

**National Graduate Institute
for Policy Studies**

1-1-1 Wakaba-cho, Shinjuku-ku
Tokyo 162-8677, Japan

Reiko NAKAMURA

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政策研究大学院大学

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入学担当室長

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Information on Scholarships

The National Graduate Institute for Policy Studies (GRIPS) has the pleasure of informing you of the availability of scholarships for outstanding civil officers worldwide. The scholarships are provided for obtaining a Master's Degree through one of the following programs run by GRIPS:

1. Public Policy Program
2. International Development Studies Program
3. Transition Economy Program
4. Public Finance (Taxation and Customs) Program
5. Young Leaders Program

In addition, we have a limited number of scholarship allocations for doctoral students.

Full Information about GRIPS, its programs, scholarships and application procedure can be obtained from the Institute's website www.grips.ac.jp.

The programs offered by GRIPS are especially designed for qualified civil servants and academics dealing with economy, finance, economic development planning, foreign affairs, trade and industry, tax and customs, as well as for staff of central banks. The International Programs at GRIPS are conducted solely in English.

Among the exclusive features of the National Graduate Institute for Policy Studies are its innovative curriculum, generous scholarships, excellent facilities, highly professional faculty members and unrivalled network communication opportunities. We believe that the National Graduate Institute for Policy Studies is one of the best schools for this field in the world and the best place for postgraduate study of public policy from an Asia-Pacific perspective.

The closing dates for application on October admission (and scholarships) vary from late December to middle January, depending on the type of a scholarship. Admission is granted to candidates with a wide range of undergraduate majors. As a guideline for minimum qualifications, an applicant's undergraduate study level should be within top 10 percent of his/her class at a leading university in a country.

We hope that you will encourage your most promising young staff to apply for admission to our programs. Please keep this information for your further reference and contact with us.

Your kind consideration is very much appreciated.

Sincerely yours,

Nakamura Reiko

Director and Professor of the Admissions Office

GRIPS

National Graduate Institute for Policy Studies

2-2 Wakamatsu-cho, Shinjuku-ku
Tokyo 162-8677
Japan

Application Procedures

Public Policy Program

Public Finance Program

Ph. D. Program

This is the first year we accept on-line applications. However, for the time being, **each applicant is required to submit both an on-line application form and a paper-based application form.** You will not be registered as an 'applicant' until we have received both the on-line and paper application form. In case you have no access to a computer the Admissions Office will accept a paper-based application only. Please contact us and we will send you the paper-based application form by mail.

Please read the following carefully and proceed according to the steps described below.

Step1: Prepare the following supporting documents:

- 2 identical photographs (30 x 40 mm)
- 2 letters of recommendation
- Official certificate of employment issued by your employer
- Official transcripts or official copies of transcripts from all undergraduate and graduate institutions previously attended
- Official copies of diploma or degree certificates from all undergraduate and graduate institutions previously attended
- TOEFL/IELTS score report, or other official document certifying English proficiency of those applicants whose (under)graduate education was in a language other than English (GRIPS TOEFL code no. 9040, a photocopy of your TOEFL/IELTS score report acceptable). Native speakers of English are exempted from this requirement. Those who received (under)graduate education in English should submit an official document confirming that the language of instruction was English
- Applicants for the WCO Scholarships have to submit a letter of nomination from their Customs Administration

Applicants to the **Ph. D. Program** must submit the following documents, in addition to the above:

- Research proposal (2000-4000 words)
- Copy of your master's thesis

Step 2: Fill out and submit the On-line Entry Form.

The Admissions Office will get back to you with your ID and password by email within 3 working days.

Step 3: Fill out and submit the On-line Application Form by using the ID and password.

Step 4: Download and complete the Paper-based Application Form.

The paper-based application form will be made accessible to you after having submitted your on-line application. Make sure the application form is signed and dated (**do not print and submit the On-line Application Form**)

Application Procedures

Step 1: Prepare the supporting documents.



Step 2: Fill out and submit the On-line Entry Form.
(<http://register.grips.ac.jp/entryform.html>)



Step 3: Fill out and submit the On-line Application Form by using the ID and password provided by email from GRIPS.
(<https://remote.grips.ac.jp/>)



Step 4: Download and complete the Paper-based Application Form.



