



---

AY 2025 Graduate School of Public Policy

---

Overseas Exchange Program Guidelines



## Objectives and conditions of the exchange

1. This exchange program is for students enrolled in the Graduate School of Public Policy (GraSPP); however, students who will be enrolling in GraSPP in the coming academic year may also apply. Furthermore, this program is strictly for those who already have a fundamental grasp of academic concepts and theories pertaining to their studies and who also have high proficiency in English and who also wish to use those skills to study in a different academic environment to that of The University of Tokyo. It is therefore NOT to be viewed as just an opportunity to improve one's English. Students should bear this in mind when considering an application. The main prerequisites for application are a minimum score of 90 on iBT TOEFL examination or 6.5 on IELTS examination and a fundamental understanding of both micro and macroeconomics as evidenced by the successful completion of the relevant courses in either the student's undergraduate or graduate degrees. Note that the latter prerequisite is also a requirement for graduating from GraSPP (MPP/IP). Even after successful application, nomination may be cancelled if his/her overall academic performance is found to be unsatisfactory by most up-to-date transcript.
2. Even upon meeting all of the above requirements, if the destination university decides that the applicant must take supplemental classes to meet their minimum requirements, not only will the applicant be obliged to enroll in all such classes, but they must also pay for all related expenses.
3. Entry procedures at the destination university, visa applications, accommodation, application for credit transfers, and all other procedures and preparations relating to the exchange are the sole responsibility of the applicant.
4. All other costs incurred that are not directly related to the exchange are the sole responsibility of the applicant.
5. There will be screening from the destination universities' committee, therefore it does not mean "all GraSPP nomination will be accepted by the destination universities."

Academic prerequisites: By the time for dispatching, it might be advantageous to take the fundamental economic courses, such as Principle of Microeconomics/Macroeconomics, and Statistics if you consider applying for those economic focused partner schools.

Application requirements: ※TOEFL score of at least 85 iBT (or IELTS score of at least 6.0) is required for exchange program applicants at the GraSPP's paper screening stage.

- ① You must be a full-time student enrolled at GraSPP.
- ② You must have equivalent or higher iBT scores than 90 on TOEFL or 6.5 on IELTS by the time of departure.

\*Review each school's guideline carefully\*

Status at destination university and tuition fees: "This exchange program allows students to study abroad at one of the partner universities whilst maintaining the status of 'exchange' at the University of Tokyo. A special, non-degree audit student status will be applied at the destination university. As stated above, **tuition fees are only payable to the University of Tokyo and not to the destination university.**

Credit transfers: Credit transfers are to be applied for by the returning exchange students after their arrival back at the University of Tokyo. Class content, class time, and credits received at the destination university will all be considered when deciding upon the transfer of credits. Please be aware that not all credits applied for will be transferred. Students should schedule their exchange bearing in mind their graduation requirements. It is strongly advised that students, upon deciding which courses that they will enroll in at the destination university, verify whether credits for such courses can be transferred before their departure. At present, credit transfers for some Basic, Topics, and Establishment courses are possible.

### Scholarships:

1. Go Global Scholarships for the Short (3 month-1 year) Study Abroad Scholarships
2. Student exchange support program - Scholarship for short-term study abroad (JASSO)
3. Tobitate Mext Scholarship (トビタテ！留学 JAPAN 日本代表プログラム)

\*\*Available upon eligibility determination ※2 & 3 are Japanese nationals only

### Documents to be submitted to GraSPP:

- ① Overseas exchange program application form
- ② Personal Statement (500 to 1000 words)
- ③ TOEFL/IELTS score certificate in any of the following format: an original, a photocopy, or a screen shot. The test has to be taken within the past two years.
- ④ Academic transcripts (an original or a photocopy) of either undergraduate school or/and graduate school.

(Documents to be submitted after GraSPP nomination):

- Official academic transcript in English
- A letter of recommendation from a GraSPP professor (TBC)

\*\*Successful applicants will be notified directly regarding other required documents to submit to the destination university.

