

NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

APPLICATION GUIDE **2026-2027**

Domestic application
(for applicants residing in Japan)



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1. Before You Prepare your Application

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 you must apply directly to GRIPS. Check which programs are available and suitable for you. Information on those programs can be accessed through the links below.

Admission 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. Programs	G-cube	GRIPS Global Governance Program (G-cube) https://www.grips.ac.jp/en/education/phd_programs/g-cube/
	PA	Policy Analysis Program https://www.grips.ac.jp/en/education/phd_programs/analysis/
Three-year Ph.D. Program	STI	Science, Technology and Innovation Policy Program https://www.grips.ac.jp/en/education/phd_programs/innovation/

You may only apply to GRIPS once in an academic year.

You may not under any circumstances apply for more than one GRIPS program in one academic year.

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 file a paper application based on an application guide other than this one. 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 GRIPS 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 STI 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

Fee type	Cost	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

Note: transaction fees and other handling charges must be paid by the applicant.

Note: 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 find out which deadline is applicable to you.

Application deadlines

Program		Application Deadline		Enrollment
		Online Registration Form	Supporting Documents	
Master's	MP1, MP2, MEP, MSP	May 1, 2026, 17:00 (JST)	May 8, 2026, 17:00 (JST)	October 2026
	PF			October 2026 (Tax) September 2026 (Customs)
Ph.D.	G-cube, PA, STI	November 21, 2025, 17:00 (JST)	November 28, 2025, 17:00 (JST)	April 2026* or October 2026 (G-cube, PA: April 2026 is possible in exceptional circumstances.)
		May 1, 2026, 17:00 (JST)	May 8, 2026, 17:00 (JST)	October 2026

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

Use the same 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.

Note: update your spam filters to ensure that all GRIPS communications go to your inbox.

2. Application Process

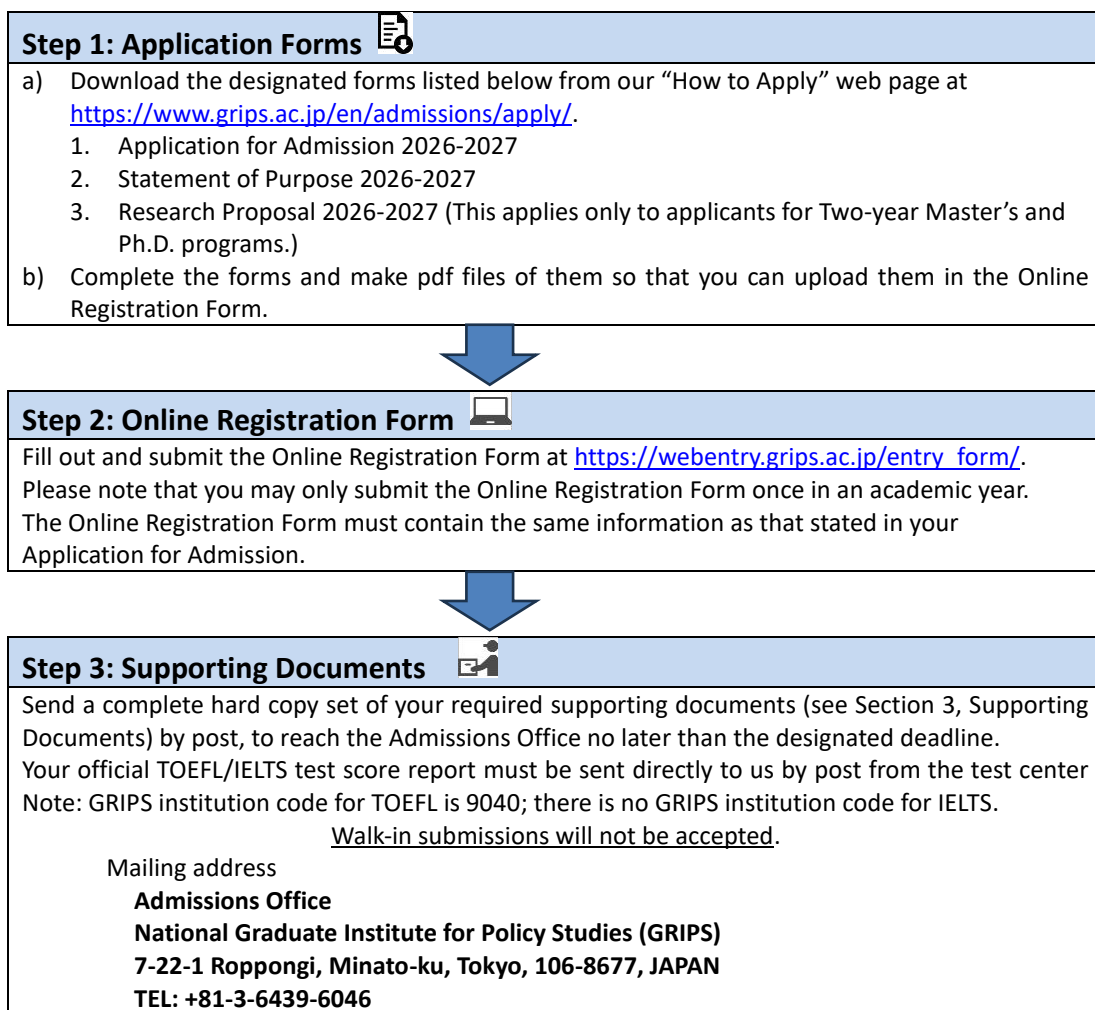
Selection for admission is based on an evaluation of the information and supporting documents that you

