GraSPP Web Entry System

User Guide for Applicants

Table of Contents

Last updated: September 30, 2024

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 Application Guidelines and "Admissions" on the GraSPP website.

2   Admission Categories

As for the 2025 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 have less than two years of full-time work experience and aspire to pursue 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 2025
To be considered as a candidate for April 2025, you must be either a Japanese national or non-Japanese national living in Japan at the time of application and having a visa valid through March 31, 2025, that allows applicants to study in Japan.

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

Last updated: September 30, 2024

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 2025 intake if you are eligible for both programs.

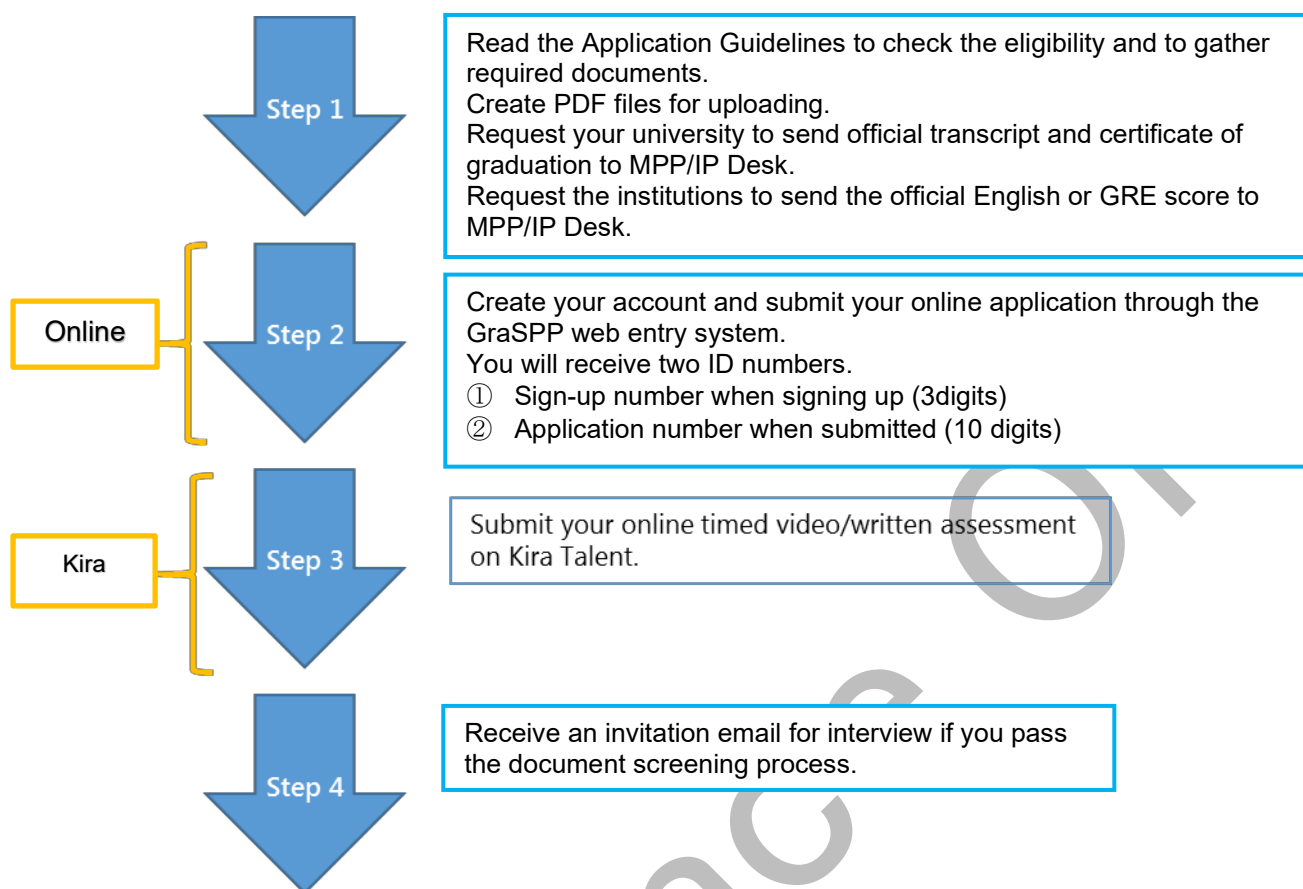To apply, follow the steps indicated on the website below.
Double Degree Program with Sciences Po

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 5, 2024Japan 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 6, 2024 at 5 PM (JST) to be considered for the 2025 intake.
- Your online timed video/written assessment should be submitted through Kira Talent Platform by December 13, 2024 at 5 PM (JST) to be considered for the 2025 intake.
- You, as an applicant, can only apply through the GraSPP web entry system to one program during the 2025 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.
- You, as an applicant, are responsible for providing all the information and documents in your applications that have guaranteed accuracy and authenticity.
- If the applicant is found to be providing any false, plagiarized, 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.

