

Application Package

Asian Public Policy Program Master's Program in Public Policy



HITOTSUBASHI
UNIVERSITY

Academic Year 2012/13

School of International and Public Policy

Hitotsubashi University

Asian Public Policy Program
School of International and Public Policy
Hitotsubashi University
The 2012/13 Program
Application and Admissions Procedures

This program is conducted in English at the Kanda campus at National Center of Sciences (Hitotsubashi, Chiyoda-ku, Tokyo)

1. The Program

For the academic year 2012/13, the program offers fifteen positions to qualified applicants, primarily Asian students.

2. Qualifications

Those who have a minimum of two years' full-time working experience in economic or other public policy areas of government, and who meet the following qualifications:

- (1) Those who have graduated from universities or colleges which are stipulated in Article 83 of the School Education Law of Japan.
- (2) Those who have received a Bachelor's degree under Article 104 of the School Education Law of Japan.
- (3) Those who have completed at least 16 years of education with a Bachelor of Arts (B.A.) or Bachelor of Science (B.Sc.) degree from accredited universities or colleges in countries other than Japan.
- (4) Those who are residing in Japan and those who have completed at least 16 years of education by taking courses offered by accredited universities or colleges outside of Japan through correspondence.
- (5) Those who have completed at least 16 years of education outside of Japan and university's course in educational institutions accredited by the country authorities.
- (6) Those who have completed special course in special training school specifically designated by the Japanese Minister of Education, Culture, Sports, Science and Technology by the date designated by the Japanese Minister of Education, Culture, Sports, Science and Technology.
- (7) Those who are specially designated by the Japanese Minister of Education, Culture, Sports, Science and Technology.
- (8) Those who have been at universities or colleges for more than three years in Japan, or those who have completed 15 years of education with a B.A. or B.Sc. degree outside of Japan, and those whom the Admissions Committee of School of International and Public Policy (IPP) has judged to have acquired the academic competence equivalent to those who meet the above qualifications (1) through (4).
- (9) Those whom the Admissions Committee of IPP has judged to have the academic competence

equivalent to those who meet the above qualifications (1) through (4) by individual admissions screening, and those whose age is over 22 years old or who will become 22 years old before October 1, 2011.

- (10) Those whom the Admissions Committee of IPP has, pursuant to its rules and regulations, judged to have the academic competence equivalent or above qualifications (1) through (4).

Note: Applicants who are eligible under items (8), (9) or (10) above must make an inquiry in a written form to the Office of Admissions, the Asian Public Policy Program, about their qualifications by February 24, 2012.

3. Application

Applicants are required to submit the following in the prescribed forms¹:

- (1) Completed and signed application with a portrait photograph (Form A)
- (2) Degree certificate: issued by the university or college authority. (Applicants who are applicable to (1)(3)(4)(5) of Item 1 above)
 Degree certificate issued by the Japan's National Institution for Academic Degrees. (Applicants who are applicable to (2) of Item 1 above)
 Applicants who are applicable to (6)(7)(8)(9)(10) of Item 1 above must inform the Office of Admissions of the APPP before applying.
- (3) Official transcripts: issued by the university or college authority.
- (4) Essay written in English (Form B) (Original plus 2 photocopies): in about 2,000 words. This document should also explain their past academic or other work achievements, a major topic proposed for research or study at the program, the proposed methodological approach to the topic, and the planned or contemplated career developments after the program.
- (5) Two letters of reference (Form C): one from the president, dean or academic supervisor of the university or college attended, and another from the head of the department or the equivalent of the ministry/agency where the applicant currently works.
- (6) Official TOEFL score report [University Code No. 8682]
 All applicants are required to have a good command of English. TOEFL score of 550 (213 for computer-based test, 79-80 for iBT) or higher is required in principle. Applicants are strongly advised to take TOEFL at least one month before submitting the application. (When TOEFL is not available, an official score report of TOEIC or IELTS is accepted.)
- (7) A letter of endorsement from an institution which an applicant belongs to (Form D)
 Should the applicant apply through a scholarship sponsor, the format of endorsement could be the one from the scholarship application.