submit. Before initiating your application, please carefully review the following details of the application process.

You will NOT be registered as an applicant until you have submitted your completed Online Registration Form 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.



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 the registrar at your universities send your official transcripts and certificates of graduation/degree directly to us by post. Note: in such cases, please enclose a memo explaining the circumstances with your application.

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 completely confidential.

3. Supporting Documents

Important notes

- All documents must be in English.
- Photocopies will not be accepted.
- 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 must be prepared solely by the applicant and should be printed computer documents wherever possible (A4 size paper and single-sided printing are preferable). If circumstances require, documents legibly handwritten with a ballpoint pen are acceptable.

Required Supporting Documents	Master's program	Ph.D. program
Application for Admission	✓	✓
Application card, postcard and photograph card	✓	✓
Two (2) clear photographs of your face	✓	✓
Two (2) letters of recommendation	✓	✓
Certificate of employment (*)	✓	✓
Official transcripts of academic record, and official graduation/degree certificates	✓	✓
Official evidence of English ability	✓	✓
Statement of purpose	✓	✓
Application fee payment slip (slip C) (JPY 30,000)	✓	✓
Financial statement	✓	✓
Copy of your Residence Card	Where applicable	Where applicable
Research proposal	Two year master's programs only	✓
Hard copy of your master's thesis or equivalent		✓

* The submission requirement for this item depends on your situation. Please check the details below.

- ☐ **Application for Admission** (use designated form)
- ☐ **Application card, postcard and photograph card** (use the designated form)
Please prepare JPY 85 worth of postage stamp and paste the stamp onto the designated form.
Note: please be sure to confirm the postage rate before sending, since the rate may have been revised.
- ☐ **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**

Note: we advise that when you request issuance of transcripts/certificates in accordance with our requirements, you show the instructions below to registrars at each of the universities that you attended.

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 bearing the university logo and address; 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 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 bearing the university logo and address; 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 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 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 ITP and IELTS General Training scores are not acceptable.

How to apply for a waiver of the English language proficiency requirement

There are two categories of English test exemption policy, as follows:

Category 1: Applicants who have completed or expect to complete undergraduate or graduate degrees at accredited institutions 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 undergraduate or graduate degrees at institutions where the language of instruction is English may request 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.

These documents must bear the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes bearing the university logo and address; the envelopes must be signed or stamped across the flap by the issuing school authority.

Note: we advise that when you request issuance of documents in accordance with our requirements, you show these instructions to the registrar at the university that you attended.

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

☐ **Application fee (JPY 30,000)**

Please make a bank transfer using any of the following methods.

- At a bank counter (use the designated form): Submit "Application fee payment slip (slip C)".
- At an ATM: Be sure to obtain and submit a receipt for your bank transfer.
- Internet banking: Print the transfer statement and submit it.

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

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.

*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**

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 your account, 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 along with 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 is required to provide proof of possession 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 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 equivalent.

If your program does not require a thesis, you can submit a paper related to your area of research that you wrote during your study.

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 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 occur after you have completed your application.

Admissions schedule

Once we have received your complete application with the required supporting documents, we will send your submission to our screening committee.

1st screening (document screening)

Normally the results of the screening will be announced by e-mail within two months after the application deadline.

There will be a 2nd screening (interview) for 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)

Normally the final results will be announced by e-mail within two months after the 2nd screening.

Note: we do not respond to 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