

GraSPP Online Application System User Guide for Applicants

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1 Introduction

This user guide is designed for those who wish to apply to the Master of Public Policy, International Program (MPP/IP) at the Graduate School of Public Policy (GraSPP), The University of Tokyo using the GraSPP online application system.

The large part of the user guide presents the operational instructions from creating your online application to submitting your application through the GraSPP online application system. If you need more information regarding the application and the admissions, please refer to [the Application Guidelines](#) and “[Admissions](#)” on our website.

2 Available Programs

As for the 2020 intake, the GraSPP online application system categorizes three available programs. Please read through the information below, and carefully select one of the three programs to apply for. You can only apply for one program for the application period of 2020 intake via the GraSPP online application system.

- MPPIP-2010 Master of Public Policy, International Program, AY2020 September Enrollment
- MPPIP-2020 Master of Public Policy, International Program, AY2020 April Enrollment
- MPPIP-2030 Master of Public Policy, International Program, AY2020 with ADB/WB Scholarship

MPPIP-2010 Master of Public Policy, International Program, AY2020 September Enrollment

This is for applicants who wish to be admitted to start their study at GraSPP in September 2020.

MPPIP-2020 Master of Public Policy, International Program, AY2020 April Enrollment

This is for applicants who wish to be admitted to start their study at GraSPP in April 2020. To be considered as a candidate for April Enrollment, you must be either a Japanese national or non-Japanese national, who, at the time of application, has a visa valid through the end of March 2020 that allows you to study in Japan. Please check the eligibility for April Enrollment at [the Important Notes for April Enrollment](#) prior to creating your account on the GraSPP online application system.

MPPIP-2030 Master of Public Policy, International Program, AY2020 with ADB/WB Scholarships

This is for applicants who wish to be admitted with the scholarship from the Asian Development Bank or with the scholarship from World Bank.

[ADB-JSP](#): the Asian Development Bank-Japan Scholarship Program

[JJ/WBGSP](#): the Joint Japan World Bank Graduate Scholarship Program

Please check the eligibilities for ADB-JSP and JJ/WBGSP on [the Important Notes and Additional Eligibility Requirements for Scholarships](#) as well as their websites prior to creating your account on the GraSPP online application system. You may apply for both scholarships by selecting this category on the GraSPP online application system.

Special Notes for Applicants for CAMPUS Asia Program Option

You need to select either MPPIP-2010 or MPPIP-2020 based upon your eligibilities. Please check the additional requirements needed for applying. See [the CAMPUS Asia Program](#) website.

If you wish to pursue the CAMPUS Asia Program option, you must follow the instructions below. In addition to the examination for MPP/IP, the Admissions Committee will check your suitability to the CAMPUS Asia Program. If you are not allowed to pursue the CAMPUS Asia Program, you are considered as an MPP/IP applicant without it.

1. Create an account on the GraSPP online application system. Choose the [MPPIP-2010] program for September 2020 enrollment or the [MPPIP-2020] program for April 2020 enrollment. Complete the forms according to *this User Guide*.
2. Make sure to answer the questions on the CAMPUS Asia Program in the **Additional Information** section. Choose “Yes” in the question “Are you applying for the CAMPUS Asia Program?”
3. Select one track of your preference at the time of application. Note that applicants can change the track at a later time but an application for Double Degree with Peking University (PKU) must be submitted to PKU 18 months before the actual enrollment at PKU.
 - Double Degree with Seoul National University (SNU) and Exchange with PKU (recommended)
 - Double Degree with PKU and Exchange with SNU (recommended)
 - Exchange with SNU and PKU
4. Describe your motivation in the text box below the question “Describe why you would like to participate in the CAMPUS Asia Program.” (Within 500-1000 words)

Special Notes for Applicants for IMF-JISPA

The IMF-JISPA is another scholarship program with specific eligibility requirements and has a separate application process from the GraSPP online application system. You may apply to both the IMF-JISPA and one of the three available programs via the GraSPP online application system for 2020 intake if you are eligible for both programs.

IMF-JISPA: Japan-IMF Scholarship Program for Asia

If you are interested in applying for IMF-JISPA, please check its website:

<https://www.imf.org/external/oap/schol.htm>

Special Notes for Applicants for Sciences Po Double Degree Program

The two-year double degree program with Sciences Po's School of Public Affairs is designed for young professionals who want to gain an expertise in the management and evaluation of public policy in both the Japanese and European contexts. Students are selected through joint admissions by Sciences Po and GraSPP. Applicants must apply online at Sciences Po's website. You may apply to both Sciences Po Double Degree Program and either of the three available programs via the GraSPP online application system for 2020 intake if you are eligible for both programs.

To apply, follow the steps indicated on the website below.

[Double Degree Program with Sciences Po](#)

3 Admissions Policy

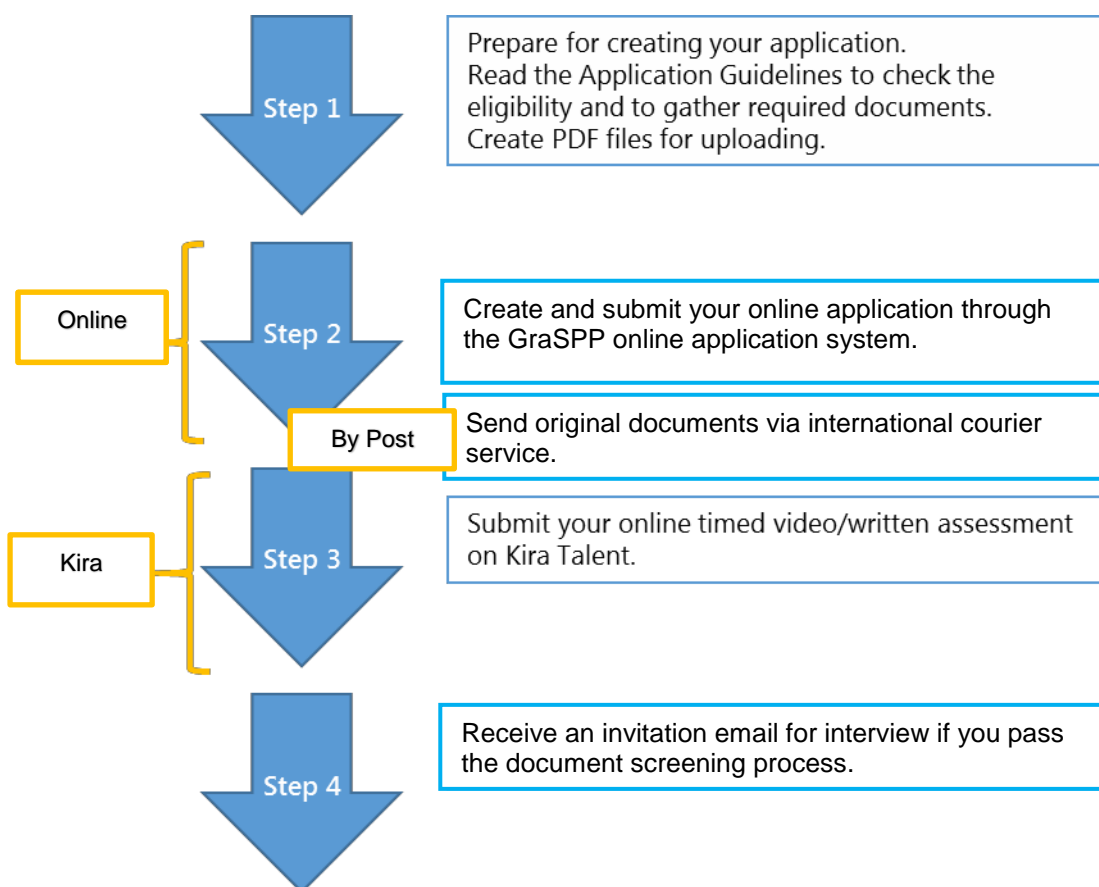
The Admissions Committee sets the following policies:

- The GraSPP follows the University of Tokyo Admissions policy and seeks to nurture the individuals explained in the Application Guidelines.
- Your application, including scanned copies of required documents, should be submitted through the GraSPP online application system by December 25, 2019 at 5 PM Japan Standard Time (JST) in order to be considered for the 2020 intake.
- Your online timed video/written assessment should be submitted through [Kira Talent Platform](#) by January 7, 2020 at 5 PM Japan Standard Time (JST) in order to be considered for the 2020 intake.
- You, as an applicant, can only apply through the GraSPP online application system to one program during

the 2020 application period.