Step 5: Send the Paper-based Application Form and all supporting documents by airmail (deadline: January 14, 2005)



Final result (by July 2005 at the latest)

GRIPS

National Graduate Institute for Policy Studies

2-2 Wakamatsu-cho, Shinjuku-ku
Tokyo 162-8677
Japan

as of August 2004

INFORMATION FOR APPLICANTS (MASTER'S PROGRAM)

ADMISSION OF FOREIGN STUDENTS

The academic year for Master's programs conducted in English runs from October until September. The application deadline for those who do not need a scholarship through GRIPS is May 31, 2005. Applicants who wish to be considered for a scholarship should submit applications by the designated deadlines. (Please refer to the pages 1-3.) Screening for admission takes place, as a rule, within 4 months after the deadline for each program. The dates may vary depending upon the sponsor's decision. The final result of screening for admission will be announced at the latest by the end of July.

To be eligible for admission to the Master's programs, an applicant must hold a Bachelor's degree or its equivalent from a recognized/accredited university of the highest standard, must satisfy the English language requirements with a minimum TOEFL score of 550 (CBT 213), IELTS 6.0 or its equivalent, and be in good health. The test must be taken in advance to be submitted with the Application form. English proficiency requirements for the Japanese Government (JICA) scholarship are different from the above-mentioned.

Most of the programs offered by GRIPS have clearly defined age limits.

- Applicants to the Public Policy program and GRIPS-FASID Joint program must be under 35 years old (for Monbukagakusho and JICA scholarship) or under 36 years old (for the ADB scholarship).
 - Applicants to the Public Finance program, Young Leaders Program and Transition Economy Program are expected to be less than 40 years of age, while preference is normally given to younger candidates.
- For additional information please refer to the section on scholarships below.

The School is seeking applicants with diverse backgrounds who have been trained in a wide range of disciplines and preferably have had previous work experience in policy making or policy implementation. Prior study in economics or policy studies is not a requirement for admission. It is recommended, however, that students have completed introductory courses in calculus and statistics prior to entrance. Applicants are evaluated for admission according to their academic record and intellectual distinction, personal characteristics, motivation, evidence of leadership, promise for management and career growth, and work experience. The minimum residential requirement to complete a Master's degree at GRIPS is one year. This period is sufficient for those students who study intensively to satisfy all the requirements for a Master's degree.

SCHOLARSHIPS

Full scholarships, partially managed by GRIPS, are available for exceptionally qualified candidates who have been accepted for study at GRIPS. These scholarships are provided by the Japanese Government (Monbukagakusho, JICA), the Asian Development Bank (ADB), the International Monetary Fund (IMF), the World Bank and the World Customs Organization (WCO). Scholarships are awarded to students who enroll in October.

The amount of all scholarships, except YLP, is about 175,000 yen per month plus round-trip air tickets. Young Leaders Program students will receive about 262,000 yen per month. Scholarship students are exempted from tuition

and other academic related fees. The scholarships are given for one academic year and cannot be extended except in the case of sudden illness or other unforeseen circumstances that are entirely beyond the student's control.

Available scholarships and their specific conditions are:

- **Japanese Government (Monbukagakusho) Scholarships**

The Monbukagakusho scholarships managed by GRIPS are for citizens of those countries with which Japan has established diplomatic relations. Applicants must be under 35 years of age as of April 1, 2005. Preference is given to government officials and senior students who are planning careers as government officials. The deadline for applications is **January 14, 2005**. Candidates who are eligible for this scholarship may apply for the **Public Policy Program**.

- **The Asian Development Bank - Japan Scholarship Program (ADB-JSP)**

Eligibility for ADB-JSP scholarships is limited to citizens of the developing countries that are members of Asian Development Bank. Applicants to this program should have at least two years' work experience in the public or private sector, and should not be more than 35 years of age. Preference is given to those applicants who are currently working as government officials. **Applications for this scholarship program should be made by filling out the GRIPS application form. It is not necessary to complete the designated 'Information Sheet' at the ADB website. The deadline for applications is January 14, 2005.** Candidates who are eligible for this scholarship may apply for the **Public Policy Program**.

