

# Application Guidelines 2021

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

Note: From 2021, GraSPP will introduce two admission categories: admissions for fresh graduates and early career professionals and those for professionals.

Those who seek scholarship opportunities with ADB-JSP, JJWBGSP and JICA SDGs Global Leader Program should apply for the admissions for professionals category.

### 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 policy experts.

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 acquired at the graduate school;
- can proficiently evaluate current and future challenges, optimize policy responses, evaluate policy impacts, and build consensus among stakeholders;
- have the competency necessary to apply fundamental knowledge in policy design, implementation and evaluation honed through a balanced study of law, politics and economics to successfully resolve policy challenges

#### Policy Streams

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

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

#### Admission 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 fresh graduates or those with work experience of less than two years, 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 been working full time in government offices, NGOs, NPOs, companies at the time of application for at least two years or have at least two years of full time relevant work experience as independent professionals and aspire to pursue their careers in public policy related areas after completing the program. In this category, their work experience is to be evaluated as the main part of their admission process. They can apply for MPP/IP admissions for the category of fresh graduates and early career professionals if they choose to do so.

#### Scholarships

GraSPP offers several scholarships for admitted MPP/IP applicants. Applicants who seek ADB, WB and JICA scholarships should apply for the professional admission category. Carefully read [Important Notes and Additional Eligibility Requirements for Scholarships](#) attached separately for more details.

- Asian Development Bank-Japan Scholarship Program (ADB-JSP): ADB
- Joint Japan / World Bank Graduate Scholarship Program (JJ/WBGSP): WB<sup>1</sup>
- JICA SDG's Global Leader Program: JICA
- Japanese Government (Monbukagakusho: MEXT) Scholarship (University Recommendation)-International Priority Graduate Program: MEXT (PGP)

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<sup>1</sup> Applicants who apply for WB should select EPFD policy stream.

## CAMPUS Asia Program Option

GraSPP offers CAMPUS Asia program option for MPP/IP applicants. Applicants, who seek the CAMPUS Asia program, should follow the application guidelines. Carefully read Important Notes and Additional Eligibility Requirements for Scholarships attached separately for more details.

### 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<sup>2</sup>, 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 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 a via telecommunication tool) or b) by the online timed video/written assessment materials included at the time of application. The option b) is applied only to a few exceptional candidates, who have shown outstanding performance at the document screening process.

#### Important Notes

If the applicant provides any false 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 (bachelor's degree or the equivalent) from the enrollment date through September 30, 2021, are required to contact the MPP/IP Desk.

All applicants must carefully read Appendix 2.

Applicants, who are seeking ADB, WB and MEXT (PGP) scholarships, JICA program and the CAMPUS Asia program must carefully read Important Notes and Additional Eligibility Requirements for Scholarships attached separately as well.

### 4. Degree offered and Annual Intake

Master of Public Policy  
Approximately 65<sup>3</sup>

### 5. Enrollment Date

Late September, 2021 (April 1, 2021 is also available.<sup>4</sup>)

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<sup>2</sup> Access to the following link for the GraSPP Web Entry System.

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

<sup>3</sup> About twenty places are for partner scholarship programs.

<sup>4</sup> April enrollment is only for Japanese nationals and for non-Japanese nationals who, at the time of application, have a visa valid through the end of March 2021 that allows applicants studying in Japan. Non-Japanese nationals are required to contact the MPP/IP Desk by December 11 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 11, which could result in non-eligibility for April enrollment.

## 6. Application, Admission and Tuition Fees<sup>5</sup>

Application Fee	:	JPY	10,000
Admission Fee	:	JPY	282,000 <sup>6</sup>
Tuition Fee (annual)	:	JPY	535,800

## 7. Important Dates for Admission 2021

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 5, 2020 to 5pm December 18, 2020>
Deadline for Payment of Application Fee	December 17, 2020
Deadline for Letters of Reference	December 17, 2020
Deadline for Online Application <sup>7</sup>	5pm December 18, 2020
Deadline for Online Timed Video/Written Assessment Materials	5pm December 24, 2020
Deadline for Original Official Application Documents via International Courier Service <sup>8</sup>	5pm December 24, 2020
Shortlisted Applicants Announcement <sup>9</sup>	February 5, 2021
Interview Date <sup>10</sup>	February 15 or 16, 2021
Admission Results Announcement	March 1, 2021

## 8. Application Documents

For the details of each document, see Appendix 1.

