

NATIONAL GRADUATE INSTITUTE
FOR POLICY STUDIES

**ONLINE APPLICATION
GUIDE
2016-2017**

GRIPS Global Governance Program (G-cube)

*Domestic Application
(for Applicants Residing in Japan)*

Additional Recruitment



Last Updated: December 2, 2015

1. Before You Begin

Research your options

Information on the GRIPS Global Governance Program (G-cube) (five-year Ph.D. program) can be accessed through the link below.

http://www.grips.ac.jp/en/education/phd_programs/g-cube/

You can apply only once to GRIPS in an academic year. This means that you cannot apply again in the same academic year to any GRIPS program after you have been rejected from your first choice, even if you choose a different funding option.

Fees and tuition expenses

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

*Transaction fees and other handling charges must be paid by the applicants.

Please tick the appropriate box on the Application Form and provide a financial statement and a payment slip showing payment of the application fee at the time of application. For details, please refer to Section 3, Supporting Documents.

Applicants who are currently MEXT Scholarship students studying at universities in Japan and who wish to enroll at GRIPS by extending their MEXT Scholarship are exempt from paying the application fee, admission fee, and tuition.

Obtaining a scholarship allocated through GRIPS

Applicants for the GRIPS Global Governance Program (G-cube) are eligible to apply for a full scholarship allocated through GRIPS.

To be considered for the scholarship, please tick the appropriate box on the Application Form. You do not need to apply for the scholarship separately. Please note that scholarships are allocated on a competitive basis and that only a limited number of scholarships are available.

However, 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.

Scholarship Eligibility and Details (as of 2015)

Scholarship	Eligible Programs	Eligibility Criteria	Scholarship Coverage
G-cube Fellowship	G-cube	<ul style="list-style-type: none"> High academic distinction 	<ul style="list-style-type: none"> Monthly stipend: JPY148,000 at least Application fee, admission fee, and tuition An economy-class air ticket from Japan to your home country upon completion of your studies at GRIPS

Find out the deadline for your program

Your application and all supporting documents must reach GRIPS by the designated deadline. It is your responsibility to prepare all supporting documents far enough in advance so as to meet the designated deadline. Incomplete applications and applications received after the deadline will not be considered.

Please note that access to the Online Entry Form will be closed around one week prior to the deadline for Online Application and supporting documents.

Application Deadlines

Application Deadline		Enrollment
Online Entry	Online Application & Supporting Documents	
May 9, 2016 17:00 (JST)	May 16, 2016 17:00 (JST)	October 2016

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

Selection for admission is based on the evaluation of supporting documents submitted by the applicants. Before starting your application, please carefully review the following application process and deadline.

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

Those who have applied to GRIPS in previous years and wish to reapply this year must obtain a new ID and password. Furthermore, any supporting documents you submitted previously cannot be used for this year's application.

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.

Step 1

Online Entry Form

Fill out and submit the Online Entry Form (<https://gast.grips.ac.jp/entry/>). Make sure to select "Japan" as your country of residence.

The Admissions Office will get back to you by email with an ID and a password for the Online Application and the designated forms for supporting documents within three working days (by Japanese calendar).

Step 2

Online Application Form

Use your ID and password to access GRIPS's portal **G-way** (<https://gportal.grips.ac.jp/fw/dfw/ASTSV004/>). Complete and submit the Online Application Form.

Step 3

Supporting documents

Use the designated forms and ensure that all supporting documents meet our requirements (see Section 3). 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
Phone: +81-3-6439-6046

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 well ahead of the deadline.

Applicants must send all supporting documents, except for the original TOEFL/IELTS test score(s) and in some cases letters of recommendation, 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 supporting documents must be submitted via post. Walk-in submissions will not be accepted.

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.

Application status

Once you have access to G-way with your ID and password, you can check your application status online anytime you like. Please choose “Check Application Status” from the dropdown menu. Your application status will be one of the following:

1. “Entry Form submitted” means that you already have an application ID and password and can now submit the Online Application Form.
2. “Online Application Form submitted” means that you should now submit all supporting documents. Make sure to submit them before the deadline.
3. “Online Application closed” means that you have missed the deadline. Your application will not be accepted.
4. “Supporting documents received” means that the Admissions Office has received your supporting documents and is currently checking them.
5. “Screening session ongoing” means that your application is currently being evaluated by the Admissions Committee.
6. “Final result”

Protection of personal information

All personal information that we receive from applicants will be used solely for the purposes of admissions screening, collecting statistical information, student registration, educational affairs, and collection of tuition. All information provided by applicants in their applications and supporting documents will remain confidential.

