

# **GraSPP Web Entry System**

## **User Guide for Applicants**

# Table of Contents

<b>1</b>	Introduction.....	2
<b>2</b>	Admission Categories .....	2
<b>3</b>	Admissions Policy .....	3
<b>4</b>	Application Procedures Overview.....	4
<b>4.1</b>	Step 1 .....	4
<b>4.2</b>	Step 2 .....	5
<b>4.3</b>	Step 3 .....	5
<b>4.4</b>	Step 4 .....	5
<b>5</b>	GraSPP Web Entry System Overview.....	6
<b>5.1</b>	Access to the GraSPP web entry system .....	6
<b>5.2</b>	Activate Your Account .....	7
<b>5.3</b>	My Page .....	7
<b>6</b>	Application Forms.....	8
<b>6.1</b>	General Instruction .....	8
<b>6.2</b>	Personal Information .....	9
<b>6.3</b>	Educational Background.....	10
<b>6.4</b>	Standardized Test.....	13
<b>6.5</b>	Work Experiences .....	16
<b>6.6</b>	Academic Interest.....	17
<b>6.7</b>	Financial Resources .....	17
<b>6.8</b>	Additional Information.....	17
<b>6.9</b>	Survey 1 .....	17
<b>6.10</b>	Survey 2 .....	18
<b>6.11</b>	Recommendation Letter .....	18
<b>6.12</b>	Uploading Documents.....	20
<b>7</b>	Submission.....	22
<b>8</b>	Print and submit by post.....	23
	Appendix 1: Sample Letter of Reference (Academic) .....	24
	Appendix 2: Sample Letter of Reference (Professional) .....	26

## 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 Web Entry System.

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

## 2 Admission Categories

As for the 2023 intake, GraSPP will have two admission categories. Please read through the information below, and carefully select either one of the two categories to apply for.

- **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**

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**

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 admission process in this category.

### **Special Notes for Enrollment in April 2023**

To be considered as a candidate for April 2023, 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 2023 that allows applicants studying in Japan. Non-Japanese nationals are required to contact the MPP/IP Desk by December 7 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 7, which could result in non-eligibility for April enrollment.

### **Special Notes for Applicants who wish to pursue the CAMPUS Asia Plus Program Option**

If you wish to participate in the CAMPUS Asia Plus Program, you must follow the [instructions](#) on [the CAMPUS Asia Plus Program](#) website. Please note that the selection for the CAMPUS Asia Plus Program will take place shortly after the MPP/IP admission results are announced. Admitted applicants should be well prepared to submit the necessary documents to the CAMPUS Asia Plus team. Please note that an application for Double Degree program with School of International Studies, Peking University (PKU) must be submitted to PKU 18 months before the actual enrollment at PKU.

### **Special Notes for Applicants for IMF-JISPA**

The IMF-JISPA is a scholarship program with specific eligibility requirements and has a separate application process from the GraSPP web entry system. For further information, see IMF-JISPA 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 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. The selected students will study at Sciences Po in their first year and at UTokyo in their second year. Applicants must apply online through Sciences Po's website. You may apply to both Sciences Po Double Degree Program and the GraSPP MPP/IP for 2023 intake if you are eligible for both programs.

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

[Double Degree Program with Sciences Po](#)

### **Special Notes for Applicants for King's College London Double Degree Program**

The two-year double degree program with King's College London (King's), Department of War Studies (DWS), also called "Articulation agreement" at King's, is designed for aspiring young professionals who want to study public policy from Asian perspectives at GraSPP, and conflict, security, and international politics at King's through inter-disciplinary teaching. Students are selected through joint selection by DWS and GraSPP. The selected students will study at UTokyo in their first year and at King's in their second year. Applicants must apply online through GraSPP web entry system. The statement of purpose given to the GraSPP web entry system will only be used for the joint selection of King's College London Double Degree Program after admission to MPP/IP. The TOEFL scores and transcript submitted during the MPP/IP admission will also be used in this selection.

