

NATIONAL GRADUATE INSTITUTE  
FOR POLICY STUDIES

**ONLINE APPLICATION  
GUIDE  
2017-2018**

*Domestic Application  
(for Applicants Residing in Japan)*



Last Updated: November 10, 2016

# 1. Before You Begin

## Research your options

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

### Master's Programs

- MP1 One-Year Master's Program of Public Policy (MP1)  
[http://www.grips.ac.jp/en/education/inter\\_programs/policy/](http://www.grips.ac.jp/en/education/inter_programs/policy/)
- MP2 Two-Year Master's Program of Public Policy (MP2)  
[http://www.grips.ac.jp/en/education/inter\\_programs/policy2/](http://www.grips.ac.jp/en/education/inter_programs/policy2/)
- MEP Macroeconomic Policy Program (One year Program or Two year Program)  
[http://www.grips.ac.jp/en/education/inter\\_programs/transition/](http://www.grips.ac.jp/en/education/inter_programs/transition/)
- PF Public Finance Program  
[http://www.grips.ac.jp/en/education/inter\\_programs/finance/](http://www.grips.ac.jp/en/education/inter_programs/finance/)

### Ph.D. Programs

#### • Five-year Ph.D. Programs

- G-cube GRIPS Global Governance Program (G-cube)  
[http://www.grips.ac.jp/en/education/phd\\_programs/g-cube/](http://www.grips.ac.jp/en/education/phd_programs/g-cube/)
- PA Policy Analysis Program  
[http://www.grips.ac.jp/en/education/phd\\_programs/analysis/](http://www.grips.ac.jp/en/education/phd_programs/analysis/)

#### • Three-year Ph.D. Programs

- PP Public Policy Program  
[http://www.grips.ac.jp/en/education/phd\\_programs/public/](http://www.grips.ac.jp/en/education/phd_programs/public/)
- SISP Security and International Studies Program  
[http://www.grips.ac.jp/en/education/phd\\_programs/security/](http://www.grips.ac.jp/en/education/phd_programs/security/)
- SBED State Building and Economic Development Program  
[http://www.grips.ac.jp/en/education/phd\\_programs/state\\_building/](http://www.grips.ac.jp/en/education/phd_programs/state_building/)
- STI Science, Technology and Innovation Policy Program  
[http://www.grips.ac.jp/en/education/phd\\_programs/innovation/](http://www.grips.ac.jp/en/education/phd_programs/innovation/)

Applicants are not allowed to apply for more than one program.

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.

### Ph.D. Programs in PP, SISP, and STI Taught in Japanese

If your Japanese language ability is sufficient for taking classes in Japanese, you may choose to apply for one of the three Ph.D. programs taught in Japanese. Please follow the Japanese version of the application guide available on our website (<http://www.grips.ac.jp/jp/admissions/guidelines/>).

## 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.

You are required to provide a financial statement and a payment slip showing payment of the application fee at the time of application. For details, please refer to 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 (Ph.D. programs only)

Applicants for the Ph.D. programs are eligible to apply for full scholarships allocated through GRIPS. There is no such scholarship option for those applying for the master's programs.

To be considered for one of these scholarships, please select the appropriate funding option when you fill out the Online Entry 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 August 2016)

Scholarship	Eligible Programs	Eligibility Criteria	Scholarship Coverage
G-cube Fellowship	G-cube	<ul style="list-style-type: none"> <li>High academic distinction</li> </ul>	<ul style="list-style-type: none"> <li>Monthly stipend: minimum JPY148,000</li> <li>Admission fee and tuition</li> <li>An economy-class air ticket from Japan to your home country upon completion of your studies at GRIPS</li> </ul>
GRIPS Fellowship	PA, PP, SISP, SBED, STI	<ul style="list-style-type: none"> <li>High academic distinction</li> <li>Nationals of countries other than Japan</li> </ul>	<ul style="list-style-type: none"> <li>Monthly stipend: JPY147,000 (PA (during master's course)), JPY148,000 (PA (during Ph.D. course), PP, SISP, SBED, STI)</li> <li>Admission fee and tuition</li> <li>An economy-class air ticket from Japan to your home country upon completion of your studies at GRIPS (only available upon conferral of the student's doctoral degree within 3 years)</li> </ul>

### Find out the deadline for your program

Your application and all supporting documents must reach GRIPS by the designated deadlines. 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.

Deadlines differ by program and by funding source so please check which deadline is applicable to you. Please note that access to the Online Entry Form will be closed one week prior to the deadline for Online Application and supporting documents.

