



APPLICATION GUIDE
ECONOMICS, PLANNING AND PUBLIC POLICY PROGRAM
(LINKAGE MASTER'S PROGRAM) 2024-2025

1. Admission

GRIPS is seeking applicants with diverse backgrounds who have been trained in a wide range of disciplines; preferred applicants have had previous work experience in policy making or policy implementation. Although prior study in economics or policy studies is not a requirement for admission, students are recommended to have completed introductory courses in mathematics and statistics prior to entrance. Applicants are evaluated for admission based on their academic record and intellectual distinction, personal characteristics, motivation, evidence of leadership, promise for management and career growth, and work experience. This program is designed for talented government officials from the central or regional government of Indonesia.

The academic year at GRIPS runs from October through September. Students must spend a minimum of one year at GRIPS to complete a master's degree. This period is sufficient for those students who study intensively to satisfy all the requirements for a master's degree.

Admissions Policy, Curriculum Policy and Degree-granting Policy

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

2. Scholarship

The scholarship for the Economics, Planning and Public Policy Program (GRIPS-Indonesia Linkage Master's Program) is provided by the Indonesian government.

3. The Application Process

Selection for admission is based on the evaluation of 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 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 3, Supporting Documents). Send a complete hard copy set of your required 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**

All of your supporting documents must reach GRIPS by the designated deadline. Incomplete applications and applications received after the deadline will not be considered.

Application deadline: February 29, 2024

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.

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.

4. 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)

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 professor or 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.

☐ **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**

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)

5. 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.

Admission 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 May 2024. Both successful and unsuccessful applicants receive the notification e-mail.

NOTE: 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

For GRIPS use: Application ID

APPLICATION FOR ADMISSION
TO ECONOMICS, PLANNING AND PUBLIC POLICY PROGRAM
(LINKAGE MASTER'S PROGRAM) 2024-2025

(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.

(30 mm wide x 40 mm high)

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, 2024): _____

Month/Day/Year

4. Gender: ☐ Male ☐ Female 5. Marital status: ☐ Single ☐ Married6. Nationality: Indonesia

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: _____

9. Work address: _____

Postal code: _____ Country: _____

Phone: _____

Country code – complete number

10. Residential address: _____

Postal code: _____ Country: _____

Phone: _____

Country code – complete number

11. Preferred mailing address:

☐ Work ☐ Residence ☐ Other, namely (Fill in the following fields.)

Address: _____

Postal code: _____ Country: _____

Phone: _____

Country code – complete number

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. Exclude part-time work and internship.

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

LETTER OF RECOMMENDATION 2024-2025

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 **academic** 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 **professional** 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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intellectual potential	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creativity & originality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Motivation for graduate study	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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: _____

Phone: _____ E-mail: _____

Country code - complete number

Signature: _____ Date: _____

Month/Day/Year

STATEMENT OF PURPOSE 2024-2025

(You can change the size of the boxes.)

For GRIPS use: Application ID

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)