GraSPP Web Entry System

User Guide for Applicants

内容

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 2026 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 after obtaining a bachelor's degree 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 after obtaining a bachelor's degree 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 2026
To be considered as a candidate for April 2026, 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, 2026, that allows applicants to study in Japan. Also, you must complete or expect to complete undergraduate education (a bachelor's degree or equivalent) by March 31, 2026.

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 2026 intake if you are eligible for both programs.

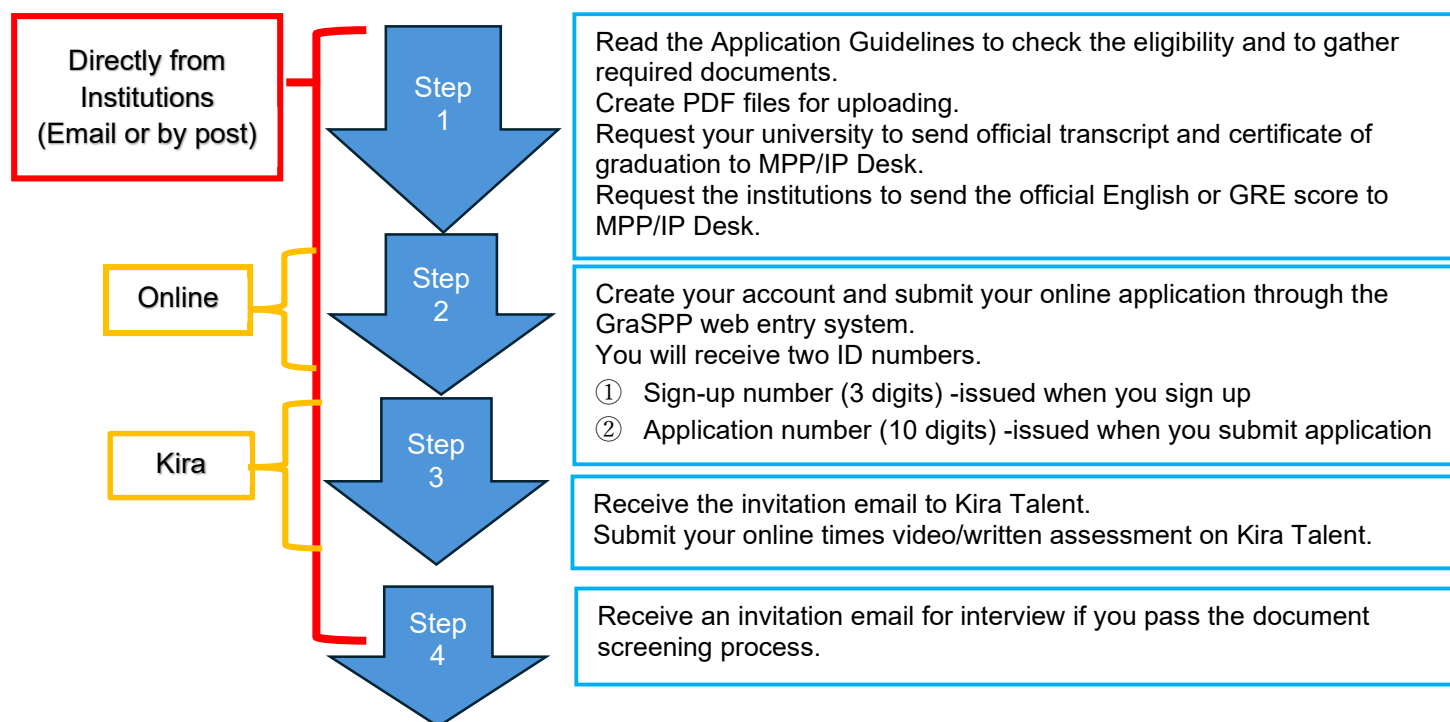To apply, follow the steps indicated on the website below.
Double Degree Program with Sciences Po

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 2, 2025, 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 3, 2025, at 5 PM (JST).
- Your online timed video/written assessment should be submitted through Kira Talent Platform by December 10, 2025, at 5 PM (JST).
- Your official transcript and official certificate of (anticipated) graduation, English proficiency test (IELTS/TOEFL) official score report and GRE General Test official score report should be arrived at MPP/IP Desk by December 10, 2025, at 5 PM (JST).
- You must make sure to meet all the deadlines. Failure to meet any of the deadlines may result in your   application   being   considered   incomplete   and   therefore disqualified from the selection process.
- 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.

4 Application Procedures Overview

Directly from Institutions (Email or by post)	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 (3 digits) -issued when you sign up ② Application number (10 digits) -issued when you submit application
Kira	Step 3	Receive the invitation email to Kira Talent. Submit your online times 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.

The transcript must include all courses, grades and the grading policy or scale with the information of full score, certified with the seal/stamp of the university. If the transcript does not include the grading policy or scale, a copy of the webpage explaining it or a statement from the university should be included.

The certificate of graduation must include (1) the degree name and (2) its (expected) award date and must be certified with the seal /stamp of the awarding university. If either of those details is not included, request their home institutions to issue an official document that provides this information.

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 work; 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 on 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 references. 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 3, 2025 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 (3 digits) -issued when you sign up
② Application number (10 digits) -issued when you submit your application

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 2026 application period.

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

Dear Applicant,
Sign up number: 102
Thank you for signing up for Master of Public Policy, International Program (MPP/IP) web entry system.

Please click the link below to activate your account.

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 (this document) including the information on the website.

- 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.