- The Application Fee must be paid for admission consideration. The Application Fee is non-refundable for any reason.
- You, as an applicant, are expected to submit both an online application via the GraSPP online application system and an online timed video/written assessment via Kira Talent Platform for the admission consideration. If you fail to submit either of them, the Admissions Committee will not consider your application any further.
- The MPP/IP Desk will not accept changes to application information after an application has been submitted. However, if there are any changes that occur after the application submission excluding the standardized tests and educational background, applicants must notify the MPP/IP Desk of the necessary information change immediately.
- You, as an applicant, are responsible for providing all of the information and documents in your applications that have guaranteed accuracy and authenticity.
- If the applicant provides any false or misleading statement, or incomplete or inaccurate information in any part of the application, the application may not be screened, the applicant may be denied admission, or the offer of admission may be withdrawn at any time, even after enrollment.

4 Application Procedures Overview



4.1 Step 1

You are expected to submit an online application as well as some scanned copies of supporting documents through the GraSPP online application system. In order for your online application to proceed smoothly, we recommend that you check what you need to apply for the programs prior to creating your online application. All the required documents are listed in the Application Guidelines.

Here are the important notes for creating a PDF file for uploading. If a transcript is on both sides or consists of several pages, or if the grading scale is explained on separate documents or the website of your institutions, please combine them into a single file.

You are also required to submit original official documents via international courier service to reach the MPP/IP Desk by 5pm January 7, 2020 JST.

Letters of Reference

You may also start to contact your referees to ask them to write a letter of reference for your application. Letters of reference and evaluation are considered as part of your application and should be submitted online.

You need two referees. Preferably, one is from an academic institution, who can provide your academic strength and works; another is from a workplace, who knows your professional skills and capabilities. If you have no work experience, you may ask two referees from academic institutions.

Once your referees have agreed upon writing your references, you need to provide the information of each referee to the GraSPP online application system. A referee will receive a notification email with a personalized link to the referee's online site where the referee can enter their evaluation and a letter of reference.

It is your responsibility to make sure that your referees complete the above process, since your online application cannot be submitted without two letters of reference. Therefore, the referees' deadline is set a day before the online application deadline. However, the real cut-off time for the reference submission on the online application system is set **30 minutes before** the application deadline. Please do not forget to check and monitor your referee's status during your application period.

Notes for Applicants for JJ/WBGSP: If you are nominated for JJ/WBGSP, you must complete the World Bank online application, which requires two letters of reference from their professional supervisors, by the deadline set by the World Bank (approximately ten days).

4.2 Step 2

After setting up your account on the GraSPP online application system, you can start the online application. You can come back to your online application to edit, add, and upload files before the submission.

You can also submit or withdraw the application at any time during the application period. You should be aware that your online application can be completed only after the submission of the two letters of reference from those referees with the information you have entered on the GraSPP online application system. You will be informed of the submission of letters of reference through both the Message Board on the GraSPP online application system and email.

Once your application has been submitted, you cannot change anything on your online application. You will receive a confirmation email once your application is submitted through the GraSPP online application system.

4.3 Step 3

Soon after having submitted your online application through the GraSPP online application system, you will receive an invitation email from Kira Talent with a link to a personalized website for your online timed video/written assessment. It takes from 3 to 10 business days until you receive the invitation email.

You will find the necessary information to take an online assessment on the Kira Talent website. You will need an internet connection, a keyboard, a camera and a microphone with a desktop/laptop. Please note that the platform is not supported on tablets (including Microsoft Surface Pro or iPad) and there are no mobile apps available. It should take about 50 minutes to complete the responses with verbal answers and in writing.

To complete the submission of your application, you need to submit both your online application via the GraSPP online application system and the online timed video/written assessment via Kira.

4.4 Step 4

After screening the submitted application documents, applicants, who passed the document screening process, will be invited to the oral examination. The oral examination will be conducted either a) by an interview (in-person or Skype) or b) by Kira Talent. In order to arrange the Skype interview, please describe the time zone and the GMT offset (UTC+/-time) at the time of the interview in the **Survey 2** section. (<https://timezonedb.com/time-zones> Ex. Asia/Jakarta: GMT+7:00)

5 GraSPP Online Application System Application Overview

5.1 Access to the GraSPP online application system

You can access the GraSPP online application system at the following link.

https://www.t-cens.graspp.apply.pp.u-tokyo.ac.jp/t-cens_graspp/login_pmd.php

Providing the correct email address is crucial because your email address is used not only throughout the application process but also after the admissions. Please enter an email address that could be accessed during and after the application period. You can create only one account with one email address. You can apply through the GraSPP online application system to one program during the 2020 application period.

Master's Program Application

Click here for [available programs.](#)

Login

ID:

Password:

[Forgot your ID and/or password?](#)

Create a New Account

[Create a New Account](#)
[Important]
Be sure to copy and save your ID and password when it is shown on the screen.
Login ID and password will not be sent via email.

For returning users, login here with ID and Password issued by the GraSPP online application system.

Here is the list of programs that currently accept applications.

Coming soon	Application Period (All time in Japan Standard Time)
MPPIP-2010 Master of Public Policy, International Program September Enrollment Program# : MPPIP-2010 Department : Master of Public Policy, International Program Program Information September 2020 Master	5th Nov, 2019~ 25th Dec, 2019
MPPIP-2020 Master of Public Policy, International Program April Enrollment Program# : MPPIP-2020 Department : Master of Public Policy, International Program Program Information April 2020 Master	5th Nov, 2019~ 25th Dec, 2019
MPPIP-2030 Master of Public Policy, International Program with ADB/WB Scholarships Program# : MPPIP-2030 Department : Master of Public Policy, International Program Program Information September 2020 Master	5th Nov, 2019~ 25th Dec, 2019

For the first time user, please enter your email address.

Create a New Account

Provide an e-mail address which is available all through the admission and your stay in Japan.

If you forgot your ID and/or Password, click here.

Forgot your ID and/or password ?

Reissue Password

Please enter the information below. Your new password will immediately issued after you click submit.

Email Address:

Security Question:

Answer:

5.2 Registration

You will receive an email from the GraSPP online application system for creating your account on the system after entering your email address in **Create a New Account**.

The GraSPP online application system will issue your Login ID and Password after completing your Registration. From here on, you will receive several notification emails from the GraSPP online application system at the important check points. Please check your mailbox during the application process.

[GraSPP, UTokyo] The University of Tokyo : Account Registration 受信トレイ x

noreplyAdmissionsOfficeGraSPP@pp.u-tokyo.ac.jp 13:23 (3 時間前) ☆ ↶ ⋮

英語 > 日本語 メッセージを翻訳 次の言語で無効にする: 英語 x

Thank you for your interest in the International Program at the Graduate School of Public Policy (GraSPP), the University of Tokyo.

To create an account on the GraSPP online application system, please complete your registration through the following website and start your online application;

[https://www.t-cens.graspp.apply.pp.u-tokyo.ac.jp/t-cens_graspp_trial/account_register.php?userid=.](https://www.t-cens.graspp.apply.pp.u-tokyo.ac.jp/t-cens_graspp_trial/account_register.php?userid=)

Please do not reply to this e-mail as this message has been sent to you by an automated e-mail system.

Best regards,

Graduate School Office

The Graduate School of Public Policy
The University of Tokyo
e-mail: AdmissionsGraSPP@pp.u-tokyo.ac.jp
*If you received this email as an error please contact the above.