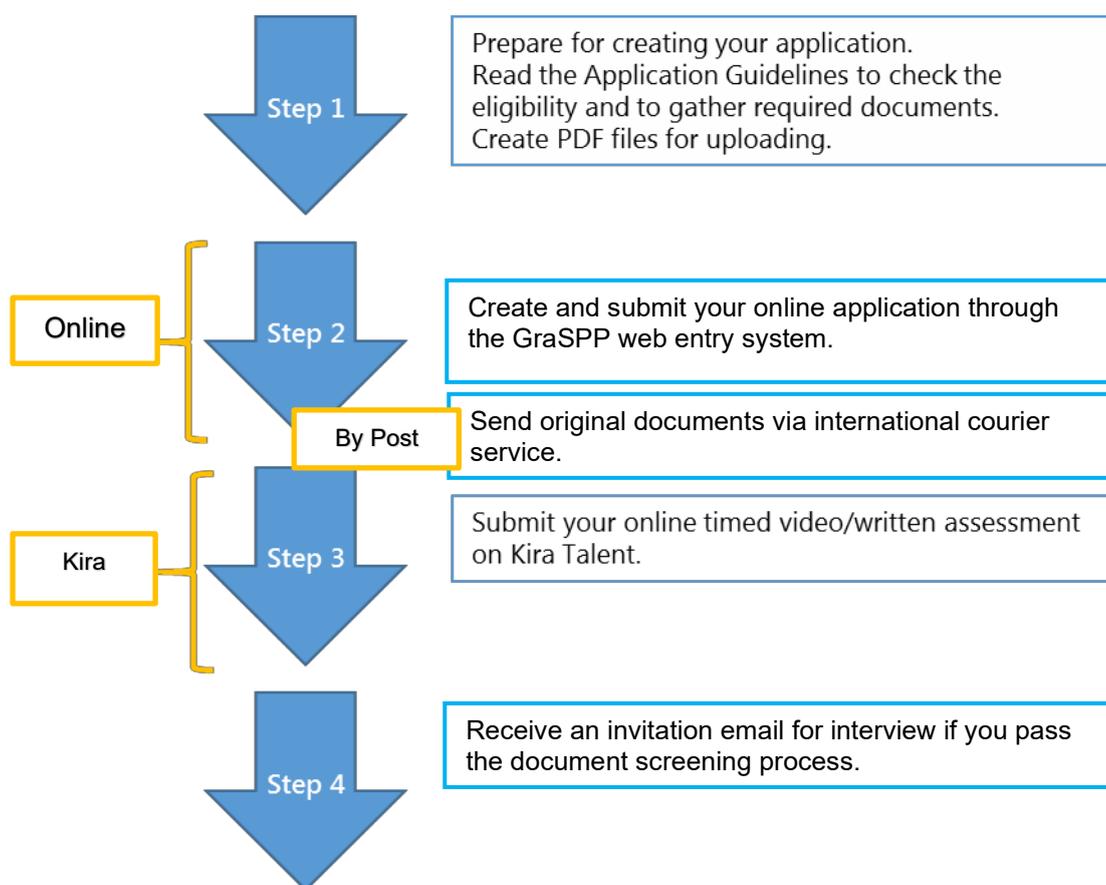
[King's College London \(KCL\) Double Degree Program](#)

## **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.
- The Application Fee must be paid for admission consideration. The deadline for payment is December 13, 2022 Japan Standard Time (JST). The Application Fee is non-refundable for any reason.
- Your application, including scanned copies of required documents, should be submitted through the GraSPP web entry system by December 14, 2022 at 5 PM (JST) in order to be considered for the 2023 intake.
- Your online timed video/written assessment should be submitted through [Kira Talent Platform](#) by December 21, 2022 at 5 PM (JST) in order to be considered for the 2023 intake.
- You, as an applicant, can only apply through the GraSPP web entry system to one program during the 2023 application period.
- You, as an applicant, are expected to submit both an online application via the GraSPP web entry 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 changes 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 web entry 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 December 21, 2022 at 5PM JST**.

We will accept PDF as an original official document only when it's sent directly from the university to us. Please ask your university to send to our email address: <mppipdesk.j@gs.mail.u-tokyo.ac.jp>

#### 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 web entry 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.