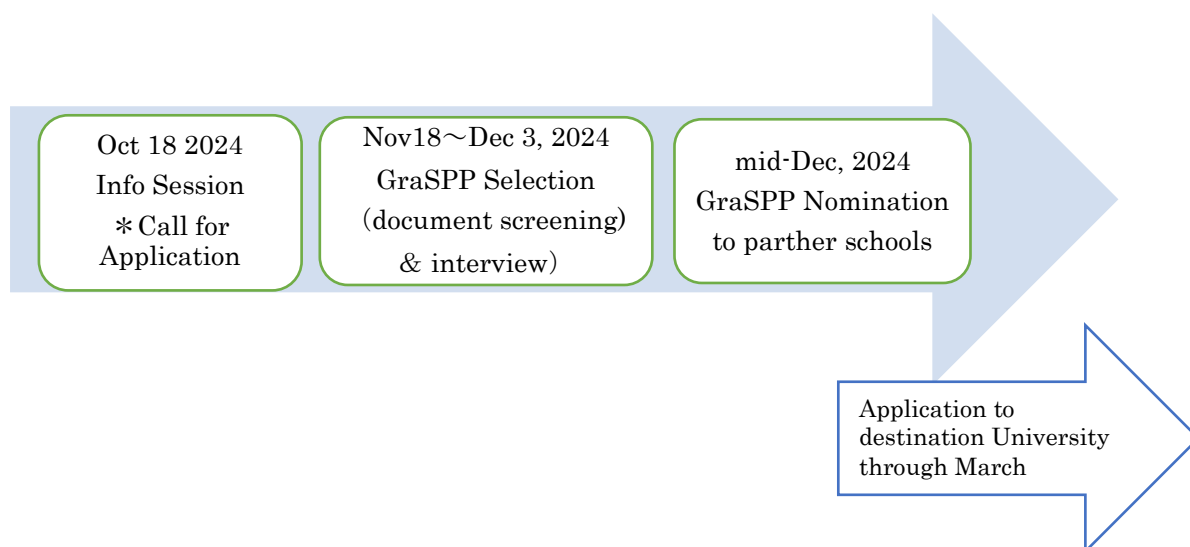
Application submission: Applications are to be submitted electronically to: Exchange Program Coordinator at [exchange.j@gs.mail.u-tokyo.ac.jp](mailto:exchange.j@gs.mail.u-tokyo.ac.jp)

【Note】 Please enter "2024 Exchange Study Application (Your first name FAMILY NAME)" in the subject line of the email.

Enquiries: Please direct all enquiries to the GraSPP Graduate School office, exchange program coordinator. [exchange.j@gs.mail.u-tokyo.ac.jp](mailto:exchange.j@gs.mail.u-tokyo.ac.jp)

### Application schedule:

- **Application Due: Noon of Friday 15 Nov 2024**
- Document screening & GraSPP interview: November 18<sup>th</sup> to December 3<sup>rd</sup>
- ※ Interview date will be informed to the successful applicants via e-mail upon completion of document screening (a few days before the interview).
- GraSPP preliminary announcement of successful applicants: by mid-December
- Destination university document submission: Feb - March 2025



Application requirement: Those with professional experiences are preferable

Quota: 1~2 applicants

Exchange period: ①2025. 9~12 (2025 Fall Semester)

②2025. 9~2026. 5 (Academic Year 2025-2026)

\*Subject to change depending on number of successful applicants

Program: International Exchange Non Degree Programs

<http://www.hec.edu/Masters-programs/Non-degree-programs/Visiting-student-programs/Students-from-partner-institutions/Information-for-Incoming-Exchange-Students>

Brief overview: Founded in 1881 by the Paris Chamber of Commerce and Industry, HEC Paris specializes in education and research in management sciences. As a leading academic institution in Europe and worldwide, HEC Paris offers a complete and unique range of education programs for students and leaders. HEC Paris has a permanent faculty of 110 professors, 4,000 students and over 8,500 managers in executive education programs every year.