Registration

1. E-mail	<input type="text" value="graspponline+aa@gmail.com"/>
2. Name	<p>Enter your name as it appears on your passport. If there is no family name printed on your passport, please enter the word "nil" instead due to the system requirements.</p> <p>FAMILY name <input type="text" value="Green"/></p> <p>Middle name <input type="text" value="Charlie"/></p> <p>First (Given) name <input type="text" value="Walter"/></p>
3. Security question	<p>Choose one question shown below and provide the answer. This question and answer will be needed to confirm with the admission office when you forget your password.</p> <p>What did you name your first pet? <input type="text" value="Bill"/></p>

Next

Your Login ID and Password issued.

GraSPP
THE UNIVERSITY OF TOKYO

Please make sure to **save your ID and password** shown below.
ID and password notification **e-mail will NOT be sent.**

[Your Account]
Login ID: 1E6P 1
Password: EY VB4

Go to login

Important:
Please make sure to save your Login ID and Password shown here. There is no notification email.

5.3 Top Tab

Welcome to the GraSPP online application system!

Now you see the starting page of your online application. Before proceeding, you need to carefully read through the important notes including some dos and don'ts, tips, advice, and special cautions.

Every time you log in to the GraSPP online application system, you will see the **Top tab**. Once you have started to create your online application, you can access your application by just hitting the **Application tab** and clicking on the **Return to Application** button.

Contact us, whenever you have any inquiry about the GraSPP online application system and online system.

You can access this "User Guide" here.

Your application Number is here.

Here is a brief information on your application. It stays here while logged on the GraSPP online application system.

Application for review is a PDF file that contains all the information you have put on the GraSPP online application system along with the upload files.

You can set your own password for the GraSPP online application system.

The screenshot shows the GraSPP online application system interface. At the top, there is a header with the GraSPP logo and navigation tabs: Top, Registration, and Application. The Top tab is selected. On the right side of the header, there are icons for 'Go to Assist', 'Contact Us', and 'Logout'. Below the header, there is a 'Message Board' section with a table showing a new message dated 23/10/2018 with the subject 'Welcome to GraSPP Online Application System (GOAS)'. Below the message board, there is a section titled 'Important Application Notes' with a list of instructions. To the left of the notes, there is a form for user information, including fields for Family name, First name, Program code, Program name, Admission Type, Date of birth, Nationality, Bachelor university, Master university, Email, and Address. Below the form, there is a section for 'Application for review' showing a PDF file. At the bottom, there is a 'Change password' section with fields for Current password, New password, and Confirm new password, and a 'Change Password' button. Annotations with arrows point to various elements: 'Contact us' points to the 'Contact Us' icon; 'You can access this "User Guide" here.' points to the 'Go to Assist' icon; 'Your application Number is here.' points to the 'Application Number' field; 'Here is a brief information on your application...' points to the user information form; 'Application for review is a PDF file...' points to the 'Application for review' section; 'Important Application Notes: Please read this section carefully to proceed your online application.' points to the 'Important Application Notes' section; 'Once you have read the "Important Application Notes," check the box and click on "Confirm" to initiate your online application.' points to the 'Confirm' button; and 'You can set your own password for the GraSPP online application system.' points to the 'Change password' section.

Important Application Notes:

1. Before starting your application, read carefully through the "How to Apply" page by clicking the top right icon.
2. Refer to the Application Guidelines for all application schedule.
3. Be sure to allow yourself plenty of time to complete process to gather original certificates and/or to take standardized tests. Some of the documents need to be scanned and uploaded.
4. Applicants can only apply to one program.
5. Fields with red asterisks (*) are mandatory.
6. Click on the "Save" button before switching pages. Never use the browser's BACK button.

Application number: Please include your application number on every communication with the office to facilitate swift communication. Application number can be found below your photograph on the left column.

Inquiries: For inquiries, please click on the "Contact us" icon, which can be found on the top of each application page.

☐ I have carefully read and understood the above-mentioned important application notes and agree to start my online application by checking this box.

Confirm

Change password

Change Password

5.4 Registration Tab

It is very important for you to provide correct personal information, because the name you enter here will be on the admission letter, the official visa application, and your student ID card, once you are admitted. Please ensure that personal information you submit here is official and your name on the GraSPP online application system is exactly the same as it appears on your passport.

Please note that the information you enter in the **Registration** tab cannot be altered after clicking the **Confirm** button.

Top Registration Application

Personal Information Next Save

Required items have not been entered.

Personal Information

Name

Full name *
(as it appears on your passport)

Spell your name as it appears on your passport and complete FAMILY NAME in capital letters.

Family name (Surname)
(as it appears on your passport)

Middle name
(as it appears on your passport)

First (Given) name
(as it appears on your passport)

Gender and date of birth

Gender of birth *

Male
Female
Rather not say

Date of birth *
(DD/MM/YYYY)

Nationality

Country or region *

Please specify the name of your country/area
ONLY if you selected "Other country/area" in the column above.

List all nationalities other than above.

Do you live in Japan?

Yes
No

Re-edit personal information

The information I have provided on the Registration tab is correct and complete.
I have carefully reviewed all of my registration details and agree to the statement above.
I hereby register an account by clicking the Confirm button.
Once confirmed, your personal information cannot be revised.

Confirm

Re-edit personal information

Once you have read the notes, check the box and click on **Confirm**.

5.5 Application Tab

Here you can see all the available programs for the 2020 intake. To apply for a program, click on the **Apply** button.

For the first time user, please select one of the programs listed here and click on **Apply**.

Available programs for which you can apply.

The screenshot shows the 'Application' tab selected in the top navigation bar. Below the navigation bar, there are two main columns: 'Programs' and 'Application Period (All time in Japan Standard Time)'. The 'Programs' column lists three programs: 'MPPIP-2010 Master of Public Policy, International Program September Enrollment', 'MPPIP-2020 Master of Public Policy, International Program April Enrollment', and 'MPPIP-2030 Master of Public Policy, International Program with ADB/WB Scholarships'. Each program entry includes a 'Program Information' button, the program name, and the intake year. The 'Application Period' column shows the deadline for each program: '25 Dec. 2019 (JST)' for the first two and '25 Dec. 2019 (JST)' for the third. An 'Apply' button is highlighted for each program.

For returning users, please click on **Return to Application** to go back to your exiting online application.

The screenshot shows the 'Application' tab selected in the top navigation bar. Below the navigation bar, there are two main columns: 'Programs' and 'Application Period (All time in Japan Standard Time)'. The 'Programs' column lists one program: 'MPPIP-2010 Master of Public Policy, International Program September Enrollment'. Each program entry includes a 'Program Information' button, the program name, and the intake year. The 'Application Period' column shows the deadline for each program: '25 Dec. 2019 (JST)'. Two buttons are highlighted: 'Return to Application' and 'Withdraw'.

If you wish to withdraw your online application from the program during the application period, you can click on **Withdraw**. Upon withdrawal, you can choose another program to apply. However, you need to start over the online application forms from the beginning except for **Registration tab** and "Educational Background" page in the **Application tab**.

If you intend to withdraw your online application after the submission, please contact the MPP/IP Desk.

