

Application and Admission Procedures
for the 2014 Master's Program
Foreign Service sub-Program (Global Governance)
School of International and Public Policy
Hitotsubashi University

Hitotsubashi University's mission is "to create intellectual and cultural property which will contribute to the building of free and peaceful political and economic societies in Japan and the world and to nurture those who will assume positions of leadership" (mission statement). Since its establishment, it has produced many highly talented graduates who have been active not only in Japan, but also internationally. In this day and age, in which we face changes in conventional domestic and international orders and a wide range of risks, we need concrete measures that are long-term and inclusive and a leadership that can put these measures into practice at both domestic and international levels. Also, as a result of systems centering on nation-states being shaken, a comprehensive analysis from perspectives such as nation, market, and civil society have become essential in today's world to formulate and implement public policy.

The Foreign Service Sub-program in the Global Governance Program has cooperated with the Japan's Grand Aid for Human Resources Development Scholarship (JDS) provided by the Japan International Cooperation Agency (JICA), and accepted those of Asian countries with practical experiences in the field of foreign services, who have a profound awareness of policy issues concerned, and have enthusiasm to play an active role in various arenas of the international community, through making the most of what they have learnt in Japan.

It is our pleasure, in this occasion and starting from October 2014, to open the program, not just to the Asian public officers with the JDS scholarship, but also to those foreigners who wish to study international relations and acquire Master degree in Tokyo, by taking courses conducted in English.

1. Timing of Enrollment:

October 2014

2. Time Required to Complete the Program:

Two years (October 2014 -September 2016)

3. Academic Degree to Be Awarded:

Master of International and Administrative Policy

4. Number of Students to Be Admitted:

Several

5. Qualifications and Requirements of Applicants:

The Foreign Service Sub-program aims to develop those engaged in foreign services or relevant fields into higher-level professionals in the analysis, formulation, and implementation of policies. The qualifications and requirements for successful applicants are as follows:

[Qualifications]

The applicants should have stayed in Japan for two years or less at the time of application, and come under either of the following categories:

- (1) those who have graduated from universities or colleges stipulated in Article 83 of the School Education Act of Japan; or
- (2) those who have completed at least 16 years of education with a Bachelor of Arts (B.A.) or a Bachelor of Sciences (B.Sc.) degree from accredited universities or colleges in countries other than Japan.
- (3) Those who enrolled in a graduate school through an early admission system under the second paragraph of Article 102 of the School Education Act of Japan, and whom the Admissions Committee of School of International and Public Policy (IPP) judges to possess the academic competence to undertake graduate studies.

[Requirements]

The applicants should:

- (1) be foreign nationals;
- (2) be academically competent;
- (3) be sufficiently proficient in English to understand lectures and to be actively involved in discussions. The applicants are required to submit Test of English as Foreign Language (TOEFL) score unless;
 1. You are a native English speaker.
 2. OR you completed your undergraduate degree which was conducted entirely in English.
- (4) The professional experience is not a pre-requisite, but preferred.

6. Application Documents to Be Submitted

Document	Remarks
Application form	Fill out the prescribed application form and attach a portrait photograph to the form.
Degree certificate(s)	Should be issued by the university or college registrar.
Official academic transcript(s)	Should be issued by the university or college registrar.
Statement of Purpose or Research Proposal three copies (one original and two duplicates)	Write your study plan within about 2,000 words in English, describing what you want to learn/research in the Sub-program, and how you will use what you learn at the School after graduation.
TOEFL (See Requirements 3)	Please submit an official transcript of TOEFL you took in April 2012 or after (Official Transcript for TOEFL). Your TOEFL score should be sent directly from the ETS. The Designated Institution Code for the issuance of a TOEFL Official Transcript is 0436, and the Department Code, 80.
Letters of recommendation	You should submit two letters of recommendation written in English from two people.
Essay on your professional and other experiences	Write an essay to state what you have achieved before professionally, academically or socially, which influenced your choice of career.
Certificate of employment	If you have working experience, you are requested to submit the certificate which is issued by your employer.
Copy of your passport	Present a copy of the page of your passport bearing the

	confirmation of the holder.
Return envelope for notifying admission decision	Supply a self-addressed envelope of standard postal size (23.5cm x 12cm) or equivalent, on which a postage stamp for domestic registered mail (¥ 392) is affixed. (Applicants who reside outside Japan should only enclose a self-addressed envelope (23.5cm x 12cm or bigger) without postage stamps.)
Application fee (Copy of receipt)	Non-refundable application fee of JPY30,000 (see Attachment below for payment procedure)

Notes:

1. If any document is written in a language other than English or Japanese, please attach an English or Japanese translation.
2. As for the “degree certificates,” “transcripts,” and “TOEFL certificate,” we accept Certified/Notarized copies of the documents.

7. Application

Applicants should pay the application fee and then submit all of the above-mentioned documents by registered mail as described below. You may not bring the application documents in person to the Office. Write on the lower left corner of the front face of the envelope in red: "Application documents for the Foreign Service Sub-program (Global Governance) enclosed."

Application period: Tuesday, April 1 to Friday, April 4, 2014
(Application must reach us within this period.)

Application should be mailed to:
Office of the School of International and Public Policy,
Hitotsubashi University;
2-1, Naka 2, Kunitachi, Tokyo, 186-8601 JAPAN

8. Selection

The selection of the program candidates will be made on the basis of the above-mentioned, submitted documents. We may conduct a video telephone interview with you, if necessary. The selection process emphasizes not only on the expertise of applicants, but also on their ability to identify problems, to analyze rationally, to think theoretically, and to prepare written reports and documents.