¹ When any of the original documents is written in a language other than English or Japanese, its translation in English or Japanese must be attached.

- (8) Official health certificate by a hospital or a medical doctor (Form E)
- (9) Non-refundable application fee of Yen 30,000 (see Form F) (for exemption, see below)
- (10) A photocopy of the page(s) of the applicant's passport, to indicate his/her name, photo, passport number, date of birth, etc.
- (11) A self-addressed envelope of a standard postal size (23.5cm x 12cm) for the admission decision (25grams) should be included, together with registered mail stamps (Yen 380). Those applying from overseas do not have to include the envelope or stamps. Such expenses may be collected upon enrollment.

Applications should be sent to the following address by registered mail.

Asian Public Policy Program
School of International and Public Policy
Hitotsubashi University
National Center of Science
2-1-2 Hitotsubashi, Chiyoda-ku
Tokyo 101-8439

Applications for the program must be submitted in their original forms, unless otherwise stated, during the period from March 5 (Monday), 2012 to May 9(Wednesday), 2012 together with the non-refundable application fee of Yen 30,000, for the program beginning in October, 2012. All documents, except TOEFL scores, which should be sent directly from the TOEFL, must be submitted in one envelope to the Office of Admissions.

For candidates applying from overseas, you are strongly advised to contact the Program Manager of the Asian Public Policy Program well before the application period regarding application.

4. Selection

The selection of the program candidates will be made on the basis of the above submissions, namely, transcripts, recommendation letters, essays, TOEFL scores and a letter of endorsement as well as medical certificates. Successful candidates are expected to have good command of English with a TOEFL score of 550(CBT: 213, ibT: 79-80) or higher in principle.

Additionally, interviews with eligible applicants together with math and English tests will be conducted and their schedule will be informed after May 10(Thursday) via e-mail. For overseas residents, such interviews may be conducted in the country of their residence prior to the formal application period mostly in cooperation with the scholarship sponsors, or through video/telephone conference, while, for Japanese residents, interviews will be conducted as follows:

Date: May 14(Monday), 2012 10:00 – 17:00 hrs (subject to change)
Venue: Asian Public Policy Program
School of International and Public Policy
Hitotsubashi University
National Center of Science
2-1-2, Hitotsubashi, Chiyoda-ku, Tokyo 101-8439
(5 minutes' walk from Takebashi Station of Tozai Subway Line).

In the interview, applicants will be asked to discuss issues relating to his/her short essay and other things.

5. Admission Decisions

Admission decisions will be made on **May24, 2012(Thursday)** for enrollment to 2012/13 program. All applicants will be notified as soon as possible of the results of the decisions via e-mail and by post via your agent in Japan.

6. Enrollment Registration

The enrollment registration must be done between September 3(Monday), to September 6(Thursday),2012.

The matriculation fee payment in the amount of Yen 282,000 must be made at the time of enrollment. The payment of university tuition fee in the amount of 267,900 (as of April, 2011), representing one half of the annual tuition of Yen 535,800², and covering the October-March term must be made by the end of October 2012.

When a Monbu-kagakusho (Ministry of Education, Culture, Sports, Science and Technology) scholarship student applies for the program, application fee is exempted if a Certificate of Monbu-kagakusho Scholarship Student is included in his/her application. For further details, the applicants must refer to the Student Exchange Division of their university.

Recipients of the Japan-Asia IMF scholarship, JDS Scholarship and Indonesian Government Scholarship are required to consult with their respective sponsors and contact Program Manager of the Asian Public Policy Program regarding application fee and submission of their applications. For those wishing to apply for ADB scholarship, candidates are requested to check with the Program Manager as different application period and procedures would be applied.

7. Miscellaneous

- (1) All matters relating to the application and admission will be handled by the Office of Admissions, Asian Public Policy Program, Hitotsubashi University. All inquiries must be made by e-mail (appp-info@ics.hit-u.ac.jp) or fax (+81-3-4212-3146).
- (2) For scholarship possibilities, applicants are expected to contact the Asian Public Policy

² The university fee is subject to periodic changes by Hitotsubashi University.

