

2016-2017  
GRIPS and PWRI/ICHARM  
Disaster Management Policy Program  
Water-related Disaster Management Course

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*as of April 2016*

**APPLICATION GUIDE**

**1. ADMISSION**

The overall goal of this master's program is to develop the student's capacity to practically manage the problems and issues concerning water-related disasters in local levels and to contribute for socio-economic and environmental improvements in regional and national levels in developing countries. Students are expected to become an independent investigator in the areas of integrated flood disaster management, who is equipped with the most advance technical and legal know-how to enhance the basic understand of the challenges of flood risks and to translate this knowledge back to a practical water-related disaster reduction strategies including poverty reduction and the promotion of sustainable development at local, national and regional level.

The academic year runs from October through September. Students must spend one year at GRIPS and PWRI/ICHARM, which is sufficient for those students who study intensively to satisfy all the requirements for a master's degree.

To be eligible for admission to this master's program, an applicant

- 1) must be university graduates, preferably in civil engineering, water resource management, or disaster mitigation, or related department.
- 2) must have working knowledge of civil engineering, especially of hydraulics and hydrology.
- 3) must be proficient in basic computer skills.
- 4) must be proficient in English --- with a minimum test score of TOEFLiBT 79, TOEFL PBT 550, IELTS (Academic Modules) 6.0 or its equivalent.
- 5) must be in good health, both physically and mentally, to participate in the program in Japan.

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. Some of the applicants may be requested to take an oral interview.

**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.

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

**Deadline: May 16, 2016**

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.

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.

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.

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.

Please be informed that this guide is only for applicants who are residing in countries other than Japan. If you reside in Japan during the period from the time of application until admission, you are considered a domestic applicant. You should contact the Admissions Office to seek information about the domestic application process prior to applying.

If you plan to move to Japan or leave Japan in the near future, you should contact the Admissions Office for clarification prior to applying.

### **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.

The following documents are required of all applicants.

**Application form** (use designated form)

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

Please paste the photograph onto the application form.

**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 all your 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 class included in the information. If you are currently attending a university, please submit your most 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 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 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.

**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). 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.

**Application fee**, due upon request from GRIPS, in the amount of JPY 30,000.

Please DO NOT pay the fee before we advise you to do so. If the application fee has been paid and the application has been received by us, the fee will not be returned for any reason.

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. FEES AND TUITION EXPENSES**

What	How much	How often	Due date
Application Fee	30,000 yen	Once	Upon request from GRIPS
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. You are required to provide a financial statement at the time of application. For details, please refer to 3. Supporting Documents.

**5. 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 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 results**

Once we have received your complete supporting documents, it is sent to our screening committee. The final results of screening are announced by email by the end of July 2016. Both successful and unsuccessful applicants receive the notification email. 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.

E-mail: [admissions@grips.ac.jp](mailto:admissions@grips.ac.jp)

TEL: +81-3-6439-6046

FAX: +81-3-6439-6050

2016-2017  
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**APPLICATION FORM**

(Type or print, and do NOT use "ALL CAPITAL LETTERS.")

**PERSONAL DATA**

Photographs  
Please write your  
name on the back of  
the photo  
(30 x 40 mm)

1. Full name: \_\_\_\_\_  
As written in your passport.
2. Date of birth: \_\_\_\_\_ 3. Age (as of **October 1, 2016**): \_\_\_\_\_  
Month/Day/Year
4. Gender:  Male  Female 5. Marital Status:  Single  Married
6. Nationality: \_\_\_\_\_  
(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. Preferred 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: \_\_\_\_\_



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

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

# Disaster Management Policy Program by GRIPS and PWRI/ICHARM

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## **LETTER OF RECOMMENDATION 2016-2017**

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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: \_\_\_\_\_

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**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.

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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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for graduate study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

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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

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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



# Disaster Management Policy Program by GRIPS and PWRI/ICHARM

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## **STATEMENT OF PURPOSE 2016-2017**

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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)