What makes HEC unique is its conviction shared by the HEC Community: knowledge determines the freedom and entrepreneurship required for a better world. This conviction is affirmed with our motto "The more you know, the more you dare".

HEC Paris' mission is twofold: training the global leaders of tomorrow and taking an active part in the production of knowledge on management.

AY2025 Academic Calendar:

**Fall Semester**

29 August - 20 December

\*Arrival in France up to 28 August

**Orientation Session**

29 - 30 August

**Spring Semester**

23 January - 30 May

\*Arrival in France up to 22 JANUARY

**Orientation Session**

23-24 January

Cost of living

All accommodation, living and insurance fees, et cetera, that are incurred during the exchange period are the sole responsibility of the applicant.

**【Examples】**

Meals: approximately 8€ if taken at the student's restaurant

Resident's permit fee (If applicable): 58€

The International Student Society events (optional): 80€/semester or 40€ (if you open a bank account during Banks forum). 120€ or 70€ for yearly students.

Accommodation

**Off-campus in Fall Semester**

On-campus subject to availability in **Spring semester only**

<http://www.hec.edu/Masters-programs/Campus/Accommodation>

You can find out about real campus life here ↓

[https://youtu.be/GIIK\\_ApfuTQ](https://youtu.be/GIIK_ApfuTQ)

# National University of Singapore (NUS), Lee Kuan Yew School of Public Policy (LKYSPP)

Singapore

<http://www.spp.nus.edu.sg/>



## Application requirements:

- ✧ You must have equivalent or higher scores in the following test:  
TOEFL iBT 93 (desirable), iBT 90 (minimum)
- ✧ You must have completed the introductory microeconomics course

Quota: up to 2 applicants

Exchange period: 2025.8~12 (Semester One 2025)

Brief overview: LKY-SPP is a part of the National University of Singapore, a world-class university consistently ranked among the best in Asia and the world. In 2014, QS awarded the National University of Singapore as the top university in Asia, and number 22 in the world.

LKY-SPP provides students with opportunities to learn not only from the classroom, the faculty, visiting scholars and practitioners, but equally through interaction and exchange with their fellow classmates.

With almost 400 students from over 50 countries and skilled in various policy disciplines of government, civil society, media, law, and medicine, the School offers classroom experiences that are unmatched in their diversity and dynamism.”

Program: Master of Public Policy, Lee Kuan Yew School of Public Policy

<https://lkyspp.nus.edu.sg/graduate-programmes/master-in-public-policy-mpp>

## AY2025 Academic calendar:

Orientation Week: 4 August 2025 – 9 August 2025

Instructional Periods: 11 August 2025 – 14 November 2025

Reading & Examination: 15 November 2025 – 6 December 2025

<https://www.nus.edu.sg/registrar/academic-activities/academic-calendar>

## Costs:

All accommodation, living and insurance fees, et cetera, that are incurred during the exchange period are the sole responsibility of the applicant.

Student Service Fees (Exchange): S\$64.89

Health Service Fees: S\$84.00

*\*Fees shown above are inclusive of prevailing GST and subject to change.*

Living expenses: Estimated S\$2,020 to S\$2,725 per month

Accommodation: Nearest housing is College Green, which is within walking distance to our campus. Please refer to the [link](#) for information. Other accommodation options are also available in NUS can be found [here](#) Entrance into student accommodation is decided by a lottery. Share house student accommodation is also available close to campus.