Program well prior to the official application period.

- (3) After the application has been turned in, the applicant is not allowed to change the program to which he/she is applying. The student is not allowed to take the seminar course offered by a program other than by the program for which the application has been made.
- (4) All the papers submitted for the application become the official record of Hitotsubashi University and will not be returned to applicants. The application fee is non-refundable.
- (5) All submissions must be in original, except otherwise noted above.
- (6) For interviews, the applicant must bring the invitation letter sent by the university authorities.
- (7) All submissions must be typed, unless otherwise stated. When, for any reason, hand-written documents are submitted, they must be written in roman, using black or blue ball-point pens.
- (8) Applicants with physical disabilities must consult with the Office of Admissions prior to the application, so that necessary considerations for facilitating them in classrooms, etc. might be arranged.

Application Form

Asian Public Policy Program
School of International and Public Policy
Hitotsubashi University

(A)

To the Applicant:

This form will be used in the selection process. The applicant is, therefore, requested to complete it carefully on a typewriter or a word processor. The form should be signed by the candidate and sent to the Asian Public Policy Program following the procedures explained in the guideline on Application and Admissions.

Personal data

Your Name (Family)	(Given)	(Middle, if there is)

(Family)	(Given)	

(Write your name in Japanese or Chinese characters (*kanji*), if used)

Please attach here
a recent photograph
showing your full
face

(4 × 5 cm)

Current mailing address

Home address (including postal code) _____

Home telephone / Facsimile/ Mobile _____

Work address (including postal code) _____

Business telephone / Facsimile _____

E-mail address _____

Date of birth _____ Age (as of October 1, 2012) _____
Month / Day / Year

Place of birth _____

Citizenship _____

Gender ☐ Male ☐ Female

Marital status ☐ Single ☐ Married

For scholarship recipient, refer to the name of sponsor _____

Tel: _____ Fax: _____

<div> Educational Background </div>

Level of Education (Years normally required for completion)	Name of Institution (Location)	Language of Instruction	Date of Entrance	Degree, Certificate, etc. Received
			Date of graduation (Month, Year)	
Elementary Education / Elementary School				
Secondary Education / Lower School				
Secondary Education / Upper School				
Higher Education / Undergraduate Level				
Higher Education / Graduate Level				
Total number of years of formal education received			_____ years	

Undergraduate field of study _____

Honors or prizes (if any) _____

Graduate field of study _____

Honors or prizes (if any) _____

Any additional non-academic experience or training that has contributed to your professional learning in terms of specialized knowledge or practical skills:

Accomplishments and achievements (academic or civic honors, activities or special recognition, including any awards or professional achievements not mentioned elsewhere):

List any publications or contributions to journals and books:

English and Other Languages

Native language _____

English proficiency (self-assessment)	Excellent,	Good,	Fair,	Poor
Writing:				
Speaking:				
Reading:				

TOEFL score (or equivalent, either TOEIC or IELTS) _____

Other languages in which you are fluent:

1. _____
2. _____
3. _____

Employment Data

Beginning with your present position, please list your full-time work experience below.

1

Name of agency, ministry or institution	From (mo/yr)	To (mo/yr)
Location	Present job title	
Responsibilities		
Responsibilities		
Name and title of your immediate supervisor		

2

Name of agency, ministry or institution	From (mo/yr)	To (mo/yr)
Location	Job title	
Responsibilities		
Responsibilities		
Name and title of your immediate supervisor		

3

Name of agency, ministry or institution	From (mo/yr)	To (mo/yr)
Location	Job title	
Responsibilities		
Responsibilities		
Name and title of your immediate supervisor		

References

Please list below the two individuals who will write the references for your candidacy.

