

NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

APPLICATION GUIDE **2014-2015**



1. Before You Begin

Research your options

There may be different degree programs at GRIPS that can get you to your career goals. Check which programs are available and suitable for you. Information on each program can be accessed through the links below.

Master's Programs

YLP	Young Leaders Program - http://bit.ly/18pE47y
MP1	One-Year Master's Program of Public Policy - http://bit.ly/16IVYhC
MP2	Two-Year Master's Program of Public Policy - http://bit.ly/17xboGB
MEP	Macroeconomic Policy Program - http://bit.ly/17xbwWM
PF	Public Finance Program - http://bit.ly/17xbqOK
DMP	Disaster Management Policy Program - http://bit.ly/16IWaxr
EPP	Economics, Planning and Public Policy Program - http://bit.ly/18pEniD
JLC	Graduate Program in Japanese Language and Culture - http://bit.ly/12fjKyG

Ph.D. Programs

PA	Policy Analysis Program - http://bit.ly/14HxBz5
PP	Public Policy Program - http://bit.ly/128H8fK
SISP	Security and International Studies Program - http://bit.ly/17NhS7X
DM	Disaster Management Program - http://bit.ly/14kgWTR
STI	Science, Technology and Innovation Policy Program - http://bit.ly/13wxP9
SBED	State Building and Economic Development Program - http://bit.ly/10tBkRC
JLCD	Graduate Program in Japanese Language and Culture - http://bit.ly/159xG0U

Explore funding options

There are several ways to finance your education at GRIPS. They are described below.

Obtaining a scholarship allocated through GRIPS

A common way to finance your education at GRIPS is to obtain one of several scholarships allocated to GRIPS by various sponsoring organizations. To be considered for one of these scholarships, please tick the appropriate box on the Application Form. You do not need to apply for a scholarship separately. The specific scholarship will be determined by GRIPS based on eligibility requirements imposed by the scholarship providers (see GRIPS' website for details). Please note that scholarships are allocated on a competitive basis and that only a limited number of scholarships is available.

Obtaining external funding

As the number of scholarships available is limited, we urge you to explore funding opportunities that are offered by outside sources, including your own government. The Japanese government also provides scholarships on an open and competitive basis through the Japanese embassies. Applicants to these scholarships may select GRIPS as their preferred university. For details, please inquire at your local Japanese embassy.

Financing yourself

GRIPS is a national university and our tuition is relatively low.

Tuition & Fees

What	How much	How often	Due date
Application Fee	30,000 yen	Once	At the time of enrollment
Admission Fee	282,000 yen	Once	At the time of enrollment
Tuition Fee	535,800 yen	Yearly	Divided into two installments, due October 31 & April 30

Scholarships and Eligibility

Apply directly to GRIPS		
Scholarship	Eligible Programs	Eligibility Criteria
Japanese Government (MEXT)	MP1, MP2, PA, PP, SISP, STI, SBED	<ul style="list-style-type: none"> Under 35 years of age as of April 1, 2014 Nationals of countries with which Japan has diplomatic relations Non-residents of Japan
Asian Development Bank – Japan Scholarship Program (ADB-JSP)	MP1, MP2	<ul style="list-style-type: none"> Under 36 years of age as of April 1, 2014 Nationals of ADB borrowing member countries At least 2 years of work experience
Joint Japan/World Bank Graduate Scholarship Program (JJ/WBGSP)	PF (Tax)	<ul style="list-style-type: none"> Between 25 and 45 years of age, preferably below 40, as of April 1, 2014 Government officials from World Bank borrowing countries At least 3 years of work experience in tax policy and administration
Japan – WCO Human Resource Development Programme Scholarships	PF (Customs)	<ul style="list-style-type: none"> Preferably below 35 years of age as of April 1, 2014 Candidates must be chosen and nominated by their Customs Administrations. Every year, the WCO Secretary General invites nominations from Customs Administrations of selected WCO member countries. Eligible Countries in AY2014 At least 2 years of work experience in customs policy and administration
GRIPS Fellowship	PA, PP, SISP, STI, SBED	<ul style="list-style-type: none"> High academic distinction Nationals of countries other than Japan
ICHARM Research Assistantship	DM	<ul style="list-style-type: none"> Have research or practical experience of more than one year in the field of water-related risk management in organizations including universities, or have written a master's thesis related to water-related risk management.