Last updated: September 30, 2024

4 Application Procedures Overview

Step 1	Read the Application Guidelines to check the eligibility and to gather required documents. Create PDF files for uploading. Request your university to send official transcript and certificate of graduation to MPP/IP Desk. Request the institutions to send the official English or GRE score to MPP/IP Desk.
Online **Step 2**	Create your account and submit your online application through the GraSPP web entry system. You will receive two ID numbers. ① Sign-up number when signing up (3digits) ② Application number when submitted (10 digits)
Kira **Step 3**	Submit your online timed video/written assessment on Kira Talent.
Step 4	Receive an invitation email for interview if you pass the document screening process.

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. 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.

Whenever possible, please request your university to include the applicant in CC when they send the official documents to the MPP/IP Desk in an electronic format.

If the university provides the official documents only as hard copies, the applicant needs to obtain two copies for each: one for the applicant to create a PDF file of the entire document and upload it to the Web Entry System, and the other for the university to send directly to the MPP/IP Desk.

Here are the important notes for creating a PDF file for uploading. If a transcript is printed on both sides or consists of several pages, or if the grading policy or scale is explained on separate documents or the website of your institutions, please combine them into a single file.

<MPP/IP Desk>
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

Reference
You may also start to contact your referees to ask them to write a reference for your application. 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 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 references from those referees, together with the information you have entered on the GraSPP web entry system. You will be informed of the submission of references 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). 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 6, 2024 at 5PM (JST).

When creating your account and submitting your online application through the GraSPP web entry system, you will receive two ID numbers.
① Sign-up number when signing up (3digits)
② Application number when submitted (10 digits)

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. 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 during the 2025 application period.

Last updated: September 30, 2024

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*.
You will receive a sign-up number (3digits) and the link to activate your account in the mail.

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 mailbox 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 and user guide for applicants including the information on the website.

Last updated: September 30, 2024

- 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 or **Save** 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 or **Save** button frequently will avoid any loss of entered information.
- The **Go to confirmation page** button means to go to the confirmation page.

- If there is wrong/missing data, you can go back and edit by clicking **Back to Edit** button. If all data is correct, click **Save and proceed to next form** to go to the next screen.

Last updated: September 30, 2024

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, which must be a color photograph for passport use taken within the last six months
- Only upload the appropriate files. DO NOT upload any files that you are not instructed to upload.

ID Photo*

Must be:
-In JPEG format
-Less than 1MB
-Less than 2,000 pixels in width and height
-Within the last 6 months
-With no hats or other head covering
-Taken in full-face view directly facing the camera
-No Background

The uploaded image will appear in the box below.

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) an image, select the file in the field below and click on the "Upload" button.

Browse... No file selected.   Upload

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, 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 5 (JST).
- If you are a MEXT scholarship student, please contact the MPP/IP Desk at mppipdesk.j"at"gs.mail.u-tokyo.ac.jp for a waiver.

- Your time zone and GMT offset (UTC +/- time) at the time of interview are needed to arrange the interview via ZOOM,

Last updated: September 30, 2024

6.3 Educational Background

At this form, you will present your educational background in two categories below.
1) Higher Education: graduate level and undergraduate level
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 consist of two parts; Graduate level (master equivalent or higher level) and Undergraduate level (bachelor equivalent level).
- You can skip Graduate level section by checking "Skip to Undergraduate level" button.

Background

All fields marked with asterisk(*) are required.
To save, click Save & Quit button at the bottom of the form.
If you leave the browser more than 30 minutes, the data you entered will be lost.

