

NATIONAL GRADUATE INSTITUTE  
FOR POLICY STUDIES

**ONLINE APPLICATION  
GUIDE  
2022-2023**

*Domestic Application  
(for Applicants Residing in Japan)*



Last Updated: August 2, 2021

# 1. Before You Begin

## Search for a program

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.

### Admissions Policy, Curriculum Policy and Degree-granting Policy for each program

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

#### Master's Programs

- MP1 One-Year Master's Program of Public Policy (MP1)  
[http://www.grips.ac.jp/en/education/inter\\_programs/policy/](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/](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/](http://www.grips.ac.jp/en/education/inter_programs/transition/)
- PF Public Finance Program  
[http://www.grips.ac.jp/en/education/inter\\_programs/finance/](http://www.grips.ac.jp/en/education/inter_programs/finance/)
- MSP Maritime Safety and Security Policy Program  
[https://www.grips.ac.jp/en/education/inter\\_programs/maritime/](https://www.grips.ac.jp/en/education/inter_programs/maritime/)

#### Ph.D. Programs

- **Five-year Ph.D. Program**

- PA Policy Analysis Program  
[http://www.grips.ac.jp/en/education/phd\\_programs/analysis/](http://www.grips.ac.jp/en/education/phd_programs/analysis/)

- **Three-year Ph.D. Programs**

- G-cube GRIPS Global Governance Program (G-cube)  
[http://www.grips.ac.jp/en/education/phd\\_programs/g-cube/](http://www.grips.ac.jp/en/education/phd_programs/g-cube/)
- STI Science, Technology and Innovation Policy Program  
[http://www.grips.ac.jp/en/education/phd\\_programs/innovation/](http://www.grips.ac.jp/en/education/phd_programs/innovation/)

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

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 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. Please note that 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 by e-mail for clarification and to seek information about the application process prior to applying.

#### Ph.D. Program in STI Taught in Japanese

If your Japanese language ability is sufficient for taking classes in Japanese, you may choose to apply for the Ph.D. program taught in Japanese. Please follow the Japanese version of the application guide available on our website (<http://www.grips.ac.jp/jp/admissions/guidelines/>).

## Tuition and Fees

What	How much	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.

\*The above tuition will apply to those who enroll at GRIPS from April 2022 onward.

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.

## Find out the deadline for your program

Your application and all supporting documents must reach GRIPS by the designated deadlines. 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.

## Application Deadlines

Program		Application Deadline		Enrollment
		Online Entry	Online Application & Supporting Documents	
Master's	MP1, MP2, MEP, MSP	May 6, 2022, 17:00 (JST)	May 13, 2022, 17:00 (JST)	October 2022
	PF			October 2022 (Tax) September 2022 (Customs)
Ph.D.	PA, G-cube, STI	January 12, 2022, 17:00 (JST)	January 19, 2022, 17:00 (JST)	April 2022 or October 2022 (PA: April 2022 is possible in exceptional circumstances.)
		May 6, 2022, 17:00 (JST)	May 13, 2022, 17:00 (JST)	October 2022

## 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.

## 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 a complete set of your required 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’ portal, G-way (<https://gportal.grips.ac.jp/fw/dfw/ASTSV004/>). Complete and submit the Online Application Form by the designated deadline. 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\\_2022.pdf](https://gportal.grips.ac.jp/fw/dfw/ASTSV001/ploas/downloads/GRIPS_VideoInterview_2022.pdf)).

### **Step 3**

#### **Supporting documents**

Download the designated forms from G-way. After submitting your Online Application Form, send a complete set of your required supporting documents (see Section 3, Supporting Documents) to the Admissions Office by post no later than the designated deadline.

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**

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 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.

### **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:

	Application status	Details regarding status
1	<b>Entry Form submitted</b>	You already have an ID and password. Please submit the Online Application Form before the deadline. Please note that when your application is assigned this status, you can no longer update your Online Entry Form.
2	<b>Online Application Form submitted</b>	You should submit all supporting documents before the deadline.
3	<b>Online Application closed</b>	You have missed the deadline. Your application will not be accepted.
4	<b>Supporting documents received</b>	The Admissions Office has received your Online Application Form and supporting documents. Please note that when your application is assigned this status, you cannot access or update your Online Application Form.

5	<b>Screening session ongoing</b>	Your application is currently being evaluated by the Admissions Committee.
6	<b>Final result</b>	The Admissions Office has announced the result of the screening of your application.
7	<b>Not screened</b>	Your supporting documents did not reach 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

### 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 card, postcard and photograph card** (use the designated form)

Please prepare a photograph of your face, in accordance with the specifications on the photograph card; paste it onto the appropriate space on the photograph card. Please also prepare JPY 63 worth of postage stamps and paste the stamp(s) onto the designated form.

**Two (2) letters of recommendation** (submit online)

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.

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. The form is available in the Online Application Form. 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.

### 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.
- We strongly suggest that you inform your recommenders about this process and about the submission deadline well ahead of the sending of the requests.
- 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).

**Certificate of employment** (submit online)

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 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.

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. The form is available in the Online Application Form.

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.
- We strongly suggest that you inform your employer about this process and the submission deadline well ahead of the sending of the request.
- 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.

**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.

**Official evidence of English ability**

**Applicants for the Ph.D. Programs**

One of the following test scores is required:

1. TOEFL iBT: 79 or higher
2. IELTS Academic: 6.0 or higher

**Applicants for the Master's Programs**

You are required to submit an official report of your TOEFL iBT or IELTS score. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 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.

**Application fee payment slip (slip C) (JPY 30,000)** (use the designated form)

Please make sure to pay at a bank counter. 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.

\*A receipt for your bank transfer or Internet banking transfer will be accepted in lieu of "Application fee payment slip (slip C)." However, if you need a receipt from GRIPS, please make sure to pay at a bank counter using the designated form, in order to receive a transfer receipt (slip B).

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" when you submit your Online Entry Form.

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.

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.

- 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**

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 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.

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.

Applicants to the five-year Ph.D. program (PA) who do not have a graduate degree must submit an undergraduate thesis or a course paper.

## 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.

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 e-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. Applicants with disabilities requiring special arrangements for the interviewing should contact the Admissions Office before applying.

#### **2nd screening (interview)**

The final results will normally be announced by e-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, 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](mailto: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.