

# As of August 2015

# APPLICATION GUIDE

# ECONOMICS, PLANNING and PUBLIC POLICY PROGRAM

#  (LINKAGE MASTER’S PROGRAM) 2016-2017

# 1. ADMISSION OF FOREIGN STUDENTS

The academic year at GRIPS runs from October through September. The application deadline for the next academic year is February 29, 2016. The final result of screening for admission will be announced in April 2016.

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

# 2. SCHOLARSHIPS

The scholarship for the Economics, Planning and Public Policy Program (GRIPS-Indonesia Linkage Master’s Program) is provided by the Indonesian government.

# 3. THE APPLICATION PROCESS

You will NOT be registered as an applicant until we have received all of your supporting documents.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

# Ensure that all supporting documents meet our requirements (see Section 4). Send all supporting documents to the Admissions Office:

**Admissions Office**

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

**TEL: +81-3-6439-6046**

**Deadline: February 29, 2016**

A**pplicants 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.**

Applicants must send all supporting documents together in one package. In extenuating circumstances you may have your official transcripts and certificates of graduation/degree sent directly to us by the registrar. In such cases, please enclose a memo with your application explaining the circumstances.

All materials submitted by an applicant become the property of GRIPS and will not be returned. Please be sure to keep one copy of your application for your records.

4. 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. We will not accept your own translations.

Supporting documents, which can be prepared solely by the applicant, should be typed or printed wherever possible (A4 size paper and single-sided printing are preferable). If circumstances require, documents legibly handwritten with a pen or a ballpoint pen are acceptable.

Faxed documents or digital copies sent by e-mail will not be accepted.

Do not attach any additional documents apart from the items listed below.

The following documents are required of all applicants.

□ **Application for admission** (use designated form)

□ **1 clear photograph of your face** (30 x 40 mm)

Please paste the photograph onto the application for admission.

□ **2 letters of recommendation** (use designated form)

Each of your letters must contain both of the two A4 pages provided. Letters submitted that do not use our designated forms will not be accepted. They must be submitted in sealed, unopened envelopes signed across the flap by each recommender.

Your 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.

For details, please see the explanation on the designated form.

□ **Certificate of employment** (use designated form)

You are required to submit this if you are currently employed and will be given study leave from your employer upon getting admitted to GRIPS.

For details on required contents, please see the explanation on the designated form.

If you are planning to leave your job upon getting admitted to GRIPS you must submit two official documents; an original certificate of employment on official letter head which states your present job title, job duties, and the name of your employer, and your own letter in which you pledge to leave your job if getting admitted to GRIPS signed and dated. New graduates and those not currently employed need not submit this document.

□ **Official transcripts of academic record and graduation/degree certificates**

You must submit official transcripts and graduation/degree certificates from all undergraduate and graduate institutions attended. These must be documents issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities. You should request and receive your official transcripts and graduation/degree certificates from your university.

* Official transcripts of academic record

Official transcripts should contain the following information: the name of the degree awarded, the date of award, the names of all courses taken and grades received, and the grading scale. It is helpful to have the student’s rank in the class included in the information. If you are currently attending a university, please submit your most recent transcript.

* Official graduation/degree certificates

Official certificates should state the name of your degree and the date the degree was awarded. If you are currently attending a university, you must submit an authorized statement of expected graduation certifying the specific date of graduation and the title of the expected degree upon completion of the program. Do not send your original diploma, as documents will not be returned.

Important notes

* + Transcripts/certificates that have been opened are not acceptable.
	+ Transcripts/certificates without the institution’s official stamp or the signature of the registrar are not acceptable.
	+ If a university has a policy not to issue more than one official transcript/certificate, you may submit photocopies verified by the university. These must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.
	+ If a university cannot issue an official English transcript/certificate, you are required to submit both an official (photocopies are not acceptable) transcript/certificate written in its original language and bearing the institution’s stamp or the signature of the registrar and an English translation of the document, prepared by an accredited translator.

□ **Official evidence of English ability**

One of the following test scores is required:

1. IELTS (Academic Modules): 6.0 or higher

2. TOEFL PBT: 550 or higher

3. TOEFL iBT: 79 or higher

Please note that English test scores are valid for two years from the test date, and therefore tests must have been taken within two years of the date of admission.

Applicants who have completed or expect to complete an undergraduate or graduate degree at an accredited institution located in the USA, the UK, Canada, Australia, New Zealand, or Ireland will be automatically exempted from submitting an English test score.

