

Q&A

The below Q&A is about the admission for the Foreign Service Sub-Program (FSS). Upon reading these Q&A, if there are any further questions, please contact School of International and Public Policy (IPP) Office via e-mail (info-ipp@ad.hit-u.ac.jp).

- ⇒ For Asian Public Policy Program, please visit [here](#).
- ⇒ For Public Law Program, Global Governance Program (except for FSS) and Public Economics Program, please visit [here](#).
- ⇒ For Double Degree Exchange Program and Student Exchange Program between IPP's partner universities, please contact IPP Office via e-mail (info-ipp@ad.hit-u.ac.jp).

Eligibility

Q. Am I eligible to apply to the FSS?

A. Please visit [here](#) and read carefully “Qualifications and Requirements of Applicants” of the Application Package.

Q. I have no full-time work experience. Do I still meet the requirements?

A. Yes. Professional experience is preferred but not a pre-requisite. Therefore, the FSS also welcomes students without a full-time work experience.

Q. I am currently studying at a university in Japan. Can I apply to the FSS?

A. Yes. The eligibility to apply to the FSS does not depend on how long you spent in Japan. Moreover, you also might be able to consider applying for general selection (一般選考) of the Global Governance program which starts in April and requires applicants to have Japanese skills (N2 level or higher). For the application guideline for the Global Governance program, please visit [here](#).

Q. Can I apply to both the FSS and the Asian Public Policy Program (APPP)?

A. Yes. There is no restriction on applying to both programs. However, you need to pay attention to each program's admission schedule because each program conducts the admission process on a different timeline. For example, if you become a successful applicant of the FSS, you will have to complete the enrollment fee payment (or application for enrollment fee exemption) by around mid-May. Meanwhile, the application period for the APPP ends in mid-May and the admission decision will be announced by end of June.

Moreover, required qualifications, curriculum and career path after graduation vary depending on programs. Therefore, we advise you to choose the best program that fits your research plan and career goal.

For the APPP, please visit [here](#).

Q. I am a Japanese citizen. Can I apply to the FSS?

A. Yes. You can apply to the FSS since there is no restriction on nationality. The FSS welcomes those who wish to take the program entirely in English. It would be appreciated if you can consider applying to the Global Governance program starting in April. For the application guideline for the Global Governance program, please visit [here](#).

Q. My bachelor's degree is not related to international relations. Am I still eligible to apply?

A. Yes. That is no problem. We welcome students who have various backgrounds and thus the academic interests of the FSS students are diverse, reflecting differences in policy priorities across the countries of origin.

Scholarship

Q. I am a MEXT scholarship holder. Does the FSS accept MEXT scholarship recipients?

A. Yes. MEXT scholarship awardees are welcome to apply to the FSS. If you meet the

necessary requirements, existing MEXT scholarship recipients at other institutions might be eligible to extend the scholarship period for additional advanced study at the FSS. For detailed procedures, please consult with your current institution.

Q. I want to be a research student at the FSS in order to be eligible to receive a MEXT scholarship.

A. Sorry but all IPP's programs do not accept research students, so you cannot be a research student at the FSS.

For your reference, the following graduate schools at Hitotsubashi University accept research students:

Graduate School of Economics, Graduate School of Law, Graduate School of Social Sciences, Graduate School of Language and Society, and Graduate School of Business Administration

Regarding the procedures for a MEXT research student to apply for extension of the scholarship period for advanced study at the FSS, please consult with the administrative office of the graduate school you apply.

Q. Let me know about the scholarships available at the FSS.

A. IPP has no independent fund for scholarships. However, several scholarships are available for those studying at the FSS. These include JDS Scholarships Program (currently available for applicants from China) and JICA-SDGs Global Leadership Scholarship Program. Please note that partner universities of JDS Scholarships and JICA-SDGs are subject to change every academic year. Moreover, please note that applicants should first apply for the scholarship organization before applying to the FSS. The application periods for these scholarship organizations usually close before the FSS's announcement of the Application Package. For more details, please contact JICA.

For information about other scholarship programs available for privately financed international students, please refer to the below website of the Student Services Division.

<https://international.hit-u.ac.jp/en/pros/pr/support.html>

Application

Q. Where and when will be the latest Application Package for the FSS available?

A. The latest Application Package for the FSS will be available [here](#) by mid-December for the September intake of the following Academic Year.

Q. When is the application deadline for the admission to the FSS?

A. The application deadline is set around March 20th every year.

For the latest admission schedule, please visit [here](#) and check “Application” of the Application Package.