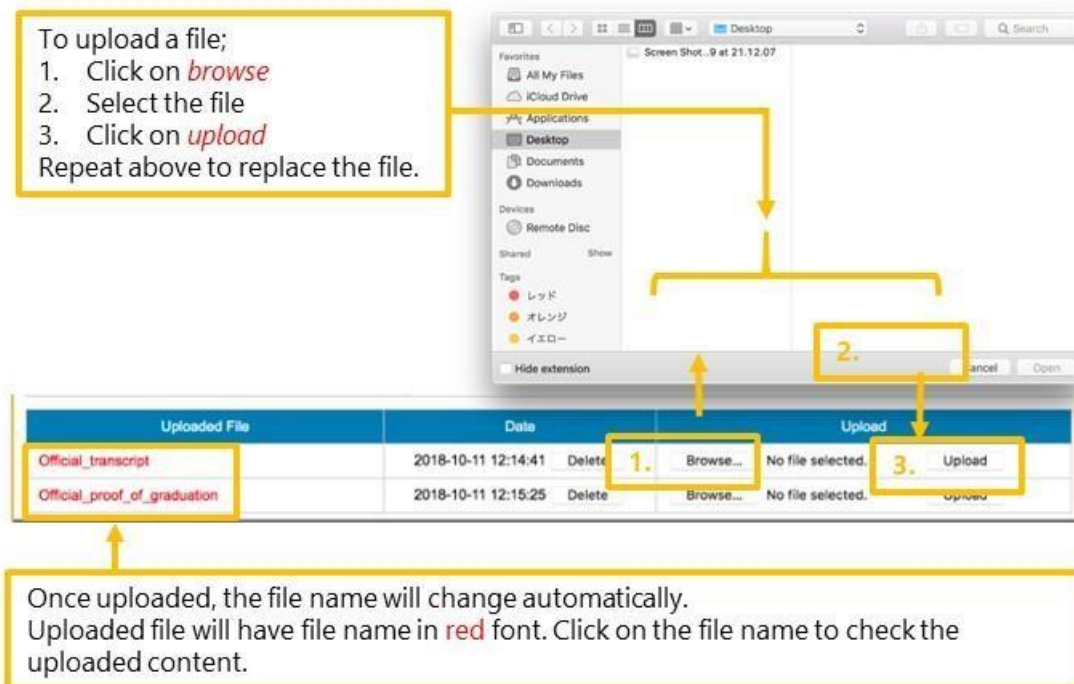
6 Application Preparation

6.1 General Instruction

- Application Preparation has 11 pages.
- Please make sure to enter all necessary information.
- Entered information will be saved automatically when you move between pages. However, clicking on the **Save** button frequently will avoid any loss of entered information.



- There are several pages that include a file upload function. Please find the following as a general procedure for uploading files.
- Only upload the appropriate files. DO NOT upload any files that you are not instructed to upload.

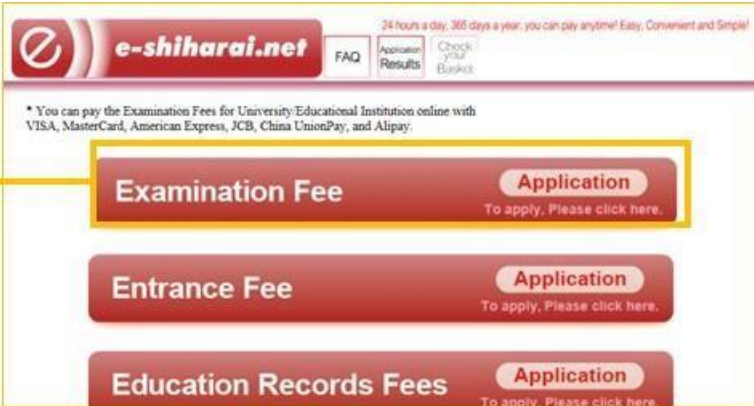


6.2 Personal Information

At this page, you will present your Current Residence, Affiliation, Application Fee receipt number and Other Contact Information needed for the application.

- The Application Fee must be paid for admission consideration.
- At the [e-shiharai site](https://e-shiharai.net/english/), select “Examination Fee” to pay. <https://e-shiharai.net/english/>
- If you are a MEXT scholarship student, please contact the MPP/IP Desk at mppipdesk@pp.u-tokyo.ac.jp for a waiver.

Please select, “The University of Tokyo (Graduate Schools).”

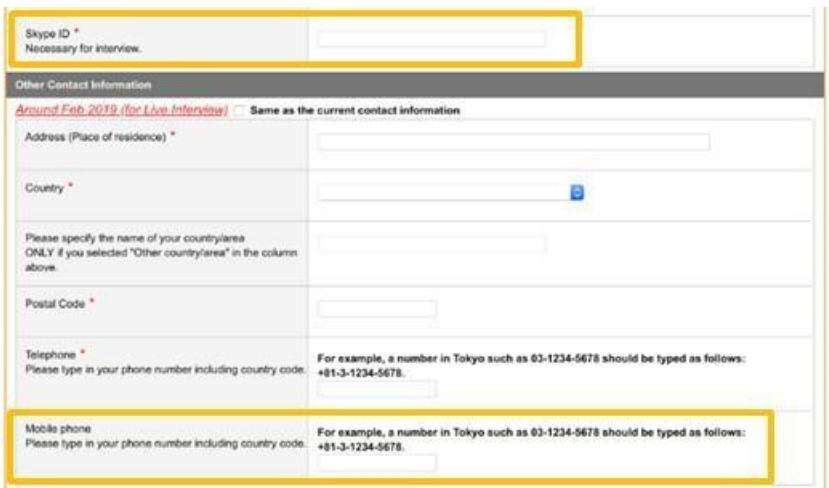


Category	Description
First Selection	Graduate School of Public Policy
Second Selection	Master of Public Policy
Third Selection	Go To Fourth Choice
Fourth Selection	MPP/IP application JPY 10,000.

- A [Skype](https://www.skype.com/en/) ID is needed for conducting the interview. If you do not have a Skype ID, please [acquire](https://www.skype.com/en/) one. <https://www.skype.com/en/>

Enter the Skype ID here.

If you only have Mobile phone, please enter the number on the Telephone section and leave this blank.



Skype ID *
Necessary for interview.

Other Contact Information
Around Feb 2019 (for Live Interview) Same as the current contact information

Address (Place of residence) *

Country *

Please specify the name of your country/area ONLY if you selected "Other country/area" in the column above.

Postal Code *

Telephone *
Please type in your phone number including country code.
For example, a number in Tokyo such as 03-1234-5678 should be typed as follows: +81-3-1234-5678.

Mobile phone
Please type in your phone number including country code.
For example, a number in Tokyo such as 03-1234-5678 should be typed as follows: +81-3-1234-5678.

6.3 Educational Background

At this page, you will present your educational background in two categories below and upload a transcript and proof of graduation for each higher educational institution.

- 1) Higher Education: undergraduate level or higher
- 2) Basic Education: below undergraduate level

Higher Education

- You can enter up to 5 forms for your Higher Education records. One academic program per record.
- Enter education records in reverse chronological order starting from the most recent one.
- Please note that the order of the Higher Education will be sorted differently on the Application for Review PDF.

Completed: Degree is awarded

In process / withdrew: Degree is not awarded, currently enrolled or withdrawn

Select "Other" for Junior college, exchange or transfer

Total Years of Schooling is counted all education records entered, including basic education.

If you can not find the name of the university from the list here, please select "other."

Once "other" is selected from the University list, please enter the name of the university in the field below.

If not applicable, enter City or Town again.

The screenshot shows a web form for entering higher education records. It includes a 'Total Years of Schooling' section at the top, followed by a 'Higher Education 1' section with a 'CLEAR' button. The form fields are: Degree (with a dropdown menu showing options like 'Ph.D completed', 'Ph.D in process / withdrew', 'Master completed', 'Master in process / withdrew', 'Bachelor completed', 'Bachelor in process / withdrew', 'Other completed', and 'Other in process / withdrew'), Major/Program Enrolled, Country/Name of the University/Institute (with sub-fields for Country and University), Other country/Name of the University/Institute (with sub-fields for Country and University), Name of Department, City or Town, State or Province, Duration of enrollment (with 'from' and 'to' fields), and Provide the conferral date of the degree (or expected date). Annotations with arrows point from text boxes to specific fields: 'Total Years of Schooling' points to the 'Total Years of Schooling' field; 'If you can not find the name of the university from the list here, please select "other."' points to the 'Degree' dropdown; 'Once "other" is selected from the University list, please enter the name of the university in the field below.' points to the 'University' field under 'Other country/Name of the University/Institute'; 'If not applicable, enter City or Town again.' points to the 'City or Town' field; and 'Conferral date:' points to the 'Provide the conferral date of the degree (or expected date)' field.