You can read the past students' articles of their experiences at LKY through the link below:

<http://www.pp.u-tokyo.ac.jp/en/grasppers-voice-category/exchange/>

# Hertie School

Berlin, Germany

<https://www.hertie-school.org/en/>



## Application requirements:

- ✧ You must have equivalent or higher scores in the following test:  
TOEFL iBT 100 (WR >25) or IELTS 7.0 (WR >7.0)
- ✧ Those with professional experiences are preferable.
- ✧ You must have completed the core courses (基幹科目) of MPP/IP → strengthen the fundamentals, particularly an area of statistics, is recommended! "

Quota: up to 2 applicants

Exchange period: 2025.9~12 (Fall Term 2025)

Brief overview: The Hertie School is an international university for modern governance. It hosts a diverse student body as well as top researchers from 50 different countries. The renowned international faculty with expertise in economics, business, law, political and social science take an interdisciplinary, policy-oriented approach to the school's teaching and research agenda.

- Founded in 2003
- Small student body: 886 students (2023)
- 50% international students
- English is the language of instruction

Program: Master of Public Policy (MPP)

<http://www.hertie-school.org/mpp/>

## Academic calendar:

Fall semester: 1 August 2025 – 31 January 2026

Course registration: mid-July

Intensive German course: mid-August – late August

Orientation: late August

Attendance: Late August – mid-December

<https://www.hertie-school.org/en/events/academic-calendar>

Cost of living per month: All accommodation, living and insurance fees, et cetera, that are incurred during the exchange period are the sole responsibility of the applicant.

Health insurance: € 120

Housing: € 650

Other: € 400

*\* Please use this as a general guide only.*

Accommodation: There is no student dormitory available, so student must look for housing on their own. The International Office & Student Life Team provides advice and guidance on finding housing in Berlin. It is recommended that student begin searching as soon as she/he decides to study abroad at Hertie as Berlin is a popular city for students which can make finding student accommodation challenging.

Please see here for recommended options:

<https://www.hertiesschool.org/en/study/berlin/housing>

You can find out about real campus life here ↓

<https://youtu.be/0bwFctYQSZs> (English)    <https://youtu.be/m1O4cslsVyo> (Japanese)

# Sciences Po Paris, France

**SciencesPo**  
SCHOOL OF PUBLIC AFFAIRS

<http://www.sciencespo.fr/psia/>

## Application requirements:

- ✧ You must have equivalent or higher scores in the following tests:  
TOEFL iBT 100 or IELTS 7.0
- ✧ Those with professional experiences are preferable.

Quota: up to 3 applicants

Exchange period: ①2025.8~12 (Semester One 2025) or  
②2025.8~2026.5 (Academic Year 2025-2026)

\*Subject to change depending on number of successful applicants

Brief overview: Sciences Po is a Grandes Écoles, a unique French system of higher education specifically created by the government in order to educate the country's brightest students. Of the nine schools that make up Sciences Po, Paris is the oldest and has produced many of the past French Presidents and focuses primarily on educating the next generation of elite public servants. Sciences Po offers English only degrees in their MPP (Master in Public Policy) and MBA courses on top of the 12 courses offered only in French. Students undertaking classes in the MPP (as most GraSPP students will) that have professional experience and a knowledge of French are most welcome.

In 2016, Sciences Po is worldily ranked in 4 in the field of Politics & International Studies, school is very international (47% international students from 150 countries) and offers interdisciplinary classes/courses, as reported by a former GraSPP student who has done his exchange studies at Sciences Po last year."

Program: Paris School of International Affairs (PSIA)

<http://www.sciencespo.fr/public/en>

## Academic calendar:

Fall semester: 2 September 2025 – 2 December 2025

Course registration: 3 – 11 July 2025

Orientation/Welcome program: 26 - 31 August 2025

Spring Semester: 25 January 2026 – 28 April 2026

<https://www.sciencespo.fr/students/en/study/academic-affairs/university-calendar/>

Costs: All accommodation, living and insurance fees, et cetera, that are incurred during the exchange period are the sole responsibility of the applicant.