## 4.2 Step 2

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

You should be aware that your online application can be completed only after the submission of the two letters of reference from those referees, together with the information you have entered on the GraSPP web entry system. You will be informed of the submission of letters of reference through email from the GraSPP web entry system.

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 web entry system.

After having submitted your online application, you will be able to print the Application Form (PDF). Please send it with other necessary documents to the MPP/IP Desk by registered mail to reach no later than December 21, 2022 at 5PM (JST).

Make a note of the Application Number printed on the Application Form for your identification or print the Application Form for your reference. You will not be able to print the Application Form after the deadline for online application since you are unable to login to the GraSPP web entry system after December 14, 2022 at 5PM (JST).

## 4.3 Step 3

Soon after having submitted your online application through the GraSPP web entry system, you will receive an invitation email from Kira Talent with a link to a personalized website for your online timed video/written assessment by the deadline for online timed video/written assessment materials. 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 web entry system and the online timed video/written assessment via Kira Talent's platform.

## 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 by an online interview. In order to arrange the interview, please enter the time zone and the GMT offset (UTC+/-time) at the time of the interview in the **Personal Information** section in the GraSPP web entry system. (<https://timezonedb.com/time-zones> Ex. Asia/Jakarta: GMT+7:00)

## 5 GraSPP Web Entry System Application Overview

### 5.1 Access to the GraSPP Web Entry System

You can access the GraSPP web entry system at the following link.

<https://webentry.pp.u-tokyo.ac.jp/>

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 web entry system to one program during the 2023 application period.

The University of Tokyo  
**Graduate School of Public Policy (GraSPP) Web Entry System**

Home Login

Related Links

- Application Guideline
- User Guide for Applicants

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

Please read the [Application Guidelines](#) carefully and apply.

Applicants are not able to login after the application deadline (5pm December 14, 2022 (JST)).

**Sign Up** Login

The University of Tokyo  
**Graduate School of Public Policy (GraSPP) Web Entry System**

Home Login

Related Links

- Application Guideline

**Sign up**

\*Please whitelist the domain "admissionsgraspp@ag.pp.u-tokyo.ac.jp" to receive emails from GraSPP.

Email Address*	<input type="text"/>
Email Address (Confirmation)*	<input type="text"/>
Password*	<input type="password"/> (6 or more characters)
Password (Confirmation)*	<input type="password"/> (6 or more characters)

## 5.2 Activate Your Account

You will receive an email from the GraSPP web entry system titled *[GraSPP, UTokyo] - Activate your account* for activating your account on the system after entering your email address and password in **Sing up**.

From here on, you will receive several notification emails from the GraSPP web entry system at the important check points. Please check your mailbox or spam/junk mail box during the application process.

Please click the link in the mail to activate your account. All you have to do is just click the link.

## 5.3 My Page

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 application guidelines including the information on the website.

The screenshot shows the top navigation bar with 'The University of Tokyo Graduate School of Public Policy (GraSPP) Web Entry System' and the 'GraSPP THE UNIVERSITY OF TOKYO' logo. Below the navigation bar are 'My Page' and 'Logout' links. A 'Related Links' sidebar contains a link for 'Application Guideline' which is circled in red. The main content area shows 'My Page' for the 'Master of Public Policy, International Program (MPP/IP)' with a status of '1 / 4' and buttons for 'Application Form' and 'Continue'.

- Every time you log in to the GraSPP web entry system or you save the information you enter by clicking on the **Save & Quit** button at the bottom of each page, you will see the **My Page**. Please click the **Continue** button to return to your application form. Clicking on the **Save & Quit** button frequently will avoid any loss of entered information.
- The **Go to confirmation page** button means to go to the confirmation page.

A form footer section with the text 'have applied for.' followed by three buttons: 'Save & Quit', 'Go Back', and 'Go to confirmation page'. The 'Save & Quit' and 'Go to confirmation page' buttons are circled in red.

