

NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

G-cube **- GRIPS Global Governance Program -**

APPLICATION GUIDE **2014-2015**

1. Before You Begin

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. You do not need to apply for a scholarship separately. Please note that scholarships are allocated on a competitive basis and that only a limited number of applicants will be rewarded.

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

Deadline for G-cube

Your application and all supporting documents must reach GRIPS by May 13, 2014.

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.

Scholarships and Eligibility

Scholarship	Eligible Programs	Eligibility Criteria
G3 Scholarship	G-cube	<ul style="list-style-type: none">• High academic distinction• Preference is given to government officials and those who are planning careers as government officials or in international organizations

2. The Application Process

You can apply directly to GRIPS.

Apply directly to GRIPS

Step 1

Online application for GRIPS Global Governance Program (G-cube)

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.

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.

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).
- ☐ **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 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

Screening Schedule

May 13, 2014	Application deadline for G-cube
June through July, 2014	Screening session in GRIPS
By the end of July, 2014	Notification of the final results