9. Admission Decision

The result of admission decision will be sent out to applicants after Wednesday, April 16, 2014.

10. Enrollment Registration

(1) Payment period of the matriculation fee

From Monday, September 1 to Friday, September 5, 2014. If successful applicants fail to pay the matriculation fee within this period, they will be regarded as having abandoned enrollment.

When a Monbu-kagakusho scholarship student applies for the program, application fee is exempted if a Certificate of Monbu-kagakusho Scholarship Student is included in his/her application.

(2) Amount of matriculation fee

¥282,000

Students applying for Enrollment Fees Exemption / Deferment (Delayed Payments) or Tuition Fees Exemption / Deferment (Delayed Payments / Installments) should prepare the necessary documents to be attached and follow the given application procedures within the given period. Do not pay the enrollment or tuition fees until the screening results are announced. Note that those who have already paid enrollment fees or tuition fees cannot apply for exemption/deferment of enrollment fees or tuition fees. Furthermore, there is a selection procedure and that your application may be rejected, so you should be prepared to pay your fees to ensure a smooth start to your student life.

(3) Others

Necessary procedures for the enrollment registration will be notified later to successful applicants.

11. Annual Tuition Fee

¥535,800 (preliminary estimate)

The payment should be made through a bank transfer. The bank account will be notified later to successful applicants.

Students can apply for Enrollment Fees Exemption / Deferment (Delayed Payments) or Tuition Fees exemption / Deferment (Delayed Payments / Installments). However there is a selection procedure, fees exemption is available in very limited circumstances so you should be prepared to pay your tuition fees to ensure a smooth start to your student life.

12. Notes

- (1) All affairs concerning the application and admission will be handled by the Office of the School of International and Public Policy, Hitotsubashi University.
- (2) The application documents submitted and the application fee paid will not be returned or refunded. All submissions should be originals except otherwise noted above.
- (3) Application forms should be written using a word processor or a black ballpoint pen.
- (4) Physically handicapped applicants should consult with the Office of the School of International and Public Policy before making an application. Necessary measures will be taken based on the report. This report will inflict no loss on applicants.
- (5) The record of the successful applicants may be used for the purposes including post-enrollment education and obtaining support for schooling.
- (6) All inquiries about admissions should be made only in writing (letter, FAX or e-mail). No telephone inquiries will be accepted.

[Contact Address]

Office of the School of International and Public Policy

Address: 2-1, Naka, Kunitachi, Tokyo 186-8601

FAX: (+81) (0)42-580-9085

E-mail: info-ipp@dm.hit-u.ac.jp

Application Fee of JPY30,000 – Payment Procedure

For applicants living in Japan:

Payment of thirty thousand Japanese yen (JPY30,000) can be made through a bank transfer to the account noted below. A copy of the bank transfer receipt must be included in the application documents submitted to the Admissions Office. Payment by credit card is also possible. For more information, please follow this link for instructions.

http://www.ipp.hit-u.ac.jp/news/news_pdf/IPP_howtopay_chart

Bank Name/Branch: Sumitomo-Mitsui Bank, Kunitachi Branch
Bank's address: 1-8-45 Naka, Kunitachi-shi, Tokyo 186-0004, Japan
A/C Name: Hitotsubashi University
Savings A/C No.: 7761831
Amount: JPY30,000
School's address: 2-1 Naka, Kunitachi-shi, Tokyo 186-8601, Japan
(Tel: 81-42-580-8078)

For applicants living outside of Japan:

Payment of **JPY32,500** (JPY30,000 for application fee + JPY2,500 yen for handling charge by the Japanese bank) can be made through bank transfer (cable remittance) to the account noted below, and a copy of the bank transfer receipt must be included in the application documents submitted to the Admissions Office. Payment by credit card is also possible. For more information, please follow this link for instructions.

<http://www.ics.hit-u.ac.jp/sites/default/files/uploads/application-fee-payment-procedure-by-credit-card.pdf>

Bank Name/Branch: Sumitomo Mitsui Banking Corporation, Kunitachi Branch
Bank's address: 1-8-45 Naka, Kunitachi-shi, Tokyo 186-0004, Japan
A/C Name: Hitotsubashi University
Savings A/C No.: 7761831
SWIFT Code: SMBCJPJT
Amount: JPY32,500 Japanese
(JPY30,000 for application fee + JPY2,500 for handling charge by the Japanese bank)
School's address: 2-1 Naka, Kunitachi-shi, Tokyo 186-8601, Japan
(Tel: 81-42-580-8078)

Notes:

- **The Application Fee of JPY30,000 is non-refundable.**
- **Hitotsubashi University's bank account must receive a net amount of JPY30,000 after all remittance charges.** Please ask your bank if the remittance will be made directly to Sumitomo Mitsui Banking Corporation or through other banks. If the remittance is made through other banks, an additional remittance charge may be deducted from the amount. In that case, please add that amount to JPY32,500.
- Please note the following on the bank transfer slip:
"Full amount of thirty thousand Japanese yen (JPY30,000) must be received by the account holder."
- Bank checks are not acceptable forms of payment.
- Please make sure to have the application fee transferred under the name of the applicant, not under someone else's name.
- If you are paying by credit card, you do not need to provide this information.
- Japanese government-sponsored students (*Kenkyusei*) are not required to pay an application fee; therefore, please enclose the certificate of the government scholarship issued by the enrolled university.