Conferral date:

If the education record is "in process / withdrew" AND you can submit official proof of graduation (or expected), please enter the conferral date.

If the education record is "in process / withdrew" BUT you can NOT submit official proof of graduation (or expected), please leave the conferral date blank.

- Enter GPA information by selecting one of the four option buttons by referring to your transcript.

Choose when;

1. Official transcript states GPA.
2. Official transcript does NOT state GPA and uses 5 level grading system.
3. Official transcript does NOT state GPA and uses 4 level grading system.
4. GPA cannot be applied.

When 2 or 3 is selected, enter number of credits in the corresponding field.

name

Please provide, if applicable, your academic grades as stated officially in your transcript.

Cumulative Grade Point Average (GPA) *

1. ☐ Copy the GPA as indicated in the Transcript. (ex. 67 out of 100, 6.8 out of 10) out of

100-60 S	80-60 A	70-70 B	60-60 C	50- F
A	B	C	D	F

2. ☐ If there is no GPA on your transcript, fill the number of credits you earned by grade in each box. For details, please refer to "How to Apply".

80-60 A	70-70 B	60-60 C	50- F
Excellent	Good	Fair	Fair

3. ☐ Total of

4. ☐ If the grading scale cannot be applied in the two categories above, please specify in detail.

Percentile (e.g. 80%, etc.) %

Class Rank out of

Honours received (up to 20 words)

Please list the details about scholarships, prizes, honors, awards and other recognitions, if any.

8 word(s) (up to 20 words)

- The official transcript must be one PDF file per record. If a transcript is on both sides or consists of several pages, or if the grading scale is explained on separate documents or the website of your institution, please combine them into a single file.
- If the name and the date of the degree awarded are written on the official transcript, please follow the procedures below.
 - If Official Proof of Graduation is separately available, please upload in the **“Official proof of graduation”** file upload.
 - If Official Proof of Graduation is not available, go to the **File Upload page** and download **Replacement for certificate** and upload the file in the **“Official proof of graduation”** file upload.

To upload a file;
 1. Click on **browse**
 2. Select the file
 3. Click on **upload**
 Repeat above to replace the file.

Uploaded File	Date		Upload
Official_transcript	2018-10-11 12:14:41	Delete	1. Browse... No file selected.
Official_proof_of_graduation	2018-10-11 12:15:25	Delete	3. Upload

Once uploaded, the file name will change automatically.
 Uploaded file will have file name in **red** font. Click on the file name to check the uploaded content.

Click on **Add Form** to create another form for your educational background.

Uploaded File	Date		Upload
Official_transcript	2018-10-11 14:39:53	Delete	Browse... No file selected. Upload
Official_proof_of_graduation	2018-10-26 16:02:52	Delete	Browse... No file selected. Upload

Add Form

Basic Education

- Basic Education is for educational background prior to entering undergraduate level. Enter education records such as high school (approx. 15-18 years old), middle school (approx. 12-15 years old) and elementary school (approx. 7-12 years old) in reverse chronological order starting from the most recent one. The Application for Review PDF will display in the order it is entered.
- You can enter up to 10 forms for your Basic Education record. One academic institution per record.

The image shows a screenshot of a web form titled "Basic Education 1" with a "CLEAR" button in the top right corner. The form contains several input fields: "Level of school" (a dropdown menu), "Name of Institution", "Country" (a dropdown menu), a text field for specifying a country/area if "Other country/area" is selected, "City or Town", "State or Province", and "Duration of enrollment" (with "from" and "to" sub-fields and a "CLEAR" button). At the bottom right, there is an "Add Form" button. Three yellow callout boxes with arrows point to specific parts of the form: the first points to the "Level of school" dropdown, the second points to the "State or Province" field, and the third points to the "Add Form" button.

Choose from High School, Middle School and Elementary School.

If not applicable, enter City or Town again.

Click *Add Form* to create another form for your Basic Education.

Basic Education 1 CLEAR

Level of school *

Name of Institution *

Country *

If you select "Other country/area" in the pulldown list above, please specify the name of your country/area.

City or Town *

State or Province *

Duration of enrollment. * from : to : CLEAR

To complete this section, please refer to "How To Apply."

Add Form

6.4 Standardized Test

At this page, you will present your TOEFL, IELTS and/or GRE scores.

- You are required to enter either your TOEFL or IELTS score. Please enter all necessary information.
- If you fall in one of the three categories specified for the English Proficiency Requirement Exemption of [the Application Guidelines](#), you are exempted from submitting TOEFL or IELTS. Your English Proficiency will be evaluated throughout the admission process.
- If you fall in the third category for the English Proficiency Requirement Exemption in [the Application Guidelines](#) (Option button 3 in the GraSPP online application system explained below), please submit a certificate of medium of instruction issued by your academic institution in the [File Upload page](#).
- The certificate must indicate following 5 elements:
 1. Date of issue
 2. Your name
 3. Date of degree conferral
 4. Name of the degree conferred
 5. Description that the medium of instruction at the entire institution, not only at the applicant's department or program, is English

The screenshot shows the IELTS section of the application form. Annotations with arrows point to specific fields:

- Enter the IELTS Test Report Form (TRF) Number (15-18 characters) found on the Test Report Form.** Points to the "Test Report Form Number" field.
- Select from 1 of the 3 option buttons for English Language Proficiency Exemption.** Points to the three numbered options under the "English Language Proficiency Exemption" section.
- If you fall into this category, you must state the reason in the box.** Points to the text box at the bottom of the exemption section.

The form fields include:

- IELTS Test Date (DDMM/YYYY) with a CLEAR button.
- Official Score order requested on (DDMM/YYYY) with a CLEAR button.
- IELTS Score section with sub-fields for Listening, Reading, Writing, Speaking, and Overall Band Score.
- Test Report Form Number field.
- English Language Proficiency Exemption section with three numbered options and a text box for reasons.

- The GRE score and all its information must be entered when you present the GRE score, if applicable.

6.5 Work Experiences

At this page, you will present your work history including full-time, part-time, paid/unpaid, volunteer, etc. You can skip this page if you have no work experience.

- If you are an ADB/WB Scholarship applicant you must provide your work experiences to complete your online application.
- Enter your work history in reverse chronological order starting from the most recent one. Application for Review PDF will display in the order it is entered.
- You can enter up to 5 forms for your work record.

Total duration is counted full-time and paid work only.

Enter the detail of your work experiences.

Click **Add Form** to create another form for your work experience.

6.6 Academic Interest

At this page, you will present your academic interest including your choice of Policy Stream, the topic of interest and the Statement of Purpose.

- If you type the Statement of Purpose on the GraSPP online application system, please be sure to save frequently.
- To avoid losing entered information when a system timeout occurs, it is recommended that you type the entire statement on a document other than the GraSPP online application system, such as a Word file, and then copy and paste onto the GraSPP online application system.

6.7 Financial Resources

At this page, you will indicate your Primary Financial Resources.

Applicants for MPP/IP AY 2020 with ADB/WB scholarships (MPPIP-2030) will present your scholarship eligibility.

- Please note that ADB/WB scholarship applicants must thoroughly read through the Application Guidelines and the Important Notes and Additional Eligibility Requirements for Scholarships.
- If you have already been awarded scholarship(s), please select “Scholarship already awarded” (2 in below chart) and upload the scanned copy of the scholarship award letter.
- If you are in the process of applying for scholarship(s), please select “Scholarship in process of applying” (3 in below chart) and list all the scholarship names. If the scholarship name is too long, please use an abbreviation.

Select one of the 4 option buttons and write details and upload a file, if necessary.

Uploaded File	Date	Upload
Award_letter	Not Uploaded	Browse... No file selected. Upload

Refer to below when applicable.

-MEXT scholar: Section 2 and enter “MEXT” in the field. Then upload scanned copy of the scholarship award letter.

