

## **3-5. Recognition of Credits Acquired before Admission**

### **Recognition of Credits Acquired before Admission**

Credits acquired at GRIPS or other graduate schools before admission at GRIPS can be acknowledged at GRIPS as courses taken, to a maximum of 15 credits.

Note: a maximum of 20 credits can be recognized for the combination of credits acquired prior to enrollment and credits for courses taken at other graduate schools.

### **Conditions**

Only course subjects or course content identical to those offered by courses established at GRIPS can be certified. However, depending on the aims of the program in which you are enrolled, you may be certified for credits for courses which are educationally relevant and beneficial.

Note: the grade is indicated as "T" if the credit is recognized.

### **Procedure**

#### **1. Preparation of documents to be submitted**

##### **(1) Application form (in GRIPS format)**

- Please contact the Academic Support Team (AST) about GRIPS format.
- For course subjects to be completed at GRIPS or other graduate schools before admission, and course subjects you wish to be certified by GRIPS after admission, please fill in the application form referring to the filling examples.
- About the courses offered at GRIPS, please refer to the GRIPS Bulletin (curriculum table of each program/list of courses and instructors). For master's students, please refer to the curriculum/list for the master's programs. For doctoral students, please refer to the curriculums/list for the doctoral programs.
- For details of the courses offered at GRIPS, please refer to the syllabus.

##### **(2) Transcript issued by other graduate schools (copy/original)**

- Copy: Electronic files such as PDFs are acceptable.
- Original: Please submit to the Academic Support Team (AST) on the third floor.

##### **(3) Syllabus for credits acquired (or Documents describing the contents of credits) at other graduate schools**

- Please submit Syllabus or Documents for all credits for which you wish to be recognized as courses taken.
- The credits without Syllabus or Documents cannot be recognized because the contents of the credits acquired at other graduate schools cannot be confirmed.

### 3. Course Registration

#### 2. Documents (1), (2), and (3) to be submitted to Academic Support Team (AST)

**Deadline for submission: the end of the month of admission**

- Except the original transcript  
Please submit it by e-mail.  
(To) Academic Support Team (AST), Academic Support Office,  
National Graduate Institute for Policy Studies (ast@grips.ac.jp)
- Original transcript  
Please submit it to AST on the third floor.

#### 3. Approval by the Program Director and Approval by the Academic Council

- The necessary procedures will be implemented in accordance with GRIPS regulations.

#### 4. Notification of recognition results to applicants

- Applicants will be notified by Academic Support Team.

### 3. Course Registration

Appended Form No. 1 (Re.: Article 2)

#### Application for Recognition of Credits Acquired Before Admission

To:Dean

Student ID

Number:

Name:

I hereby apply for recognition of credits acquired before admission as detailed below.

Subjects completed/to be completed at other graduate programs				Accredited subjects at GRIPS				Approval by Program Director
Subject	Credit (s)	Name of graduate schools	Period of study	Course No.	Subject	Category	Credit (s)	
<i>Example</i>	4	○○ University	2023.4- 2023.9	ECO1000J	Microeconomics I	II Recomm ended	2	<input type="checkbox"/> Approve
								<input type="checkbox"/> Approve
								<input type="checkbox"/> Approve
								<input type="checkbox"/> Approve
								<input type="checkbox"/> Approve
Total				Total				