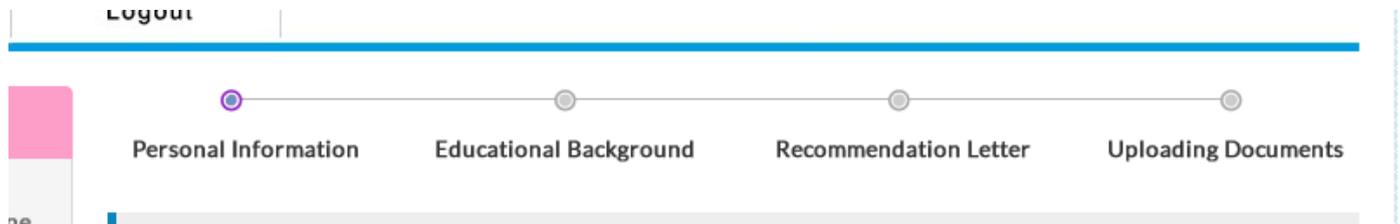
- The **Save and proceed to next form** button means to save and proceed to the next form.

A form footer section with the text 'time zone you entered.' followed by two buttons: 'Back to Edit' and 'Save and proceed to next form'. The 'Save and proceed to next form' button is circled in red.

## 6 Application Forms

### 6.1 General Instruction

- Application form has 4 pages.



- Please make sure to enter all necessary information.
- Please find bellow for uploading your photo.
- Only upload the appropriate files. DO NOT upload any files that you are not instructed to upload.

<p>ID Photo*</p>	<p>Must be:</p> <ul style="list-style-type: none"><li>-In JPEG format</li><li>-Less than 1MB</li><li>-Less than 2,000 pixels in width and height</li><li>-Within the last 6 months</li><li>-With no hats or other head covering</li><li>-Taken in full-face view directly facing the camera</li></ul> <p>The uploaded image will appear in the box below.</p>  <p>To upload (replace) an image, select the file in the field below and click on the "Upload" button.</p> <p><input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/></p>
------------------	---

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

## 6.2 Personal Information

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

- 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 web entry system is exactly the same as it appears on your passport.
- 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/>
- The payment deadline is set a day before the online application deadline. Since your online application cannot be submitted without the payment, complete the payment no later than December 13 (JST).
- If you are a MEXT scholarship student, please contact the MPP/IP Desk at [mppipdesk.jst@gs.mail.u-tokyo.ac.jp](mailto:mppipdesk.jst@gs.mail.u-tokyo.ac.jp) for a waiver.

The screenshot shows the e-shiharai.net website interface. At the top, there is a navigation bar with the logo and links for 'FAQ', 'Application Results', and 'Check your' 'Basket'. Below the navigation bar, a note states: '\* You can pay the Examination Fees for University/Educational Institution online with VISA, MasterCard, American Express, JCB, China UnionPay, and Alipay.' Three red buttons are visible: 'Examination Fee Application', 'Entrance Fee Application', and 'Education Records Fees Application'. The 'Examination Fee Application' button is highlighted with a yellow border. A yellow arrow points from this button to a text box on the left that reads: '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 as backup 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/>
- Your time zone and GMT offset (UTC +/- time) at the time of interview are needed to arrange the interview via ZOOM,

### 6.3 Educational Background

At this form, you will present your educational background in two categories below.

- 1) Higher Education: undergraduate level and 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.**

Higher Education 1	
Level of school*	---
Name of School*	
Official Website of Program*	
Country*	---

Official Required Years for Graduation:  
If It is not applicable such as withdrew, exchange or transfer, please leave it blank or enter 0 (Zero).

Official Required Years for Graduation*	
Degree Status*	
Degree Conferral (expected)*	
Majored In*	
Name of Degree Awarded (expected)*	

#### Degree Status:

Completed: Degree is awarded

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

Select "Other" for junior college, exchange or transfer

#### Degree Conferral (expected):

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

If the Degree Status is "in process / withdrew" BUT you can NOT submit an 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.

**Transcript Information**

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

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

1

2

3

4

If there is no GPA on your transcript, fill the number of credits you earned by grade in each box.