-ADB: Select 3 and enter “ADB”

-WB: Select 3 and enter “WB”

-IMF-JISPA: Select 3 and enter “IMF”

When you are applying for more than one scholarship, select 3 and list them all with commas.
e.g. ADB, WB, IMF

- If you are an ADB/WB scholarship applicant, you must acquire a [Letter of Endorsement](#) from your employer. The letter must bear the official stamp or seal and signature of the employer. A different letter format can be used as long as the letter contains all of the information in the sample format.

ADB/WB Scholarship applicant must upload the Letter of Endorsement.

Uploaded File	Date	Upload
Letter_of_Endorsement	Not Uploaded	Browse... No file selected. Upload

- If you are applying for ADB-JSP, you need to download the document and fill in all information and upload it in PDF format.

Important:

Please make sure to upload the file in PDF format.

Uploaded File	Date	Upload
Information_Sheet	Not Uploaded	Browse... No file selected. Upload

Be sure to select either yes or no for both of these questions.
If you are only applying for ADB, select Yes for ADB and select No for WB.

6.8 Additional Information

At this page, you will indicate information such as if you need special assistance, and if you are interested in the CAMUS Asia Program option, and you will answer other questions as well. The questions here vary depending on the program.

The information you provide here will not affect admission results.

6.9 Survey 1

At this page, you will indicate other universities to which you are applying. The information you provide here will not affect admission results.

- You can enter up to 5 forms for your **Survey 1** record.

6.10 Survey 2

At this page, you will answer several survey questions such as how you came to know about GraSPP, and your time zone and GMT offset (UTC +/- time) at the time of interview, which is needed to arrange a Skype interview, and you will answer other questions as well.

The information you provide will not affect admission results.

6.11 Referee's Information

At this page, you will indicate your referees' information. An MPP/IP application requires two referees.

- It is your responsibility to make sure that your referees complete the submission of the reference letters, since **your online application cannot be submitted without two letters of references**. Please do not forget to check and monitor your referee's status during your application period.
- The referees' deadline is set a day before the online application deadline. However, the real cut-off time for the reference submission on the online application system is set **30 minutes before** the application deadline.
- Please be sure to send requests to both referees by clicking the buttons, **Send to the referee #1** and then **Send to the referee #2**, respectively.

- For the sake of referees' identification, the email addresses of the referees' affiliation should be used whenever possible. If free email addresses such as Yahoo, Hotmail or Gmail are used, please note that MPP/IP Desk may confirm the identity of a referee via phone or any other means.
- The letter of reference will be submitted via the GraSPP online application system.
- You can find a sample of the Letter of Reference for both [Academic Reference](#) and [Professional Reference](#) in Appendix 1 and 2, respectively.

Variations for Referee's status

- Not registered: Applicant has not yet sent the request to the referee
- Not started: Referee has not started to write reference
- In process: Referee started writing a reference
- Submitted: Referee has submitted the reference

Enter information of your referee.

When all the information of your referee is entered, click on **Send to the Referee #1**.

You can start to write information of your referee #2 when the request is sent to Referee #1.

Email to the Referee

Email to you

[GraSPP, UTokyo] The University of Tokyo: Letter of Reference Request 受信トレイ

AdmissionsGraSPP@pp.u-tokyo.ac.jp

To

Dear Dr. ,

You are receiving this email concerning a request for a letter of reference to the Graduate School of Public Policy, The University of Tokyo.

If you are not Dr. , please disregard this email.

[Applicant]
Name:
Application Number: MPP1P-1903_000000000223
Reference Deadline: 03/01/2019, JST 23:45

This applicant has requested that you write a reference via GraSPP Online Application System.

To respond to the request, please click the URL below:
https://www.t-cens.graspp.app/apply/pp.u-tokyo.ac.jp/t-cens_graspp_trial/new_reco

Best regards,
Graduate School Office

The Graduate School of Public Policy
The University of Tokyo
e-mail: AdmissionsGraSPP@pp.u-tokyo.ac.jp
*If you received this email as an error please contact the above.

[GraSPP, UTokyo] Letter of Reference Request 受信トレイ

noreplyAdmissionsOfficeGraSPP@pp.u-tokyo.ac.jp

To

Dear Ms. ,

Application Number: MPP1P-1903_000000000223

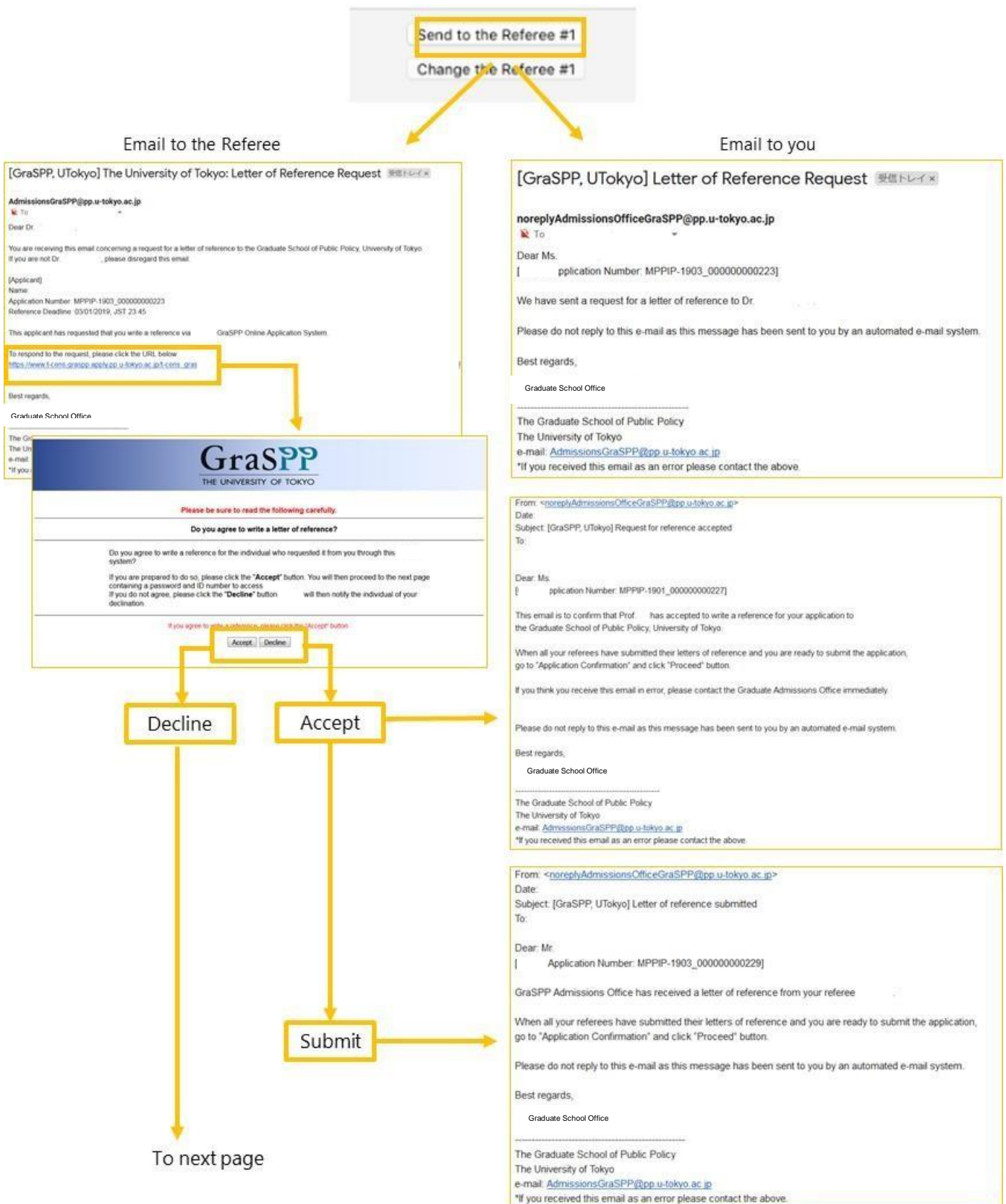
We have sent a request for a letter of reference to Dr. .