(Sing up number: 111)

Educational Background	
Total Years of Schooling	0 years
Graduate level (master equivalent or higher level) ☐ Skip to Undergraduate level (bachelor equivalent level)	
Higher Education (graduate level) 1	
Level of school*	graduate level
Name of School*	
Official Website of Program*	
Country*	---
Duration of Enrollment*	From [Month/Year] / To [Month/Year] /
Degree Status*	---
Official Required Years for Graduation*	☐ NA(not applicable) _____ years
Degree Conferral (expected)*	☐ NA(not applicable) [Month/Year] /
Majored In*	☐ NA(not applicable)
Name of Degree Awarded (expected)*	☐ NA(not applicable)
Date requested to your institution for sending the official certificate of (expected) graduation?*	☐ NA(not applicable) [Day/Month/Year] / /

Educational Background should be entered in reverse chronological order.
If Graduate level is not applicable, check the box "Skip to Undergraduate level", the cursor will jump to Undergraduate level automatically.

Degree Status:
In process: Degree is not awarded yet or currently enrolled
Withdrew: Dropped out of school
Completed: Degree is awarded

Official Required Years for Graduation:
If It is not applicable such as withdrew, exchange or transfer, please select NA (not applicable)

Select NA (not applicable) box in the case of Exchange program or non-credit program, etc.

- Enter GPA information by selecting one of the four option buttons by referring to your transcript.

Transcript Information

Enter cumulative GPA information by selecting one of the four option buttons by referring to your transcript.*	[---]

Choose when;
1. Official transcript states cumulative GPA
2. Official transcript does NOT state cumulative GPA and uses 5 level grading system
3. Official transcript does NOT state cumulative GPA and uses 4 level grading system
4. Grading scale cannot be applied to the two categories above.

(1) Copy the cumulative GPA as Indicated in the Transcript.
(ex. 67 out of 100, 6.8 out of 10)
[_____] out of [_____]

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

(2)	100-90 S A	89-80 A B	79-70 B C	69-60 C D	59- F F	If there is no cumulative GPA on your transcript, fill the number of credits you earned by grade in each box.
(3)		89-80 A Excellent	79-70 B Good	69-60 C Fair	59- F Fail	
	[____]	[____]	[____]	[____]	[____]	total[ ]of[ ]

If cumulative GPA is unavailable due to reasons beyond the applicant's control, please specify in detail.	(4) [ ]

Use single byte character only.

Does your transcript include the grading policy or scale with the information of full score?*	[Deselect the radio button] ○ Yes ○ No
Did you include the grading policy or scale in the transcript pdf?*	○ Yes ○ No
Indicate the website of explaining the grading policy or scale with the information of full score.*	[_____]
Date requested to your institution for sending the official transcript?*	[Day/Month/Year] [▾] / [▾] / [▾]
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" button, "Save & Quit" button or "Go to confirmation page"

Last updated: September 30, 2024

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)*	
Country (Enrolled)*	---
Month/Year*	/
Name of School (Graduated)*	
Country (Graduated)*	---
Month/Year*	/
Official Required Years for Graduation*:	

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]
Date requested to the testing institution for sending the official score to GraSPP	[Day/Month/Year]
Test Type	---
Score/Result	
Reading	
Listening	
Speaking	
Writing	
Appointment Number	
IELTS	
Test Date	[Day/Month/Year]
Date requested to the testing institution for sending the official score to GraSPP	[Day/Month/Year]
Test Type	Academic module
Score/Result	
Listening	
Reading	
Writing	
Speaking	
Test Report Form Number	

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.

Last updated: September 30, 2024

- 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]
Date requested to the testing institution	[Day/Month/Year]
Test Type	General Test
Verbal reasoning	
Percentile Rank	
Quantitative reasoning	
Percentile Rank	
Analytical writing	
Percentile Rank	
Registration Number	

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 following condition specified for the English Proficiency Requirement Exemption of Application Guidelines, you are exempted from submitting TOEFL or IELTS. Your English Proficiency will be evaluated throughout the admission process.

Select either option buttons for English Language Proficiency Exemption.

English Language Proficiency Exemption

Deselect the radio button

○ 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")

English Proficiency, please select the reason from the following.

○ 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.

Last updated: September 30, 2024

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.

- 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	
Work Experience 1	
Name of Institution	[ ]
Address	City: [ ] State/province: [ ] Country: [--- ▼]
Briefly describe your responsibilities	[ ]
Department	[ ]
Position	[ ]
Type of Contract	[▼]
Full time / Part time	[--- ▼]
Duration	From [Month/Year] [▼] / [▼] To [Month/Year] [▼] / [▼] Put the application month/year if you are working at present

Total duration is automatically counted only when selecting "Employed" in Type of Contract.