100-90	89-80 A B	79-70 B C	69-60 C D	59- F F	If there is no GPA on your transcript, fill the number of credits you earned by grade in each box.
	89-80 A Excellent	79-70 B Good	69-60 C Fair	59- F Fail	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	total[ <input type="text"/> ]of[ <input type="text"/> ]

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

Use single byte alphabet only.

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

Class Rank

Honours received (within 20 words)

**Add Form**

To delete form, leave the item input field blank and click either "Save & Quit" button or "Go to confirmation page"

Click on the **Add Form** button to create another form for the Higher Education.  
To delete the form, leave the item input field blank and click either "Save & Quit" button or "Go to confirmation page"

Basic Education

- Basic Education is for educational background prior to entering undergraduate level. Enter education records such as **Upper Secondary Education** (High school) (approx. 15-18 years old), **Lower Secondary Education** (Middle school) (approx. 12-15 years old) and **Primary Education** (Elementary school) (approx. 7-12 years old) in reverse chronological order starting from the most recent one.

Basic Education	
Upper Secondary Education (High school)	
Name of School (Enrolled)*	<input type="text"/>
Country (Enrolled)*	<input type="text" value="---"/> 
Month/Year*	<input type="text" value=""/>  / <input type="text" value=""/> 
Name of School (Graduated)*	<input type="text"/>
Country (Graduated)*	<input type="text" value="---"/> 
Month/Year*	<input type="text" value=""/>  / <input type="text" value=""/> 
Official Required Years for Graduation*:	<input type="text"/>

## 6.4 Standardized Test

At this form, 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.
- Before the online application deadline, you must request the testing organization to send the IELTS Test Report Form or the TOEFL Institutional Score Report directly to GraSPP and the date you requested must be entered in "Date requested to the testing institution"

Standardized Tests	
TOEFL	
Test Date	[Day/Month/Year] <input type="text"/> / <input type="text"/> / <input type="text"/>
Date requested to the testing institution for sending the official score to GraSPP	[Day/Month/Year] <input type="text"/> / <input type="text"/> / <input type="text"/>
Test Type	--- v
Score/Result	<input type="text"/>
Reading	<input type="text"/>
Listening	<input type="text"/>
Speaking	<input type="text"/>
Writing	<input type="text"/>
Appointment Number	<input type="text"/>
IELTS	
Test Date	[Day/Month/Year] <input type="text"/> / <input type="text"/> / <input type="text"/>
Date requested to the testing institution for sending the official score to GraSPP	[Day/Month/Year] <input type="text"/> / <input type="text"/> / <input type="text"/>
Test Type	Academic module
Score/Result	<input type="text"/>
Listening	<input type="text"/>
Reading	<input type="text"/>
Writing	<input type="text"/>
Speaking	<input type="text"/>
Test Report Form Number	<input type="text"/>

Date requested to the testing institution:  
Enter the date when you requested the testing organization to send the Official Institutional Score Report to GraSPP.  
ETS Institution Code: 8554

Date requested to the testing institution:  
Enter the date when you requested the testing organization to send the Test Report Form to GraSPP.

Test Report Form Number:  
Enter the IELTS Test Report Form (TRF) Number (15-18 characters) found on the Test Report Form.

- The GRE scores are not mandatory. If applicable, the GRE scores and all its information must be entered when you present the GRE scores.
- Before the online application deadline, you must request ETS to send the Official Institution Score Report directly to GraSPP and the date you requested must be entered in “Date requested to the testing institution”

Graduate Record Examinations	
Test Date	[Day/Month/Year] <input type="text"/> <input type="text"/> <input type="text"/>
Date requested to the testing institution	[Day/Month/Year] <input type="text"/> <input type="text"/> <input type="text"/>
Test Type	General Test
Verbal reasoning	<input type="text"/>
Percentile Rank	<input type="text"/>
Quantitative reasoning	<input type="text"/>
Percentile Rank	<input type="text"/>
Analytical writing	<input type="text"/>
Percentile Rank	<input type="text"/>
Registration Number	<input type="text"/>