Please do not reply to this e-mail as this message has been sent to you by an automated e-mail system.

Best regards,
Graduate School Office

The Graduate School of Public Policy
The University of Tokyo
e-mail: AdmissionsGraSPP@pp.u-tokyo.ac.jp
*If you received this email as an error please contact the above.

- Referees can either accept or decline your request for them to write a reference.



From previous page

Decline

Email to you

[GraSPP, UTokyo] Request for reference rejected 受信トレイ ✕

noreplyAdmissionsOfficeGraSPP@pp.u-tokyo.ac.jp

To

Dear Mr.

Application Number: MPPJP-1901_00000000198

This email is to inform you that Prof. has declined to write a reference for your application to the Graduate School of Public Policy, University of Tokyo.

To complete your application, all your referees must submit their letters of reference. Please ask another person to write a letter of reference.

If you think you receive this email in error, please contact the Graduate Admissions Office immediately.

Please do not reply to this e-mail as this message has been sent to you by an automated e-mail system.

Best regards,

Graduate School Office

The Graduate School of Public Policy
The University of Tokyo
e-mail: AdmissionsGraSPP@pp.u-tokyo.ac.jp
*If you received this email as an error please contact the above.

Log in to the GraSPP online application system and send another request to a different referee.

- You may change the referee only when the Referee's status is "not started."

Telephone Please type in your referee's phone number including country code. *	For example, a number in Tokyo such as 03-1234-5678 should be typed as follows: +81-3-1234-5678.
Email Address *	
GraSPP will send a request to your referee after you click the "Send to the Referee" button. You can change the referee as long as the Referee's Status is "Not registered" or "Not started".	
Send to the Referee #1 Change the Referee #1	

Email to the Referee

[GraSPP, UTokyo] The University of Tokyo: Letter of Reference Withdrawal 受信トレイ ✕

AdmissionsGraSPP@pp.u-tokyo.ac.jp

To

Dear Prof.

You are receiving this email concerning a request for a letter of reference to the Graduate School of Public Policy, the University of Tokyo. If you are not Prof., please disregard this email.

We would like to inform you that the following applicant has decided to withdraw his/her request to you for writing a reference.

[Applicant]
Name:
Application Number: MPPJP-1901_00000000198

We greatly appreciate your support for the applicant.

Best regards,

Graduate School Office

The Graduate School of Public Policy
The University of Tokyo
e-mail: AdmissionsGraSPP@pp.u-tokyo.ac.jp
*If you received this email as an error please contact the above.

Email to you

[GraSPP, UTokyo] Referee Change 受信トレイ ✕

noreplyAdmissionsOfficeGraSPP@pp.u-tokyo.ac.jp

To

Dear Mr.

Application Number: MPPJP-1901_00000000198

You have just cancelled your reference request to Prof.

Please do not reply to this e-mail as this message has been sent to you by an automated e-mail system.

Best regards,

Graduate School Office

The Graduate School of Public Policy
The University of Tokyo
e-mail: AdmissionsGraSPP@pp.u-tokyo.ac.jp
*If you received this email as an error please contact the above.

Edit Referee's Info. to send another request to different referee.

6.12 File upload

At this page, you will upload your photo as well as other files needed for application.
You can also download documents such as *Replacement for certificate*.

- Check the file type to be uploaded.
- Only upload the appropriate files. DO NOT upload any files that you are not instructed to upload.
- Once uploaded, the file name will change automatically.
- Uploaded file will have a file name in red font. To check the uploaded content, please click on the file name.

To upload a file;
1. Click on *browse*
2. Select the file
3. Click on *upload*
Repeat above to replace the file.

To download file;
Click on the file name in blue.

Photo specifications. Read them carefully.

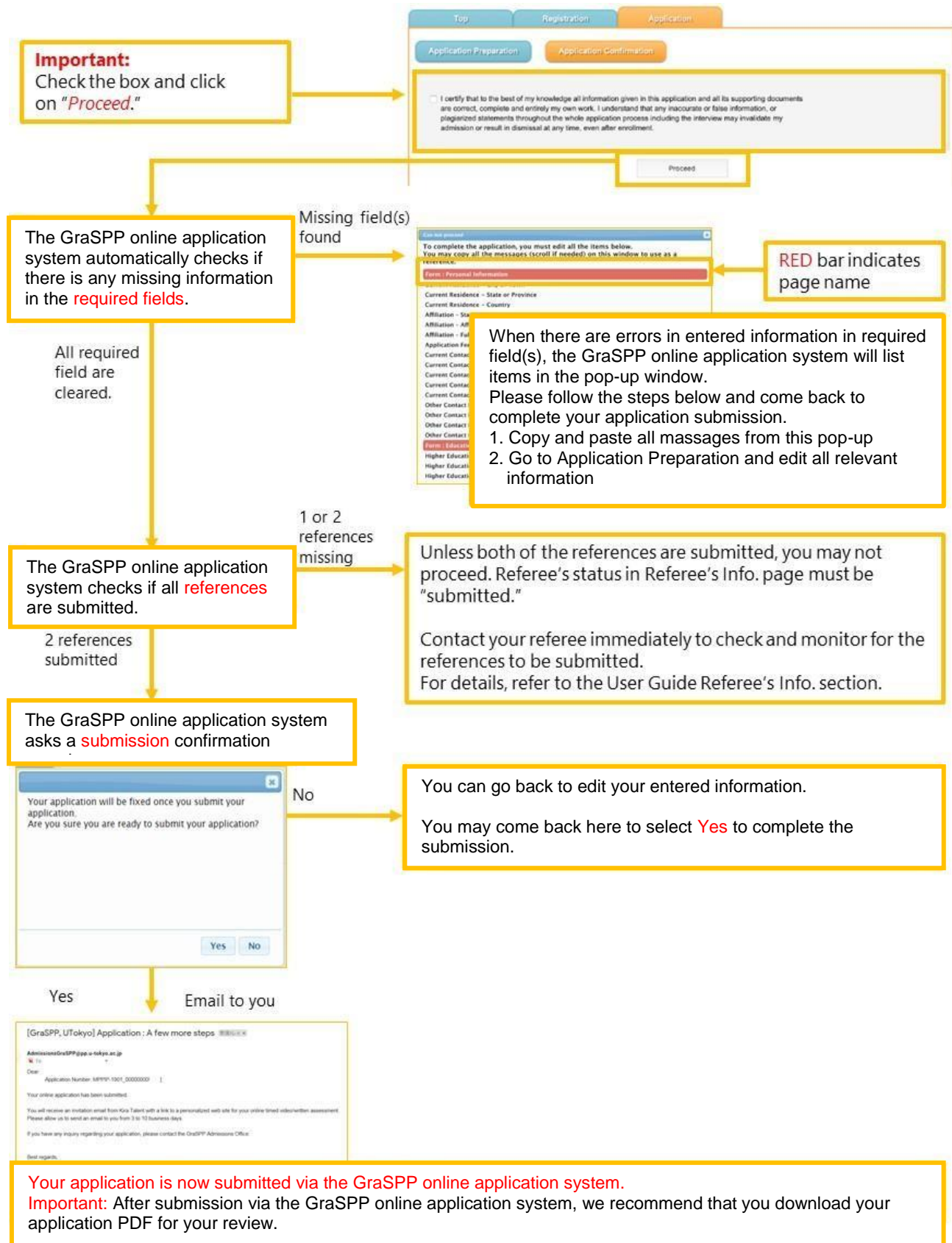
The screenshot shows the 'File Upload' section of an application system. It includes a table with columns 'Files to Upload' and 'Last Updated'. The table lists two files: 'Photo *' and 'English_Proficiency_certificate.pdf'. The 'Photo *' row shows 'No' in the 'Last Updated' column. The 'English_Proficiency_certificate.pdf' row shows '2018-10-15 17:32:42' in the 'Last Updated' column. Annotations with arrows point to the 'Download File Name' button, the 'Replacement_for_Certificate.pdf' file name, and the 'Photo *' row.

