



# **Application Package**

## **Asian Public Policy Program for Master in Public Policy (Public Economics)**



HITOTSUBASHI  
UNIVERSITY

**Academic Year 2020/21**

**School of International and Public Policy**

**Hitotsubashi University**

Asian Public Policy Program (APPP)  
School of International and Public Policy  
Hitotsubashi University  
The 2020/21 Program  
Application and Admissions Procedures

**This program is conducted in English at the Kunitachi campus and the Chiyoda campus located in Tokyo.**

## **1. The Program**

For the academic year 2020/2021, the program offers a total of 15 positions to qualified applicants, primarily Asian students.

## **2. Qualifications**

Those who have or will have a minimum of two years' full-time working experience as of March 31, 2020, preferably in economic or other public policy areas of government or central banks, and who hold a Bachelor's degree or its equivalent that meets any one of 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, 2020.
- (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 seek to satisfy the eligibility requirement 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 as early as possible and no later than November 30, 2019.**

### 3. Application

Applicants are required to submit the following in the prescribed forms<sup>1</sup>:

- (1) Completed and signed application with a portrait photograph (Form A)
- (2) Degree certificate issued by the university or college authority (if applications are made pursuant to (1)(3)(4)(5) of Section 2 above)  
Degree certificate issued by the Japan's National Institution for Academic Degrees (if applications are made pursuant to (2) of Section 2 above)  
Those who apply pursuant to (6)(7)(8)(9)(10) of Section 2 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 the other 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.)

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<sup>1</sup> 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.

(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.

(8) Non-refundable application fee of Yen 30,000 (see Form E) (exemption or payment by scholarship sponsor may be available in some cases: please contact the Program Manager before sending in the application fee)

(9) A photocopy of the page(s) of the applicant's passport, to indicate his/her name, photo, passport number, date of birth, etc.

(10) A self-addressed envelope of a standard postal size (23.5cm x 12cm) for the admission decision (25 grams) should be included, together with registered mail stamps (Yen 392). 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  
2-1 Naka, Kunitachi  
Tokyo 186-8601

Applicants applying under sponsored Scholarships must be selected by each Scholarship Sponsor prior to APPP selection. As the eligibility, schedule, and procedure are different among Scholarships, applicants should contact Office of Admissions, the Asian Public Policy Program as early as possible. Applications for the program must be submitted in their original forms, unless otherwise stated, during the period shown below together with the non-refundable application fee of Yen 30,000, for the program beginning in September, 2020. All documents, except TOEFL scores which should be sent directly from ETS, must be submitted in one envelope to the Office of Admissions.

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

APPP Application Period is from September 1, 2019 to May 7, 2020.

(Notes for scholarship recipients)

1. When a candidate who has been awarded a Ministry of Education, Culture, Sports, Science and Technology (MEXT) scholarship applies for the program, application fee is exempted if a Certificate of MEXT Scholarship Student is included in his/her application. Please check with the Asian Public Policy Program's Program Manager to confirm eligibility for this exemption.

2. Recipients of the Japan-Asia IMF scholarship, JDS Scholarship and other sponsored scholarships with partnership arrangements 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.

#### **4. Selection**

The selection will be made on the basis of the above submissions, namely, transcripts, recommendation letters, essays, TOEFL scores, a letter of endorsement, medical certificates, as well as interviews if deemed necessary. 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.

Interviews with applicants may also involve math and English tests, and applicants will be informed of the schedule after May 10, 2019 via e-mail.

For residents in Japan, interviews will in principle be conducted as follows:

Date: June 3 (Wednesday), 2019 10:00 – 17:00 hrs (subject to change)  
Venue: 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  
(5 minutes' walk from Takebashi Station of Tozai Subway Line).

For overseas residents such interviews may be conducted in the country of their residence or through video/telephone conference. For those applicants who are applying in conjunction with sponsored scholarships that have partnership arrangements with APPP, these may take place prior to the admissions closure date in conjunction with the selection process for the scholarships.

#### **5. Admission Decisions**

Admission decisions will be made by the date shown below. All applicants will be notified as soon as possible of the results of the decisions via e-mail and by post, either directly or via your agent in Japan in case of sponsored scholarships.

##### **Admission Decisions**

IMF and JDS Scholarship Applicants: Not later than May 28 (Thursday), 2020

Other Applicants: Not later than June 25 (Thursday), 2020

## 6. Enrollment Registration

The enrollment registration must be done between July 1 and July 7, 2020.

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, 2019), representing one half of the annual tuition of Yen 535,800<sup>2</sup>, and covering the September-March term must be made by the end of October 2020.

## 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-admissions@dm.hit-u.ac.jp](mailto:appp-admissions@dm.hit-u.ac.jp)) or fax (+81-3-4212-3146).
- (2) For scholarship possibilities, applicants are expected to contact the Asian Public Policy Program well prior to the official application period.
- (3) 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.
- (4) All submissions must be in original, except otherwise noted above.
- (5) All submissions must be typed, unless otherwise stated. When, for any reason, hand-written documents are submitted, they must be written in block letters, using black or blue ball-point pens.
- (6) 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.
- (7) During the health checkup period right after your enrollment, documentation must be provided showing all the required immunizations of measles, mumps, rubella, and chickenpox (varicella) vaccines, or titers of the said diseases showing immunity. Please check your vaccination record.

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<sup>2</sup> The university fee is subject to periodic changes by Hitotsubashi University.

# Application Form

Asialic 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)	(Middle, if there is)

(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 / Mobile	/
Work address (including postal code)	
Business telephone	
E-mail address (personal / office)	/

Date of birth \_\_\_\_\_ Age (as of September 1, 2020) \_\_\_\_\_  
Month / Day / Year

Place of birth (City) \_\_\_\_\_

Nationality / Region \_\_\_\_\_

Gender  Male  Female

Marital status  Single  Married

For scholarship recipient, refer to the name of sponsor

<u>Name:</u>	
<u>Tel:</u>	<u>E-mail:</u>

Educational Background

Level of Education (Years normally required for completion)	Name of Institution	Location	Language of Instruction	Date of Entrance	Number of Years
				Date of Graduation (Year, Month)	
Elementary Education / Elementary School ( )					
Secondary Education / Lower School ( )					
Secondary Education / Upper School ( )					
Higher Education / Undergraduate Level ( )					
Field of study:					
Degree/Certificate received:					
Honors or prizes (if any)					
Higher Education / Graduate Level					
Field of study:					
Degree/Certificate received:					
Honors or prizes (if any)					
Higher Education / _____ Level(if any)					
Field of study:					
Degree/Certificate received:					
Honors or prizes (if any)					
Total number of years of formal education received				_____ years	

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

(with self-assessment )

	Excellent	Good	Fair	Poor
Writing:				
Speaking:				
Reading:				

English score (TOEFL or equivalent, either TOEIC or IELTS) \_\_\_\_\_

Other languages in which you are fluent: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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

	Name of agency, ministry or institution	Job title	Responsibilities	From(mo/yr)	Location
				To(mo/yr)	
1					
				Current	
	Name and title of your immediate supervisor				
2					
	Name and title of your immediate supervisor				
3					
	Name and title of your immediate supervisor				

References

Please 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	E-mail

2

Name (family, given, middle)		
Position	Organization	
Relationship to the candidate		
Business address	Tel	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 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



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:

- Academic 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:

- 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, innovativeness)
- 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

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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:

- 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, innovativeness)
- 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.>

## Application Fee – Payment Procedure of JPY 30,000

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

**(E)**

### 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](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 JPY 30,000 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 are not acceptable forms of payment.