Enter the details of your work experiences.

Select one for Type of Contract:
- Employed
- Self-employed
- Internship (paid)
- Internship (unpaid)
- Volunteer

[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", "Save" button or "Go to confirmation page" button,

6.6 Academic Interest

At this form, you will present your academic interest including your choice of Policy Stream, research 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.

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.
- 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.
- Those who seek scholarship opportunities must thoroughly read through Scholarships on the GraSPP website.

Financial Resources	
What is your primary financial resources? Describe the details in the box. (e.g. LPDP, etc.)*	○ Self-funding ○ Scholarship already awarded ○ Scholarship in process of applying ○ Other funding resources details: [ ]
Do you wish to be considered for ADB Scholarship?	○ Yes ○ No
Do you wish to apply for WB Scholarship?	○ Yes ○ No
Are you from the eligible country of WB Scholarship?	○ Yes ○ No
Do you have 3 years full-time working experience?	○ Yes ○ No
Are you applying for the IMF-JISPA program?	○ Yes ○ No
Are you in the authorized nominees' list of JICA SDG's Global Leader Program?	○ Yes ○ No
Are you in the authorized nominees' list of JDS Program in India?	○ Yes ○ No

Last updated: September 30, 2024

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", "Save" 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 Reference

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] - Reference submitted* from GraSPP web entry system and will not be able to edit the referee's information.
- The reference will be submitted to GraSPP via the GraSPP web entry system directly.
- You can find a sample of the 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*	
Salutation*	--- ∨
Position*	
Department*	
Affiliation*	
Country*	--- ∨
Your relationship with the referee* Describe the details in the box.	⦿ Academic supervisor ◯ Workplace supervisor Academic supervisor : Workplace supervisor :
Official Website*	
Phone Number*	Enter the country code in the first box. If you are living in Japan, enter "+81" in the first box. [ ] - [ ]
Email Address (Official Institution Address)*	
Email Address (Confirmation)*	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

> Select your supervisor - either Academic or Workplace.

> Enter the referee's email address correctly.

・In the case your request mail fails to reach your referee, there are several possible reasons.

    1) Confirm the email addresses of the referees you entered to the GraSPP online application system to make sure there are no typos.
    2) Ask your referee to check his/her spam/junk mailbox since the request email (sent from GraSPP <admissionsgraspp@ag.pp.u-tokyo.ac.jp>) could have been directed to the spam/junk mailbox.
    3) Ask your referee not to access the GraSPP online application system via a mobile phone or a tablet.
    4) If there is tight security in the referee's email environment, the mail from the GraSPP online application system may have been blocked by a security program.
    If you must resend a request mail to her due to the reason 1) or 4), please click "Change referee" button and register the same referee with his/her correct email address and then click "Send a request" button.
    If you still cannot solve the problem, please contact us again.

Last updated: September 30, 2024

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 ADB *Scholarship Eligibility Statement*.

- 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 Statement Form*** and fill in all with your signature then upload the PDF in the ***"ADB Scholarship Eligibility Statement"*** 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.

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 Statement (only those who wish to be considered for ADB scholarship)*	Upload the copy of ADB Scholarship Eligibility Statement 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 Scholarship Statement Form] Click [Download Scholarship Statement 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 references 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.

[View]
Application Form (PDF)

Applicants are not able to login after December 6, 2024, 17:00 (JST). Please print the application form (PDF) for your reference.

GraSPP Office does not respond to inquiries about individual submission 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 6, 2024 at 5PM (JST).
- Please make a note of the Application Number printed on the Application Form for your identification or print the Application Form (PDF) for your reference.

Appendix 1: Reference (Academic)

Graduate School of Public Policy, The University of Tokyo

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

	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%	Unable to comment
Ranking						
Relative to other students from the same university and following the same degree program, how would you rate the applicant's overall academic ability?						

	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%	Unable to comment
Evaluation						
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						

	Outstanding	Good	Average	Poor
How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at GraSPP?				

1

Last updated: September 30, 2024

Please write the letter of reference for the applicant.

2

Appendix 2: Reference (Professional)

Graduate School of Public Policy, The University of Tokyo

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						

	Outstanding	Good	Average	Poor
How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at GraSPP?				

Last updated: September 30, 2024

Please write the letter of reference for the applicant.

= End of the document =

Last updated: September 30, 2024

Last updated: September 30, 2024