

NATIONAL GRADUATE INSTITUTE
FOR POLICY STUDIES

APPLICATION GUIDE

2024-2025



Last Updated: August 4, 2023

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 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

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| 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/ |
| MEP | Macroeconomic Policy Program (One-year Program or Two-year Program) for externally funded or self-financed applicants only | https://www.grips.ac.jp/en/education/inter_programs/transition/ |
| PF | Public Finance Program | https://www.grips.ac.jp/en/education/inter_programs/finance/ |
| MSP | Maritime Safety and Security Policy Program for externally funded or self-financed applicants only | https://www.grips.ac.jp/en/education/inter_programs/maritime/ |

Ph.D. Programs

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

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| PA | Policy Analysis Program | https://www.grips.ac.jp/en/education/phd_programs/analysis/ |
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- **Three-year Ph.D. Programs**

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| G-cube | GRIPS Global Governance Program (G-cube) | https://www.grips.ac.jp/en/education/phd_programs/g-cube/ |
| STI | Science, Technology and Innovation Policy Program | https://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 wish to apply to one of our programs but that program is not included in the list above, it may be a program for which you must (a) file a paper application based on an application guide other than this one, or (b) file through a sponsoring organization. Please visit our "How to Apply" web page at <https://www.grips.ac.jp/en/admissions/apply/> and check the application procedures for your program of interest.

This guide is intended only for applicants who are residing in countries other than Japan. If you:

1. are currently residing in Japan; or
2. are residing in a country other than Japan and plan to move to Japan in the near future,

you may be considered a domestic applicant. Prior to applying, you must contact the Admissions Office by e-mail for clarification, since (depending on your visa or other status) you may not be considered a domestic applicant.

Please note that the application materials and procedures for domestic applicants are not the same as the materials and procedures outlined in this guide. For details, please refer to the application guide for domestic applicants (i.e., applicants residing in Japan), available from [GRIPS AppGuide Domestic 2024.pdf](#).

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.

You are required to provide a financial statement at the time of application. For details, please refer to Section 3, Supporting Documents.

Obtaining a scholarship allocated through GRIPS

Full scholarships are available for exceptionally qualified candidates who have been accepted for study at GRIPS. These scholarships are provided by the Japanese government (MEXT) and international organizations.

If you wish to be considered for one of these GRIPS-allocated scholarships, you do not need to apply for the scholarship separately, but you must select the appropriate funding option when you fill out the Application for Admission. The specific scholarship will be determined by GRIPS based on the eligibility requirements imposed by the scholarship providers. Please note that scholarships are allocated on a competitive basis and that only a limited number of scholarships are available.

Scholarship Eligibility and Details (as of August 2023)

Scholarship	Eligible Programs	Eligibility Criteria	Scholarship Coverage
Japanese Government (MEXT) Scholarship	MP1, MP2, PA, G-cube, STI	<ul style="list-style-type: none"> Under 35 years of age as of April 1, 2024 Nationals of countries with which Japan has diplomatic relations Non-residents of Japan 	<ul style="list-style-type: none"> Monthly stipend: <ul style="list-style-type: none"> -for MP1, MP2, PA (during master's course): JPY147,000; -for PA (during Ph.D. course), G-cube, STI: JPY148,000 Application fee, admission fee, and tuition An economy-class air ticket from your home country to Japan upon enrollment at GRIPS and an economy-class air ticket from Japan to your home country upon completion of your studies at GRIPS
Asian Development Bank-Japan Scholarship Program (ADB-JSP)	MP1, MP2	<ul style="list-style-type: none"> Under 36 years of age as of April 1, 2024 Nationals of ADB's developing member countries At least 2 years of full-time professional work experience after obtaining a bachelor's degree or its equivalent at the time of the application deadline Must not have received a master's degree or have been enrolled in a graduate degree program For more details, please visit the ADB website. 	<ul style="list-style-type: none"> Monthly stipend: JPY147,000 Application fee, admission fee, and tuition An economy-class air ticket from your home country to Japan upon enrollment at GRIPS and an economy-class air ticket from Japan to your home country upon completion of your studies at GRIPS Establishment allowance: JPY25,000 Overseas student insurance and National Health Insurance. Research allowance: JPY70,000 (MP1 and first year of MP2), JPY42,000 (second year of MP2) Book allowance: JPY75,000 (MP1 and first year of MP2), JPY65,000 (second year of MP2) Expenses related to travel: JPY25,000
Joint Japan/World Bank Graduate Scholarship Program (JJ/WBGSP)	PF (Tax)	<ul style="list-style-type: none"> Government tax officials from eligible developing countries Note: The eligibility status of each country is subject to change without notice At least 3 years' work experience (as of February 22, 2024) in tax policy and administration in their home countries after obtaining a bachelor's degree or its equivalent For the full details of the eligibility requirements, please visit our program web page. Availability of this scholarship for AY2024 has not been announced yet. We will announce the availability on our program web page as soon as we receive notice from WB. 	<ul style="list-style-type: none"> Monthly stipend: JPY306,910 Application fee, admission fee, and tuition An economy-class air ticket from your home country to Japan upon enrollment at GRIPS and an economy-class air ticket from Japan to your home country upon completion of your studies at GRIPS Travel allowance: USD500 equivalent upon arrival, USD500 equivalent upon completion of your study The amount of the monthly stipend is subject to change.

