

Application Guidelines 2024

Master of Public Policy, International Program (MPP/IP)
Graduate School of Public Policy, The University of Tokyo

1. Program Information

Description

The Master of Public Policy, International Program (MPP/IP) at the Graduate School of Public Policy (GraSPP) offers a two-year interdisciplinary graduate-level professional degree for future public policy professionals.

MPP/IP seeks to nurture individuals who:

- aspire to play active roles as public policy professionals and leaders with high ethical standards in the international society utilizing specialized knowledge and practical competencies ;
- can proficiently identify current and future challenges, optimize policy responses, evaluate policy impacts, and build consensus among stakeholders; and
- 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.

Policy Streams

MPP/IP offers two policy streams for students to develop in-depth knowledge in their chosen fields.

- Economic Policy, Finance and Development (EPFD)
- Public Management and International Relations (PMIR)

Admissions Categories

- MPP/IP admissions for fresh graduates and early career professionals
- MPP/IP admissions for professionals

MPP/IP admissions for fresh graduates and early career professionals are for those who aspire to pursue their careers in public policy-related areas after completing the program.

MPP/IP admissions for professionals are for those who have at least two years of full-time work experience and aspire to pursue their careers in public policy-related areas after completing the program. Their work experience is an important criterion used in the admissions process in this category.

2. Selection Process

Applicants shall be screened and selected based on holistic reviews of each applicant through a two-stage process: a) a document screening for all applicants and b) an oral examination for all shortlisted applicants.

After submitting the online application through the GraSPP Web Entry System¹, a personalized link to the online timed video/written assessment platform will be sent to applicants.

The document screening is based on the evaluation of all the submitted application documents including the online timed video/written assessment materials.

After screening the submitted application documents, applicants, who have passed the document screening process, will be invited to the oral examination. The oral examination will be conducted by an online interview.

Key evaluation criteria will include the following: intellectual strength, communication skills, competence in English, maturity, motivation, and professional potential.

Important Notes

If the applicant is found to be providing any false, plagiarized, or misleading statement, 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.

3. Eligibility

Those, who have completed or expect to complete their undergraduate education (a bachelor's degree or the equivalent) before the enrollment date, are eligible to apply for MPP/IP.

Those, who expect to complete their undergraduate education (a bachelor's degree or the equivalent) from the enrollment date through September 30, 2024, are required to contact the MPP/IP Desk.

All applicants must carefully read Appendix 2.

4. Degree Offered and Annual Intake

Master of Public Policy
Approximately 65²

5. Enrollment Date

Late September 2024 (April 1, 2024 is also available.³)

6. Application, Admission and Tuition Fees⁴

Application Fee	:	JPY	10,000
Admission Fee	:	JPY	282,000 ⁵
Tuition Fee (annual)	:	JPY	535,800

¹ Access the following link for the GraSPP Web Entry System.

<http://www.pp.u-tokyo.ac.jp/en/mppip/>

² About 20 places are for partner scholarship programs.

³ April enrollment is only for Japanese nationals and for non-Japanese nationals who, at the time of application, have a visa valid through March 31, 2024 that allows applicants to study in Japan. Non-Japanese nationals are required to contact the MPP/IP Desk by December 6 to be pre-checked. The MPP/IP Desk cannot guarantee that the pre-check can be done by the application deadline if the inquiry arrives at the MPP/IP Desk after December 6, which could result in non-eligibility for April enrollment.

⁴ All fees are as of AY2023 and are subject to change.

⁵ The Admission Fee is non-refundable for any reason.

7. Important Dates for Admission 2024

All dates and times are based on Japan Standard Time.

Necessary announcements will be made on the GraSPP website and/or by email.

Applications that arrive after the deadline shall not be accepted.

<Application period>	<November 1 to 5pm December 13, 2023>
Deadline for payment of application fee	December 12, 2023
Deadline for reference	December 12, 2023
Deadline for online application ⁶	5pm December 13, 2023
Deadline for online timed video/written assessment materials	5pm December 20, 2023
Deadline for an official transcript, official certificate of (anticipated) graduation, English proficiency test (IELTS/TOEFL) official score report, and GRE General Test official score report ⁷	5pm December 20, 2023
Shortlisted applicants' announcement ⁸	January 29, 2024
Interview date ⁹	February 5 or 6, 2024
Admission results announcement	February 22, 2024

8. Online Application Materials

The application must be submitted through the GraSPP Web Entry System

<http://www.pp.u-tokyo.ac.jp/en/mppip/>

For the details of each document, see Appendix 1.

