

National Graduate Institute for Policy Studies (GRIPS) Japan Coast Guard (JCG)

As of October 2020

APPLICATION GUIDE MARITIME SAFETY AND SECURITY POLICY PROGRAM (MSP) 2021-2022

1. Objectives

The Maritime Safety and Security Policy Program (MSP) is a collaborative program designed and administered jointly by GRIPS and the Japan Coast Guard (JCG). This program makes it possible for students to benefit from the resources of both institutions in the fields of public policy, security studies, maritime safety, and maritime security. The students will have the opportunity to acquire professional knowledge, analytical skills, and communication skills relevant to their work while becoming members of a network of future coast guard leaders in the world.

Students in this program will study in Tokyo at GRIPS during the first half of the academic year and in Kure, Hiroshima at the Japan Coast Guard Academy (JCGA)—the JCG’s most important educational institution—during the second half.

Graduates of MSP Program are expected to take core positions in their coast guard agencies. While executing their duties, they also have an opportunity to disseminate the knowledge they have gained from GRIPS and the JCGA to their agencies and beyond. In addition, graduates are in a unique position to play a central role in their organizations’ international negotiations by drawing on the human networks cultivated in the program.

2. Target Group

Junior coast guard officers from overseas who are under 45 years of age as of October 1, 2021.

3. Duration of the program

One year

4. Enrollment

October 2021

5. Enrollment Limit

This Master’s program will accept up to three students per year.

6. 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 7, Supporting Documents). Send a complete set of your required supporting documents to the Admissions Office by post. Your official TOEFL/IELTS test score report must be sent directly to us by post from the test center (GRIPS institution code for TOEFL is 9040). 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.

Deadline: May 14, 2021

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 and ID on the envelope.

You may have your official transcripts and certificates of graduation/degree sent directly to us by the registrars of the universities you have attended.

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.

Use one 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. Update your spam filters to ensure that all GRIPS communications go to your inbox.

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.

7. Supporting Documents

Important notes

- All documents must be in English.
- 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.
- 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).

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 former professor or an academic supervisor.

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

You are required to obtain a certificate (including a leave of absence approval, if applicable) from your employer using the designated form and submit it by post.

- 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 an official transcript of your academic record and your graduation/degree certificates from each undergraduate or graduate institution 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.

- 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

Your official TOEFL/IELTS test score report must be sent directly to us by post from the test center (GRIPS institution code for TOEFL is 9040. There is no GRIPS institution code for IELTS.). Test score reports 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

(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 official documents issued by the educational institution you attended, certifying that your undergraduate or graduate education was conducted entirely in English. If the official transcript of your academic record or graduation/degree certificate includes that information, you need not submit a separate document.

This document must 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.

Statement of purpose (use the designated form)

Financial statement

You are required to submit a financial statement, as detailed below.

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 2,700,000 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

An application fee is required, due upon request from GRIPS, in the amount of JPY 30,000.

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

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

The application fee must be paid by bank transfer to the account shown 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

8. Fees and Tuition Expenses

What	How much	How often	Due date
Application Fee	30,000 yen	Once	Upon request from GRIPS
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.

*Fees and tuition expenses are subject to change.

9. 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.

Admissions 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 June 2021. 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, 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

Maritime Safety and Security Policy Program by GRIPS and JCG

For GRIPS Use: Application ID

APPLICATION FOR ADMISSION TO GRIPS/JCG MASTER'S PROGRAM 2021-2022

(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, 2021): _____

4. Gender: Male Female Single Married
Month/Day/Year

6. Nationality: _____
As written in your passport

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: _____
As written in your certificate of employment

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

12. E-mail 1: _____

E-mail 2: _____

APPLICATION INFORMATION

13. Education History

- List the names of the undergraduate and graduate institutions you attended or are currently attending.
- Enter the names of the degrees you received and the dates of enrollment at each institution.
- If your official transcript of academic records or graduation/degree certificate states your GPA, honors, class, or rank, enter this information as it is shown in your transcript or certificate.
- The field(s) “Year & month of graduation” must be completed in accordance with the date(s) on which your degree(s) was (were) awarded/conferred, as stated in your official graduation/degree certificate(s).
- If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

