NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES   GRIPS

For GRIPS use: Application ID [   ]

APPLICATION FOR ADMISSION 2023-2024

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

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.

> Paste your photograph or insert your digital image taken within the last three months, providing a clear, front view of your entire face.
>
> (4cm x 3cm)

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 April 1, 2023): _____
   Month/Day/Year

4. Gender: ☐ Male   ☐ Female

5. Nationality: _____

6. Program you are applying for (Please tick one box only).

   Master's Programs

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

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

   ☐ Macroeconomic Policy Program (One year Program) for externally funded or self-financed applicants only

   ☐ Macroeconomic Policy Program (Two year Program) for externally funded or self-financed applicants only

   ☐ Public Finance Program (Tax)

   ☐ Public Finance Program (Customs)

   ☐ Maritime Safety and Security Policy Program for externally funded or self-financed applicants only

   Five-year Ph.D. Programs

   ☐ Policy Analysis Program (PA)

   Three-year Ph.D. Programs

   ☐ GRIPS Global Governance Program (G-cube)

   ☐ Science, Technology and Innovation Policy Program (STI)

7. Funding (Please tick one box only)

How do you plan to finance your studies at GRIPS? Note: Items 1 and 2 below are only available for overseas applicants.

   ☐ 1) I would like to be considered for a scholarship allocated through GRIPS. (E.g., MEXT, ADB, WB, WCO)

   ☐ 2) I have completed JICA's entry process for the JICA Scholarship.

   ☐ 3) I will obtain funding from other institutions. (E.g., home country scholarship, MEXT extension)

   ☐ 4) I will finance myself.

If you select "I will obtain funding from other institutions." or "I will finance myself.", you are required to submit a financial statement at the time of application as proof that you have adequate funding to cover the total cost of your studies (JPY 2,800,000).

8. 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.)

9. Present position, department/section: _____

10. Work address: _____

    Postal code: _____ Country: _____

    TEL: _____ - _____
    Country code – complete number

11. Residential address: _____

    Postal code: _____ Country: _____

    TEL: _____ - _____
    Country code – complete number

12. Preferred mailing address:
    ☐ Work   ☐ Residence   ☐ Other, namely (Fill in the following fields.)

    Address: _____

    Postal code: _____ Country: _____

    TEL: _____ - _____
    Country code – complete number

13. E-mail 1: _____

    E-mail 2: _____

    *Please use the same E-mail address(es) as in your Registration Form.

APPLICATION INFORMATION

14.
- 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.

	Period of attendance		Duration of schooling
From primary to secondary education (before tertiary education)	(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

*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.

15. 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:

       Score   Month/Day/Year

☐ IELTS Academic:

       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

16. 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

17. List your current and previous employment (up to five positions) **in reverse chronological order,** starting with your most recent position. Exclude part-time work and internship.

Organization, type, & city	Job title and description (maximum 20 words)	Dates		Duration
		(from) Month, year	(to) Month, year	Year and months
				year and month
				year and month
				year and month
				year and month
				year and month
	Total number of years and months of work		year and month	

18. Please write the following information for **applicants for five-year and three-year Ph.D. programs**.
a) Tentative title of your research proposal

_____

b) Proposed supervisor

_____

c) Title of your master's thesis or its equivalent

_____

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 to the Admissions Office along with other supporting documents by courier or registered mail.

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LETTER OF RECOMMENDATION 2023-2024

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 **<u>academic</u>** 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 **<u>professional</u>** 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	☐	☐	☐	☐
Intellectual potential	☐	☐	☐	☐
Creativity & originality	☐	☐	☐	☐
Motivation for graduate study	☐	☐	☐	☐

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: _____   E-mail: _____
Country code - complete number

Signature: _____   Date: _____
Month/Day/Year

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CERTIFICATE OF EMPLOYMENT 2023-2024

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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 Application for Admission.

EMPLOYER DETAILS

Name of organization: _____

Address: _____

Postal code: _____

TEL: _____   E-mail: _____
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.

NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES   GRIPS
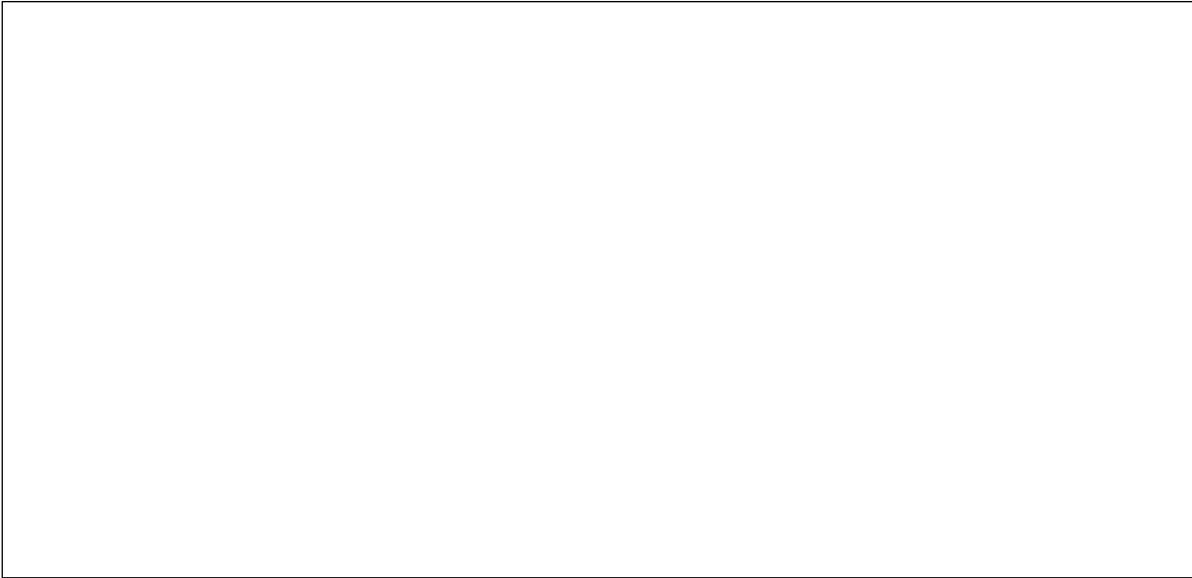
STATEMENT OF PURPOSE 2023-2024

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(You can change the size of the boxes.)