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. 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.

When your supporting documents have reached the Admissions Office, the status of your application will change to “Supporting documents received.”

The following documents are required of all applicants.

- Certificate of application** (use designated form)
- Application card and photograph card** (use designated form)
- 3 clear photograph of your face** (30 x 40 mm)
Please paste the photographs onto the certificate of application, the application card and the photograph card.
- 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

Test scores must be sent to us directly by the test center (GRIPS institution code for TOEFL is 9040). Test scores sent by applicants will not be accepted. 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 a 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 a 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 the granting of your language waiver request is at the discretion of our screening committee and that 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.

- Certificate of health** (use designated form)

You must undergo a medical examination within three months of the deadline and have a certified physician fill out the designated form.

- Payment slip of the application fee (JPY 30,000)** (use designated form)

Please make sure to pay at a bank counter, not use an ATM or internet. You must bear applicable transfer charges. Please be sure to pay by 14:00 on the day of the deadline, otherwise the funds will not reach GRIPS in time. If the application fee has been paid and the application has been received by us, the fee will not be returned for any reason.

Applicants who are currently MEXT Scholarship students studying at universities in Japan and who wish to enroll at GRIPS by extending their MEXT Scholarship are exempt from paying the application fee.

- Financial statement** if you are not applying for a scholarship allocated through GRIPS.

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). 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. An original 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. An original 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.

Applicants who are currently MEXT Scholarship students studying at universities in Japan and who wish to enroll at GRIPS by extending their MEXT Scholarship are required to provide official proof of their status upon request from GRIPS.

- 2 self-addressed stamped envelopes** (size of the envelop: 120 x 235 mm)

Please write your name, address and postal code and paste JPY 392 worth of stamps on each envelope.

- Copy of your **Residence Card** if you are a foreign national.

- Research proposal** (use designated form)

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

- Copy of your master's thesis or equivalent**

Applicants who do not have a graduate degree must submit an undergraduate thesis or a course paper. If your master's thesis or its equivalent was written in a language other than English, please prepare and submit an English version of the abstract. In this case, you do not need to submit your master's thesis or its equivalent.

4. After You Apply

Notify GRIPS of any changes

You must notify GRIPS by email as soon as possible of any changes in your application that may occur after you have completed your application. 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.

Even after you have submitted your online application form, you can still access and update it until your supporting documents have reached the Admissions Office. Please note that no further changes can be made once your supporting documents have reached us and the status of your application has changed to “Supporting documents received”.

Admissions schedule

Once we have received your complete application with supporting documents, it is sent to our screening committee and the status of your application changes to “Screening session ongoing”.

1st screening (document screening)

The results of the screening will be announced by mail within two months after the application deadline.

There will be a 2nd screening (interview) for the applicants who have passed the 1st screening. The details of the 2nd screening will be provided in the notification.

2nd screening (interview)

The final results will be announced by mail within two months after the 2nd screening. Once the results have been announced, the status of your application changes to “Final result”.

We do not respond to any individual inquiries about reasons for non-acceptance.

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

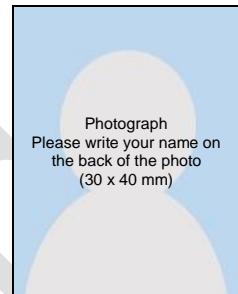
Forms differ by program. Make sure to use the forms sent from the Admissions Office by email.



NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

CERTIFICATE OF APPLICATION 2016-2017
for a Ph.D. Program
(Domestic Application)

GRIPS ID: 1600XX Nationality: USA
Name: John Smith
Address: 1-2-3 Roppongi, Minato-ku, Tokyo, JAPAN
Zip Code: 123-4567
Phone: +81-3-1234-1111 Fax: +81-3-1234-9999
Country code - complete number Country code - complete number
Email: johnsmithusa@xxxx.com



Program you are applying for (Please tick one box only)

Five-year Ph.D. Programs

- GRIPS Global Governance Program (G-cube)
 Policy Analysis Program (PA)

Three-year Ph.D. Programs

- Public Policy Program (PP)
 Security and International Studies Program (SISP)
 State Building and Economic Development Program (SBED)
 Science, Technology and Innovation Policy Program (STI)

Preferred enrollment for PA, PP, SISP, or STI (Please tick one box only)

- April 2016 * For PA, this is possible in exceptional circumstances.
 October 2016

Funding

How are you planning to fund your studies at GRIPS?