Q. Can I send my application documents prior to the start date of application period?

A. Yes. However, please note that our review and selection process start after the application period ends. Once the Graduate School Online Application page for the FSS’s admission is available around early-February and you complete the necessary procedures, you can send your application documents prior to the start date of application period.

Q. May I submit some of the application documents after the application deadline?

A. No. All the application documents should be submitted during the application period. If you have any concerns, please contact IPP Office via e-mail (info-ipp@ad.hit-u.ac.jp).

Q. Please tell me how to pay the application fee. Do you accept the payment from abroad?

A. Yes. You can pay the application fee from abroad. For application fee payment, please visit [here](#).

Q. I am a MEXT scholarship recipient. May I request for an application

fee waiver?

A. Yes. MEXT scholarship recipients are exempt from paying the application fee. Instead of a proof of application fee payment, please submit the certificate of the MEXT scholarship issued by your enrolled university along with other application documents.

Q. I am a JICA-SDGs scholarship candidate. Should I pay the application fee?

A. No. JICA will pay your application fee directly to the University. Instead of a proof of application fee payment, please submit “the Notification of Certified Applicant” issued by JICA along with other application documents.

Q. I want to communicate with a professor of IPP before applying to the FSS.

A. Sorry but we do not release contact addresses of our professors. Please note that you do not need to contact an academic instructor before applying to the FSS. If you want to ask questions to one of our professors, please send your questions to IPP Office via email (info-ipp@ad.hit-u.ac.jp) so that we can forward it to a relevant instructor if found legitimate. As for the research theme and specialization of each professor, please visit [here](#).

Q. Should I contact a professor whose research is the same as my interest?

A. No. You do not need to contact the relevant academic instructor prior to or during the application process.

Q. Should be the degree certificate and official transcript original?

A. Yes. They should be original. We also accept certified/notarized copies of the documents.

Q. My university can only issue an electronic degree certificate and official transcript.

A. In this case, we accept them if the certificates can be shared and downloaded via the website of the issuing university or if the certificates include a verification code or link to

view/download them. We also accept the certificates which are sent directly to IPP Office by the issuing university via email (info-ipp@ad.hit-u.ac.jp).

Prior to the submission, please inform IPP Office about how your certificates will be submitted.

Q. My transcript is printed in French. Do you accept the transcript?

A. If any document is written in a language other than English or Japanese, an English or a Japanese translation should be submitted as well.

Q. I don't know how to write a statement of purpose/research proposal.

A. Please write your study plan in about 2,000 words in English, describing your practical experience, what you would like to conduct research on at the FSS, and how you will use the knowledge acquired at IPP after graduation.

Q. My recommender lives outside of my country, and it is difficult for me to receive a recommendation letter in original from her.

A. Please consult IPP Office via email (info-ipp@ad.hit-u.ac.jp).

Q. How many recommendation letters should be submitted?

A. Two recommendation letters are required for the FSS's admission.

Q. I had full-time work experience before, but now I'm unemployed. Should I still submit the certificate of employment?

A. If you have full-time work experience, please submit the certificate of employment issued by your employer even though you are not employed now. If you have any concerns, please consult IPP Office via email (info-ipp@ad.hit-u.ac.jp).

Q. Please let me know whether or not my application documents have been received.

A. Sorry but we don't answer any questions about the receipt status. So, please check the delivery status on your own. Be sure to ship your application documents by a trackable,

international courier service such as Fedex, DHL (or for those in Japan, by a registered mail called “Kakitome Yubin”) in order to track the delivery status.

Q. Can you return the submitted documents later?

A. Sorry but your application documents cannot be returned.

Q. I applied to the Global Governance Program last summer and wasn't successful. May I apply to the FSS this time?

A. Yes. Please prepare and submit the application documents designated for the FSS's admission.

Q. Are there any information sessions about the FSS available to sign up for?

A. Sorry but there is no information session about the FSS. Upon checking this Q&A page, if you have any further questions, please feel free to contact IPP Office via e-mail (info-ipp@ad.hit-u.ac.jp).

Q. I want to apply to the Double Degree program at the FSS based on the student exchange agreement between IPP and my university.

A. The admission and selection process for the Double Degree program at the FSS is different from the FSS's admission. So, please contact IPP Office via email (info-ipp@ad.hit-u.ac.jp) for the detailed admission procedures for the Double Degree program. Providing us with the following information would be appreciated.