### All applicants: required

- A. Application Form
- B. Photograph of Your Face
- C. Official Transcript
- D. Official Proof of Graduation
- E. Two Letters of Reference
- F. Statement of Purpose
- G. Receipt Number of Application Fee Payment
- H. English Proficiency (IELTS/TOEFL) Test Official Score Report
- I. Scanned Copy of Passport Portrait Page

### All applicants: strongly recommended

- J. GRE General Test Official Score Report

<sup>5</sup> All fees are as of AY2020 and subject to change.

<sup>6</sup> The Admission Fee is non-refundable for any reason.

<sup>7</sup> Completed application documents must be submitted through the GraSPP Web Entry System.

<sup>8</sup> The MPP/IP Desk does not respond to inquiries about individual delivery status. Applicants residing in Japan also must submit their documents by post.

<sup>9</sup> Interview schedules will be notified at this time.

<sup>10</sup> Applicants invited to an interview are required to be available on the scheduled date and time. The designated date and time are not negotiable.

### If applicable: additionally required

- K. Scholarship Eligibility Statement (only applicants seeking scholarship opportunity)
- L. Scanned Copy of Award Letter (only applicants already awarded the scholarship)
- M. Scanned Copy of Resident Card (only international applicants seeking April enrollment)
- N. Official Certificate of Medium of Instruction (only applicants requesting exemption of H. English Proficiency (IELTS/TOEFL) Test Official Score Report)

### Important Notes for all applicants

- All documents must be written in English. If they are not written in English, an official English translation certified by a notary public must be attached.
- Include only documents 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 be invited to the internet-based timed video/written assessment platform by an email within three to ten business days after submitting the online application. Applicants will be directed to submit timed video/written responses to questions that have been pre-recorded by GraSPP.

## 10. Miscellaneous

- (1) 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.
- (2) 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.
- (3) 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 who enroll, this information will also be used for (4) Educational Affairs, (5) Student Support and (6) Collection of Tuitions.
- (4) The screening results used in the selection of entrants may be used for the improvement of both the Entrance Examination and education programs at the University of Tokyo.
- (5) 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 screens potential international students based on these regulations. Please be aware that international applicants who fall under any of the conditions set out in the said regulations may not receive permission to enroll at the university or may have their research activities restricted. Details can be obtained from the following website:  
Office of Export Control  
<https://www.u-tokyo.ac.jp/adm/export-control/ja/rule.html> (Japanese only)

## 11. 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@gs.mail.u-tokyo.ac.jp](mailto:mppipdesk.j@gs.mail.u-tokyo.ac.jp)

When you contact us, please replace “@” with “.”

All inquiries related to Application and Admission must be made in English by email.

## Appendix 1. Details of Application Documents

### A. Application Form

- Fill in all information needed.

### B. Photograph of Your Face

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

### C. Official Transcript

- The documents must include all courses, grades and grading policy or scale certified with the seal/stamp of the universities in which applicants are or were enrolled. Copies shall not be accepted.
- If the transcript does not include the grading policy or scale, a copy of the webpage explaining it or a letter certified with the seal/stamp of the university should be included.
- 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 the class ranking may also be included.
- If the applicant has changed the applicant's university or participated in exchange programs and if the applicant's home university does not report the grades earned, name of courses and dates of attendance, he/she must include the official transcripts from all the former universities or colleges.

### D. Official Proof of Graduation

- The document must include the name of the degree and the date the degree was awarded and be certified with the seal/stamp of the university from which the applicant earned the bachelor's 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.
- If the name of the degree and the date the degree was awarded are contained in the Official Transcript, applicants do not have to submit the Official Proof of Graduation.

### E. Two Letters of Reference: Required that the referees submit through the online system directly

- Applicants must request two referees to write a reference each and be sure that the two letters of reference have been submitted before submitting the online application.
- If applicants have working experience, consider acquiring the letter from professional supervisors.