- **The Japan-IMF Scholarship Program for Asia**

The Japan-IMF Scholarships are intended exclusively for government officials or semi-governmental staff working at a ministry or equivalent office related to macroeconomic management in Asian countries, many of which are in the process of transition from a centrally planned system to a market oriented system, namely, Cambodia, People's Republic of China, Indonesia, Kazakhstan, Kyrgyz Republic, Lao P.D.R., Mongolia, Myanmar, Pacific Island Countries, Papua New Guinea, the Philippines, Tajikistan, Thailand, Timor-Leste, Turkmenistan, Uzbekistan, Vietnam. Please note that the GRIPS application form cannot be used to apply for this scholarship program. An application form should be obtained from the IMF Office while inquiries regarding IMF scholarships should also be made directly to the International Monetary Fund (see page 5 for contact details). The application documents required for admission and for obtaining scholarship must be received by the IMF Office by **December 10, 2004**. The recipients of this scholarship may only enroll in the **Transition Economy Program**.

- **The Joint Japan/World Bank Graduate Scholarship Program (JJ/WBGSP)**

The target group for this scholarship is government officials of developing countries with quality work experience of at least three years in the field of tax policy and administration in their home countries. The deadline for applications is **January 14, 2005**. The recipients of this scholarship may only enroll in the **Public Finance Program**.

- **Japan-WCO Human Resource Development Scholarship**

WCO Scholarships are available for government officials of Asian developing countries with quality work experience of at least two years in the field of customs policy and administration in their home countries. The Secretary General of the WCO invites nominations every year from a selected number of WCO Member Customs Administrations. The candidates must be chosen and nominated by each of these Customs Administrations. The recipients of this scholarship may only enroll in the **Public Finance Program**. The application documents for admission and for obtaining scholarship must be received both by the WCO Office and GRIPS by **January 14, 2005**.

- **Japanese Government (JICA) Scholarships**

Japanese Government (JICA) Scholarships are offered to candidates who wish to study in the GRIPS-FASID Joint Program in International Development Studies. Applicants must be less than 35 years of age. Primarily, government officials from the following countries are eligible to apply for the JICA scholarship: Bangladesh, Cambodia, People's Republic of China, Cote d'Ivoire, India, Indonesia, Laos, Malaysia, Myanmar, Nepal, Pakistan, the Philippines, Sri Lanka, Thailand, Vietnam, Ghana, Kenya, South Africa, Tanzania, Zambia and Zimbabwe. A minimum TOEFL score of 600 (CBT 250) or equivalent is required. Alternatively, outstanding candidates with insufficient TOEFL score (but minimum 520; CBT 190) may be accepted on the condition that they successfully complete the Intensive English Program (IEP) from April-August, prior to the start of the GRIPS-FASID Program

coursework in October. Other than IEP, all the students are required to enroll in an Introductory Mathematics/Economics course that will be offered in September. The application documents should be submitted to the JICA Office or the Embassy of Japan through the respective countries' aid coordination units by the deadline to be set by JICA Office or the Embassy of Japan (t.b.a.).

• **Japanese Government (Monbukagakusho) Scholarship/Young Leaders Program (YLP)**

The purpose of this program is to invite exceptionally promising young government officials from Asian and other countries with at least three years of work experience, in order to provide them with high quality graduate education. Students of this program are selected from the following countries: People's Republic of China, Republic of Korea, Indonesia, Malaysia, the Philippines, Singapore, Thailand, Brunei Darussalam, Vietnam, Laos, Myanmar, Cambodia, Mongolia, Kazakhstan, Kyrgyz, Turkmenistan, Uzbekistan, India, Australia, Hungary, Czech Republic, Slovakia, Poland, Romania. The curriculum is tailor-made exclusively for YLP students. Professional qualifications of the candidates for this scholarship need to be considerably higher than those of the candidates for other scholarships. GRIPS does not receive application documents for YLP directly from candidates. Application information will be announced by Embassies of Japan of each eligible country. The recipients of this scholarship may only enroll in the Young Leaders Program

The recipients of ADB-JSP, JI/WBGSP and WCO scholarships must undertake in writing that they will return to their home countries immediately after the completion of their Study Program or when dismissed from the School.