	Item	Application materials to be submitted	Through Web Entry System		Directly from institution
			Upload	Fill in the form	
Required for all applicants	A	Applicant's full-face photo	✓		
	B	Official transcript	✓		✓
	C	Official certificate of (anticipated) graduation	✓		✓
	D	Two references by the referees		✓	
	E	Statement of purpose		✓	
	F	Receipt number of application fee payment		✓	
	G	English proficiency test (IELTS/TOEFL) official score report	✓		✓
	H	Scanned copy of the passport photo page	✓		

⁶ Completed application forms and materials must be submitted through the GraSPP Web Entry System.

⁷ These documents must be sent directly to MPP/IP Desk from the institution. The MPP/IP Desk does not respond to inquiries about individual submission status.

⁸ Interview schedules will be notified at this time.

⁹ Applicants invited to an interview are required to be available on the scheduled date and time. The designated date and time are not negotiable.

	Item	Application materials to be submitted	Through Web Entry System		Directly from institution
			Upload	Fill in the form	
Strongly recommended	I	GRE General Test official score report	✓		✓
If applicable	J	Scholarship eligibility statement	✓		
	K	Scanned copy of the residence card	✓		

Important Notes for All Applicants

- All documents must be written in English.
- In case the applicant cannot submit the original document, a certified copy issued by the university must be submitted.
- In case the university does not issue an official document in English, (1) the original document and (2) an English translation carried out by a translator who is accredited by the applicant's university or by a notary public must be submitted.
- Include only the documents and materials listed.
- None of the submitted documents and materials shall be returned.
- Any revisions to the application documents shall not be considered after submission.

9. Online Timed Video/written Assessment Materials

Applicants will receive an invitation via email to access the internet-based timed video/written assessment platform within three to 10 business days after submitting the online application. They will be instructed to provide timed video/written responses to questions pre-recorded by GraSPP. Failure to submit the online timed video/written assessment materials may result in the application being regarded as “incomplete” and not considered for admission.

10. Study Abroad Program Options

Selection of the following study-abroad options will be conducted shortly after the announcement of MPP/IP admission results.

- Campus Asia Plus Program¹⁰
- King's College London (KCL) Double Degree Program¹¹

Applicants who apply for GraSPP-SciencesPo Dual Degree Joint Admission¹² are required to follow the steps indicated on the website.

Other study abroad program options are also available.¹³

11. Miscellaneous

- Applicants with disabilities must consult with the MPP/IP Desk prior to the application, so that considerations for facilitating interviews and classrooms, etc., may be arranged.
- 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.
- 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 who enroll, this information as well as the screening results used in the selection of entrants will also be used for (4) educational affairs, (5) student support, and (6) collection of tuition.

¹⁰ <http://www.pp.u-tokyo.ac.jp/en/campusasia/>

¹¹ http://www.pp.u-tokyo.ac.jp/wp-content/uploads/2018/11/KCL-GraSPP-DD-programme_202108.pdf

¹² <https://www.sciencespo.fr/public/en/content/sciences-po-university-tokyo-graspp>

¹³ <http://www.pp.u-tokyo.ac.jp/en/student-activities/double-degree-program/>

- The screening results used in the selection of entrants may be used for the improvement of both the selection process and education programs at the University of Tokyo.
- The University of Tokyo has established the “The University of Tokyo Security Export Control Regulations” in accordance with Japan’s “Foreign Exchange and Foreign Trade Act”, and rigorously implements security export control for potential students before and after their enrollment on the basis of these regulations. In particular, pre-enrollment screenings are mandatory for all international students and also for Japanese students in certain circumstances. Please be aware that applicants who fall under any of the conditions set out in the Act may not receive permission to enroll at the university or may have their research activities restricted after their enrollment even if they have passed the selection.