Date requested to the testing institution:  
 Enter the date when you requested the testing organization to send the Official Institution Score Report to GraSPP.  
 ETS Institution Code: 3944

- 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](#) (the third option in the GraSPP web entry system: see the part marked with a green rectangle below), you are required to contact the MPP/IP Desk by December 7 to be pre-checked by sending a certificate of medium of instruction issued by the institution via mail. After being pre-checked, please submit a copy of the certificate of medium of instruction issued by the institution in the **Uploading Documents** page (see 6.12 Uploading Documents) and send the original one by post as well.
- The certificate must indicate following 7 elements:
  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
  7. Name, job title and contact email address of the person who certifies the above information

English Language Proficiency Exemption	
<p>If you do not submit either TOEFL or IELTS score as proof of English Proficiency, please select the reason from the following.</p>	<p><b>Deselect the radio button</b></p> <p><input type="radio"/> 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.</p> <p><input type="radio"/> 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.</p> <p><input type="radio"/> 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 8 to be pre-checked and send a certificate of medium of instruction 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 8, which could result in non-eligibility for English exemption.</p>
<p>In case the applicant cannot submit TOEFL or IELTS scores due to reasons beyond the control of the applicant, please specify in detail.</p>	<p><b>If you fall into this category, you must state the reason in the box.</b></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>Use single byte character only.</p>

Select one of the three option buttons for English Language Proficiency Exemption.

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 8 to be pre-checked and send a certificate of medium of instruction 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 8, which could result in non-eligibility for English exemption.

If you fall into this category, you must state the reason in the box.

## 6.5 Work Experiences

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

- If you are an applicant of Professionals admission category, 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.**
- You can enter up to 5 forms for your work record.

Work Experiences	
Total Duration	Total duration is automatically counted only when selecting "Employed" in Type of Contract.
Work Experience 1	
Name of Institution	<input type="text"/>
Address	City: <input type="text"/>
	State/province: <input type="text"/>
	Country: <input type="text"/>
Briefly describe your responsibilities	<input type="text"/>
Department	<input type="text"/>
Position	<input type="text"/>
Type of Contract	Select one for Type of Contract: -Employed -Self-employed -Internship (paid) -Internship (unpaid) -Volunteer
Full time / Part time	<input type="text"/>
Duration	From [Month/Year] <input type="text"/>
	To [Month/Year] <input type="text"/>
Put the application month/year if you are working at present	
<input type="button" value="Add Form"/>	
To delete form, leave the item input field blank and click either "Save & Quit" button or "Go to confirmation page"	

Click on the **Add Form** button to create another form for the Work Experience. To delete the form, leave the item input field blank and click either "Save & Quit" button or "Go to confirmation page"

## 6.6 Academic Interest

At this form, 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 web entry 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 web entry system, such as a Word file, and then copy and paste it onto the GraSPP web entry system.
- If you are interested in [King's College London \(KCL\) Double Degree Program](#), you will answer other questions as well.

## 6.7 Financial Resources

At this form, you will indicate your Primary Financial Resources. Applicants for ADB/WB scholarships will present your scholarship eligibility.

- If you have already been awarded scholarship(s), please select "Scholarship already awarded" and write the name in detail, then upload the scanned copy of the scholarship award letter. (see 6.12 Uploading Documents)
- If you are in the process of applying for scholarship(s), please select "Scholarship in process of applying" and list all the scholarship names. If the scholarship name is too long, please use an abbreviation.

Financial Resources	
What is your primary financial resources? Describe the details in the box. (e.g. LPDP, etc.)	<p><input type="radio"/> Self-funding</p> <p><input type="radio"/> Scholarship already awarded</p> <p><input type="radio"/> Scholarship in process of appl</p> <p><input type="radio"/> Other funding resources</p> <p>details:</p> <input type="text"/>

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

-MEXT scholar: Section 2 and enter "MEXT" in the details. Then upload scanned copy of the scholarship award letter.

- Those who seek scholarship opportunities must thoroughly read through [Scholarships](#) on the GraSPP website.