- Your home university name
- Whether or not you have already been nominated by your home university

English Language Test (TOEFL/IELTS) Score Report

Q. I took a TOEFL test three years ago. Can I submit this score?

A. No. We only accept your official test score of a TOEFL or IELTS test taken within two years

of the application submission date.

Q. Does the FSS have a minimum TOEFL/IELTS score?

A. No. Although the FSS does not set the minimum acceptable score, it is preferred that students have a TOEFL iBT 100 or equivalent at the Global Governance Program including the FSS. This is because students are required to be proficient in English to understand lectures and to be actively involved in discussion. However, applicants with less than a TOEFL iBT 100 or equivalent can apply to the FSS. Not only your English score but also other application documents will be reviewed to determine the selection results comprehensively.

Q. Do you accept a copy of my TOEFL test score report?

A. Only a copy of your TOEFL Test Taker Score Report is insufficient. In addition to a copy of your Test Taker Score Report, your test score report must be submitted directly from the ETS to IPP Office.

Q. What is the institutional code for requesting the ETS to send my TOEFL Score Report?

A. IPP's institution code for the TOEFL is "C433." You do not need a department code. However, if you are required to enter a department code, please enter "99."

Q. Do you accept the TOEFL iBT test that taken at home?

A. Yes. We can accept the TOEFL iBT test taken at home. Please have the ETS send your Institutional Score Report to IPP Admission Office which designated institution code is "C433." Please also submit a copy of your Test Taker Score Report sent to you by the ETS.

Q. Do you accept the TOEFL ITP test?

A. No. The TOEFL ITP is not acceptable.

Q. May I submit both TOEFL and IELTS score reports?

A. If the tests were taken within two years of the application submission date, then yes. You may submit both.

Q. Who are exempted from submitting a TOEFL/IELTS score?

A. Native English speakers and those who have completed an undergraduate degree conducted entirely in English are exempted from submitting an English language test score.

Q. Should I submit the Japanese language score?

A. No. A Japanese language score is not necessary when applying for the FSS because the program is conducted entirely in English. However, if you seek to apply for a scholarship, please note that many scholarship organizations in Japan are likely require applicants to have some knowledge of Japanese.

Online Application

Q. What is the Exam no. for the FSS?

A. The FSS's Exam no. is "PM08."

Q. I couldn't select the Exam no. "PM08" on the Graduate School Online Application page.

A. This is because the Graduate School Online Application page for the FSS's admission will be available around early-February. Please access the application page again in early-February and later.

Q. What information should be filled in to the Graduate School Online Application page?

A. Please visit [here](#) and carefully read "Application" of the Application Package. In addition, please refer to Graduate School Application Process for the detailed procedures.

Q. Can I save in the middle of the online registration and resume it later?

A. No. Saving in the middle of online registration nor correction or changes after completing your registration are not allowed. So, please check thoroughly for any mistakes or omissions before completing your registration.

Q. Should I upload all the application documents to the Graduate School Online Application page?

A. Yes. The files to be uploaded to the Graduate School Online Application page are your facial photo data, and one PDF file combining into all data files of documents except your Application for Admission Form and Letter of Recommendation. Then, ship all the application documents by a trackable, international courier service such as Fedex, DHL (or for those in Japan, by a registered mail called “Kakitome Yubin”).

Please note that required upload files may differ depending on the program or academic year, so please check the latest Application Package.

For details, please visit [here](#) and carefully read “Application Documents” and “Application” of the Application Package. Also, please refer to the detailed procedures of Graduate School Application Process.

Q. Are there any specifications of my facial photo data?

A. Yes. For the detailed specification of your facial photo image, please visit [here](#) and refer to Graduate School Application Process.

Please note that your facial photo data will be registered after you enter the University and used as the photo on your student ID card.

Q. Should I print out the Exam Admission Card?

A. No. As for the FSS’s admission, printing the card from your individual candidate page is not required unless an in-person or online interview is conducted.

Q. I want to amend my application information registered on the Graduate School Online Application page.

A. Please contact IPP Office via email (info-ipp@ad.hit-u.ac.jp) and provide us with the

information you want to change/add as well as your examinee number, the program name you apply and your registered email address.

Selection, Admission Result and Enrollment

Registration

Q. How are the selection decision made?

A. The selection of the FSS candidates will be made on the basis of the submitted application documents. The selection process puts emphasis not only applicants' expertise but also their ability to identify problems, to analyze rationally, to think theoretically, and to prepare written reports and documents. If necessary, an in-person or online interview may be conducted.

Q. To what extent do my grades affect the selection process? If my grades are not very good, can I cover it with my research proposal?