Japan-WCO Human Resource Development Programme (Scholarship Programme)	PF (Customs)	<ul style="list-style-type: none"> • Preferably below 35 years of age as of April 1, 2024 • Full-time government customs officials from <u>eligible developing countries</u> • Must be chosen and nominated by their Customs Administrations • At least 2 years' work experience in customs policy and administration in their home countries at the time of enrollment at GRIPS 	<ul style="list-style-type: none"> • Monthly stipend: JPY147,000 • Application fee, admission fee, and tuition • An economy-class air ticket from your home country to Japan upon enrollment at GRIPS and an economy-class air ticket from Japan to your home country upon completion of your studies at GRIPS • Arrival allowance: JPY25,000 • Book allowance: JPY75,000 • Return allowance: JPY25,000
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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 so please check which deadline is applicable to you.

Application Deadlines

Program		Application Deadline	
		Online Registration Form	Supporting Documents
Master's	MP1, MP2, MEP	November 24, 2023, 17:00 (JST)	December 1, 2023, 17:00 (JST)
	PF	February 15, 2024, 17:00 (JST)	February 22, 2024, 17:00 (JST)
	MSP	May 2, 2024, 17:00 (JST)	May 10, 2024, 17:00 (JST)
Ph.D.	PA, G-cube, STI	January 10, 2024, 17:00 (JST)	January 17, 2024, 17:00 (JST)
	G-cube (only for those who have completed the JICA Scholarship application process)	March 15, 2024, 17:00 (JST)	March 22, 2024, 17:00 (JST)

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 an evaluation of the information and supporting documents that you submit. 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 and 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.

Step 1: Application Forms

Download the designated forms listed below from our "How to Apply" web page at <https://www.grips.ac.jp/en/admissions/apply/>.

1. Application for Admission 2024-2025
2. Statement of Purpose 2024-2025
3. Research Proposal 2024-2025 (This applies only to applicants for Two-year Master's and Ph.D. programs.)

Complete the forms and make pdf files of them so that you can upload them in the Online Registration Form.

Step 2: Online Registration Form

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

Please note that you may only submit the Online Registration Form once in an academic year.

Step 3: 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.

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.

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, except for the original TOEFL/IELTS test score(s), together in one package. In extenuating circumstances you may have your official transcripts and certificates of graduation/degree sent directly to us by the registrar. 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.

3. Supporting Documents

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)

Make sure you choose the form on which your program of interest is listed.

- ☐ **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.

☐ **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 academic supervisor.

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.

☐ **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.

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

☐ **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 Application for Admission.

Note: Scholarship applicants who are willing to pay for their own admission if they do not receive a scholarship must provide a financial statement at the time of application.

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 have completed the JICA Scholarship application process are required to provide official proof of the status of their application upon request from GRIPS.

☐ **Application fee**

An application fee is required if you select "I will finance myself" or "I will obtain funding from other institutions" when you submit your Application for Admission. 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.

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

Additional document required of applicants for two-year master's programs

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

Additional documents required of applicants for five-year and three-year Ph.D. programs

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

☐ **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.

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 (See Admissions Schedule). Both successful and unsuccessful applicants 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

Admissions Schedule

This chart gives an overall view of the admissions schedule by program for which application must be made directly to GRIPS by post. Schedules may vary.

Screening for admission usually takes place within four months of the application deadline for each program.

The final results are announced each year by the beginning of August at the latest.