## 6.8 Additional Information

At this form, you will indicate information such as if you need special assistance. The information you provide here will not affect admission results.

## 6.9 Survey 1

At this form, 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 by clicking on the **Add Form** button.
- To delete the form, leave the item input field blank and click either "Save & Quit" button or "Go to confirmation page"

## 6.10 Survey 2

At this form, you will answer several survey questions such as how you came to know about GraSPP. The information you provide will not affect admission results.

## 6.11 Recommendation letter

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

- Please be sure to send requests to both referees by clicking the **Send a request** button.
- Please note that once you have clicked on the **Send a request** button, you will basically not be able to change the referee's information except if you want to change the referee.
- 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 submission status during your application period.
- For the sake of referees' identification, the institutional 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 referees' deadline is set a day before the online application deadline. However, the real cut-off time for the reference submission on the web entry system is set **30 minutes before** the application deadline.
- Click the **Change referee** button only if you want to change the referee.
- Please note that once you click the **Change referee** button, it will invalidate the email that has already been sent to the referee. The link in the mail becomes invalid.
- Once the referee submits the letter of reference, you will receive an email titled *[GraSPP, UTokyo] - Letter of reference submitted* from GraSPP web entry system and will not be able to edit the referee's information.
- The letter of reference will be submitted to GraSPP via the GraSPP web entry system directly.
- You can find a sample of the Letter of Reference for both Academic supervisor (Academic) and Workplace supervisor (Professional) in Appendix 1 and 2, respectively.

### <Send a request>

Please note that once you have clicked on the "Send a request" button, you will basically not be able to change the referee's information except if you want to change the referee.

Send a request

graspp.codiaw.com

Send E-mail to Referee1?

OK

キャンセル

### <Change referee>

Click the "Change referee" button only if you want to change the referee. Please note that changing the referee will invalidate the email that has already been sent to the referee.

Change referee

graspp.codiaw.com

Do you really change referee? If you click "OK", your previous request mail to the referee becomes invalid.

OK

キャンセル

Referee 1	
Name*	<input type="text"/>
Salutation*	--- <input type="button" value="v"/>
Position*	<input type="text"/>
Department*	<input type="text"/>
Affiliation*	<input type="text"/>
Country*	--- <input type="button" value="v"/>
Your relationship with the referee* Describe the details in the box.	<input checked="" type="radio"/> Academic supervisor <input type="radio"/> Workplace supervisor
	Academic supervisor <input type="text"/> <div style="border: 2px solid orange; padding: 2px; display: inline-block; margin-left: 10px;">Select your supervisor - either Academic or Workplace.</div>
	Workplace supervisor : <input type="text"/>
Official Website*	<input type="text"/>
Phone Number*	Enter the country code in the first box. If you are living in Japan, enter "+81" in the first box. <input type="text"/> - <input type="text"/>
Email Address (Official Institution Address)*	<input type="text"/> <div style="border: 2px solid orange; padding: 2px; display: inline-block; margin-left: 10px;">Enter the referee's email address correctly.</div>
Email Address (Confirmation)*	<input type="text"/> Please note that once you have clicked on the "Send a request" button, you will basically not be able to change the referee's information except if you want to change the referee. <input type="button" value="Send a request"/>

## 6.12 Upload Documents

At this page, you will upload required documents as well as other files needed for application. You can also download the designated forms such as *Scholarship Eligibility Check List*.

- Only upload the appropriate files. DO NOT upload any files that you are not instructed to upload.
- ONLY upload Regular PDF. The file needs to be opened by Adobe Acrobat Reader. Anything special should be changed to normal PDF file before uploading.
- The official proof of graduation must be one PDF file. If you have several official proofs of graduation, please combine them into a single file.
- If the name and the date of the degree awarded are written on the official transcript and there is no Official Proof of Graduation other than the Transcript, please download the **DUMMY PDF to substitute an Official Proof of Graduation** and upload the Dummy PDF in the “**Official\_proof\_of\_graduation**” file upload.
- The official transcript must be one PDF file. If there are more than two records or 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.
- Uploaded file will have a file name in blue font. To check the uploaded content, please click on the file name. If the file name is out of the frame but the file can be seen properly, it does not matter.
- If you are applying for ADB, you need to download the **ADB Scholarship Eligibility Check Lists** and fill in all with your signature then upload the PDF in the “**ADB Scholarship Eligibility Check List**” file upload.

