach the Graduate School of Public Policy directly from ETS (Educational Testing Service) no later than **Friday, February 16, 2018 5pm JST for April enrollment and Friday, August 10, 2018 5pm JST for September enrollment.**
- 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.

7. Two Letters of Reference (Form #2-ONE, Form #2-TWO)

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

- Must be written in English (or a certified translation into English).
- Each letter, together with Form #2, must be enclosed in a sealed envelope. The referee must sign his/her name across the seal of the envelope.
- The referees can send letters of reference directly to the Graduate School of Public Policy no later than November 30, 2017 JST. 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.

8. Statement of Purpose (Form #3)

- Applicants must submit a statement of purpose for studying at MPP/IP, the Graduate School of Public Policy.
- This document must be typed and written in English.
- The length of the Statement of Purpose should not exceed one thousand (1000) words.

9. A Photocopy of Award Letter (Only Applicants Who Will Receive Scholarship)

A photocopy 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.

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

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

11. Receipt for Remittance of Application Fee

- For applicants residing outside Japan: JPY10,000
- For applicants residing in Japan: JPY30,000
- Payment of application fees can be made from October 2017 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 application fee as well as the admission fee and annual tuition. If applicable, please submit a certificate of MEXT scholarship student.

12. Checklist (Form #4)

XI. Address

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

MPP/IP Admissions Office, Graduate School of Public Policy
The University of Tokyo
7-3-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan
E-mail: mppip@pp.u-tokyo.ac.jp

Any inquiries relating to application and admission must be made by e-mail (mppip@pp.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. 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.

Application Form (self-financed)

Date of submission:
(office use only)

1. Name and photo	Full name (Japanese)				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>
	"Furigana"(Japanese)					
	Family name in English (CAPITAL) <i>exactly as written in passport</i>					
	First name in English <i>exactly as written in passport</i>					
	Middle name in English <i>exactly as written in passport</i>					
2. Basic Information	Gender					
	Date of Birth (Year/Month/Date)		Age		As of 10/16/2017	
	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 2018</i> (for Interview)	Phone No. (Landline) include country code		Phone No. (Mobile) include country code			
	Skype ID					
	Address					
	City					
	State/Province					
	Country					
	Postal Code					
4. Contact Information <i>around April 2018</i> (for sending Admission Package)	Phone No. (Landline)		Phone No. (Mobile)			
	Address					
	City					
	State/Province					
	Country					
	Postal Code					
5. Permanent / Secondary Address	Phone No. (Landline) include country code					
	Full Address					
6. Policy Stream	Please select policy stream of your interest from the pulldown menu.					

7. 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).									
8. 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. (name of the scholarship, terms, period and dates of being released of the final result)								
9. Standardized Tests	TOEFL/IELTS			R	L	S	W	Total	Test date
			TOEFL						1-Nov-14
				L	R	W	S	Overall	Test date
			IELTS						1-Nov-14
	<p>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.</p> <ol style="list-style-type: none"> Because I am a native English speaker. 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. <p>Select 1. or 2. from the pull down menu.</p> <p>Reason for NOT submitting TOEFL nor IELTS score* *For details, please read X. Documentation Requirements, 5. Proof of English Proficiency in the Application Guideline.</p>								
GRE (General Test) Score	Verbal		Quantitative		Analytical Writing		Test date		
	Score	%	Score	%	Score	%	1-Nov-14		