Inquiries regarding all scholarships (except for IMF and YLP scholarships) should be made to:

Admissions Office
National Graduate Institute for Policy Studies (GRIPS)
2-2 Wakamatsu-cho, Shinjuku-ku
Tokyo 162-8677
Japan
Phone: +81-3-3341-0297
Fax: +81-3-3341-0590
Email: admissions@grips.ac.jp
Website: <http://www.grips.ac.jp>

Inquiries regarding the Japan-IMF Scholarships should be made to:

International Monetary Fund
Regional Office for Asia and the Pacific
Detailed information for further inquiries is available at the website below:
<http://www.imf.org/external/oaip/schol.htm#j>

For inquiries regarding the Young Leaders Program
please contact the Embassy of Japan of each eligible country.
Information on Japanese Embassies and Consulates is available at the following website:
http://www.mofa.go.jp/about/emb_cons/mofaserv.html

APPLICATION PROCEDURES

Instructions: Please read this information carefully before completing application materials, as application procedures differ slightly for each program.

Any false or misleading statement or incomplete or inaccurate application may be the basis for denial of screening for admission or, if admitted, dismissal from the School. All questions must be answered, and the application form must be signed and dated. You must notify the School of any changes of status in any part of your application that may occur after the date of the signature on the application form and write an explanation required thereby within 30 days of the status change. All materials submitted by an applicant become the property of the School and will not be returned.

Documents to be submitted: Applicants for each program are requested to submit the following documents (preferably in one complete set so as to avoid delays in further evaluation):

Please note that this application form cannot be used in case you wish to apply for any of the following programs: the Japan-DMF Scholarship Program for Asia, the International Development Studies Program, and Young Leaders Program

Step1: Prepare the following supporting documents:

Please check ☒ whether you have submitted all the necessary documents

- ☐ completed application form
- ☐ 2 identical photographs (30 x 40 mm) (please paste one photograph on the application form)
- ☐ 2 letters of recommendation in sealed envelopes
- ☐ official certificate of employment describing applicant's present job title and employer. Information on civil servant qualification (e.g. BCS, IAS, IRS, CSS) should be also included there, if applicable. (The certificate of employment must bear official seal and sign obtained from the employer)
- ☐ official transcripts or official copies of transcripts from all undergraduate and postgraduate institutions previously attended*
- ☐ official copy of diploma or degree certificate from all undergraduate and graduate institutions previously attended*
- ☐ TOEFL/IELTS score report, or other official document certifying English proficiency of those applicants whose undergraduate education was in a language other than English (GRIPS TOEFL code no. 9040, a photocopy of your TOEFL/IELTS score report acceptable). Native speakers of English are exempted from this requirement. Those who received (under) graduate education in English should submit an official document confirming that the language of instruction was English.
- ☐ Applicants for the WCO Scholarships have to submit a letter of nomination from their Customs Administration.

Notes

1. *An official copy means a certified true copy of the original document with an official seal obtained from the administration office of the university attended. Copies attested by organizations/persons not having notary/legal functions will not be accepted or considered for screening.
2. All documents must be presented in English or Japanese, or be accompanied by a translation in either of those languages. Faxed documents and digital copies sent through e-mail are not acceptable.
3. Letters of recommendation must be submitted in sealed envelopes, signed across the seal. Recommendations should be written by people who have supervised the applicant either in an academic or work capacity. Preferably,

one letter should be written by a university professor and another one by a senior member of the applicant's present work place.