From primary to secondary education (before tertiary education)	Period of attendance		Duration of schooling
	(from) Month, year	(to) Month, year	
			years and months

Tertiary education	Full name of institution & location (city & country)	Year & month of enrollment	Year & month of graduation	Duration of schooling	Name of degree	GPA (if available)	Honors/ class/rank/ division (if available)
Undergraduate level (Bachelor's)				years and months			
				years and months			
Graduate level (Master's/ Doctoral)				years and months			
				years and months			

Total number of years and months of education * (from elementary education to undergraduate/graduate education inclusive)	years and months
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*Calculate and write the total number of years and months of education you will have completed (as detailed above) at the time of your enrollment at GRIPS.

14. English proficiency:

One of the following test scores is required. 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 iBT: _____ The minimum acceptable test score is 79.
Score Month/Day/Year

IELTS Academic: _____ The minimum acceptable test score is 6.0.
Score Month/Day/Year

- Other information: Undergraduate education instructed in English
 Graduate education instructed in English

Location of the accredited institution where you have completed or expect to complete an undergraduate/graduate degree:

- The USA, the UK, Canada, Australia, New Zealand, or Ireland
 Other country

15. List below two persons familiar with your academic and/or professional abilities, from whom you have requested letters of recommendation.

1. _____
Name Position and affiliation

2. _____
Name Position and affiliation

16. List your current and previous employment (up to five positions) **in reverse chronological order**, starting with your most recent position.

Organization, type, & city	Job title and description (maximum 20 words)	Dates	
		(from) Month, year	(to) Month, year

CERTIFICATION

I certify that to the best of my knowledge all information given above is correct and complete, and I understand that any omission or misinformation may invalidate my admission or result in dismissal.

 Signature of the applicant

 Month/Day/Year

Please submit this form along with other supporting documents by courier or registered mail.

Maritime Safety and Security Policy Program by GRIPS and JCG

For GRIPS Use: Application ID

LETTER OF RECOMMENDATION 2021-2022

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. 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.

- How long have you known the applicant? _____ years _____ months
- In what capacity have you known the applicant?

- How often have you interacted with the applicant?
 Daily Weekly Monthly Rarely
- 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
- 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
- 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

Maritime Safety and Security Policy Program by GRIPS and JCG

For GRIPS Use: Application ID

CERTIFICATE OF EMPLOYMENT 2021-2022

This form must be completed by, or under the authority of, the applicant's employer or equivalent official. Please note that the official stamp or seal of, and signature by, any person other than the above persons will be considered as invalid.

This certificate must contain the same information (e.g., position, department/section, name of organization) as that stated in the applicant's Online Application Form.

EMPLOYER DETAILS

Name of organization: _____

Address: _____

Postal code: _____

TEL: _____ FAX: _____ E-mail: _____

Country code - complete number

Country code - complete number

EMPLOYEE DETAILS

This is to certify that _____

Full name of applicant (as written in his/her passport)

has been employed by this organization from _____ to _____

Month/Day/Year

Month/Day/Year

Please write "Present" above if the person is on a permanent contract.

Present position, department/section: _____

Responsibilities: _____

Civil servant qualification (e.g., BCS, IAS, IRS, CSS), if applicable: _____

This applies to applicants from Bangladesh, India and Pakistan.

LEAVE OF ABSENCE APPROVAL

Please tick only one box below.

- I will approve a leave of absence for the above employee to study at GRIPS if he/she is admitted for a period of

[one / two / three / four / five] year(s).

Please circle the appropriate number of years.

- I will not approve a leave of absence for the above employee to study at GRIPS if he/she is admitted.

Authorized person completing this form:

Name: _____

Position/title: _____

Signature: _____

Date: _____

Month/Day/Year

Please put an official stamp or seal in this space.

If the official stamp or seal is in your local language and an English version is not available, please write its English translation in the margin of this form.

Maritime Safety and Security Policy Program by GRIPS and JCG

For GRIPS Use: Application ID

STATEMENT OF PURPOSE 2021-2022

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)