

Application Package
For ADB-JSP Scholarship
Asian Public Policy Program
Master's Program in Public Policy



HITOTSUBASHI
UNIVERSITY

Academic Year 2011/12

School of International and Public Policy

Hitotsubashi University

Asian Public Policy Program
School of International and Public Policy
Hitotsubashi University
The 2011/12 Program

Application and Admissions Procedures for ADB-JSP Scholarship

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 2011/12, the program offers up to a few positions to qualified applicants, who are nationals of the Asian Development Bank (ADB) developing member countries.

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 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.
- (2) Those who have completed at least 16 years of education outside of Japan and university's course at educational institutions accredited by the country's authorities.
- (3) 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 qualification (1) and (2).
- (4) Those whom the Admissions Committee of IPP has judged to have the academic competence equivalent to those who meet the above qualification (1) and (2) by individual admission screening, and those who are older than 22 years old, but younger than 45 years old on October 1, ~~2010~~ 2011..
- (5) Those whom the Admissions Committee of IPP has, pursuant to its rules and regulations, judged to have the academic competence equivalent or above qualification (1) and (2) .
- (6) Those who meet the qualifications and requirements stated in the ADB-JSP Scholarship Program. For further details, please check <http://www.adb.org/JSP/default.asp>.

Note: Applicants who are eligible under items (3), (4) or (5) above must make an inquiry in a written form to the Office of Admissions, the Asian Public Policy Program, about their qualifications by December 3, 2010.

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 for applicants under (1) and (2) of “2. Qualifications.”
Applicants under (3), (4) or (5) of “2. Qualifications” 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 in about 2,000 words (Form B). The Original plus 2 photocopies must be submitted. The essay should explain applicants' past academic or other work achievements, a topic proposed for research in the program, the methodological approach to the topic and the planned career developments after the completion of 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 applicants currently work.
- (6) Official TOEFL score report [University Code No. 8682]. All applicants are required to have 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 an applicant belongs to (Form D).
- (8) Official health certificate by a hospital or a medical doctor (Form E).
- (9) Non-refundable application fee of Yen 30,000 (Form F).
For the academic year 2011/2012, an application fee will not be collected before final results become available. Successful candidates will get reimbursement of the above upon the enrollment. For further details, successful candidates are requested to contact the Asian Public Policy Program.
- (10) Applicants' latest Income Tax Return or Certification of their Annual Salary/Monthly Salary, and Certification of Family Income (Parents/Spouse's Income).
- (11) ADB-JSP Information Sheet form.
Downloadable from the ADB's website at <http://www.adb.org/JSP/procedures.asp>.
- (12) A photocopy of the page(s) of the applicant's passport, to indicate his/her name, photo, passport number, date of birth, etc.

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.

Applications should be sent to the following address by registered express mail:

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

Application documents for the program must be preliminarily submitted in their original forms, unless otherwise stated, during the period from December 6(Monday), 2010 to May 18(Wednesday) for the program beginning in October 2011. All documents, except TOEFL scores which should be sent directly from the TOEFL, must be submitted in one envelope to the Asian Public Policy Program. Then, these documents will be sent to the ADB. They will become the formal application documents upon the notification from the ADB to that effect. **Applications with any missing documents will be disqualified.**

4. Selection

The selection of eligible applicants will be made on the basis of the submitted documents under 3. Application (1) - (12).

Additionally, interviews with eligible applicants as well as the tests of mathematics and English will be conducted.

5. Admissions Decision

The list of eligible candidates will be notified to the Asian Development Bank to obtain its final approval. The results of the admissions for enrollment to 2011/12 program will be notified to the successful candidates via e-mail by June 20 (Monday) , 2011.

6. Enrollment Registration

The enrollment registration must be done between September 1 (Thursday) and September 5(Monday), 2011.

The detailed conditions of the ADB-JSP Scholarship will be notified to the successful candidates by Program Manager as soon as the results become available.

7. Miscellaneous

- (1) All matters relating to the application and admissions 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) After applications have been made, applicants are not allowed to change the program to which they are applying. The student is not allowed to take the seminar course offered by a program other than the program for which the application has been made.
- (3) All documents submitted for the application become the official record of Hitotsubashi University and will not be returned to applicants. The application fee is non-refundable.
- (4) All documents will be forwarded to the Asian Development Bank.
- (5) All documents must be in original, except otherwise noted above.
- (6) All documents 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.

- (7) Applicants with physical disabilities must consult with the Office of Admissions prior to the application.

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)

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, 2011)

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: _____

Educational Background

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:

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

1 | _____
 Name (family, given, middle)

| _____ | _____
 Position Organization

| _____
 Relationship to the candidate

| _____ | _____ | _____
 Business address tel/fax e-mail

2 | _____
 Name (family, given, middle)

| _____ | _____
 Position Organization

| _____
 Relationship to the candidate

| _____ | _____ | _____
 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.

| _____ | _____
 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:

- (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 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 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.>

INFORMATION SHEET

(to be sent to APPP, Hitotsubashi University)

Downloadable from <http://www.adb.org/JSP/procedures.asp>

		<h2>INFORMATION SHEET</h2> <p>(to be sent to Institution you are applying to)</p>	
Last Name:		First Name:	
Nationality:		Date of Birth: (dd/mm/yyyy)	
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Age:	
Home Address:			
Street:			
City:			
State/Province:			
Country:		Post Code:	
Phone:			
Mobile:			
Email:			
Office Address:			
Street:			
City:			
State/Province:			
Country:		Post Code:	
Phone:			
Mobile:			
Email:			
Proposed Study Plan:			
Degree:			
Field of Study:			
Expected Commencement Date:		(dd/mm/yyyy)	
Are you applying to other Institutions? If so, which? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of Institution:			
Academic Background (include course you are currently enrolled in, if applicable):			
Degree Obtained:			
Field of Study:			
Year Started:		Year Completed:	
Name of Institution:		Location:	
Language of Instruction Used:			
Honor(s) received:			
Degree Obtained:			
Field of Study:			
Year Started:		Year Completed:	
Name of Institution:		Location:	
Language of Instruction Used:			
Honor(s) received:			