Applicants who have completed or expect to complete an undergraduate or graduate degree at an institution where the language of instruction is English may request a waiver of the English language proficiency requirement. If you wish to apply for a waiver, you must submit, as evidence, official documents issued by the educational institution you attended certifying that your undergraduate or graduate education was conducted in English. Please note that granting your language waiver request is at the discretion of our screening committee and your request for a language waiver will be considered at the time of screening.

□ **Statement of purpose** (use designated form)

For details on required content, please see the explanation on the designated form.

# 5. AFTER YOU APPLY

**Notify GRIPS of any changes**

You must notify GRIPS by e-mail as soon as possible of any changes in your application that may occur after you have submitted the supporting documents. 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.

**Admissions inquiries**

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

Admissions Office

E-mail: admissions@grips.ac.jp

TEL: +81-3-6439-6046

FAX: +81-3-6439-6050



[For GRIPS use: Application ID ]

# APPLICATION FOR ADMISSION

Photograph

Please write your name on the back of the photo.

(30 x 40 mm)

# TO ECONOMICS, PLANNING and PUBLIC POLICY PROGRAM

 **(LINKAGE MASTER’S PROGRAM) 2016-2017**

 **(Type or print, and do NOT use “ALL CAPITAL LETTERS”)**

PERSONAL DATA

1. Full name:

 As written in your passport

2. Date of birth: 　 3. Age (as of October 1, 2016):

 Month/Day/Year

|  |  |  |  |
| --- | --- | --- | --- |
|  | Male |  | Female |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Single |  | Married |

4. Gender: 　 5. Marital status:

6. Citizenship:

 As written in your passport

7. Present employer (Name of organization) :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ( (Does your organization belong to a central or regional authority? |  | Central |  | Regional |  | Neither) |

8. Present position, department/section:

9. Work address:

Postal code: 　Country:

TEL: - FAX: -

Country code – complete number Country code – complete number

10. Home address:

Postal code: 　Country:

TEL: - FAX: -

Country code – complete number Country code – complete number

11. Present mailing address:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Work |  | Home |  | Other, namely (Fill in the following fields.) |

 Address:

Postal code: 　Country:

TEL: - FAX: -

Country code – complete number Country code – complete number

12. E-mail 1:

E-mail 2:

APPLICATION INFORMATION

13. List names of the undergraduate and graduate (if applicable) institutions you attended or are currently attending. Enter the names of the degrees you received and the dates of enrollment at each institution. If your official transcript or certificate of graduation/completion states your GPA, honors, class, or rank, enter this information as it is shown in your transcript.

|  |  |  |
| --- | --- | --- |
| Elementary education – secondary education(before higher education) | Dates (from–to)Month Year | Period of schooling |
|  | yearsmonths |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Higher education | Full name of institution & city | Period of attendance (from–to)Month Year | Period of schooling | Name of degree | GPA(if available) | Honors/class/rank/division(if available) |
| UndergraduateLevel(Bachelor’s) |  |  | yearsmonths |  |  |  |
|  |  | yearsmonths |  |  |  |
| Graduate level(Master’s/Doctoral) |  |  | yearsmonths |  |  |  |
|  |  | yearsmonths |  |  |  |
| Total number of years of schooling  (from elementary education to undergraduate/graduate education inclusive) | yearsmonths |

1. English proficiency:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | TOEFL iBT: |   |  |   |   |

 Score Month/Day/Year

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | TOEFL PBT: |   |  |   |   |

 Score Month/Day/Year

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | IELTS: |   |  |  |   |

SScore Month/Day/Year

|  |  |  |
| --- | --- | --- |
| Other information: |  | Undergraduate education instructed in English |
|  |  |  |
|  |  | Graduate education instructed in English |

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

1.

 Name Position and affiliation

2.

 Name Position and affiliation

16. List current and all previous employment **in reverse chronological order** starting with your most recent position.

|  |  |  |
| --- | --- | --- |
| Organization, type, & city | Dates (from-to)Month Year | Job title and description (maximum 20 words) |
|  |  |  |
|  |  |  |
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|  |  |  |

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 may invalidate my admission or result in dismissal.

Signature of the applicant Month/Day/Year

Please submit this application form along with other supporting documents **by courier or registered mail**.



