

NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

APPLICATION GUIDE **2024-2025**

Domestic application
(for applicants residing in Japan)



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

- 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)
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
https://www.grips.ac.jp/en/education/inter_programs/maritime/

Ph.D. Programs

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

- PA Policy Analysis Program
https://www.grips.ac.jp/en/education/phd_programs/analysis/

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

- 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 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.

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 must 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 (<https://www.grips.ac.jp/jp/admissions/guidelines/>).

Tuition and Fees

What	How much	Frequency	Due date
Application Fee	30,000 yen	Once	At the time of application
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 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 so please check which deadline is applicable to you.

Application Deadlines

Program		Application Deadline		Enrollment
		Online Registration Form	Supporting Documents	
Master's	MP1, MP2, MEP, MSP	May 2, 2024, 17:00 (JST)	May 10, 2024, 17:00 (JST)	October 2024
	PF			October 2024 (Tax) September 2024 (Customs)
Ph.D.	PA, G-cube, STI	January 10, 2024, 17:00 (JST)	January 17, 2024, 17:00 (JST)	April 2024* or October 2024 (PA: April 2024 is possible in exceptional circumstances.)
		May 2, 2024, 17:00 (JST)	May 10, 2024, 17:00 (JST)	October 2024

*Those who wish to enroll in April must notify the Admissions Office of that at the time of application.

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 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 designated form)
Make sure you choose the form on which your program of interest is listed.
- ☐ **Application card, postcard and photograph card** (use the designated form)
Please prepare JPY 63 worth of postage stamp and paste the stamp onto the designated form.
- ☐ **Two (2) clear photographs of your face** (30 mm wide x 40 mm high)
Please paste the photographs or insert the digital images (e.g., JPEG) onto the Application for Admission and photograph card.
- ☐ **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 designated form)

☐ **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 Application for Admission.

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 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 schedule

Once we have received your complete application with supporting documents, it is sent to our screening committee.

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.

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