### F. Statement of Purpose

- The length of the Statement of Purpose is up to one thousand words.
- In this statement, applicants must include a detailed explanation of their motivation to apply for MPP/IP, what to study at GraSPP and how it relates to their future career paths.

### G. Receipt Number of Application Fee Payment

- Applicants must provide the 12-digit receipt number, which appears on the result screen of the University of Tokyo's online payment system "e-shiharai" upon completion of the payment.
- Method of payment: By credit card via e-shiharai  
Refer to <https://e-shiharai.net/english/> for instructions.
- Application Fee: JPY10,000<sup>11</sup> (Non-refundable)

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<sup>11</sup> Japanese government (Monbukagakusho:MEXT) scholarship students are exempted from paying the application fee as well as the admission fee and annual tuition. If applicable, please submit a certificate of MEXT scholarship student.

**H. English Proficiency (IELTS/TOEFL) Test Official Score Report:** Required that the testing organization send to GraSPP directly

- IELTS or TOEFL<sup>12</sup> test must have been taken within two years of the online application submission date.
- 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 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. (ITP is not acceptable). Test Date Scores are only accepted. Applicants cannot use *MyBest* Scores for application.
- In the case the applicant cannot submit TOEFL or IELTS scores due to reasons beyond the control of the applicant, the reason must be stated in the application form.

(English Proficiency Requirement Exemption)

There will be no exemption unless listed below.

- (1) An applicant who has received an English-medium education for at least four years of the first six years of their schooling and at least five years of the second six years of their schooling in Australia, Canada, Ireland, New Zealand, the UK or the U.S.A.
- (2) An applicant who earned or is expected to earn a bachelor's degree, or the international equivalent thereof, from an institution, where the primary language of the entire institution (not only the applicant's department or program) is English, in Australia, Canada, Ireland, New Zealand, the U.K. or the U.S.A.
- (3) An applicant who earned or is expected to earn a bachelor's degree, or the international equivalent thereof, from an institution, where the primary language of the entire institution (not only the applicant's department or program) is English in countries other than Australia, Canada, Ireland, New Zealand, the U.K. or the U.S.A. If an applicant falls into this category, he/she is required to contact the MPP/IP Desk by December 11 to be pre-checked and send a certificate of medium of instruction<sup>13</sup> issued by the institution by mail. The applicant also must submit the certificate by uploading to the web entry system and then by post. 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 11, which could result in non-eligibility for English exemption.

**I. Scanned Copy of Passport Portrait Page**

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

**J. GRE General Test Official Score Report:** Required that ETS send to GraSPP directly

- The GRE<sup>14</sup> test must have been taken within five years of the online application submission date.
- 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.
- If GraSPP does not receive the GRE Official Institution Score Report that has an identical set of scores and test date as in the online application, the application will be deemed as withdrawn.

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<sup>12</sup> IELTS Indicator and TOEFL iBT Special Home Edition are also acceptable.

<sup>13</sup> The certificate of medium of instruction must be printed on an official letterhead and it must bear the following information: 1. Name of the university, 2. Date of issue, 3. Applicant's name, 4. Date of degree conferral, 5. Name of the degree conferred, 6. Description that the medium of instruction at the entire institution, not only at the applicant's department or program, is English, and 7. Name, job title and contact email address of the person who certifies the above information.

<sup>14</sup> GRE General Test at home is acceptable.

**K. Scholarship Eligibility Statement (only applicants seeking scholarship opportunity)**

- Check the scholarship eligibility.

**L. Scanned Copy of Award Letter (only applicants already awarded the scholarship)**

- A scanned copy of the award letter from a scholarship provider showing the total sum of the scholarship in Japanese yen or US dollars as well as the general terms and conditions of the scholarship

**M. Scanned Copy of Resident Card (only international applicants seeking April enrollment)**

- A scanned copy of resident card issued by Immigration Bureau of Japan (Zairyu Card) - both sides

## 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 11, 2020 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 and take the entrance examination.
- (d) The results of this screening will be notified directly by email.