Apply through a sponsoring organization		
Scholarship	Eligible Programs	Eligibility Criteria
Japanese Government - YLP-MEXT Scholarship	YLP (School of Government)	<ul style="list-style-type: none"> Under 40 years of age as of October 1, 2014 Government officials with at least 3 years of work experience in public administration Eligible countries: Australia, Bangladesh, Brunei Darussalam, Bulgaria, Cambodia, People's Republic of China, Czech Republic, Hungary, India, Indonesia, Kazakhstan, Republic of Korea, Kyrgyz, Lao P.D.R., Malaysia, Mongolia, Myanmar, Pakistan, Philippines, Poland, Romania, Singapore, Slovakia, Sri Lanka, Thailand, Turkey, Turkmenistan, Uzbekistan, and Vietnam
	YLP (School of Local Governance)	<ul style="list-style-type: none"> Under 40 years of age as of October 1, 2014 Government officials with at least 3 years of work experience in public administration Eligible countries: Cambodia, People's Republic of China, Czech Republic, Hungary, India, Indonesia, Kazakhstan, Republic of Korea, Lao P.D.R., Malaysia, Mongolia, Myanmar, Pakistan, Philippines, Poland, Romania, Thailand, Uzbekistan, and Vietnam
Japan-IMF Scholarship Program for Asia	MEP (One year), MEP (Two years)	<ul style="list-style-type: none"> Under 40 years of age as of October 1, 2014 Government officials and professionals who are involved in designing and implementing macroeconomic policies Eligible countries: Bangladesh, Bhutan, Cambodia, China, India, Indonesia, Kazakhstan, Kyrgyz Republic, Lao P.D.R., Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pacific Island countries, Papua New Guinea, Philippines, Sri Lanka, Tajikistan, Thailand, Timor-Leste, Turkmenistan, Uzbekistan, and Vietnam
JICA/Building Research Institute (BRI)	DMP (Seismology)	<ul style="list-style-type: none"> Between 25 and 40 years of age as of October 1, 2014 Eligible countries: Contact JICA Office or Embassy of Japan
	DMP (Tsunami)	<ul style="list-style-type: none"> Between 25 and under 40 years of age as of October 1, 2014 Eligible countries: Contact JICA Office or Embassy of Japan
JICA/Public Works Research Institute (PWRI)	DMP (Water)	<ul style="list-style-type: none"> Between 25 and 40 years of age as of October 1, 2014 Eligible countries: Contact JICA Office or Embassy of Japan
Indonesian Government Scholarship	EPP	<ul style="list-style-type: none"> Government officials in Indonesia who are pursuing a master's degree at a designated university
Japan Foundation Scholarship	JLC	<ul style="list-style-type: none"> Under 44 years of age as of April 1, 2014 Nationals of countries with which Japan has diplomatic relations (Taiwanese citizens are eligible to apply for this program) At least 2 years of experience teaching Japanese as a foreign language as of December 1, 2013 Japanese language teachers at institutions conducting Japanese-language education or governmental organizations (e.g., Ministry of Education)
JICA AUN/SEED-Net	DM	<ul style="list-style-type: none"> Under 35 years of age as of October 1, 2014 Eligible applicants must be from AUN/SEED-Net member institutions of Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Thailand, or Vietnam

Find out the deadline for your program

Your application and all supporting documents must reach GRIPS by the designated deadlines. Deadlines differ by program and by funding source so please check which deadline is applicable to you. Late or incomplete applications will not be considered.