Save & Quit   Save   Go to 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.
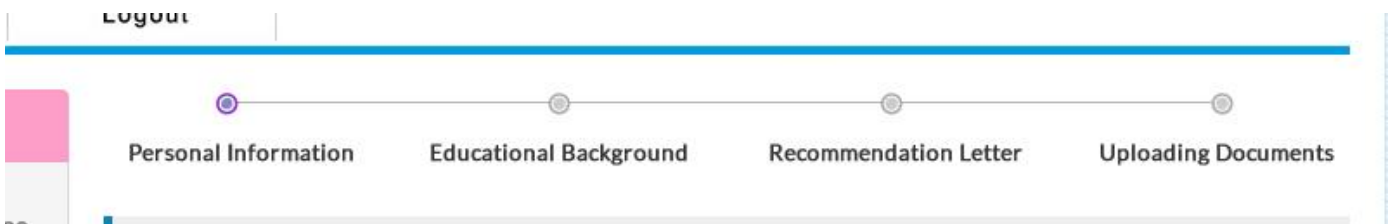
time zone you entered.

Back to Edit   Save and proceed to next form
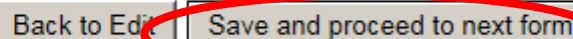
6 Application Forms

6.1 General Instruction

- The application forms consist of 4 screens.
- Each screen displays a progress indicator at the top to show your current step. You cannot navigate between steps by clicking the indicator. To proceed, use the button at the bottom of the screen.

Logout

Personal Information   Educational Background   Recommendation Letter   Uploading Documents

- Please make sure to enter all necessary information.
- Please find below 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.

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.

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 2, 2025 (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,
- Receipt number is a mandatory field, but you can skip it tentatively. However, make sure to make payment and fill out the correct number before submission.

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
- Enter only the institution(s) where you earned/will earn a degree. Exchange programs and schools you have withdrawn from should not be included.
- In the case of double-degree program, enter both schools, listing home university first.
- 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 consists 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 if not applicable.

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.

(Sign up number: 001)

Educational Background

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*	If your university is a federal university (e.g., University of London) or a university system (e.g., University of California), please specify the name of the college or campus. [ ]
Name of Department/Faculty*	[ ]
Majored In*	[ ]
Official Website of Program*	[ ]
Country*	[--- ⌄]
Duration of Enrollment*	From [Month/Year] [⌄]/[⌄] To [Month/Year] [⌄]/[⌄]
Degree Status*	[--- ⌄]
Official Required Years for Graduation*	[ ] years
Degree Conferral (expected)*	[Month/Year] [⌄]/[⌄]

Enter only the school you obtained/will obtain the degree.

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.

- Enter GPA information by referring to your transcript.

Transcript Information	
Choose the nearest GPA type.*	--- ⌄
Enter the details of your GPA information.	○ Copy the cumulative GPA as indicated in the Transcript or certified GPA statement. (ex. 67 out of 100, 6.8 out of 10) ☐ out of ☐
	○ If your transcript does not include a numerical GPA, please indicate your letter/classification (e.g., Upper Second Class Honours) or briefly explain your case in context (e.g., certified GPA statement is not availble).
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)	

If numeric cumulative GPA is available, enter the number (your GPA and full score) in the first field.
If it's not available, enter the text data in the second field.

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"

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	- 13-
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.

- 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"

- 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.

6.5 Work Experiences

At this form, you will present your work history including the type of contract such as full-time, part-time after obtaining a bachelor's degree. Do not include any work experience before obtaining a bachelor's degree. Internship or any work experience during undergraduate studies should not be included. 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.

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

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 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 China?*	○ Yes ◉ No
Are you in the authorized nominees' list of JDS Program in India?*	○ Yes ◉ No

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 (or other program at The University of Tokyo) 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 here will not affect admission results.

6.11 Reference

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

- There is no specific rule to select the referees other than application guidelines.
- 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 references, since **your online application cannot be submitted without two 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. This is possible only before the reference is submitted.
- Please note that once you click the ***Change referee*** button, it will invalidate the email that has already been sent to the original referee. The link in the mail becomes invalid.
- Once the referee submits the 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.
- 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.

\<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*	

● Academic supervisor ○ Workplace supervisor

Academic supervisor :

Workplace supervisor :

Select your supervisor - either Academic or Workplace.

Your relationship with the referee* Describe the details in the box.	
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.

Enter the referee's email address correctly.

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 ADB *eligibility form, WB eligibility form*.

- 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.
- Portfolio PDF is not uploadable.
- File size must be less than 7MB.
- 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 eligibility form*** and fill in, convert the file into PDF format, then upload it in the ***"ADB eligibility form"*** file upload.
- If you are applying for WB, you need to download the ***WB eligibility form*** and fill in, convert the file into PDF format, then upload it in the ***"WB eligibility form"*** file upload.

Official Proof of (Expected) Graduation*

(The document must include the degree name and its award date, and be certified with the seal/stamp of the awarding university. The submission of the bachelor's degree certificate is mandatory. If you have several degrees, please combine them into a single file.)

Click this blue font to download the form if necessary.

(If the degree name and its date are contained in the official 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.

ファイルの選択 ファイルが選択されていません Upload   Delete

[Download ADB scholarship eligibility form]

①Download ADB scholarship eligibility form <Excel>
②Fill out with typing
③Save as <PDF> only the sheet you filled
④Upload

ADB Scholarship Eligibility Form
(only those who wish to be
considered for ADB scholarship)*

Upload the copy of ADB Scholarship Eligibility Form 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.

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

ファイルを選択 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 your application and submit.

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 3, 2025, 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 cannot login the GraSPP web entry system after December 3, 2025 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)

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Graduate School of Public Policy, The University of Tokyo

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

1

Please write the letter of reference for the applicant.

Appendix 2: Reference (Professional)

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-
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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						

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.

= End of the document =