LETTER OF RECOMMENDATION 2016-2017

|  |  |
| --- | --- |
| For GRIPS use: Application ID  |  |

TO THE APPLICANT: Please complete the section below and give this letter to two people who know you well. Have the recommender complete the form, put it in an envelope, seal the envelope, sign it across the flap, and return the letter to you. Include this letter with your application and all the other application materials when sending in your application.

|  |  |
| --- | --- |
| Your name: |  |
|  | As written in your passport |
| Recommender’s name: |  |

TO THE RECOMMENDER: Please write a recommendation letter for the above applicant, sign it, enclose it in an envelope, seal the envelope, and sign it across the flap. Return the sealed envelope to the applicant or send it directly to the GRIPS Admissions Office. This recommendation letter will remain confidential and will be used for application screening purposes only. You may attach additional sheets if the space provided is insufficient.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | How long have you known the applicant? |  | years |  | months |
| 2. | In what capacity have you known the applicant? |
|  |  |
| 3. | How often have you interacted with the applicant? |
|  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Daily |  | Weekly |  | Monthly |  | Rarely |

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

|  |
| --- |
|  |
|  |  | Outstanding (top 5%) |
|  |  | Excellent (top 10%) |
|  |  | Good (top 20%) |
|  |  | Average (top 50%) |
|  |  | Below average (lower 50%) |
|  |  | Unable to comment |

 |
|  |  |
| 5. | In comparison with other students/staff whom you have known in the same field, how would you rate the applicant’s overall **professional** ability?

|  |
| --- |
|  |
|  |  | Outstanding (top 5%) |
|  |  | Excellent (top 10%) |
|  |  | Good (top 20%) |
|  |  | Average (top 50%) |
|  |  | Below average (lower 50%) |
|  |  | Unable to comment |

 |
|  |  |
| 6. | Please evaluate the applicant in the areas below as excellent, average, poor, or unable to comment. |
|  |  | Excellent | Average | Poor | Unable to comment |
|  | Academic performance |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Intellectual potential |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Creativity & originality |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Motivation for graduate study |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| 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, intellectual potential, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations. |
|  |  |
|  |  |
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| 8. | Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills, and reliability. |
|  |  |
|  |  |
|  |  |
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|  |  |
| 9. | **For university professors and instructors only**Is the applicant’s academic record indicative of the applicant's intellectual ability? If no, please explain. |
|  |  |
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|  |  |
| 10. | Additional comments, if any. |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| 11. | How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at the National Graduate Institute for Policy Studies? |
|  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Outstanding |  | Good |  | Average |  | Poor |

 |

|  |  |
| --- | --- |
| Name of person completing this form: |  |
| Position/title: |  |
| Name of organization: |  |
| Address: |  |
| TEL: |  | FAX: |  | E-mail: |  |
|  | Country code - complete number |  | Country code - complete number |  |  |
| Signature: |  | Date: |  |
|  |  |  | Month/Day/Year |



CERTIFICATE OF EMPLOYMENT 2016-2017

for a One-year Master’s Program

|  |  |
| --- | --- |
| For GRIPS use: Application ID  |  |

This form must be completed by, or under the authority of, the employer or equivalent official. Please note that the official stamp or seal and signature by any person other than the above person will be considered as invalid.

|  |
| --- |
| **EMPLOYER DETAILS** |
| Name of organization: |  |
| Address: |  |
|  |  | Postal Code:  |  |
| TEL: |  | FAX: |  | E-mail: |  |
|  | Country code - complete number |  | Country code - complete number |  |  |

EMPLOYEE DETAILS

|  |  |
| --- | --- |
| This is to certify that |  |
|  | Full name of applicant |
| has been employed by this organization from   |  | to |  |
|  |  | Month/Day/Year |  | Month/Day/Year |
| Present position, rank, and responsibilities: |  |
|  |
| Civil servant qualification, if applicable: |
|  |

LEAVE OF ABSENCE APPROVAL

I will approve a leave of absence for the above employee to study at GRIPS if he/she is admitted for the duration of one year.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Authorized person completing the form:** |  |
| Name: |  |  |
| Position/Title: |  |  |
| Signature: |  |  |
| Date: |  |  |
|  | Month/Day/Year |  | Please put an official stamp or seal in this space.If the official stamp or seal is in your local language and an English version is not available, please write its English translation in the margin of the form. |

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STATEMENT OF PURPOSE 2016-2017

|  |  |
| --- | --- |
| For GRIPS use: Application ID  |  |

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. (300-500 words)