Files to Upload	Last Updated
Photo * File extension must be .jpg or .png. Browse... No file selected. Your ID photo or digital image must be: - In color and taken within the last 6 months. - Taken in front of a plain white or off-white background. - Taken in full-face view directly facing the camera with eyes open.	No
English_Proficiency_certificate.pdf File extension must be .pdf. Browse... No file selected. Upload only if you are applying for English Proficiency Exemption in the category below. An applicant who earned or is expected to earn a bachelor's	2018-10-15 17:32:42 Delete

7 Application confirmation

Here, you will check to see if you can proceed to submit the GraSPP online application system and then confirm your application submission.

- You cannot proceed to complete the GraSPP online application system application unless both of the following conditions are met.
 1. You have entered all necessary information (not only required fields) correctly.
 2. Your two letters of reference have been submitted via the GraSPP online application system.
- Please note that it is your responsibility to ensure all necessary information is entered, since some of the questions are only required for specific applicants. The GraSPP online application system does not automatically check if the information entered is correct or if all the necessary information is entered in adequate places.



- Now you have completed [Step 2 of the Application Procedures Overview](#).

8 FAQ

- [Q1] The screen says “Connection failed.” What do I do?
→ Please log out and log in to the GraSPP online application system again. It is important to use the **Save** button frequently to avoid the loss of entered information.
- [Q2] I cannot get my intended result on the GraSPP online application system. What do I do when the GraSPP online application system does not seem to be working?
→ Please check to see if your web browser and OS are the versions specified in the system requirements. If you are using the web browser and OS that are listed in the system requirements and still have problems, please use the **Contact us** button on the right top corner of the GraSPP online application system to make an inquiry.

[System Requirements for using GraSPP Online Application System] (As of January 2019)

- Windows 7, Windows 8.1, Windows 10
Firefox, Google Chrome, Internet Explorer 11 (Only when “compatibility view setting” is disabled)
- Mac OS 10. 14 Mojave
Safari
- Tool
Adobe Reader

Important notes

1. JavaScript must be enabled.
2. Be sure to use only one tab of the web browser when logging into the GraSPP online application system. Opening the GraSPP online application system in multiple tabs or windows may result in an unintended effect.
3. Use the English alphabet (A-Z, a-z) when filling out information. Use of special characters as follows may corrupt entered data.
(~, *, &, ^, #, \$, %, @, /, ¥, <, >, etc.)
4. Browsing in environments such as pre-release and, beta versions and using smartphones and tablets may lead to malfunctioning.

Appendix 1: Sample Letter of Reference (Academic)

Graduate School of Public Policy, The University of Tokyo

Print date 05/11/2018

Letter of Reference

Draft MPPIP-_____


FAMILY name, First name

Applicant Name FAMILY, First

MPPIP-

Referee's Information

Name	
Salutation	
Current affiliation	
Country	
Telephone	
Email address	



Evaluation

How long have you known the applicant?	Years and Months			
In what capacity have you known the applicant?				
How often have you interacted with the applicant?	Daily	Weekly	Monthly	Rarely

Ranking	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%	Unable to comment
Relative to other students from the same university and following the same degree program, how would you rate the applicant's overall academic ability?						
Evaluation	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%	Unable to comment
Academic performance/ability (e.g. honors, awards)						
Intellectual ability/potential						
Capacity for original thinking						
Motivation for further study						
Ability in written expression						
Ability in oral expression, including willingness to contribute valuably to seminar discussion where applicable						
How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at GraSPP?	Outstanding	Good	Average	Poor		

Please write the letter of reference for the applicant.

Appendix 2: Sample Letter of Reference (Professional)

Graduate School of Public Policy, The University of Tokyo

Print date 05/11/2018

Letter of Reference

Draft MPPIP-_____

FAMILY name, First name

Applicant Name FAMILY, First

MPPIP-

Referee's Information

Name	
Salutation	
Current affiliation	
Country	
Telephone	
Email address	



Evaluation

How long have you known the applicant?	Years and Months					
In what capacity have you known the applicant?						
How often have you interacted with the applicant?	Daily	Weekly	Monthly	Rarely		
Ranking	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%	Unable to comment
Relative to other staffs at the same level in your institution, how would you rate the applicant's overall professional ability?						
Evaluation	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%	Unable to comment
Professional ability/Work performance						
Intellectual ability/potential						
Capacity for original thinking						
Motivation for further study						
Ability in written expression						
Ability in oral expression, including willingness to contribute valuably to seminar discussion/debate where appropriate						
Leadership potential						
How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at GraSPP?	Outstanding	Good	Average	Poor		

Please write the letter of reference for the applicant.

Appendix 3: How to log in to the GraSPP online application system: for the referees

This applicant has requested that you write a reference via GraSPP online application system.

To respond to the request, please click the URL below.
<https://www.t-cens.graspp.apply.pp.u-tokyo.ac.jp/>

Best regards,
 The GraSPP Admissions Office

GraSPP
 THE UNIVERSITY OF TOKYO

Please be sure to read the following carefully.

Do you agree to write a letter of reference?

Please write a reference for the individual who requested it from you through this system?
 To do so, please click the "Accept" button. You will then proceed to the next page.
 If you do not wish to write a reference, please click the "Decline" button. We will then notify the individual of your declination.

If you agree to write a reference, please click the "Accept" button.

Accept Decline

Please make sure to save your ID and password shown below.
 This ID and password will NOT be sent by email.

Important:
 Please make sure to save your Login ID and Password shown here. There is no notification email.

[Your Account]
 Login ID: [redacted]
 Password: [redacted]

Go to login

GraSPP
 THE UNIVERSITY OF TOKYO

Referee's Login Page

Login ID: [redacted]
 Password: [redacted]

Login

Click your ID and/or password?

About GraSPP | System Requirements | Privacy | Contact | Security
 All rights reserved © Graduate School of Public Policy, The University of Tokyo

T-cens

GraSPP
 THE UNIVERSITY OF TOKYO

Welcome [redacted]

List of Applicants

Applicant search

Application No.: [redacted] Nationality: [redacted] Search Clear

Please select the application.
 Please click the "Application" button.

Application No. [redacted]

000000000002 TEST

GraSPP
 THE UNIVERSITY OF TOKYO

Home Logout

Letter of Reference

Please answer all evaluation items.

Evaluation

How long have you known the applicant? *

Years and Months

SAVE

Important note for the referees:

The referees' deadline is set a day before the online application deadline. However, the real cut-off time for the reference submission on the online application system is set **30 minutes before** the application deadline. As the applicant cannot complete the online application without your submission of the references, your cooperation to do so well ahead of time is greatly appreciated.

FAQ

- [Q1] Are my referees able to send the letters of reference to the MPP/IP Desk directly via Email or by post?
➔No, the letters of reference from your referees should be submitted through the GraSPP online application system.
- [Q2] My referee cannot receive the request mail for the letter of reference.
➔There are several possible reasons.
1) Confirm the email addresses of the referees you entered to the GraSPP online application system to make sure there are no typos.
2) Ask your referee to check his/her spam/junk mailbox since the request email (sent from AdmissionsGraSPP@pp.u-tokyo.ac.jp) could have been directed to the spam/junk mailbox.
3) Ask your referee not to access the GraSPP online application system via a mobile phones or a tablet.
4) If there is tight security in the referee's email environment, the mail from the GraSPP online application system may have been blocked by a security program.
- [Q3] My referee cannot login to the GraSPP online application system.
➔To ensure all data is displayed correctly, please ask your referee not to access the GraSPP online application system using a mobile phone, tablet, or any browser other than those recommended below.

[System Requirements for using GraSPP Online Application System] (As of January 2019)

- Windows 7, Windows 8.1, Windows 10
Firefox, Google Chrome, Internet Explorer 11 (Only when "compatibility view setting" is disabled)
- Mac OS 10. 14 Mojave
Safari

= End of the document =