



**Application Package for**

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

**sponsored by JJ/WBGSP, ADB-JSP and IMF-JISPA**

**Academic Year 2018/2019**

**Abbreviations for Scholarships**

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

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

**IMF-JISPA: Japan-IMF Scholarship Program for Asia**

For Application for IMF-JISPA, please follow the instructions on IMF's website

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

**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 for  
JJ/WBGSP, ADB-JSP & IMF-JISPA**

## 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.

Successful applicants for the Joint Japan/World Bank Graduate Scholarship Program (JJ/WBGSP), the Asian Development Bank-Japan Scholarship Program (ADB-JSP) and Japan-IMF Scholarship Program for Asia (JISPA) will be awarded funding covering all tuition and admission fees, as well as housing and subsistence allowance. Travel expenses between the awardees' home countries and Tokyo will also be provided.

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 confronting modern society, 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/>

*\*\*Note: Applicants who apply to either IMF-JISPA or JJ/WBGSP should select EPFD.*

## II. Degree Program

- Master of Public Policy
- 46 credits, 2 years

## III. Annual Intake

- The Joint Japan/World Bank Graduate Scholarship Program (JJ/WBGSP) : 8
- The Asian Development Bank-Japan Scholarship Program (ADB-JSP):2
- Japan-IMF Scholarship Program for Asia (JISPA): 5 – 7

*Note: Applicants for JISPA must apply through IMF's on-line application system.*

## IV. Enrollment Date

September 21, 2018

## 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 enrolment 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 enrolment 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)

(Note1)

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 December 8, 2017 as the eligibility for application is confirmed individually in advance by document screening. Please inquire the administrative department of the graduate school 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 XIV. Address) in order to check eligibility to apply for the program before November 10, 2017.*

## VI. Application Procedure for IMF-JISPA

The applicant for the partnership track under IMF-JISPA is required to apply through IMF's online application system which is available on the IMF Regional Office for Asia and the Pacific website:

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

For details, please follow the instructions on their website: <https://www.imf.org/external/oap/partguide.htm>

Applicants who apply for JJ/WBGSP and/or ADB-JSP scholarships can also apply for IMF-JISPA, as long as they are eligible for each scholarship program.

## VII. Eligibility for JJ/WBGSP

To be eligible for receiving a scholarship under JJ/WBGSP, the student must meet the following minimum criteria:

- (1) Be a national of a World Bank member country eligible to borrow.
- (2) Not be a dual citizen of any developed country.
- (3) Not be an Executive Director, his/her alternate, and/or staff of all types of appointments of the World Bank Group (The World Bank, International Development Association, International Finance Corporation, Multilateral Investment Guarantee Agency, and International Center for Settlements of Investment Disputes), or a close relative of the aforementioned by blood or adoption with the term "close relative" defined as: Mother, Father, Sister, Half-sister, Brother, Half-brother, Son, Daughter, Aunt, Uncle, Niece, or Nephew.
- (4) Hold a Bachelor's degree (or equivalent university degree) earned before 2015.
- (5) Have at least 3 years of paid development-related employment in one or more developing countries acquired since earning a Bachelor's degree (or equivalent university degree) and within the past six years from the date of the Application Deadline (with part time employment counted proportionately toward the 3-year requirement.); and be employed in a paid full time position at the time of submitting the scholarship application. The only exception to this criteria is for developing country nationals from a country the list of Fragile and Conflict States noted below. The limited employment opportunities in those countries will be taken into consideration. Please see list of development-related topics on JJ/WBGSP website.
- (6) Have been accepted unconditionally (except for funding) to enroll in the upcoming academic year in one of the JJ/WBGSP preferred university master's programs listed on the JJ/WBGSP website, and located outside of the applicant's country of citizenship and country of residence.
- (7) Be in good health, with respect to the capacity to be a productive scholar on a continuous full-time basis for the duration of the master's program, as certified by a medical doctor less than 3 months before the start of the master's program.
- (8) Not received any scholarship funding from the government of Japan or its agencies (including JICA, the Central Bank, and local governments) to help finance a graduate or professional degree (including Law, Medicine, Masters, PhD).

Website:

<http://www.worldbank.org/en/programs/scholarships>

*Please check the WB website frequently as guideline details and FAQs may be updated throughout the year.*

*List of Fragile and Conflict States (as of 2017/2018 entry, for reference):*

*Afghanistan, Burundi, Central Africa Republic, Chad, Comoros, Congo, Dem. Rep, Cote D'Ivoire, Djibouti, Eritrea, Gambia, The., Guinea-Bissau, Haiti, Iraq, Kiribati, Kosovo, Lebanon, Liberia, Libya, Madagascar, Mali, Marshall Islands, Micronesia, Fed. Sts, Myanmar, Papua New Guinea, Sierra Lean, Solomon Islands, Somalia, South Sudan, Sudan, Syria, Togo, Tuvalu, Yemen, Rep, Zimbabwe*

## VIII. Eligibility for ADB-JSP

To be eligible for receiving a scholarship under ADB-JSP, the student must meet the following minimum criteria:

- (1) A national of an ADB borrowing member country (applicants from countries that are no longer borrowing from ADB are not eligible for the ADB-JSP Scholarship).