### Application Deadlines

Program		Application Deadline		Enrollment
		Online Entry	Online Application & Supporting Documents	
Master's	MP1, MP2, MEP	May 8, 2017 17:00 (JST)	May 15, 2017 17:00 (JST)	October 2017
	PF			September 2017
Ph.D.	G-cube, PA, PP, SISP, SBED, STI	November 4, 2016 17:00 (JST)	November 11, 2016 17:00 (JST)	April 2017 or October 2017 (SBED: October 2017 only. PA: April 2017 is possible in exceptional circumstances.)
	G-cube, PA, PP, SISP, SBED, STI	May 8, 2017 17:00 (JST)	May 15, 2017 17:00 (JST)	October 2017

### Application Deadlines for Scholarship-seeking Applicants

Program	Scholarship	Application Deadline		Enrollment
		Online Entry	Online Application & Supporting Documents	
Ph.D.	G-cube	November 4, 2016 17:00 (JST)	November 11, 2016 17:00 (JST)	April 2017 or October 2017 (SBED: October 2017 only. PA: April 2017 is possible in exceptional circumstances.)
	PA, PP, SISP, SBED, STI			

### Use one e-mail address for all GRIPS communications

We sometimes e-mail applicants to request or clarify information and we often need a quick response. Provide an e-mail 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 information submitted online and supporting documents submitted. 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.

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 send you an ID and a password by e-mail.

### **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. As part of the online application process, you are required to complete a video interview.

### **Step 3**

#### **Supporting documents**

Download the designated forms from G-way and ensure that all supporting documents meet our requirements (see Section 3). Send the required supporting documents to the Admissions Office by post. Walk-in submissions will not be accepted.

**Admissions Office  
National Graduate Institute for Policy Studies (GRIPS)  
7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677, JAPAN  
TEL: +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 required supporting documents, except for the original TOEFL/IELTS test score(s), 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.

## Application status

Once you have access to G-way with your ID and password, you can check your application status online anytime you like. 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"
7. "Not screened" means that your supporting documents have not reached the Admissions Office by the deadline. Please reapply next year.

## 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.

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."

- Application card and photograph card** (use the designated form)
- 2 clear photograph of your face** (30 x 40 mm)  
Please paste the photographs onto the application card and the photograph card.
- 2 letters of recommendation** (submit online or use the designated form)  
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.

You are required to request each of your recommenders to write a letter of recommendation via the Online Application Form. Your requests will be sent to your recommenders by e-mail. Each recommender will be requested to submit a letter of recommendation online. We strongly suggest that you inform your recommenders about this process and the submission deadline well ahead of the sending of the requests.

If your recommender(s) cannot submit letter(s) online, you are required to obtain the letter(s) from your recommender(s) using the designated form and submit it (them) by post along with the rest of your supporting documents, all in one package. The form is available in the Online Application 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 the recommender. For details, please see the explanation on the designated form.

- Certificate of employment** (submit online or use the designated form)

You are required to submit this if you are currently employed.

You are required to request your employer to prepare a certificate (including a leave of absence approval, if applicable) via the Online Application Form. Your request will be sent to your employer by e-mail. Your employer will be requested to submit a certificate of employment online. We strongly suggest that you inform your employer about this process and the submission deadline well ahead of the sending of the request.

If your employer cannot submit a certificate online, you are required to obtain one from your employer using the designated form and submit it by post along with the rest of your supporting documents, all in one package. The form is available in the Online Application Form. For details on required contents, please see the explanation on the designated form.

New graduates and those not currently employed need not submit this document.

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

You must submit by post 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 program/course, the enrollment period, 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 transcript/certificate (photocopies are not acceptable), written in its original language and bearing the institution's stamp or the signature of the registrar, and an official English translation of the document, prepared by an accredited translator.
- If official transcripts do not include the grading scale, you are required to request the university to issue an official letter providing the details of the grading scale. That letter should be enclosed in the same envelope as the transcripts.
- Provisional or temporary graduation/degree certificates are not acceptable.

- Official evidence of English ability**

One of the following test scores is required:

1. TOEFL PBT: 550 or higher
2. TOEFL iBT: 79 or higher
3. IELTS (Academic Modules): 6.0 or higher

Test scores must be sent directly to us by post from 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. A TOEFL ITP score is not acceptable.

How to apply for a waiver of the English language proficiency requirement  
(Please note that there two categories in our English test exemption policy.)

Category 1: 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.

Category 2: 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 such 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 entirely in English. This document must be issued by the university and bear the seal or signature of the registrar, and it must be submitted in a sealed, unopened envelope with the university logo and address noted; the envelope must be signed or stamped across the flap by the issuing school authority.

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. This means that there is a possibility that your waiver request will be denied. If possible, we strongly recommend you to take a TOEFL or IELTS test prior to your application.

**Certificate of health** (use the designated form)

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

**Application fee payment slip (JPY 30,000)** (use the designated form)

Please make sure to pay at a bank counter; do 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) by post along with the rest of your supporting documents, all in one package. 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.

### Additional documents required of five-year/three-year Ph.D. Programs applicants

- Hard copy of your master's thesis or equivalent**

Applicants to the five-year Ph.D. programs (G-cube and PA) who do not have a graduate degree must submit an undergraduate thesis or a course paper by post along with the rest of their supporting documents, all in one package. 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.

If you are currently a student, you can submit the thesis you have been working on even if it is incomplete. If you think it is not enough, you can also submit a term paper or some other paper related to your research. If your master's program does not require a thesis, you can submit a paper that you wrote during your study and that is related to your area of research.

## 4. 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 completed your application. In case of any changes in your employment information (e.g., promotion, transfer), you must submit a certificate of employment that certifies your new status within 30 days, using the designated form, by post. The form is available via the links shown in the EMPLOYMENT section of the Online Application Form.

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 normally 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 normally 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.

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