Where to submit your application: Depending on the program you are applying for, please submit your application as follows:

Program: Public Policy Program
Public Finance Program
Scholarships: Japanese Government (Monbukagakusho) Scholarships
Asian Development Bank – Japan Scholarship Program (ADB-JSP)
Joint Japan/World Bank Graduate Scholarship Program (JJ/WBGSP)
Japan-WCO Human Resource Development Scholarship

Submit application to:
Admissions Office
National Graduate Institute for Policy Studies (GRIPS)
2-2 Wakamatsu-cho, Shinjuku-ku
Tokyo 162-8677
Japan

In addition, those who apply for the WCO scholarships have to submit the same application materials to:
Human Resources Development Services
The World Customs Organization
Rue de Mache, 30, B-1210
Brussels, Belgium
Phone: +32-2-209-96-42
Fax: +32-2-209-94-96
Deadline: January 14, 2005

Program: Transition Economy Program
Scholarship: Japan-IMF Scholarship Program for Asia
Submit application to:
International Monetary Fund
Regional Office for Asia and the Pacific

Detailed contact information for further inquiries regarding the Japan-IMF scholarships is available at the following website:

<http://www.imf.org/external/oap/schol.htm#j>

Deadline: 10 December, 2004

Program: International Development Studies Program (GRIPS-FASID Joint Program)
Scholarship: Japanese Government (JICA) Scholarships
Submit application to:
JICA Office or Embassy of Japan through the respective countries' aid coordination units
Deadline: Please contact the nearest JICA Office or Embassy of Japan in your country

Program: Young Leaders Program
Scholarship: Japanese Government (Monbukagakusho) scholarship
Submit application to:
Please contact the Embassy of Japan of each eligible country.

Deadline: to be announced by the Embassy of Japan

Information on the Japanese Embassies and Consulates is available at the following website:

http://www.mofa.go.jp/about/emb_cons/mofaserv.html

INQUIRIES

Inquiries regarding GRIPS degree programs and scholarships (except for IMF and YLP scholarships) should be made to:

Admissions Office

National Graduate Institute for Policy Studies (GRIPS)

2-2 Wakamatsu-cho, Shinjuku-ku

Tokyo 162-8677

Japan

Phone: +81-3-3341-0297

Fax: +81-3-3341-0590

Email: admissions@grips.ac.jp

Website: <http://www.grips.ac.jp>

Inquiries regarding the Japan-IMF Scholarships should be made to:

International Monetary Fund

Regional Office for Asia and the Pacific

Detailed information for further inquiries regarding the Japan-IMF Scholarships is available at the website below:

<http://www.imf.org/external/oap/schol.htm#j>

For inquiries regarding the Young Leaders Program

please contact the Embassy of Japan of each eligible country.

Information on the Japanese Embassies and Consulates is available at the following website:

