

APPLICATION GUIDE
ECONOMICS, PLANNING AND PUBLIC POLICY PROGRAM
(LINKAGE MASTER'S PROGRAM) 2020-2021

1. Admission

GRIPS is seeking applicants with diverse backgrounds who have been trained in a wide range of disciplines; preferred applicants have had previous work experience in policy making or policy implementation. Although prior study in economics or policy studies is not a requirement for admission, students are recommended to have completed introductory courses in calculus and statistics prior to entrance. 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. This program is designed for talented government officials from the central or regional government of Indonesia.

The academic year at GRIPS runs from October through September. Students must spend a minimum of one year at GRIPS to complete a master's degree. This period is sufficient for those students who study intensively to satisfy all the requirements for a master's degree.

2. Scholarship

The scholarship for the Economics, Planning and Public Policy Program (GRIPS-Indonesia Linkage Master's Program) is provided by the Indonesian government.

3. The Application Process

Selection for admission is based on the evaluation of 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 a complete set of your required supporting documents by post.

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.

Ensure that all supporting documents meet our requirements (see Section 4, Supporting Documents). Send a complete set of your 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

All of your supporting documents must reach GRIPS by the designated deadline. 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.

Application deadline: February 28, 2020

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. Make sure to write your name on the envelope. In extenuating circumstances you may have your official transcripts and certificates of graduation/degree sent directly to us by the registrars of the universities you have attended. 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.

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.

4. Supporting Documents

All documents must be in English. Documents in languages other than English must be accompanied by an official translation. If the organization issuing a document cannot issue an official English version of that document, you are required to submit both the official document (photocopies are not acceptable), written in its original language and bearing the organization's stamp or the signature of the issuing person, and an official English translation of the document, prepared by an accredited translator. We will not accept your own translation.

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.

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.

- Application for admission** (use the designated form)

Please prepare a photograph of your face, in accordance with the stipulations on the form, and paste it onto the form.

- Two (2) letters of recommendation** (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 professor or academic supervisor.

You are required to obtain the letters from your recommenders using the designated form and submit them by post along with the rest of your supporting documents, all in one package. 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.

□ **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 by post official transcripts of academic record 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 including the maximum grade point/score. 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 official certificate of enrollment. 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.
- 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 English translation of the document, prepared by an accredited translator.
- If an official transcript does not include the grading scale including the maximum grade point/score, you are required to request your university to issue an official letter providing the details of the grading scale (including the maximum grade point/score) that was in effect during the period you attended the university. That letter should be enclosed in the same envelope as the transcript.
- 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

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. You are advised to show these instructions to the registrar at the university that you attended when you request issuance of the document in accordance with our requirements.

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.

Statement of purpose (use the designated form)

5. 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, employment information) that may occur after you have completed your application.

Admission results

Once we have received your complete application with supporting documents, it is sent to our screening committee. The final results of screening are announced by e-mail by the end of May 2020. Both successful and unsuccessful applicants receive the notification e-mail.

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

For GRIPS use: Application ID

APPLICATION FOR ADMISSION
TO ECONOMICS, PLANNING AND PUBLIC POLICY PROGRAM
(LINKAGE MASTER'S PROGRAM) 2020-2021

(Please type or print, and use normal text, NOT "ALL CAPITAL LETTERS.")

Photograph
Taken within the last
three months, providing a
clear, front view of your
entire face.

(4cm x 3cm)

Please complete each section as fully and accurately as possible. Please respond to all questions. The information you provide is essential in reviewing your 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.

PERSONAL DATA

1. Full name: _____
As written in your passport, from left to right, top to bottom (English alphabet only)
2. Date of birth: _____ 3. Age (as of October 1, 2020): _____
Month/Day/Year
4. Gender: Male Female 5. Marital status: Single Married
6. Nationality: Indonesia
7. Present employer (name of organization): _____
(Does your organization belong to a central or regional authority? Central Regional Neither)
(Upon admission to GRIPS, I will be given study leave by my employer. I will quit my job.)
8. Present position, department/section: _____
9. Work address: _____
Postal code: _____ Country: _____
TEL: _____ - _____ FAX: _____ - _____
Country code – complete number Country code – complete number
10. Residential address: _____
Postal code: _____ Country: _____
TEL: _____ - _____ FAX: _____ - _____
Country code – complete number Country code – complete number
11. Preferred mailing address:
 Work Residence Other, namely (Fill in the following fields.)
Address: _____
Postal code: _____ Country: _____
TEL: _____ - _____ FAX: _____ - _____
Country code – complete number Country code – complete number

LETTER OF RECOMMENDATION 2020-2021

For GRIPS use: Application ID

TO THE APPLICANT: Please complete this section (“Your name” and “Recommender’s name”), and give this form to your recommender who knows you well. Have your 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 you send in your application.

Your name:

As written in your passport, from left to right, top to bottom (English alphabet only)

Recommender’s name:

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.

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.

8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills, and reliability.

9. **For university professors and instructors only**
Is the applicant's academic record indicative of the applicant's intellectual ability? If no, please explain.

10. Additional comments, if any.

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

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

STATEMENT OF PURPOSE 2020-2021

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)