1. Describe what you have learnt as a college or graduate school student (could be academic contents, your thesis, or any other experiences). (Up to 300 words)

2. Summarize your present duties and responsibilities, and your accomplishments at work. If you are still in school or do not currently work, summarize your accomplishments either at prior work or at school. (Up to 300 words)

3. State your purpose for studying at GRIPS. In particular, describe what you wish to study or investigate, what social problems and/or policy issues you wish to tackle, and how your studies at GRIPS might contribute to your future career. (Up to 300 words)

RESEARCH PROPOSAL 2023-2024
for a Two-year Master's Program

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(You can change the size of the boxes.)

1. What is the research question you wish to answer? What are the gaps in academic knowledge and/or policy that you intend to fill with your research? You may include references. (Up to 250 words)

2. Describe the hypotheses of your research as concretely as possible. (Up to 350 words)

3. Indicate the methodology you plan to use. More specifically, explain the materials/data as well as the analytical framework you plan to use. Explain how and where you will obtain your data. Please provide sufficient detail so that we can determine the feasibility of your research plan. (Up to 500 words)

NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES   GRIPS

RESEARCH PROPOSAL 2023-2024
for a Ph.D. Program

For GRIPS use: Application ID:
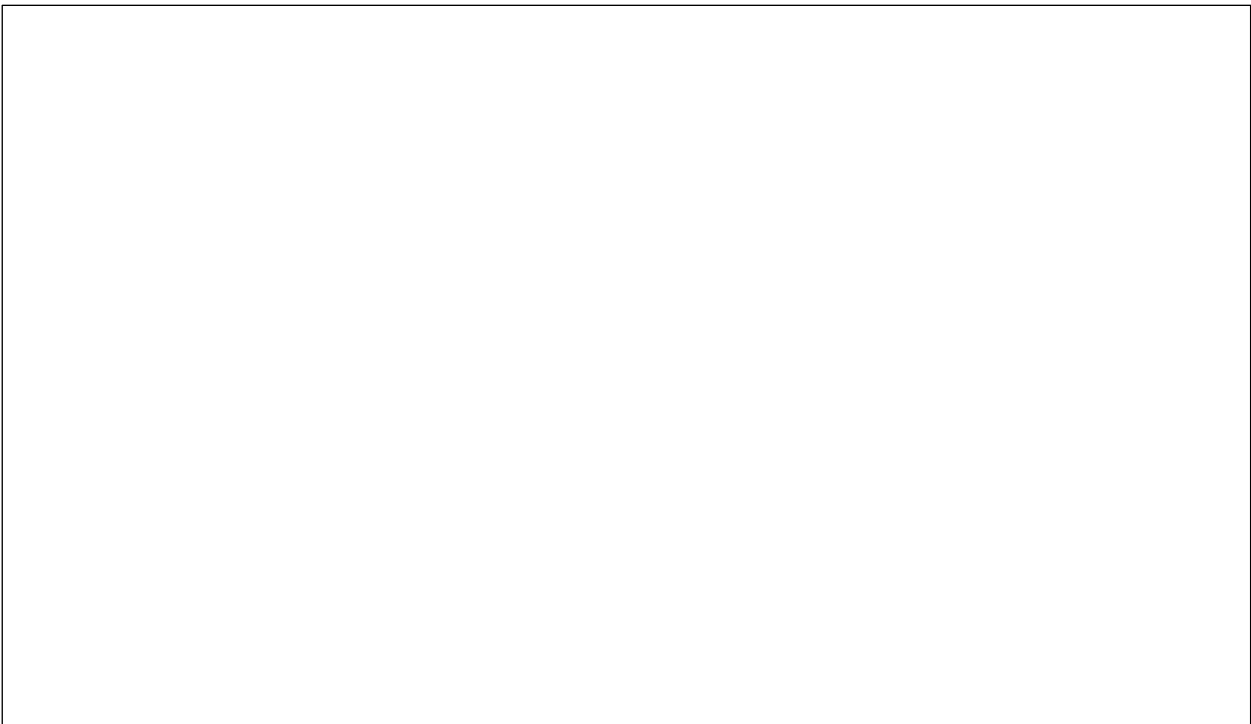
(You can change the size of the boxes.)

1. What is the research question you wish to answer? What are the gaps in academic knowledge and/or policy that you intend to fill with your research? You may include references. (Up to 500 words)

2. Describe the hypotheses of your research as concretely as possible. (Up to 700 words)

3．Indicate the methodology you plan to use. More specifically, explain the materials/data as well as the analytical framework you plan to use. Explain how and where you will obtain your data. Please provide sufficient detail so that we can determine the feasibility of your research plan. (Up to 1,000 words)

4．Simply lay out the chapter titles of your proposed thesis without explanations.

5. Explain clearly what expertise your proposed advisor has that will be essential to your study. (Up to 300 words)