1	<div></div>		
	Name (family, given, middle)		
	<div></div>	<div></div>	
	Position	Organization	
	<div></div>		
	Relationship to the candidate		
	<div></div>	<div></div>	<div></div>
	Business address	tel/fax	e-mail
2	<div></div>		
	Name (family, given, middle)		
	<div></div>	<div></div>	
	Position	Organization	
	<div></div>		
	Relationship to the candidate		
	<div></div>	<div></div>	<div></div>
	Business address	tel/fax	e-mail

I certify that all statements made in this application are true and accurate, and that responses to all essay questions are my own writing. I understand that falsification or misrepresentation of any information in this application is the grounds for automatic revocation of all offers of admission or expulsion from Hitotsubashi University, School of International and Public Policy.

<div></div>	<div></div>
Signature	Date

Essay Questions

Asian Public Policy Program
School of International and Public Policy
Hitotsubashi University

(B)

Please write a short essay in about 2,000 words, covering the following questions. This essay is one of the most important parts of your application, as it will form a basis for the selection. It should be word-processed on separate sheets of paper, and should be signed and dated by you:

- (1) What study/research and professional experience have you had to date? Has your experience satisfied your intellectual and professional interests and ambitions? Do you feel you need additional study/training? If so, in which field?
- (2) Why are you applying to this program? What do you see in the program that is likely to help you attain your intellectual and professional objectives and goals?
- (3) If accepted in the program, what subject of study/research would you like to pursue? How is it related to your field of intellectual and professional interest? What analytical method or methodological framework do you think would be most appropriate for the study/research of the above subject? Have you done any work on it to date?
- (4) How do you envisage your professional career developments after the program? What would you like to be doing in, say, 10 years' time?
- (5) Choose a particular policy issue in your field of interest that is of concern to you, and make a brief assessment of the issue from a viewpoint of a policy maker.

Letter of Reference

Asian Public Policy Program
School of International and Public Policy
Hitotsubashi University

(C)

To the Applicant

Please complete only the top portion of this form, and pass it to your referee to complete the rest of the form.

Your Name (Family)	(Given)	(Middle)

To the Referee

The person whose name appears above is applying for admission to the Asian Public Policy Program at Hitotsubashi University.

Please provide your reference on your own letterhead or stationery. In your letter, please state your observations including the following points as candidly and specifically as possible:

Letter of Reference – Academic:

- Relative performance of the applicant relative to his/her classmates in terms of academic performance, intellectual performance, and creativity and originality (e.g. average, top 10%)
- The applicant's characteristics and attributes
- The applicant's intellectual strengths and academic achievements (e.g. honors, awards)
- The applicant's academic potential
- The applicant's personality (e.g. leadership, team-work)

Letter of Reference – Professional:

- Relative work performance of the applicant relative to his/her colleagues in the work place or to his/her cohort in the department, etc.
- The applicant's characteristics and attributes
- The applicant's professional strengths and achievements (e.g. leadership in project implementation, solid staff work in policy formulation, innovative)
- The applicant's personality (e.g. human relationship, communication skills)

Please return this form and your letter of reference to the applicant in a sealed envelope, with your signature across the seal. The applicant will submit the sealed, signed envelope to us as part of the completed application package. The contents of the letter will be kept confidential.

Thank you very much for your kind cooperation.

Letter of Reference

Asian Public Policy Program
School of International and Public Policy
Hitotsubashi University

(C)

To the Applicant

Please complete only the top portion of this form, and pass it to your referee to complete the rest of the form.

Your Name (Family)	(Given)	(Middle)

To the Referee

The person whose name appears above is applying for admission to the Asian Public Policy Program at Hitotsubashi University.

Please provide your reference on your own letterhead or stationery. In your letter, please state your observations including the following points as candidly and specifically as possible:

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- The applicant's characteristics and attributes
- The applicant's intellectual strengths and academic achievements (e.g. honors, awards)
- The applicant's academic potential
- The applicant's personality (e.g. leadership, team-work)

Letter of Reference – Professional:

- Relative work performance of the applicant relative to his/her colleagues in the work place or to his/her cohort in the department, etc.
- The applicant's characteristics and attributes
- The applicant's professional strengths and achievements (e.g. leadership in project implementation, solid staff work in policy formulation, innovative)
- The applicant's personality (e.g. human relationship, communication skills)

Please return this form and your letter to the applicant in a sealed envelope, with your signature across the seal. The applicant will submit the sealed, signed envelope to us as part of the completed application package. The contents of the letter will be kept confidential.