Reference Only

10. Educational Background	List, in chronological order, all schools attended starting from primary school. Please attach separate sheets if space is insufficient.				
	<u>Elementary School</u> <i>Name of Institution</i>				
	Location of School				
	Duration of enrollment (Year/Month/Date)	From		To	0years 0months
	<u>Middle School</u> <i>Name of Institution</i>				
	Location of School				
	Duration of enrollment (Year/Month/Date)	From		To	0years 0months
	<u>High School</u> <i>Name of Institution</i>				
	Location of School				
	Duration of enrollment (Year/Month/Date)	From		To	0years 0months
	<u>Higher Education 1</u> <i>Name of Institution</i>				
	Location of School				
	Major and Degree awarded				
	Duration of enrollment (Year/Month/Date)	From		To	0years 0months
	<u>Higher Education 2</u> <i>Name of Institution</i>				
	Location of School				
	Major and Degree awarded				
	Duration of enrollment (Year/Month/Date)	From		To	0years 0months
	<u>Higher Education 3</u> <i>Name of Institution</i>				
	Location of School				
Major and Degree awarded					
Duration of enrollment (Year/Month/Date)	From		To	0years 0months	
Total year of education				0years0months	

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

13. Referees	Referee (1)	
	Name (Family)	
	Name (First name)	
	Name (Middle name)	
	Relationship	
	Position	
	Institution	
	Adress	
	Email Address	
	Telephone number	
	Referee (2)	
	Name (Family)	
	Name (First name)	
	Name (Middle name)	
	Relationship	
	Position	
	Institution	
	Adress	
	Email Address	
Telephone number		
14. Enrollment Date	<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, 2018. Applicants with interest in April enrollment date are required to contact MPP/IP Admissions Office in advance. If you select April enrollment as non-Japanese, enclose an email from Admissions Office confirming the eligibility for April enrollment application.</p>	
15. 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)	
16. Application Record to GraSPP (if applicable)	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
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)

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:

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

Form#2

GraSPP THE UNIVERSITY OF TOKYO **GraSPP Graduate Admissions – Academic Reference Request Form**

Thank you for agreeing to write a reference. Your letter is important to the applicant; we cannot consider applications without supporting references.

Please follow the instructions below:

1. Please complete all of the information below, to enable us to match your reference to the applicant's file.
2. Please address all of the subsequent questions in your reference letter, which should be printed on official university headed paper, signed and dated.
3. Please sign the back of the envelope over the seal, and then return the reference directly to the applicant.
4. You may send the letter of reference directly to the Graduate School of Public Policy no later than November 30, 2017, 5pm JST. In this case, please make sure that applicant's name is clearly written both on the envelope and on the letter.

I. Applicant Information

Family Name:	
First Name:	
Middle Name:	

II. Referee Information

Name:	
Current position:	
Current institution:	
Contact email address*:	

* a webmail address is not official for our purposes

III. Information on relationship between Applicant and Referee

How long have you known the applicant?	Years	Months
In what capacity have you known the applicant?:		
How often have you interacted with the applicant?		
<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
<input type="checkbox"/> Rarely		

IV. Applicant's Ability

Ranking:

Relative to other students from the same university and following the same degree program, how would you rate the applicant's overall <u>academic ability</u> ?
<input type="checkbox"/> Top 5% <input type="checkbox"/> Top 10% <input type="checkbox"/> Top 25% <input type="checkbox"/> Top 50% <input type="checkbox"/> Bottom 50% <input type="checkbox"/> Unable to comment

Please evaluate the applicant in the areas below and check one of the boxes.							
	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%	Unable to comment	
Academic performance/ability (e.g. honors, awards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Intellectual ability/potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Capacity for original thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Motivation for further study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability in written expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability in oral expression, including willingness to contribute valuably to seminar discussion where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Please comment on the applicant's characteristics and personality							

How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at the GraSPP?

Outstanding Good Average poor

V. Items to consider when writing your reference – please print onto official university headed paper, sign, date and attach to this sheet.

1. How well do you know the applicant's academic work?
2. How well do you know the applicant's intellectual strengths and academic achievements (e.g. honors, awards)
3. In your opinion how well do the applicant's studies to date equip him or her to follow study at GraSPP? You might wish to comment on the applicant's: writing skills; analytical skills; ability to participate effectively in seminar debate and discussion; presentation skills; quantitative skills (if relevant to programme)
4. To the best of your knowledge does the applicant have any work experience relevant to this application?
5. Please comment on the applicant's future career prospects: Where do you see him/her in the next 5-10 years?
6. To the best of your knowledge does the applicant have any other qualifications relevant to this application?