A. Please note that all documents submitted, including official transcript from your undergraduate studies, will be reviewed to determine the selection results comprehensively. As mentioned above Q&A, the FSS's selection process puts emphasis not only on applicants' expertise but also their ability to identify problems, analyze logically, think theoretically, and write reports.

Q. Should I go to Japan to take the examination of the FSS?

A. No. The selection of the candidates will be made on the basis of the submitted application documents. Although the examination is not conducted, an in-person or online interview with you may be conducted if necessary. So, you don't need to come to Japan during the application process.

Q. How and when will I be informed of the admission result?

A. The FSS's admission decision will be notified to applicants via email around the third Friday of April. For the detailed schedule, please visit [here](#) and check "Admission Decision" of the Application Package.

Q. By when should I decide to accept your offer?

A. By the end of the enrolment fee payment period designated for the FSS's successful applicants. The payment period is usually set around May 10th every year. By the deadline, please complete the enrollment fee payment (or the application for enrollment fee exemption). Otherwise, you will be regarded as having abandoned the enrollment.

Successful applicants will be notified of the procedures via email separately, so please follow our instructions.

For the detailed payment period, please visit [here](#) and check "Enrollment Registration" of the Application Package.

Q. Let me know about Visa procedure.

A. The FSS's successful applicants, except for JDS Scholarship and JICA-SDGs Global Leadership Scholarship candidates, will be notified of the procedures for Visa application later. Please follow our instructions given via email from time to time.

Q. How much are the enrollment fee and the tuition fee?

A. The enrollment fee is JPY282,000 and the annual tuition fee is JPY535,800 (as of December 2023). The above tuition amount is an estimated amount. If the tuition fee is revised before or during enrollment, the new tuition fee will be applied from the time of revision.

Q. I want to apply for the enrollment fee exemption and the tuition fee exemption.

A. The FSS's successful applicants will be notified of the procedures for the enrollment fee exemption and the tuition fee exemption in due course. Please follow our instructions given via email from time to time.

As for the tuition fee exemption, you should reapply at the beginning of each semester. So, after you enter the University, be sure to check the news released by the Scholarship Section of the Student Services Division.

About the FSS Program

Q. I want to get the overview of the FSS program.

A. For the FSS program, please visit [here](#). Also, please refer to our [brochure](#).

Q. What is the degree awarded at the FSS?

A. A master's degree in International and Administrative Policy will be awarded.

Q. How many credits should I earn to complete the FSS?

A. 44 credits. The FSS students should successfully complete 10 credits in five compulsory subjects and more than 34 credits in elective subjects.

Q. May I take the subjects of other IPP programs?

A. Except for seminars and some designated courses, yes, you may take. The FSS students may substitute other IPP programs' courses up to 4 credits for elective subjects. And these credits can be included in the credit requirements (44 credits) for graduation.

Q. May I take the subjects of other graduate schools?

A. Yes. However, there are several schools or programs that do not allow other graduate schools' students to register for their courses. The FSS students may substitute other graduate schools' courses up to 8 credits for elective subjects. And these credits can be included in the credit requirements (44 credits) for graduation.

Q. Can I transfer from the FSS to other IPP's program during my enrollment?

A. No. At IPP, students cannot change their affiliation program.

Q. How many years does it take to complete the FSS?

A. The FSS students are required to attend for two or more years to complete the program.

Q. Should Double Degree students attend at least for two years to complete the FSS?

A. The requirements for the Double Degree students at the FSS is different from those for the FSS's students. For detailed information for the Double Degree program, please contact IPP Office via email (info-ipp@ad.hit-u.ac.jp). Providing us with the following information would be appreciated.

- Your home university name
- Whether or not you have already been nominated by your home university

Q. I want to apply for the doctor program of the FSS within the Global Governance program.

A. Our school only offers master's degree programs.

Q. What is the difference between “Global Governance (GG) program” and “FSS within GG”?

A. To briefly explain, the former starts in April and requires students to have some knowledge of Japanese (N2 level or higher). Meanwhile, the latter starts in September and students can complete the program by taking courses conducted in English.

Q. Can I see the syllabi of courses provided by IPP and the list of the courses?

A. Please go to the below university's website and click “Syllabus Search” in the banner. Then, select “School of International and Public Policy” and click “Search.”

<https://www.hit-u.ac.jp/eng/>

You can also visit [here](#) for the list of IPP courses conducted in English.