Thank you very much for your kind cooperation..

Letter of Endorsement

Asian Public Policy Program
School of International and Public Policy
Hitotsubashi University

(D)

I, the undersigned _____ (Family name), _____ (Given name) at
_____ (name of agency/organization) hereby:

1. nominate _____ (name of applicant) to enroll in the Master's Program in Public Policy, the Asian Public Policy Program at the School of International and Public Policy, Hitotsubashi University;
2. certify that the information supplied by the applicant is correct to the best of my knowledge;
3. certify that the applicant, if accepted, will not be assigned duties that will conflict with devoting full time and attention to the program, should there be an agreement between my agency and the applicant to continue to be employed after graduation.

(Name of Institution) _____ Date _____ (mm/dd/yy) _____
Name _____ (Family name) , _____ (Given name) _____
Title _____
City and Country _____
Tel. _____ Fax _____
E-mail _____

Signature _____

<Official seal is required.>

Asian Public Policy Program
School of International and Public Policy
Hitotsubashi University

		Applicant ID		Hitotsubashi University	
To Applicant: Please fill in the upper column by yourself and give it to a medical doctor to complete the lower column.					
Name of the Program		Asian Public Policy Program			
Name of the applicant		_____, _____ Family Given Middle, if there is			
Date of Birth		_____ Day Month Year		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Current Address					
Medical Check Report					
Current State of Health					
Eyesight	Without Glasses left _____ right _____ (With Glasses) () ()			Hearing	_____ Left Right
Tuberculosis	+ - If marked +, History of Treatment + - Under Treatment				
	If marked +, please describe it in detail.				
	Date of Chest X-ray _____ Day Month Year				
Handicaps with Respect to Study					
Diseases or Disorders (Mental or Physical)		+ - If marked +, please describe it in detail.			
Medical History		+ - If marked +, please describe it in detail.			
In my opinion, the applicant is physically able to study at Hitotsubashi University. Yes No					
Date of Examination		_____ Day Month Year			
Hospital/Clinic		_____			
Address		_____			
Name& Title of Physician		_____			
Physician's Signature/Seal		_____			

Application Fee – Payment Procedure of JPY 30,000

(F)

For Applicants living in Japan:

Payment of JPY 30,000 must be made through a bank transfer to the account noted below, and a copy of the bank transfer receipt must be included in the application documents submitted to the Office of Administration.

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: 30,000 Japanese Yen
 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 JPY 32,500 (30,000 yen for application fee + 2,500 yen for handling charge by the Japanese bank) must be made through a 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 Office of Admissions. Payment by credit card is also available. For details, please check the following URL:

http://www.ipp.hit-u.ac.jp/exam/exam_question.html#e19

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
 SWIFT Code: SMBCJPJT
 Amount: 32,500 Japanese Yen
 (30,000 yen for application fee + 2,500 yen 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 JPY 30,000 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 Bank or through other banks. If through other banks, an additional remittance charge may be deducted from the amount. In that case, please add that amount to 32,500 yen.
- Please note the following on the bank transfer slip:
"Full amount of 30,000 Japanese Yen must be received by the account holder."
- Bank checks or credit cards are not acceptable forms of payment.

Address

Asian Public Policy Program,
School of International and Public
Policy
Hitotsubashi University
National Center of Sciences
2-1-2 Hitotsubashi Chiyoda-ku,
Tokyo 101-8439, JAPAN