Reference only

Form#2



GraSPP Graduate Admissions – Professional Reference Request Form

Thank you for agreeing to write a reference. Your letter is important to the applicant; we cannot consider applications without supporting references.

Please follow the instructions below:

1. Please complete all of the information below, to enable us to match your reference to the applicant's file.
2. Please address all of the subsequent questions in your reference letter, which should be printed on official university headed paper, signed and dated.
3. Please sign the back of the envelope over the seal, and then return the reference directly to the applicant.
4. You may send the letter of reference directly to the Graduate School of Public Policy no later than November 30, 2017, 5pm JST. In this case, please make sure that applicant's name is clearly written both on the envelope and on the letter.

I. Applicant Information

Family Name:	
First Name:	
Middle Name:	

II. Referee Information

Name:	
Current position:	
Current institution:	
Contact email address*:	

* a webmail address is not official our purposes

III. Information on relationship between Applicant and Referee

How long have you known the applicant?	Years	Months
In what capacity have you known the applicant?:		
How often have you interacted with the applicant?		
<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
<input type="checkbox"/> Rarely		

IV. Applicant's Ability

Ranking:

Relative to other staffs from the same level in your institution, how would you rate the applicant's overall professional ability?

Top 5% Top 10% Top 25% Top 50% Bottom 50% Unable to comment

Please evaluate the applicant in the areas below and check one of the boxes.

	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%	Unable to comment
Professional ability/Work performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual ability/potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity for original thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for further study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability in oral expression, including willingness to contribute valuably to seminar discussion/debate where appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability in written expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please comment on the applicant's characteristics and personality.						

How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at the GraSPP?

Outstanding Good Average poor

V. Items to consider when writing your reference – please print onto *official headed paper*, sign, date and attach to this sheet.

1. How well do you know the applicant's professional work?
2. Please comment on the applicant's contributions to your institution or to society which are relevant to the study.
3. Please comment on the applicant's future career prospects: Where do you see him/her in the next 5-10 years.
4. In your opinion how well does the applicant's professional experience to date equip him or her to follow the study at GraSPP? You might wish to comment on the applicant's: writing skills; ability to participate effectively in meetings/discussions/debate; analytical skills; presentation skills; quantitative skills (if relevant to programme)
5. To the best of your knowledge does the applicant have any other qualifications (academic or professional) relevant to this application?

Reference only

Statement of Purpose

In 1000 words or less, please describe your educational and professional background. Please also include the main issues and focal areas you expect to tackle during your studies at GraSPP, as well as the practical applications such study will have after you complete the program.

* Make sure to use font size greater than 11 pts. Do not change the setting to this sheet.

Applicant's Name _____
Family Name First Name Middle Name

Reference only

Statement of Purpose

In 1000 words or less, please describe your educational and professional background. Please also include the main issues and focal areas you expect to tackle during your studies at GraSPP, as well as the practical applications such study will have after you complete the program.

* Make sure to use font size greater than 11 pts. Do not change the setting to this sheet.

Reference only

Checklist for self-financed applicants

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-Academic and/or #2-Professional
 - 1. Letter of Reference and Form #2 Enclosed
 - with this envelope to be sent directly from the Referee
 - 2. Letter of Reference and Form #2 Enclosed
 - with this envelope to be sent directly from the Referee

** Please check with the referees that the letter and Form #2 are both enclosed in the same envelope.*
- 5. Statement of Purpose (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. A photocopy of award letter (only applicants who will receive scholarship)
- 9. A photocopy of your passport photo page
Please do not send the original. Japanese nationals need not submit this.
- 10. Receipt for remittance of Application Fee (Japanese government (MEXT) scholarship students do not need to pay the Examination Fee.)

< Confirmation >

- Have you electrically sent the Form #1 in excel format 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? (strongly recommended to submit)
(The date you ordered (mm/dd/yyyy:))
- If you prefer to be enrolled in April 2018 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 _____