- (2) Gained admission to an approved MA/PhD course at an academic institution.
- (3) A bachelor's degree or its equivalent with superior academic record.
- (4) At least two (2) years of full-time professional working experience (acquired after a university degree) at the time of application. Proficiency in oral and written English communication skills to be able to pursue studies.
- (5) Not more than 35 years old at the time of application. In exceptional cases, for programs which are appropriate for senior officials and managers, the age limit is 45 years old.
- (6) In good health.
- (7) Should agree to return to his/her home country after completion of studies under the Program.
- (8) Executive Directors, Alternate Directors, management and staff of ADB, consultants, and relatives of the aforementioned are not eligible for the Scholarship.
- (9) Staff of ADB-JSP partner institutions are not eligible for the scholarship.
- (10) Applicants living or working in a country other than his/her home country are not eligible for scholarships.
- (11) ADB-JSP does not support applicants who are already enrolled in graduate degree programs.
- (12) ADB-JSP does not sponsor undergraduate studies, distance learning programs, short-term training, conferences, seminars, thesis writing, and research projects.

website:

<http://www.adb.org/site/careers/japan-scholarship-program/main>

<http://www.adb.org/site/careers/japan-scholarship-program/frequently-asked-questions>

## IX. 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 XIII. 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.

## X. Schedule for Screening and Admission Decisions

1. Application Period: **Monday, October 16, 2017 to Wednesday, January 10, 2018, 5pm JST**
2. Announcement of Candidates to be interviewed on the GraSPP website: **2pm JST on Thursday, February 1, 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 who are Shortlisted for Scholarship Selection on the website: **2 pm JST on Friday, February 23, 2018 JST**
5. Announcement of Scholarship Awardees: **around late April, 2018**
6. Sending of Admission Certificate together with Admission Package: **around May, 2018**

*Note: Not all applicants who are officially admitted to MPP/IP can be awarded the JJ/WBGSP or ADB-JSP.*

## XI. Application Fee, Admission Fee and Tuition Fee

- Application Fee for applicants outside Japan: JPY 10,000 via e-shiharai website. (for details, refer to XIII. Documents Requirements 12.)
- 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: The sponsoring financial institutions will cover the Admission Fee and Annual Tuition. For details on the coverage of scholarships, please refer to the sponsors' websites. Payment of the Tuition Fee must be made in accordance with the Agreement with each sponsoring institution.*

## XII. Application Procedure

Application documents (see XIII. Documentation Requirements) must reach in their original forms during the period:

**Monday, October 16, 2017 to Wednesday, January 10, 2018, 5pm JST**

Documents must reach to 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 January 10, 2018 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](mailto: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.

## XIII. 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, August 10, 2018 5pm JST**.
- 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 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 you fall into the case as below, you are required to contact MPP/IP Admissions Office to assess your case **no later than Friday December8, 2017 5pm JST**.*

- An applicant who earned a bachelor's degree, or the international equivalent thereof, from an institution, where the primary language of the entire institution (not only your faculty or course) is English in countries other than Australia, Canada, Ireland, New Zealand, the U.K. or the U.S.A.  
If the qualification does not appear above, there will be no 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 be sent to the Graduate School of Public Policy directly from ETS (Educational Testing Service) no later than **Friday, August 10, 2018 5pm JST**.
- 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 January 10, 2018. 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.

[Note for JJ/WBGSP applicants]

JJ/WBGSP applicants who are successfully selected by GraSPP on February 23, 2018 will then be asked to submit an online application to the World Bank, where you will be requested to submit two letters of recommendation from your professional supervisors.

### **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. Letter of Endorsement (Form #4)**

- The letter must bear the official stamp or seal and signature of the employer.

### **10. Statement of Eligibility and Expression of Intent (Form #5)**

### **11. One Photocopy of the Applicant's Passport Photo Page**

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

### **12. Receipt for Remittance of Application Fee**

- For applicants residing outside Japan: JPY10,000
- 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.

### **13. Checklist (Form #6)**

## **XIV. Address**

All the application documentations should 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](mailto: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](mailto:mppip@pp.u-tokyo.ac.jp)).

## **XV. 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.