- I will finance myself.
 I will obtain funding from other institutions (including a MEXT scholarship extension)
 I would like to be considered for a scholarship allocated through GRIPS.

I certify that to the best of my knowledge all information given in the Online Application Form is correct and complete, and I understand that any omission or misinformation may invalidate my admission or result in dismissal.

Signature of the applicant: John Smith

Date: October 26, 2015
Month/Day/Year

Please submit this certificate to the Admissions Office along with other supporting documents by courier or registered mail.



LETTER OF RECOMMENDATION 2016-2017

GRIPS ID: 1600XX

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: John Smith
As written in your passport

Recommender's name: Ichiro Tanaka

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? 5 years 8 months
2. In what capacity have you known the applicant?
As a supervisor for his bachelor's thesis at Toutou University
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual potential	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & originality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for graduate study	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Forms differ by program. Make sure to use the forms sent from the Admissions Office by email.

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.

He was ...

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

When he did ...

9. **For university professors and instructors only**
Is the applicant's academic record indicative of the applicant's intellectual ability? If no, please explain.

He is ...

10. Additional comments, if any.

He would ...

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: Ichiro Tanaka

Position/title: Professor, Department of Public Administration

Name of organization: Toutou University

Address: X-22-XAoyama, Minato-ku, Tokyo, 106-8XXX, JAPAN

Phone: +81-3-6000-60XX Fax: +81-3-5000-50XX Email: ichitaxxx@toutou.ac.jp
Country code - complete number Country code - complete number

Signature: Ichita Date: October 13, 2015

Month/Day/Year



NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

CERTIFICATE OF EMPLOYMENT 2016-2017
for a Ph.D. Program

GRIPS ID: 1600XX

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: The Research Center of the National Graduate Institute for Policy Studies

Address: 7-XX-1 Roppongi, Minato-ku, Tokyo, JAPAN

Zip Code: 106-8677

Phone: +81-3-6439-60XX

Country code - complete number

Fax: +81-3-6439-60XX

Country code - complete number

Email: gripsxxxx@grips.ac.jp

EMPLOYEE DETAILS

This is to certify that John Smith

Full name of applicant

has been employed by this organization from June 1, 2011 to Present

Month/Day/Year

Month/Day/Year

Present position, rank, and responsibilities: Researcher, conducting security issue projects
and reporting to the headquarters.

Civil servant qualification (e.g., BCS, IAS, IRS, CSS), if applicable:

This applies to applicants from Bangladesh, India and Pakistan.

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 (please tick the appropriate box)

- One year
 Two years
 Three years
 Four years
 Five years

Authorized person completing the form:

Name: Taro Yamada

Position/Title: Personnel Director

Signature: Taro Yamada

Date: November 20, 2015

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.

Forms differ by program. Make sure to use the forms sent from the Admissions Office by email.



NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

GRIPS

STATEMENT OF PURPOSE 2016-2017

GRIPS 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)

[My main purpose of studying is ...](#)

SAMPLE

Forms differ by program. Make sure to use the forms sent from the Admissions Office by email.



NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

GRIPS

RESEARCH PROPOSAL 2016-2017
for a Ph.D. Program

GRIPS ID:

For applicants to five-year and three-year Ph.D. programs only

(Please write 2-4 pages in total; you can change the size of the boxes.)

Background (1-2 paragraphs)

Please describe a policy issue or issues you would like to address and their significance. Your description should include not only a description of your country, organization, or recent events but also an analysis of the problem you plan to address and its importance. Your description should make clear the purpose of your study at GRIPS.

My country is facing ...

Research Question(s)

Please state your research question(s).

My research question is ...

Forms differ by program. Make sure to use the forms sent from the Admissions Office by email.

Methodology (4-6 paragraphs)

Please indicate the specific methodology you plan to use. Your description may include an explanation of the analytical framework, data, or statistical techniques you would like to use. Please provide sufficient detail so that we can determine the feasibility of your research plan.

In order to analyze ...

Contribution/Policy Implications (2-4 paragraphs)

Please describe the expected output of your study and indicate how the results of your study can help solve the policy problem you described earlier.

Considering all the factors ...