

NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

SPECIAL APPLICATION GUIDE 2025–2026

**For individuals currently enrolled as
or accepted as international students by
universities in the United States (graduate
programs).**



Last Updated: June 17, 2025

1. Before You Prepare your Application

This application guide is intended for individuals who are currently enrolled as or accepted as international students at a U.S. university (graduate programs), who are experiencing difficulties regarding continuation of their studies in the U.S. due to recent regulation changes.

Note: applicants must submit documentation proving their enrollment or planned enrollment at a U.S. university (graduate programs).

Admission policy, curriculum policy and degree-granting policy for each program

<https://www.grips.ac.jp/en/education/3policies/>

We are accepting applications for the following programs.

Master's Programs

MP1 One-Year Master's Program of Public Policy (MP1)

https://www.grips.ac.jp/en/education/inter_programs/policy/

MP2 Two-Year Master's Program of Public Policy (MP2)

https://www.grips.ac.jp/en/education/inter_programs/policy2/

Enrollment date: October 1, 2025

Note: If you are not a Japanese citizen and require a visa to enroll at our university, please inform the Admissions Office (Email: admissions@grips.ac.jp) before submitting your application.

Tuition and fees

Fee type	Cost	Frequency	Due date
Application Fee	30,000 yen	Once	Upon request from GRIPS
Admission Fee	282,000 yen	Once	At the time of enrollment
Tuition	642,960 yen	Yearly	In two installments, due October 31 and April 30

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

*Tuition and fees are subject to change.

If you are accepted, you must provide a financial statement. For details, please refer to Section 3, *Supporting Documents*, below.

Application deadline : July 4, 2025, 17:00 (JST)

Use the same e-mail address for all GRIPS communications

All communication you receive from GRIPS Admissions Office will be via e-mail.

To make our communication quick and effective, provide an e-mail address that you will check regularly.

Note: Update your spam filters to ensure that all GRIPS communications go to your inbox.

2. Application Process

Before initiating your application, please carefully review the following details of the application process.

You will NOT be registered as an applicant until your Online Registration Form has been submitted.





If you have applied to GRIPS in previous years and wish to reapply this year, 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: Application Forms

a) Complete the following forms and make pdf files of them so that you can upload them in the Online Registration

Form.

1. Application for Admission 2025-2026 [PDF](#)  [Word](#) 
2. Statement of Purpose 2025-2026 [PDF](#)  [Word](#) 
3. Research Proposal 2025-2026

(This applies only to applicants for Two-year Master's program.) [PDF](#)  [Word](#) 

b) Prepare the following documents and combine them in a single PDF file.

1. Documentation that proves your enrollment or planned enrollment at a U.S. university (graduate programs)
2. Official transcripts of your academic record and of your graduation/degree certificates

Step 2: Online Registration Form

Fill out and submit the Online Registration Form at https://webentry.grips.ac.jp/entry_form/.

The Online Registration Form must contain the same information as that stated in your Application for Admission.

Step 3: Supporting Documents

Note: only successful applicants are required to submit supporting documents.

Send a complete hard copy set of your required supporting documents (see Section 3, *Supporting Documents*) by post, to reach the Admissions Office no later than the designated deadline.

Walk-in submissions will not be accepted.

Mailing address

**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 (e.g., FedEx, DHL) well ahead of the deadline.

Applicants must send all required supporting documents together in one package. In extenuating circumstances you may have the registrar at your universities send your official transcripts and certificates of graduation/degree directly to us by post.

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.

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

Document	Submission details	Send by JULY 4 For everybody	Send by AUGUST 31 For successful applicants only
Application for Admission	Upload to the <i>Online Registration Form</i>	PDF file	–
Document that proves your enrollment or planned enrollment at a U.S. university (graduate programs)	Upload to the <i>Online Registration Form</i>	PDF file	–
Official transcripts of academic record and graduation/degree certificates			Original hard copy by post (*)
Statement of purpose	Upload to the <i>Online Registration Form</i>	PDF file	–
Research proposal	(MP2 applicants only) Upload to the <i>Online Registration Form</i>	PDF file	–
Official evidence of English ability	Exempted	–	–
One (1) letter of recommendation	Upon request	–	Original hard copy by post (*)
Certificate of employment	Upon request	–	Original hard copy by post (*)
Financial statement	Upon request	–	Original hard copy by post (*)
Application fee	Upon request	–	– Payment due date will be notified separately.