Application Deadlines by Program and Funding Source

PROGRAM	FUNDING	APPLICATION DEADLINE	HOW TO APPLY
Master's			
Young Leaders Program			
YLP	YLP-MEXT	Varies	Japanese Embassy
Public Policy Program			
MP1 & MP2	MEXT, ADB	December 5, 2013	GRIPS online
	External funding, Self-financed	May 13, 2014	
Macroeconomic Policy Program			
MEP	IMF	December 10, 2013	IMF
	External funding, Self-financed	May 13, 2014	GRIPS online
Public Finance Program			
PF	WB (Tax), WCO (Customs)	February 20, 2014	GRIPS online
	External funding, Self-financed	May 13, 2014	
Disaster Management Policy Program			
DMP - Seismology	JICA-BRI	Varies	JICA or Japanese Embassy
DMP - Tsunami			
DMP - Water	JICA-PWRI	Varies	JICA or Japanese Embassy
	External funding, Self-financed	June, 2014 (tbd)	GRIPS paper-based
Economics, Planning and Public Policy Program			
EPP	Indonesian Government	February 21, 2014	GRIPS paper-based
Graduate Program in Japanese Language and Culture			
JLC	Japan Foundation	December 2, 2013	Japan Foundation or Japanese Embassy
Ph.D.			
PA	MEXT, GRIPS Fellowship, External funding, Self-financed	November 14, 2013	GRIPS online
PP			
SISP			
STI			
SBED			
DM	ICHARM, External funding, Self-financed	March 7, 2014	GRIPS paper-based
	JICA AUN/SEED-Net	October 25, 2013	AUN/SEED-Net
JLCD	External funding, Self-financed	December 2, 2013	GRIPS paper-based

Early notification option for externally-funded applicants (including self-financed)

The regular deadline for externally-funded applicants to MP1, MP2, MEP and PF is **May 13, 2014**. However, if you wish to receive an early notification, please submit your application along with all supporting documents by **December 5, 2013** for **MP1, MP2 and MEP**, or **February 20, 2014** for **PF**. Applying by the early deadline guarantees early screening and notification of admission decision.

Use one e-mail address for all GRIPS communications

We sometimes email applicants to request or clarify information and we often need a quick response. Provide an email address that you will check regularly and keep it until you enroll. Update your spam filters to ensure that you receive all GRIPS communications.

2. The Application Process

Application procedures and deadlines differ by program. Depending on the program, you can apply either directly to GRIPS or through a sponsoring organization.

Apply directly to GRIPS

Step 1

Online application for MP1, MP2, MEP (self-financed), PF, PA, PP, SISP, STI, and SBED

Fill out and submit an **Online Entry Form** (<https://gast.grips.ac.jp/entry/>). You will receive an ID and password by e-mail from the Admissions Office within three working days. Use your ID and password to access the Online Application Form. Complete the form and submit it to us.

Paper-based application for DMP-Water (self-financed), EPP, DM, and JLCD

Download the Application Form for your program from the GRIPS website:

DMP-Water (self-financed): forthcoming

EPP: download application form: <http://bit.ly/16EbvDU>

DM: forthcoming

JLCD: download application guide: <http://bit.ly/19dX2yx> and form: <http://bit.ly/GzvOX4> (in Japanese)

Step 2

Prepare all supporting documents (see Section 3). Make sure that all documents that are not in English are accompanied by an official translation prepared by an accredited translator or by the issuing organization and containing the seal of that organization. We will not accept your own translations.

Step 3

Send all supporting documents to:

Admissions Office
National Graduate Institute for Policy Studies (GRIPS)
7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677, JAPAN

Applicants are responsible for the timely delivery to GRIPS of all required documents. We strongly recommend that you send the documents by registered mail or courier service (e.g., EMS, FedEx, DHL) well ahead of the deadline.

All supporting documents (even those from people living in Japan) **MUST** be submitted via post. Walk-in submissions are not welcome.

Please note that any false or misleading statement or incomplete or inaccurate information you provide in your application may be the basis for denial of admission or, if admitted, dismissal from GRIPS.

All materials submitted by an applicant become the property of GRIPS and will not be returned.

