Application Form (self-financed)

Date of submission:
(office use only)

1. Name and photo	Full name (Japanese)		Photo	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. To insert photo; 1.single click this cell 2.choose "picture" from the insert tab 3.select the photo
	"Furigana"(Japanese)			
	Family name in English (CAPITAL) exactly as written in passport			
	First name in English exactly as written in passport			
	Middle name in English exactly as written in passport			

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 *around Feb 2018* (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 *around April 2018* (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
	Test must have been taken within two years of the time of application's arrival date. If you do NOT submit either TOEFL or IELTS score as a proof of English Proficiency, please select the reason from below. 1. Because I am a native English speaker. 2. Because I am an applicant who earned a bachelor's degree, or the international equivalent thereof in Australia, Canada, Ireland, New Zealand, the U.K or the U.S.A. from an institution, where the primary language of the entire institution (not only my faculty or course) is English.								
	Select 1. or 2. from the pull down menu.								
	Reason for NOT submitting TOEFL nor IELTS score* *For details, please read X. Documentation Requirements, 5. Proof of English Proficiency in the Application Guideline.								

	GRE (General Test) Score	Verbal		Quantitative		Analytical Writing		Test date
		Score	%	Score	%	Score	%	
								1-Nov-14

10. Educational Background	List, in chronological order, all schools attended starting from primary school. Please attach separate sheets if space is insufficient.					
	Elementary School **Name of Institution**					
	Location of School					
	Duration of enrollment (Year/Month/Date)	From		To		0years 0months
	Middle School **Name of Institution**					
	Location of School					
	Duration of enrollment (Year/Month/Date)	From		To		0years 0months
	High School **Name of Institution**					
	Location of School					
	Duration of enrollment (Year/Month/Date)	From		To		0years 0months
	Higher Education 1 **Name of Institution**					
	Location of School					
	Major and Degree awarded					
	Duration of enrollment (Year/Month/Date)	From		To		0years 0months
	Higher Education 2 **Name of Institution**					
	Location of School					
	Major and Degree awarded					
	Duration of enrollment (Year/Month/Date)	From		To		0years 0months
	Higher Education 3 **Name of Institution**					
	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.					
	Company Name, Job Title					
	Location of the company					
	Duration of employment	From		To		0years 0months
	Company Name, Job Title					
	Location of the company					
	Duration of employment	From		To		0years 0months
	Company Name, Job Title					
	Location of the company					
	Duration of employment	From		To		0years 0months
	Company Name, Job Title					
	Location of the company					
	Duration of employment	From		To		0years 0months
12. Internships, Social and/or Volunteer Activities	Please attach separate sheets if space is insufficient.					
	Organization Name, Job Title					
	Location of the org.					
	Duration of employment	From		To		0years 0months
	Organization Name, Job Title					
	Location of the org.					
	Duration of employment	From		To		0years 0months
	Organization Name, Job Title					
	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		
	*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.	
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 transfered 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.
①For 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 transcpript, 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:
［(Academic Credits of Grade Point 4.3 x 4)+(Academic Credits of Grade Point 4 x 4)＋(Academic Credits of Grade Point 3 x 3)＋(Academic Credits of Grade Point 2 x 2)＋(Academic Credits of Grade Point 0 x 0) ］÷ Total Number of Credits available

Form#2

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 cleary 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?					
☐ Daily	☐ Weekly	☐ Monthly	☐ 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 academic ability?					
☐ Top 5%	☐ Top 10%	☐ Top25%	☐ 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		
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	☐	☐	☐	☐	☐	☐		
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 <u>official university headed paper, sign, date and attach to this sheet.</u>

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?

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 cleary 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?					
☐ Daily	☐ Weekly	☐ Monthly	☐ 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% ☐ Top25% ☐ 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	☐	☐	☐	☐	☐	☐	
Intellectual ability/potential	☐	☐	☐	☐	☐	☐	
Capacity for original thinking	☐	☐	☐	☐	☐	☐	
Motivation for further study	☐	☐	☐	☐	☐	☐	
Ability in oral expression, including willingness to contribute valuably to seminar discussion/debate where appropriate	☐	☐	☐	☐	☐	☐	
Ability in written expression	☐	☐	☐	☐	☐	☐	
Leadership Potential	☐	☐	☐	☐	☐	☐	
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 intsitution or to soceiety 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?

2018 MPP/IP Application Form
for self-financed
Graduate School of Public Policy
The University of Tokyo

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

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.

Form #4

2018 MPP/IP Application Form
for self-financed
Graduate School of Public Policy
The University of Tokyo

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 _____