【Estimated Monthly Cost (\*1€=¥140 ish)】

-Dormitory, Maison du Japon €410-

-Food €150 ish

-Transportation €20 ish

-free SIM €13 TOTAL: €600 ish

@sightseeing, eating out, etc. €50 ish

Accommodation: As there is no dormitory at Sciences Po. students must look for housing on their own. Please begin researching from the site below. For student visa application, you need to have a proof of housing, therefore, we strongly recommend have a housing determined by late May.

<http://www.international.sciences-po.fr/en/living-france>

# Graduate Programme for Transcultural Studies (GPTS) Heidelberg University

Heidelberg, Germany

[http://www.uni-heidelberg.de/index\\_e.html](http://www.uni-heidelberg.de/index_e.html)



Application requirement: Those with German knowledge and/or proficiency might be advantaged to take more various classes

Quota: 1~2 applicants

Exchange period: ①2025.10~2026.2 2025 Semester 1 (Winter Semester) or  
②2025.10~2026.7 (Academic Year 2025-2026)

\*Subject to change depending on number of successful applicants

Brief overview: Heidelberg University is a public research university located in Heidelberg, Baden-Württemberg, Germany. Founded by Rupert I, Elector Palatine in 1386, it is the oldest university in Germany and was the third university established in the Holy Roman Empire. It is a German Excellence University, as well as a founding member of the League of European Research Universities and the Coimbra Group. The university has an emphasis on research and has been associated with 55 Nobel Prize laureates. It is consistently ranked among Europe's top overall universities.

Program: Graduate Programme for Transcultural Studies (GPTS)

<https://www.uni-heidelberg.de/en/study/all-subjects/transcultural-studies>

Academic calendar:

Expected arrival dates: Early October (early September for language course)

Orientation: the week before each of the term starts

Instructional Period (examination dates not included!):

Semester 1 (winter semester) 14 October 2025 – 8 February 2026

Semester 2 (summer semester) 14 April 2026 – 26 July 2026

<http://www.heidelberg.edu/academiclife/calendar>

Costs: All accommodation, living and insurance fees, et cetera, that are incurred during the exchange period are the sole responsibility of the applicant.

Initial payment: Refundable deposit for your room € 450, Student Service fee: € 81.05

【Estimated monthly costs】

Housing: from € 270 to € 400, Meals: ~ € 3.80 for a warm meal in the canteen/"Mensa"

Public transportation: JugendticketBW (for students under 27) € 30.42 or

Deutschlandticket (for all means of local transportation in the whole Germany) € 49

(6) Others: living expenses ~ € 200-300

Accommodation:

Student residences at Heidelberg University are administered by the Studierendenwerk, an independent organization providing various services to the student population. Although the number of available rooms is quite limited (only ~15 per cent of all Heidelberg students can be housed in student residences), the International Relations Office cooperates with the Studierendenwerk to secure rooms in student residences for international exchange students coming to Heidelberg. Students usually stay in single rooms sharing kitchen and bathrooms in groups of 2 – 4, or in dormitories with kitchens and bathrooms on each floor. More detailed information about student residences (including pictures of each residence) is available online at <https://www.stw.uni-heidelberg.de/en/wohnheime>.



# Fundação Getulio Vargas (FGV) - EAESP

São Paulo, Brazil

<https://portal.fgv.br/en>



Application requirement: Those with Portuguese knowledge and/or proficiency might be advantaged to take more various classes.

Quota: up to 2 applicants

Exchange period: ①2025.8~12 (2025 2nd Semester)

Brief overview: The Business Administration School of Sao Paulo at the Getulio Vargas Foundation (FGV/EAESP) was created in 1954, from joint efforts between the government and business community in Brazil, and with the cooperation of Michigan State University. The school was created with the objective of educating people to face the challenges that emerged from a moment of change, which Brazil was going through.

EAESP is a school that integrates business practice and is at the frontier of research in Brazil and worldwide, made up of more than 3,000 students, 260 professors, over 100 employees and thousands of alumni. EAESP's leading position in research is demonstrated by the recognized quality of our doctoral programs and national and international collaborations."