Apply through the sponsoring organization

Contact the relevant sponsoring organization for further details.

Program	Contact organization
Young Leaders Program (YLP)	Embassy of Japan
Macroeconomic Policy Program (MEP)	IMF Regional Office for Asia and the Pacific
Disaster Management Policy Program (DMP)	JICA Office or Embassy of Japan
Graduate Program in Japanese Language and Culture (JLC)	Japan Foundation Office or Embassy of Japan
Disaster Management Program (DM)	AUN/SEED-Net

3. Supporting Documents

All documents must be in English. Documents in languages other than English must be accompanied by an official translation. To be official, the translation must have been done by the organization issuing the document or by an accredited translator.

Letters of recommendation, transcripts, and degree certificates (where applicable) must be submitted in sealed, unopened envelopes signed or stamped across the flap by the school authorities or recommenders. Faxed documents, documents in opened or unsealed envelopes, or digital copies sent by e-mail will not be accepted.

Do not attach any additional paper.

The following documents are required of all applicants.

- ☐ Completed **certificate of application** (on designated form)
- ☐ **1 clear photograph of your face** (30 x 40 mm). Please paste the photograph onto the certificate of application.
- ☐ **2 letters of recommendation** (on designated forms). The letters of recommendation must be written by faculty members or job supervisors who are familiar with your academic and/or professional abilities. Ideally, one recommendation letter should come from a former professor or an academic supervisor. Please ask the authors to enclose the completed recommendation letter in an envelope, seal the envelope, sign it across the flap, and return the letter to you or send it directly to GRIPS.
- ☐ **Certificate of employment** (on the designated form) (If you are currently employed). The certificate must state your present job title, job duties, and the name of your employer. Please include information on civil servant qualification (e.g., BCS, IAS, IRS, CSS) if applicable. The certificate of employment must bear the official seal and signature of the employer.
- ☐ **Official transcripts** from all undergraduate and graduate institutions attended. Official transcripts are transcripts issued by the university and bearing the seal or signature of the registrar. The transcript should contain the following information: the name of the degree awarded, the date of award, and the names of all courses taken with grades received. Copies of transcripts may be accepted instead of official transcripts provided that they have been certified by a notary public. Please note that copies attested by organizations/persons not having notary/legal functions will not be accepted. If you are currently attending a university, please submit the latest transcript.

If your transcript does not state the name of your degree, you must send us an official degree certificate OR a certified copy of your diploma. An official degree certificate is a certificate issued by the university and bearing the official seal of the university. It should state the name of your degree and the date the degree was awarded. A copy of your original diploma may be accepted instead of a degree certificate provided that the copy has been certified by a notary public.

Please note that copies attested by organizations/persons not having notary/legal functions will not be accepted. If you are currently attending a university, please submit an authorized statement of expected graduation. Do not send your original diploma as documents will not be returned.

- ☐ **Evidence of English ability** (except JLC and JLCD). We require the following test scores:
 - 1. IELTS: 6.0 or higher
 - 2. TOEFL (paper-based): 550 or higher
 - 3. TOEFL iBT: 79 or higher

To be official, test scores must be sent to us directly by the test center (GRIPS institution code for TOEFL is 9040). Please note that English test scores are valid for two years from the test date.

Applicants who have completed an undergraduate or graduate degree at an institution where the language of instruction was English may request a waiver of the English language proficiency requirement. We will make a decision about whether to grant you a waiver after reviewing your supporting documents.

- ☐ **Statement of purpose** (on designated form).
All applicants must submit a statement of purpose (300-500 words). Please state your purpose for studying at GRIPS, the area of study you wish to pursue, your short-term and long-term career goals, and how your qualifications and experience match the requirements of the program you are applying for. Summarize your present duties and responsibilities and describe how your studies at GRIPS might contribute to your career. If you are still in school, describe your future career aims and explain how your studies at GRIPS would help you achieve them.
- ☐ Copy of your **Certificate of Alien Registration** or **Residence Card** (only for applicants who are foreign nationals and who are currently residing in Japan).