12. Contact Information/Mailing Address

MPP/IP Desk

Graduate School Office, Graduate School of Public Policy

The University of Tokyo

7-3-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan

Email: mppipdesk.j<at>gs.mail.u-tokyo.ac.jp

When you contact us, please replace<at>with @.

All inquiries related to application and admissions must be in English by email.

Reference Only

Appendix 1. Details of the Application Materials

A. Applicant's full-face photo

- A color photograph for passport use taken within the last six months

B. Official transcript

- A PDF file of the official transcript must be uploaded through the GraSPP Web Entry System by the applicant, and the official transcript must be sent directly from all the universities in which applicants are/were enrolled. The submission of a bachelor's full transcript up to date is mandatory.
- The transcript must include all courses, grades and the grading policy or scale certified with the seal/stamp of the university. If the transcript does not include the grading policy or scale, a copy of the webpage explaining it or a statement from the university should be included.
- The PDF file of the transcript uploaded by the applicant must not be password protected.
- The official transcript sent from the university can be either in electronic format or as a hard copy.
- If a cumulative GPA (Grade Point Average) is not included in the official transcript, a certified GPA statement with an explanation of the numerical values used for calculation must be included along with the transcript.
- If the applicant is unable to provide a cumulative GPA due to reasons beyond the applicant's control, the applicant must state the reason for non-submission.
- If the transcript of the applicant's graduating university does not include the details of the transferred credits that were counted toward the completion requirements of the graduating university (such as the courses taken and grades earned at another institution), a PDF file of the original transcripts from the transferring institution must be uploaded.

C. Official certificate of graduation

- A PDF file of the official certificate of graduation must be uploaded through the GraSPP Web Entry System by the applicant, and the official certificate of graduation must be sent directly from the universities in which applicants are/were enrolled.
- The certificate must include the degree name and its award date, and be certified with the seal/stamp of the awarding university. The submission of the bachelor's degree certificate is mandatory.
- The PDF file of the certificate uploaded by the applicant must not be password protected.
- The official certificate sent from the university can be either in electronic format or as a hard copy.
- Current students applying at the time of application must provide an authorized statement of confirming their anticipated graduation.
- If the original transcript includes the degree name and its award date, applicants are not required to submit the original certificate of graduation.

D. Two references:

- Applicants must request two referees to write a reference and ensure that the two reference forms have been completed by the referees before submitting the online application.
- Applicants applying under the professionals' admissions category are encouraged to consider obtaining a reference from a professional supervisor.

E. Statement of purpose

- The length of the statement of purpose must be within 800 words.
- The statement of purpose must include the applicant's motivation to apply for MPP/IP, study plan, and future career implications.

F. Receipt number of application fee payment

- Applicants must pay the application fee (JPY10,000¹⁴, non-refundable) by credit card via the University of Tokyo's online payment system, "e-shiharai. Net", and provide the 12-digit receipt number shown on the confirmation screen after the payment.
- Refer to <https://e-shiharai.net/english/> for instructions¹⁵.

G. English Proficiency Test (IELTS/TOEFL) official score report

- IELTS or TOEFL¹⁶ test must have been taken within two years prior to the deadline for online application.
- Before the online application deadline, applicants must request the testing organization to send IELTS Test Report Form or TOEFL Institutional Score Report to GraSPP.
- IELTS Test Report Form must be in Academic Module Test.
- ETS Institution Code 8554 must be used in sending TOEFL Institutional Score Report.
- If GraSPP does not receive the IELTS Test Report Form or TOEFL Institutional Score Report (Test Date Scores) that has an identical set of scores and test date as in the online application, the application will be deemed as withdrawn.
- The Institutional Score Report of PBT or iBT is acceptable but ITP is not acceptable. Test Date Scores are only accepted. Applicants cannot use MyBest Scores for application.
- If the applicant is unable to provide TOEFL or IELTS scores due to reasons beyond the applicant's control, the applicant must state the reason for non-submission.
- Applicants are not exempt from submitting an English test score unless one of the following conditions applies. Failure to submit the English test score without a valid reason may be regarded as "incomplete" and not be considered for admission.