Program: Masters in Public Policy and Management (MPGPP)

<https://eaesp.fgv.br/en>

Academic calendar: 2ndSemester

Module 1: from 8 August 2025 – 6 October 2025 including exams

Module 2: from 10 October – 13 December 2025 including exams

**\*Students are highly recommended to be on campus at least one week prior to the beginning of classes. The Welcome Day is mandatory and takes place the week before the beginning of classes.**

Costs: All accommodation, living and insurance fees, et cetera, that are incurred during the exchange period are the sole responsibility of the applicant.

Housing: private room on shared apartment R\$2600 \$485.07 €451.39

Food: R\$800 \$149.25 €138.89

Transportation: (if needed most students live within walk distance from school)

Bus ticket: R\$4,40 round trip, Subway ticket: R\$5,00 round trip

⇒R\$260; \$48.51; €45.14 monthly

Additional expenses: printing material, school supplies, R\$180; \$33.58; €31.25


Total estimated monthly expenses: R\$3840; \$716,41; €666,68

*Students may vary their expenses according to their lifestyle.*

*\*Prices were based on an exchange rate of US\$1=R\$5,36; €1=R\$5,76 Currency fluctuation is frequent.*

Accommodation:

At FGV, a valuable partnership with Uliving Student Housing, a renowned provider of accommodation services has been established. Booking your accommodation is easy simply visit their website at <https://uliving.com.br/en/> to explore available options and secure your preferred room This streamlined process allows you to focus on your studies and student life, knowing that your housing needs are well taken care of.

University of California, Los Angeles (UCLA)  
Luskin School of Public Affairs   
California, USA  
<https://luskin.ucla.edu/public-policy/>

Application requirement: You must have equivalent or higher scores in the following tests:  
a minimum score of 87 iBT on the TOEFL or 7.0 on the IELTS.

Quota: up to 3 applicants

Exchange period: ①2025. 9~12 (2025 Fall Term) or  
②2026. 1~3 (2026 Winter Term)  
**\*Applicants must choose ①or②**  
(※spending two terms are not allowed).

Brief overview: Founded in 1994, UCLA Luskin incorporates the best practices in scholarship, research, and teaching in the fields of social work, urban and regional planning, and policymaking. The unique intersection of these disciplines within one school allows for academic cross-collaboration and a graduate education that values diverse perspectives at the macro- and micro- organizational levels. Graduates of the master's and doctoral programs are well prepared to take leadership roles and effect change as practitioners, researchers, and policymakers in the public, private, and non-governmental sectors.

Program: Master of Public Policy (MPP)  
<https://luskin.ucla.edu/public-policy/academic-programs/>

Academic calendar:

Orientation/Welcome program: the week before each of the term starts

Fall Quarter: 22 September 2025 – 12 December 2025

Instructional Period: 25 September – 5 December 2025

Winter Quarter: 2 January 2026 – 20 March 2026

Instructional Period: 5 January 2026 – 13 March 2026

<https://www.registrar.ucla.edu/Calendars/Overview>

Costs: All accommodation, living and insurance fees, et cetera, that are incurred during the exchange period are the sole responsibility of the applicant.

Student Health Insurance Plan (SHIP): One Quarter \$ 1,379.97

Estimated total living expenses: One Quarter (4 months) \$ 7,680

(Examples as per month: Meals: \$330; Accommodation: \$1060; Entertainment/Going out: \$330; Others: \$200)

Accommodation:

On-campus housing is available but not guaranteed. Exchange students must be enrolled full-time (8 or more units for graduates) to apply for UCLA housing. If on-campus housing is not available, the Community Housing Office provides information about housing possibilities in the area, including apartments, rooms, hotels, and other accommodations. Other options include [www.solutionsinla.com](http://www.solutionsinla.com) and [www.zumahousing.com](http://www.zumahousing.com).

<https://housing.ucla.edu/>