*Submit the documents in accordance with the regulations specified below.

Important notes

- All documents must be in English.
- Digital copies sent by e-mail will not be accepted.
- Do not attach any additional documents apart from the items listed below.
- 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. If there is some reason (e.g., marriage) for the difference, please also submit official documentation of that reason (e.g., marriage certificate).
- Supporting documents to be prepared solely by the applicant, should be typed on computer wherever possible (A4 size paper and single-sided printing are preferable). If circumstances require, documents legibly handwritten with a ballpoint pen are acceptable.

☐ **Application for Admission** (use the designated form)

☐ **One (1) clear photograph of your face** (30 mm wide x 40 mm high)

Please paste the photograph or insert the digital image (e.g., JPEG) onto the Application for Admission.

☐ **Documentation that proves your enrollment or planned enrollment at a U.S. university (graduate programs)**

(e.g., Certificate of enrollment, acceptance letter)

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

You are advised to show the instructions below to registrars at each of the universities that you attended when you request issuance of transcripts/certificates in accordance with our requirements.

You must submit official transcripts of academic record and graduation/degree certificates from all undergraduate and graduate institutions that you attended/graduated from. 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:

- Name of the degree program/course
- Enrollment period
- Names of all courses taken and grades received
- Grading scale including the maximum grade point/score

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. Provisional or temporary graduation/degree certificates are not acceptable. DO NOT send your original diploma, as documents will not be returned.

If you are currently attending a university, you must submit an authorized statement certifying the specific date of graduation and the title of the expected degree.

Important notes

- Photocopies of transcripts/certificates that have been verified by a notary public are not acceptable.
- If a university has a policy not to issue more than one official transcript/certificate, you may submit official photocopies verified by the university. To be official, these must bear the institution's official stamp or the signature of the registrar. 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.
- If a university cannot issue an official English version of your transcript/certificate, you are required to submit both:
 - The 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 verbatim English translation of the document, prepared by an accredited translator.
- Submit scanned official transcripts of your academic record and graduation/degree certificate(s) online via the Online Registration Form. When you receive an offer of admission, you must submit your official transcript(s) and certificate(s) by post, in line with GRIPS submission guidelines.

- ☐ **Statement of purpose** (use the designated form)

- ☐ **Research proposal** (use the designated form)

Note: only required from applicants for Two-Year Master's Program of Public Policy (MP2).

- ☐ **Official evidence of English ability**

Exempted.

- ☐ **One (1) letter of recommendation** (use the designated form)

Upon request by the screening committee, you will be required to submit one letter of recommendation.

Your letter of recommendation must be written by a faculty member or job supervisor who is familiar with your academic and/or professional abilities.

You are required to obtain the letters from your recommenders using the designated form and submit them.

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** (use the designated form)

You are required to submit this if you are currently employed. New graduates and those not currently employed need not submit this document.

- ☐ **Financial statement**

You are required to provide a financial statement upon acceptance.

To show that you have the necessary funds to cover the total cost of your studies (tuition and living expenses in Japan; estimated at JPY 2,800,000 for the first year), please submit one of the following documents:

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; or
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.

☐ **Application fee**

If the application fee has been paid and the application has been received by us, the fee will not be returned for any reason.

Please DO NOT pay the fee before we advise you to do so.

Upon request from GRIPS, the application fee, in the amount of JPY 30,000, must be paid by bank transfer to the account 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. 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) or in your employment information (e.g., promotion, transfer) that may occur after you have completed your application.

Screening of applications for admission

Selection for admission is based on an evaluation of the information and supporting documents that you submit. Once we have received your complete application with supporting documents, it is sent to our screening committee. If our screening committee requests, an E-mail invitation to a video interview will be sent to applicants.

The final results will be announced by e-mail by the middle of August. Both successful and unsuccessful applicants will receive notification e-mails.

NOTE: we do not respond to any individual inquiries about (a) the status of the screening process or (b) reasons for non-acceptance.

Admissions inquiries

If you have any questions or need further information, please refer to the Application FAQs at <https://www.grips.ac.jp/en/admissions/faqs/>

If the answer to your question is not in the FAQs or in this Guide, please feel free to contact us by e-mail at admissions@grips.ac.jp