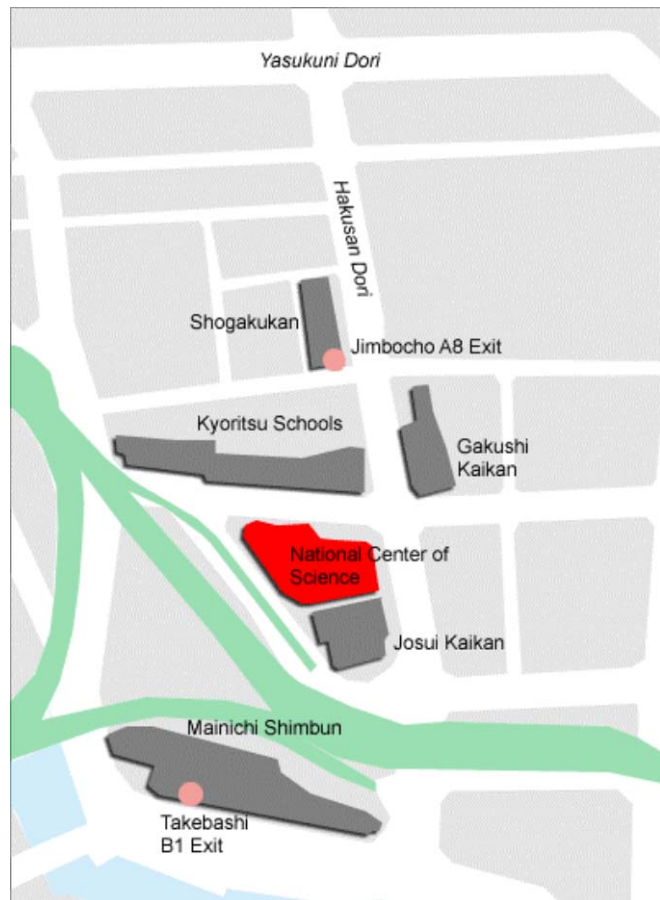
Access

From Takebashi Station

Take the Tozai Line to Takebashi Station. Approximately a 4-minute walk from Exit 1B.

From Jimbocho Station

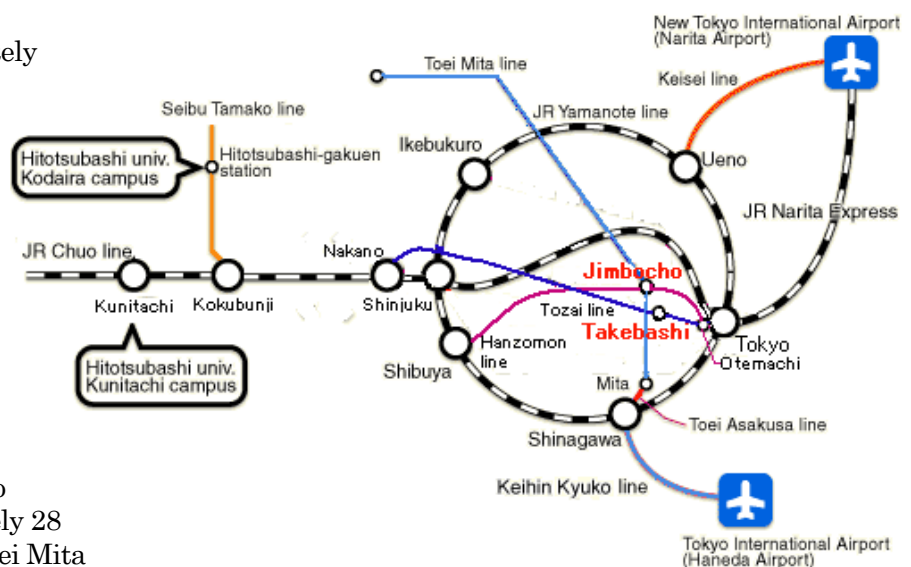
Take the subway (Hanzomon, Shinjuku, or Toei Mita Line) to Jimbocho Station. Approximately a 3-minute walk from Exit A8.



From overseas

From Narita International Airport

Take Narita Express to Tokyo Station (approximately 60 minutes), walk to Otemachi Station (approximately 5 minutes), then take the Tozai Line to Takebashi Station. Or take the Toei Mita Line from Otemachi Station to Jimbocho Station.



From Haneda Airport

Take Keihin Kyuko Line to Mita Station (approximately 28 minutes), change to the Toei Mita Line to Jimbocho Station.