http://www.mofa.go.jp/about/emb_cons/mofaserv.html

Scholarship	Program	Qualification Requirements	Application Deadline	Contact/Application Address
Japanese Government (Mombukagakusho) Scholarships	Public Policy Program	<ul style="list-style-type: none"> must be under 35 years of age as of April 1, 2005 admission preference is given to government officials and senior students who are planning careers as government officials 	January 14, 2005	Admissions Office 2-2 Wakamatsu-cho, Shinjuku-ku Tokyo 162-8677 Japan Phone: +81-3-3341-0297 Fax: +81-3-3341-0590 Email: admissions@grip.ac.jp Website: http://www.grip.ac.jp
The Asian Development Bank-Japan Scholarship Program (ADB-JSP)	Bank Development Program	<ul style="list-style-type: none"> Limited to citizens of the developing countries that are members of Asian Development Bank at least two years' work experience, and under 36 years old as of April 1, 2005. Preference is given to those currently working as government officials 		
The Japan IMF Scholarship Program for Asia	Transition Economy Finance Program	<ul style="list-style-type: none"> Government officials involved in macroeconomic management of the following Asian transition economies: Cambodia, People's Republic of China, Indonesia, Kazakhstan, Kyrgyz Republic, Lao P.D.R., Mongolia, Myanmar, Pacific Island Countries, Papua New Guinea, the Philippines, Tajikistan, Thailand, Timor-Leste, Turkmenistan, Uzbekistan, Vietnam 	December 10, 2004	International Monetary Fund Regional Office for Asia and the Pacific Desired information for further inquiries regarding the Japan-IMF Scholarships is available at the website below: http://www.imf.org/external/asp/scholarship.html
The Joint Japan/World Bank Graduate Scholarship Program (JJW-BGSP)	Public Finance Program	<ul style="list-style-type: none"> government officials of developing countries with quality work experience of at least three years in the field of tax policy and administration government officials of Asian developing countries with at least two years experience in customs policy and administration. The Secretary General of the WCO invites nominations every year from a selected number of WCO Member Customs Administrations the candidates must be chosen and nominated by each of these Customs Administrations 	January 14, 2005	Admissions Office * the same application materials must be submitted as: Human Resources Development Services The World Customs Organization Rue de Marche, 30, B-1210 Brussels, Belgium Phone: +32-2-2099-96-42 Fax: +32-2-2099-94-96
World Customs Organization (WCO) Scholarships				
Japanese Government (JICA) Scholarships	GRIPS-FAST Joint Program (International Development Studies)	<p>government officials from the following countries may apply:</p> <p><i>Burkina Faso, Cambodia, People's Republic of China, Cote d'Ivoire, Ghana, India, Indonesia, Kenya, Laos, Malaysia, Myanmar, Nepal, Pakistan, the Philippines, Sri Lanka, South Africa, Tanzania, Thailand, Vietnam, Zambia, Zimbabwe.</i></p> <ul style="list-style-type: none"> under 35 years old as of April 1, 2005 a minimum TOEFL score of 600 (CBT 250) or equivalent all the students are required to enroll in an Immediately Mathematics/Economics course in September 	Please contact the nearest JICA Office or Embassy of Japan	JICA Office or the Embassy of Japan through the respective countries' aid coordination units
Japanese Government (Mombukagakusho) Scholarship	Young Leaders Program	<ul style="list-style-type: none"> less than 40 years of age as of October 1, 2005 exceptionally talented governmental officials with at least three years (preferably 5 years or more) of work experience from the following countries: Australia, Burma, Burundian, Cambodia, People's Republic of China, Czech Republic, India, Indonesia, Kazakhstan, Kyrgyz Republic of Korea, Kyrgyz Republic, Laos, Malaysia, Mongolia, Myanmar, Poland, Romania, Singapore, Slovakia, the Philippines, Thailand, Turkmenistan, Uzbekistan, Vietnam 	to be announced by the Embassy of Japan of each eligible country	the Embassy of Japan of each eligible country

APPLICATION FOR ADMISSION TO GRADUATE PROGRAM

(Type or write in block letters)

APPLYING FOR:

- ☐ Public Policy Program
☐ Public Finance Program ☐ WB Scholarship (Tax) ☐ WCO Scholarship (Customs)

Applicants to the Public Finance Program must specify the scholarship program (WB / WCO) in accordance with the eligibility criteria.

Please note that this application form cannot be used in case you wish to apply for any of the following programs: the Japan-IMF Scholarship Program for Asia, the International Development Studies Program, and the Japanese Government Young Leaders Program Scholarships

PERSONAL DATA

1. Full Name _____
as written in your passport.

Name to be used in correspondence, if different from above.
2. Date and Country of Birth _____ 3. Age (as of April 1st 2005) _____
MM/DD/YY country
4. Gender: ☐ male ☐ female 5. Marital Status: ☐ single ☐ married
6. Citizenship _____
(as written in your passport)
7. Present Employer _____
Does your organization belong to a central or regional authority? ☐ central ☐ regional
8. Present Position _____
9. Work Address _____

- tel: _____ fax _____ email _____
country code city code local number country code city code local number
10. Home Address _____

- tel: _____ fax _____ email _____
country code city code local number country code city code local number

11. Present Mailing Address: ☐ home☐ work☐ other, namely:tel _____ fax _____ email _____
country code city code local number country code city code local number**APPLICATION INFORMATION**

12. List names and locations of educational institutions attended, with dates of attendance and degrees attained or expected. Please attach academic transcripts from all colleges and universities listed.

