

NATIONAL GRADUATE INSTITUTE
FOR POLICY STUDIES

**ONLINE APPLICATION
GUIDE
2019-2020**

*Domestic Application
(for Applicants Residing in Japan)*



Last Updated: September 26, 2018

1. Before You Begin

Research your options

There may be several different degree programs at GRIPS that can get you to your career goals. The following are the programs for which application must be made online directly to GRIPS. 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/
- MP2 Two-Year Master's Program of Public Policy (MP2)
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/
- PF Public Finance Program
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/
- PA Policy Analysis Program
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/
- SISP Security and International Studies Program
http://www.grips.ac.jp/en/education/phd_programs/security/
- STI Science, Technology and Innovation Policy Program
http://www.grips.ac.jp/en/education/phd_programs/innovation/

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

Applicants are not allowed to obtain more than one ID (see Section 2, The Application Process, Step 1, Online Entry Form) in an academic year.

You can apply to GRIPS only once in an academic year. This means that if your application to a GRIPS program has been rejected, you cannot make another application to any GRIPS program in that year, even if you choose a different funding option.

If you want to apply to one of our programs but it is not included in the list above, it may be a program for which you must file a paper application or file through a sponsoring organization. Please visit our web page "How to Apply" (<http://www.grips.ac.jp/en/admissions/apply/>) and check the application procedures for your program of interest.

Please be informed that this guide is only for applicants who are residing in Japan. If you are expected to graduate from a school in Japan or plan to leave Japan in the near future, you should contact the Admissions Office for clarification and to seek information about the application process prior to applying. Please note that if your current resident status in Japan is "Student" and you are currently enrolled at a school, you must leave Japan immediately after graduating from your current school unless you enroll at another school immediately after graduation.

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 applicant.

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 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 (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. The Japanese government also provides scholarships on an open and competitive basis through your local Japanese embassy. However, GRIPS no longer accepts applications under this category.

Scholarship Eligibility and Details (as of August 2018)

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: minimum JPY148,000 (after tax deducted) Admission fee and tuition An economy-class air ticket from Japan to your home country upon completion of your studies at GRIPS For more details, please visit our program web page.
GRIPS Fellowship	G-cube, PA, SISP, STI	<ul style="list-style-type: none"> High academic distinction Nationals of countries other than Japan 	<ul style="list-style-type: none"> Monthly stipend: <ul style="list-style-type: none"> -for G-cube/PA (during master's course): JPY147,000; -for G-cube/PA (during Ph.D. course), SISP, STI: JPY148,000 Admission fee and tuition An economy-class air ticket from Japan to your home country upon completion of your studies at GRIPS (only available if the student's doctoral degree is conferred within 3 years of enrollment)

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. We do not respond to any individual inquiries about the status of delivery of your supporting documents. 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 10, 2019, 17:00 (JST)	May 17, 2019, 17:00 (JST)	October 2019
	PF			September 2019
Ph.D.	G-cube, PA, PP, SISP, STI	November 9, 2018, 17:00 (JST)	November 16, 2018, 17:00 (JST)	April 2019 or October 2019 (PA: April 2019 is possible in exceptional circumstances.)
		May 10, 2019, 17:00 (JST)	May 17, 2019, 17:00 (JST)	October 2019

Application Deadlines for Scholarship-seeking Applicants

Program	Scholarship	Application Deadline		Enrollment	
		Online Entry	Online Application & Supporting Documents		
Ph.D.	G-cube	G-cube Fellowship	November 9, 2018, 17:00 (JST)	November 16, 2018, 17:00 (JST)	April 2019 or October 2019 (PA: April 2019 is possible in exceptional circumstances.)
	G-cube, PA, SISP, STI	GRIPS Fellowship			

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 continue using 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 your Online Application Form has been submitted and we have received all of your supporting documents by post.

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. Please note that applicants are not allowed to submit an Online Entry Form more than once in an academic year. 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 (https://gportal.grips.ac.jp/fw/dfw/ASTSV001/ploas/downloads/GRIPS_VideoInterview_2019.pdf).

Step 3

Supporting documents

Download the designated forms from G-way and ensure that all supporting documents meet our requirements (see Section 3, Supporting Documents). After submitting your Online Application Form (see Step 2 above), 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. Make sure to write your name and ID on the envelope. 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 make 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 any time you like. (We do not respond to any individual inquiries about your application status.)

Your application status will be one of the following:

1. **"Entry Form submitted"** means that you already have an ID and password and can now submit the Online Application Form. Make sure to submit it before sending your supporting documents by post.
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 Online Application Form and 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"** means that the Admissions Office has announced the result of the screening of your application.
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.

If your name as written in your application is different from that on the document(s) you submit, please submit a copy of the relevant pages of your passport by post along with the rest of your supporting documents, all in one package. If there is some reason (e.g. marriage) for the difference, please also submit official documentation of that reason (e.g. marriage certificate).

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 Online Application Form has been submitted and 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)
Please prepare two photographs of your face, in accordance with the stipulations on the application and photograph cards; paste one onto the application card and the other onto 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 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 about the submission deadline well ahead of the sending of the requests.

Important notes

- You can check the online submission status of your letter(s) of recommendation at the BASE page of your Online Application Form.
- Applicants are responsible for the timely online submission of letter(s) of recommendation.
- GRIPS is not responsible if for any reason (e.g. error in typing of recommenders' e-mail address(es), network trouble) request e-mail(s) cannot be delivered to your recommender(s).

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.

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.

Important notes

- You can check the online submission status of your certificate of employment at the BASE page of your Online Application Form.
- Applicants are responsible for the timely online submission of a certificate of employment.
- GRIPS is not responsible if for any reason (e.g. error in typing of an employer's e-mail address, network trouble) a request e-mail cannot be delivered to your employer.

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 the details about the 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.

- 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. You should obtain your official transcripts from each university you attended. 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. You should obtain your official graduation/degree certificates from each degree awarding institution. 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.
- If you attended a partnership/affiliated/associated institution, please submit an official document certifying the relationship between the degree awarding institution and institution where the education was actually conducted; the document must be issued by the degree awarding institution.

Official evidence of English ability

One of the following test scores is required:

1. TOEFL iBT: 79 or higher
2. IELTS Academic: 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 time of enrollment at GRIPS. TOEFL PBT, revised TOEFL Paper-delivered Test and TOEFL ITP scores are not acceptable.

How to apply for a waiver of the English language proficiency requirement

(Please note that there are 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 that you 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**
A financial statement is required if you select "I will finance myself" or "I will obtain funding from other institutions (including MEXT extension)" when you submit your Online Entry Form.

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.

A hard copy of a screen shot from a bank website will not be accepted.

The bank account shown in your statement must be of the type that allows you to withdraw funds upon your request.

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 envelope: 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 applicants for five-year and three-year Ph.D. programs

- 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 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 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 personal data (e.g. address, phone number) that may occur after you have completed your application. In case of any change in your employment information (e.g., promotion, transfer), as soon as possible after the change occurs you must submit by post a certificate of employment that certifies your new status, using the designated form. The certificate of employment form is available from the Admissions Office, on request.

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 by e-mail at: admissions@grips.ac.jp

Please always state your ID number in your e-mails to the Admissions Office. This will ensure smooth and efficient correspondence.