For applicants to the PA and Ph.D. programs only

In addition to the above, **applicants to the PA and Ph.D. Programs** must submit the following documents:

- ☐ **Research proposal** (on designated form). The research proposal must contain a clear statement of the problem, a succinct review of the relevant literature, a research question or purpose, a description of the proposed methodology, and the rationale behind choosing that particular methodology.
- ☐ **Copy of your master's thesis** or equivalent. Applicants to the PA program who do not have a graduate degree may submit an undergraduate thesis or a course paper.

Additional documents required of externally funded and self-financed applicants

If you are not applying for a scholarship allocated through GRIPS, please provide a financial statement in addition to the above documents. You will be required to pay an application fee upon acceptance at GRIPS.

- ☐ **Financial statement.** Please submit one of the following documents showing that you have the necessary funds to cover the total cost of study (tuition and living expenses in Japan) by the deadline. The total cost of study has been estimated at JPY 2,700,000 for the first year. This amount may change slightly in subsequent years.
 1. A bank statement or an original letter from a bank dated within the past two months showing the necessary funds in Japanese yen or US dollars.
 2. An original award letter from a scholarship provider showing the total sum of the scholarship in Japanese yen or US dollars as well as the general terms and conditions of the scholarship.
 3. A statement from a sponsor (such as a relative) indicating the sponsor's ability and willingness to provide you with the necessary funds. The sponsor needs to provide proof of the necessary funds in the form of an original bank statement or an original letter from a bank dated within the past two months and showing the necessary funds in Japanese yen or US dollars.
- ☐ **Application fee**, due upon acceptance at GRIPS, in the amount of JPY 30,000 (please DO NOT pay the fee before we advise you to do so). The application fee must be paid by bank transfer to the account shown below. All applicable transfer charges will be borne by the applicant.

Bank name: Sumitomo Mitsui Banking Corporation
Branch name: Tokyo Koumubu, Japan 096
Account number: 151884
Account name: The National Graduate Institute for Policy Studies
Swift code (BIC code): SMBCJPJT

4. After You Apply

Notify GRIPS of any changes

You must notify GRIPS as soon as possible of any changes in your application that may occur after you have submitted the application form. In case of any changes in your employment information (e.g., promotion, transfer), you must re-submit the Certificate of Employment that certifies your new status within 30 days.

After you have submitted your online application, you can still access and update it. Once the status of your application has changed to “Documents received,” no further changes can be made. If you can no longer access your online application, please notify the Admissions Office of any changes by e-mail.

Admissions inquiries

If you have any questions or need further information, do not hesitate to contact us.

Email: admissions@grips.ac.jp

Phone: +81-3-6439-6046

Fax: +81-3-6439-6050

Important Dates and Deadlines

August, 2013	Online application opens for fall 2014 admissions.
Sept-Oct, 2013	Application deadline for YLP. Deadlines differ by country. Please check with your nearest Embassy of Japan.
October 25, 2013	Application deadline for DM applicants who apply for a JICA AUN/SEED-Net scholarship.
November 14, 2013	Application deadline for Ph.D. programs (except DM & JLCD).
December 5, 2013	Application deadline for MP1 and MP2 applicants who would like to be considered for a MEXT or ADB scholarship, and externally-funded and self-financed applicants to MP1, MP2, and MEP who wish to receive an early notification.
December 10, 2013	Application deadline for MEP applicants who apply for an IMF scholarship.
December 2, 2013	Application deadline for JLC and JLCD.
February 20, 2014	Application deadline for PF applicants who would like to be considered for a WB or WCO scholarship, and externally-funded and self-financed applicants to PF who wish to receive an early notification.
February 21, 2014	Application deadline for EPP.
March 7, 2014	Application deadline for DM. JICA AUN/SEED-Net scholarship recipients may apply for DM.
May 13, 2014	Application deadline for externally funded and self-financed applicants to MP1, MP2, MEP, and PF.
June, 2014 (tbd)	Application deadline for DMP.