Higher Education	Institution and Location	Dates (from-to)	Period of Schooling	Degree	Major
Undergraduate level			yes mons		
Graduate level			yes mons		
Total years of schooling (including elementary and secondary education)			yes mons		

13. [Optional] Undergraduate GPA _____ out of maximum GPA scale of (e.g. 4.0) _____, if available
-
- Please see appendix for GPA calculation procedure

14. [Optional] Graduate GPA _____ out of maximum GPA scale of _____, if available

15. [Optional] Undergraduate Class obtained or Passed Division _____, if available

16. [Optional] Graduate Class obtained or Passed Division _____, if available

17. Honors and Awards received:
-
- _____
-
- _____

18. TOEFL/IELTS scores or any other qualifications to show English proficiency:

TOEFL: _____ IELTS: _____
date score date score

- ☐ native English speaker
☐ obtained (under)graduate degree in English
☐ (under)graduate education instructed in English (please submit certificate)
☐ letter from university professor (*please submit)

All applicants should attach a photocopy of their TOEFL/IELTS score report or submit some other official documents certifying English language proficiency. Native speakers of English and those who received (under)graduate education in English are exempted from this requirement but the latter should submit an official document confirming that the language of instruction was English.

19. Will you apply for financial aid? (please choose one)

☐ Yes, I will apply for a scholarship allocated through GRIPS

☐ Yes, but I wish to enroll even when financial aid is not awarded (financial guarantee required)

☐ No, I will enroll at my own expense (financial guarantee required)

20. Do you intend to apply for the PhD program after having enrolled in Master's program at GRIPS?

☐ Yes, I wish to apply for the PhD program through GRIPS

2

☐ Not decided

21. List below two persons familiar with your past academic or professional activity whom you have requested letters of recommendation

	name	position and affiliation
1.		

name	position and affiliation
------	--------------------------

22. List all previous employment, starting with your current employment (please make sure to submit an official certificate of employment from the present employer)

[illegible]

- 2.9. Summarize your present duties and responsibilities (applicants, who are still studying but will have graduated by October, should describe their future career plans). Applicants with specific civil servant qualification and ranking (e.g. BCS, IAS, IRS, CSS) are also requested to provide the respective information. Please use only this space and pay special attention to completing this section, as it is often the principal source of information for evaluating the relevance of the program to the applicants' assignment, as well as the relative merits of each applicant.

[illegible]

24. Are there any other factors that you would like to have the admissions committee consider in evaluating your application (e.g. personal background, leadership role)?

25. Have you submitted the online application form?

☐ Yes Date of application _____ ID provided by GRIPS _____
MM/DD/YY

☐ No Please explain the reason _____

CERTIFICATION

I certify that to the best of my knowledge all information given above is correct and complete, and I understand that any omission or misinformation concerning enrollment in colleges or universities may invalidate my admission or result in dismissal.

Signature of applicant

date

Please make sure to submit the following documents together with this completed application form:

- 2 identical photographs 30 x 40 mm (the photo size should be strictly observed)
- 2 letters of recommendation in sealed envelopes
- official certificate of employment describing applicant's present job title and employer.
- official transcripts or official copies of transcripts from all undergraduate and postgraduate institutions previously attended*
- official copy of diploma or degree certificate from all undergraduate and graduate institutions previously attended*
- TOEFL/IELTS score report, or other official document demonstrating English proficiency level of those applicants whose undergraduate education was not conducted in English (GRIPS TOEFL code no. 9040, photocopy of your TOEFL/IELTS score report acceptable)

* An official copy means a certified true copy of the original document with an official seal obtained from the administration office of the university attended. Copies attested by organizations/persons not having notary/legal functions will not be accepted or considered for screening.

GRIPS

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Tokyo 162-8677
Japan

CERTIFICATE OF EMPLOYMENT

EMPLOYER DETAILS

Employer Name _____

Address _____

tel. _____ fax _____ email _____
country code city code local number country code city code local number

EMPLOYEE DETAILS

This is to certify that _____
full name of the applicant

has been employed by this organization from _____ to _____
MM/DD/YY MM/DD/YY

Present position, rank, responsibilities, etc.: _____

Name of person completing the form: _____

Position/Title: _____

Signature _____ Date _____



*Please Stamp or Seal of on this space

GRIPS

National Graduate Institute for Policy Studies

2-2 Wakamatsu-cho, Shinjuku-ku
Tokyo 162-8677
Japan

LETTER OF RECOMMENDATION

TO THE APPLICANT: Complete this section. Give this form to the person whom you have asked to recommend you. Upon receiving the sealed envelope from the recommender, add it to other application documents to be sent to GRIPS.