### Official Proof of (Expected) 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 degree. If you have several degrees, please combine them into a single file.)

(If the name of the degree and the date the degree was awarded are

Click this blue font to download the form if necessary.

graduation other than the transcript, please download the dummy PDF and upload it to substitute an official proof of graduation.)

Upload the copy of a Official Proof of (Expected) Graduation here. If the file has been successfully uploaded, a confirmation link will be displayed below.

ONLY upload Regular PDF. The file needs to be opened by Adobe Acrobat Reader. Anything special should be changed to normal PDF file before uploading.

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

To upload (replace) a file, select the file in the field below and click on the "Upload" button.

参照...

ファイルが選択されていません。

Upload

Delete

ADB Scholarship  
Eligibility Check List  
(only those who wish to  
be considered for ADB  
scholarship)\*

Upload the copy of ADB Scholarship Eligibility Check List here.  
If the file has been successfully uploaded, a confirmation link will be displayed below.

ONLY upload Regular PDF. The file needs to be opened by Adobe Acrobat Reader. Anything special should be changed to normal PDF file before uploading.

Don't use note function of Acrobat. Print out the form, check and sign by handwriting, then upload.

[\[Download Form\]](#)

Click [Download Form] to download the form if necessary.

To upload (replace) a file, select the file in the field below and click on the "Upload" button.

参照...

ファイルが選択されていません。

Upload

Delete

## 7 Submission

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

The University of Tokyo  
**Graduate School of Public Policy (GraSPP) Web Entry System**

GraSPP  
THE UNIVERSITY OF TOKYO

My Page      Logout

Related Links

Application Guideline

**Submission**

Be sure to check the information you entered once again before submitting.

[View and Edit](#)

Once you click on "Submit" button below, the information you have entered will be sent to the University, and you will not be able to go back to edit. Be sure to double-check before proceeding.

**Submit**

- You cannot proceed to complete the GraSPP web entry system unless three of the following conditions are met.
  1. You have entered all necessary information correctly.
  2. Your two letters of reference have been submitted via the GraSPP online application system.
  3. You have paid the application fee and entered the receipt number.
- Please note that it is your responsibility to ensure all the necessary information is entered, since some of the questions are only required for specific applicants. The GraSPP web entry 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 Print and submit by post

Here, you will print the Application Form (PDF) and send it with original official application documents by post.

The University of Tokyo  
**Graduate School of Public Policy (GraSPP) Web Entry System**

GraSPP  
THE UNIVERSITY OF TOKYO

My Page      Logout

---

**Print and submit by post**

**View**

Your application has been submitted.  
**To complete your application**, print Application Form (PDF) and submit with other necessary documents to the address below by registered mail to reach no later than December 21, 2022 (JST).  
Make a note of the Application Number printed on the Application Form for your identification.

**Application Form (PDF)**

Post to:  
MPP/IP Desk, Graduate School of Public Policy  
The University of Tokyo  
Hongo 7-3-1, Bunkyo-ku, Tokyo 113-0033, Japan

**\*Applicants are not able to login after 5pm December 14, 2022 (JST). Please print the application form (PDF) for your reference.**

GraSPP Office does not respond to inquiries about individual delivery status. Application documents will be checked in order of arrival. Applicants will receive an email if application materials are incomplete.

- You are not able to login the GraSPP web entry system after December 14, 2022 at 5PM (JST).
- Please make a note of the Application Number printed on the Application Form for your identification or print the Application Form for your reference.

## 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 GrSPP?	Outstanding	Good	Average	Poor		

Please write the letter of reference for the applicant.

A large, vertical grey rectangular area intended for writing a letter of reference. It is bounded by a thin purple line at the top and bottom, and a thin purple line on the right side. The left side is the edge of the page.

= End of the document =