Have you been awarded an ADB-JSP Scholarship? Yes No

Degree: _____

Field of Study: _____

University: _____

Awarded Period (Month & Year) From: _____ To: _____

English Proficiency	Reading	Writing	Speaking
Very Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Experience (starting with most recent):

Position: _____

Employer: _____

Nature of Work: _____

Years Employed (Month & Year) From: _____ To: _____

Annual Salary (in US\$): _____

Position: _____

Employer: _____

Nature of Work: _____

Years Employed (Month & Year) From: _____ To: _____

Annual Salary (in US\$): _____

Position: _____

Employer: _____

Nature of Work: _____

Years Employed (Month & Year) From: _____ To: _____

Annual Salary (in US\$): _____

Total Years of Work Experience: _____ Year(s) & _____ Month(s)

(Please attach your latest Income Tax Return or Certification of your Annual Salary/Monthly Salary whichever is available)

While the Scholarship will provide most of your financial requirements during the study period, what other additional resources do you have if you may need them?

Why do you want to undertake this particular area of study at this institution?

(Attach copies of academic records and mail this form to the institution where you wish to study. The institution will advise you whether or not your application qualifies for further screening.)

CERTIFICATE OF HEALTH

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

(E)

		Applicant ID			
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		+ - History of + - Under Treatment If marked +, 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 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.

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 deducted.** 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.

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

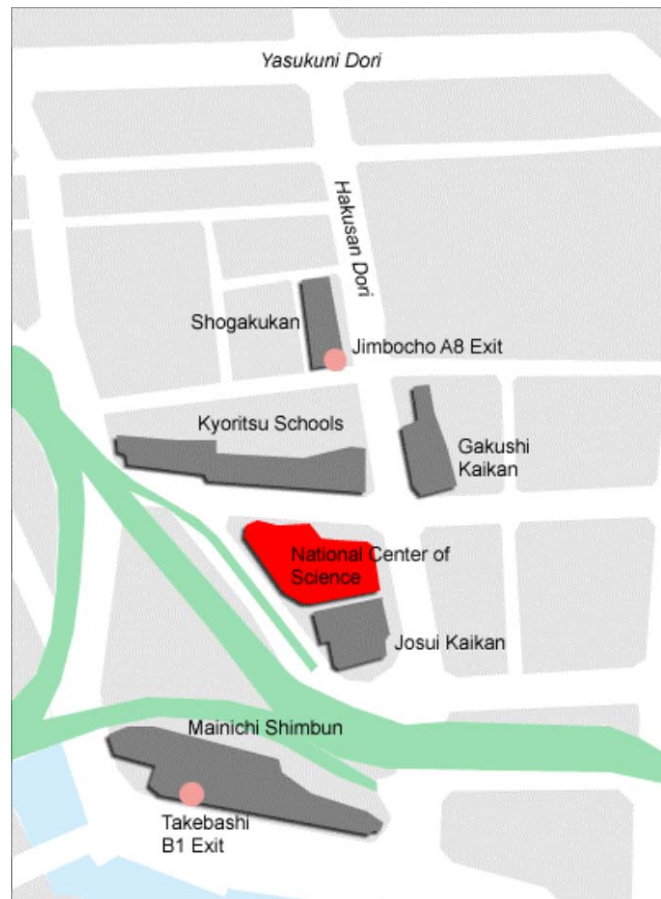
Access

From Takebashi Station

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

From Jimbocho Station

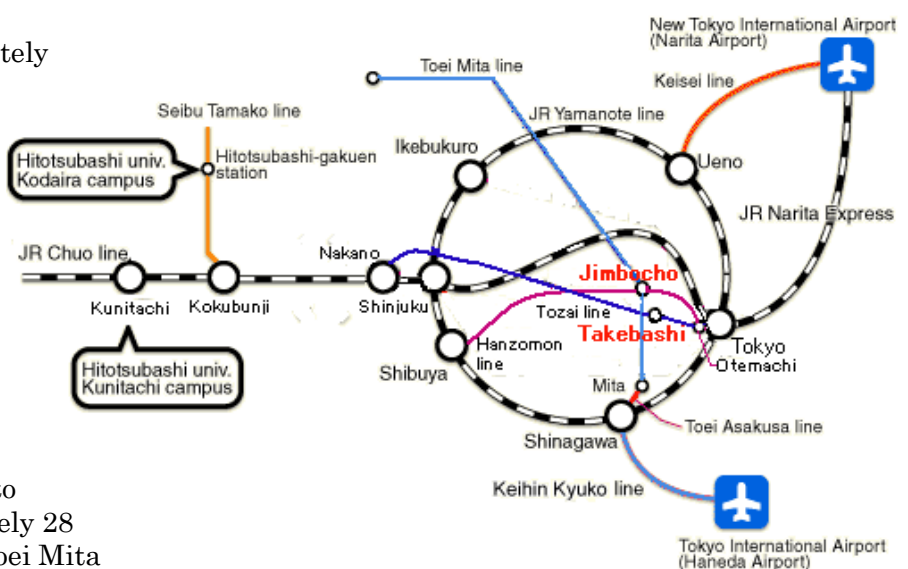
Take the subway (Hanzomon, Shinjuku, or Toei Mita Line) to Jimbocho Station. Approximately a 3-minute walk from Exit A8.



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.