Applicant's Name _____
as written in your passport

Recommender's Name _____

TO THE RECOMMENDER: Please enclose the completed recommendation in a sealed envelope and sign it across the seal. Return the signed, sealed envelope to the applicant. If you prefer, you may write a separate letter and attach it to this form. This recommendation letter will remain confidential and will be used for the applications screening procedure only.

1. How long have you known the applicant? _____ years _____ months

2. In what capacity have you known the applicant?

3. How often have you seen him/her?

☐ daily ☐ weekly ☐ monthly ☐ rarely

4. In comparison with other students/staff in the same field whom you have known, how would you rate the applicant's overall academic or administrative ability?

- ☐ Truly Exceptional (one of the best you have known)
☐ Outstanding (highest 5%)
☐ Excellent (next highest 5%)
☐ Good (strong ability, but not in top 10%)
☐ Average (upper 50%)
☐ Below Average (lower 50%, but recommended)
☐ Not Recommended

5. Please evaluate as *excellent*, *average* or *poor*:

	<i>excellent</i>	<i>average</i>	<i>poor</i>
Academic Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for Graduate Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. (For university professors and instructors only)

Is the academic record indicative of the applicant's intellectual ability? If no, please explain.

7. Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher or educator. In describing such attributes as motivation, intellect, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills and reliability.

9. Additional comments, if any.

10. How would you evaluate the applicant's overall suitability as a candidate for admission to the Graduate Program at the National Graduate Institute for Policy Studies?

☐ outstanding ☐ good ☐ average ☐ poor

Name of person completing this form _____

Position/title _____

Organization _____

Address _____

phone _____ fax _____ email _____

Signature

date

GRIPS

National Graduate Institute for Policy Studies

2-2 Wakamatsu-cho, Shinjuku-ku
Tokyo 162-8677
Japan

LETTER OF RECOMMENDATION

TO THE APPLICANT: Complete this section. Give this form to the person whom you have asked to recommend you. Upon receiving the sealed envelope from the recommender add it to other application documents to be sent to GRIPS.

Applicant's Name _____
as written in your passport

Recommender's Name _____

TO THE RECOMMENDER: Please enclose the completed recommendation in a sealed envelope and sign it across the seal. Return the signed, sealed envelope to the applicant. If you prefer, you may write a separate letter and attach it to this form. This recommendation letter will remain confidential and will be used for the applications screening procedure only.

1. How long have you known the applicant? _____ years _____ months

2. In what capacity have you known the applicant?

3. How often have you seen him/her?

☐ daily

☐ weekly

☐ monthly

☐ rarely

4. In comparison with other students/staff in the same field whom you have known, how would you rate the applicant's overall academic or administrative ability?

☐ Truly Exceptional (one of the best you have known)

☐ Outstanding (highest 5%)

☐ Excellent (next highest 5%)

☐ Good (strong ability, but not in top 10%)

☐ Average (upper 50%)

☐ Below Average (lower 50%, but recommended)

☐ Not Recommended

5. Please evaluate as *excellent*, *average* or *poor*:

	<i>excellent</i>	<i>average</i>	<i>poor</i>
Academic Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for Graduate Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. (For university professors and instructors only)

Is the academic record indicative of the applicant's intellectual ability? If no, please explain.

7. Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher or educator. In describing such attributes as motivation, intellect, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills and reliability.

9. Additional comments, if any.

10. How would you evaluate the applicant's overall suitability as a candidate for admission to the Graduate Program at the National Graduate Institute for Policy Studies?

☐ outstanding ☐ good ☐ average ☐ poor

Name of person completing this form _____

Position/title _____

Organization _____

Address _____

phone _____ fax _____ email _____

Signature

date

How to calculate your GPA

If GPA is not indicated on your transcript, take the value of the grade earned and multiply by the number of credits earned for each course. Add "total value" and divide by the "total number of credits" earned to get GPA.

Example:

grade	value		# of credits		total value
A	4.0	x	3	=	12.00
B-	2.7	x	4	=	10.80
A-	3.7	x	3	=	11.10
C+	2.3	x	3	=	6.90
total			13	/	40.80
GPA				=	3.14

Value of Letter Grades

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0