(1) An applicant who has received at least 10 years of education in English-medium schools out of the first 12 years of their schooling in Australia, Canada, Ireland, New Zealand, the UK, or the U.S.A. (referred to as "majority English-speaking country")

(2) An applicant who has earned or is expected to earn a bachelor's degree, or its international equivalent, from an institution located in one of the majority English-speaking countries mentioned above, with English being the primary language of instruction throughout the entire institution (referred to as an "English-speaking institution"). Degrees obtained from overseas campuses of English-speaking institutions outside the majority English-speaking countries are not sufficient.

H. Scanned copy of passport photo page

- A scanned copy of the applicant's passport photo page
- Applicants who do not currently possess a passport may provide a copy of a census register or other proof of citizenship.

I. GRE General Test official score report (Strongly recommended)

- The GRE¹⁷ test must have been taken within five years prior to the deadline for online application.
- Before the online application deadline, applicants must request ETS to send the Official Institution Score Report to GraSPP.
- The ETS Institution Code 3944 must be used in sending GRE Official Institution Score Report.

¹⁴ Japanese Government (Ministry of Education, Culture, Sports, Science and Technology: MEXT) scholarship students are exempted from paying the application fee, the admission fee, and annual tuition. If the applicant is a MEXT scholar, contact MPP/IP Desk well in advance and follow the instructions.

¹⁵ "Examination Fee" → "Agree" about the Personal Information Management → "The University of Tokyo (Graduate Schools)" → "Graduate School of Public Policy" → "Master of Public Policy" → "MPP/IP application JPY 10,000" If the instruction does not appear properly, please contact MPP/IP Desk.

¹⁶ IELTS Indicator, IELTS Online and TOEFL iBT Home Edition are also acceptable.

¹⁷ GRE General Test at home is acceptable.

- If GraSPP does not receive the GRE Official Institution Score Report with an identical set of scores and test date as in the online application, the application will be deemed as withdrawn.

J. Scholarship Eligibility Statement (if applicable)

- GraSPP offers several scholarship opportunities for admitted MPP/IP applicants. Applicants who seek scholarships should carefully read “Scholarships”¹⁸ on the GraSPP website and check the scholarship eligibility.

K. Scanned Copy of Residence Card (if applicable)

- A scanned copy of both sides of the residence card issued by the Immigration Bureau of Japan (Zairyu Card) for international applicants seeking April enrollment

Reference Only

¹⁸ Access information on the scholarships via the following link to the GraSPP website.
<http://www.pp.u-tokyo.ac.jp/en/mppip/admissions/scholarships/>

Appendix 2. Eligibility Requirements

Persons who fulfill at least one of the following requirements are 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, sixteen 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 it before the enrollment date from a foreign university or other foreign institution (limited to those whose comprehensive status of education and research activities have been assessed by the government of the said foreign country or a related organization), having completed a program with a completion period of three 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 date from an educational institution designated by the Minister. (Note 3)
- (5) Those who have been conferred a bachelor's degree or are expected to be conferred it before the enrollment date by the National Institution for Academic Degrees and Quality Enhancement of Higher Education (NIAD).
- (6) Those who are 22 years or older on the enrollment date, whom this graduate school has recognized through an individual screening of entrance qualifications, as having abilities that are at least equivalent to those who have graduated from a Japanese university. (Note 1) (Note 4)

(Note 1)

Japanese universities mentioned in Eligibilities (1) and (6) above are universities within the boundaries of Japan and as prescribed in Article 83 of the School Education Law.

(Note 2)

Eligibilities (2) and (3) above include 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 refer to any who has 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 four 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)

- (a) Those mentioned in Eligibility (6) above refer 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 four-year university, and whom this graduate school has recognized, through an individual screening of entrance qualifications, as having abilities that are at least equivalent to those who have graduated from a Japanese university.
- (b) Those who wish to apply based on Eligibility (6) above must submit all the documents specified by the MPP/IP Desk by December 6, 2023 as the eligibility for application is confirmed individually in advance by a document screening. Please inquire the MPP/IP Desk in advance about the eligibility for application and the documents to be submitted.
- (c) Those who are recognized as having abilities that are at least equivalent to those who have graduated from a Japanese university through a screening of entrance qualifications will be permitted to apply for the MPP/IP.
- (d) The results of this screening will be notified directly by email.