Q. How many Master's programs does IPP offer?

A. We offer 4 Master's programs: Public Law, Global Governance, Public Economics and Asian Public Policy. Out of the above programs, the Foreign Service Sub-Program (FSS)

within the Global Governance Program and the Asian Public Policy Program (APPP) offer courses that are conducted entirely in English.

Q. Are the FSS students required to write a master's thesis for graduation?

A. No. Unless you are a Double Degree student, a master's thesis is not required for completing the FSS program. However, we generally strongly recommend our students to write a research paper on a policy issue, which is the equivalent of a master's thesis. Those who wish to write a thesis may take "Special Seminar for Research Paper Writing (two credits x two courses)." These credits do not count into the credit total for graduation.

Q. Can I complete the FSS for one year on a full-time basis or for two years on a part-time basis?

A. Neither are acceptable. We require the FSS students to enroll for two years or more on a full-time basis and take the prescribed number of credits to complete the program.

Q. Do you have an evening master's program or weekend program?

A. No. We do not have an evening or weekend program. Almost all the IPP courses are conducted during the day time on weekdays.

Q. Will be a study room given to me?

A. Yes. Upon your request, a study room shared with other students can be allocated to you if available. Study rooms are managed by the graduate student union, so those who wish to use a study room in Mercury Tower should contact the union for further details. In Mercury Tower as well as the University's library, there are also open study rooms students can use freely.

Q. Let me know about the exchange student program offered by IPP.

A. IPP offers our students a various range of the exchange student programs based on the university-level student exchange agreements as well as the faculty level agreements.

In accordance to the agreements, our students can participate in the exchange programs at

our partner universities for a semester or a whole year.

Moreover, the Double Degree program enables students to obtain two master degrees at our partner university and IPP in two years at the earliest. Double Degree students will attend IPP for a year and attend our partner university for a year separately. If Double Degree students can successfully complete the requirements of both schools respectively, they will obtain two master degrees.

Tuition Fee: mutual non-payment

Credit Transfer: Up to 16 credits if approved

Application: IPP Office will notify every IPP student for detailed application procedures.

[The list of the faculty-level partner universities (including the universities with priority quotas for IPP students)] (as of December 2023)

- * Bocconi University (Italy)
- * Faculty of Arts and Social Sciences, Maastricht University (The Netherlands)
- * School of Public Administration and Policy, Renmin University of China (China)
- * School of Economics and Political Science, University of St. Gallen (Switzerland)
- * Faculty of Asian and Middle Eastern Studies, University of Cambridge (U.K.)
- * The Sorbonne School of Economics, Université Paris I Panthéon Sorbonne (France)
- * Barcelona Institute of International Studies (Spain)
- * [Double Degree Program] Faculty of Arts, Faculty of Social Sciences, KU Leuven (Belgium)
- * Graduate School of International Studies, Seoul National University (Korea)
- * [Double Degree Program] Sciences Po Strasbourg School of Unistra (France)

As for the university-level partner universities, please refer to the below website.

<https://international.hit-u.ac.jp/jp/abroad/haken2/>

For incoming exchange students from our partner universities under the faculty-level agreements, please contact IPP Office via email (info-ipp@ad.hit-u.ac.jp) if there are any questions. Providing us with the following information would be appreciated.

- Your home university name
- Whether or not you have already been nominated by your home university

Student Life

Q. Which campus is mainly used for the FSS?

A. Mainly the FSS students will attend courses conducted at Kunitachi Campus. Some courses are offered at Chiyoda Campus.

For access maps, please visit the below website.

<https://www.hit-u.ac.jp/eng/about/direction/campusmaps.html>

Q. Where is the Academic Calendar available?

A. Please refer to the below website.

https://www.hit-u.ac.jp/eng/education/academic_cal.html

Q. Where can I find the information about residence hall?

A. Please refer to the below website of the university's Student Services Division.

<https://international.hit-u.ac.jp/en/curr/accom/>

Q. Please give me the information about scholarship available for privately financed students.

A. Please refer to the below website of the university's Student Services Division.

<https://international.hit-u.ac.jp/en/pros/pr/support/>

Q. Do you have a handbook for international students?

A. Yes. Please refer to the below handbook that explains general procedures for international students.

https://international.hit-u.ac.jp/wp-content/uploads/2023/04/2023_International-student-handbook.pdf

Also, the below website has useful information for incoming international students.

<https://international.hit-u.ac.jp/en/pros/>

Please note the Student Handbook for the FSS students will be distributed by IPP Office on

your enrolment and the curricula and course requirements will be explained by our professors at an entrance guidance.