

Application and Admission Procedures
for the 2018 Master's Program
Foreign Service Sub-program (Global Governance)
School of International and Public Policy
Hitotsubashi University

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

The Foreign Service Sub-program in the Global Governance Program was originally started in cooperation with the Project for Human Resource Development Scholarship (JDS) of the Japan International Cooperation Agency (JICA), and have accepted those of Asian countries with practical experiences in the field of foreign services, who have a profound awareness of policy issues concerned, and have enthusiasm to play active roles in various arenas of the international community, through making the most of what they have learnt in Japan. Having it as the core, the program is now open also to those international students who wish to study international relations and acquire a Master's degree in Tokyo by taking courses conducted in English.

1. Timing of Enrollment:

September 2018

2. Time Required to Complete the Program:

Two years (mid-September 2018 – early September 2020)

3. Academic Degree to Be Awarded:

Master of International and Administrative Policy

4. Number of Students to Be Admitted:

Several

5. Qualifications and Requirements of Applicants:

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

[Qualifications]

Those who have not stayed in Japan for more than two years at the time of application, and satisfy at least one of the following conditions are qualified for consideration:

- (1) those who have graduated or are expected to have graduated by the end of August 2018 from universities or colleges stipulated in Article 83 of the School Education Act of Japan; or
- (2) those who have completed, or are expected to have completed by the end of August 2018, at least 16 years of education with a Bachelor of Arts (B.A.) or a Bachelor of Science (B.Sc.) degree from accredited universities or colleges in countries other than Japan; or
- (3) those who enrolled in a graduate school through an early admission system under the second paragraph of Article 102 of the School Education Act of Japan, and whom the Admissions Committee of School of International and Public Policy (IPP) judges to possess the academic competence to undertake graduate studies; or
- (4) those who have received or are expected to have received by the end of August 2018 a Bachelor's degree or equivalent by completing a program of three years or more (*1) at a foreign university, college, or other school (*2).

(*1) This includes programs that have been completed "by taking courses in Japan that are offered by a foreign school through correspondence" and "at schools which are accredited and designated in the preceding item".

(*2) This is limited to schools which are evaluated on the entirety of their education, research and other programs by a foreign government or accredited organizations or equivalent recognized by MEXT.

[Requirements]

The applicants should:

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

6. Application Documents to Be Submitted

Document	Remarks
Application form	Fill out the prescribed application form and attach a portrait photograph to the form.
Degree certificate(s) or Certificate of expected graduation	Should be issued by the university or college registrar.
Official academic transcript(s)	Should be issued by the university or college registrar.
Statement of Purpose or Research Proposal three copies (one original and two duplicates)	Write your study plan within about 2,000 words in English, describing what you want to learn/research in the Sub-program, and how you will use what you learn at the School after graduation.
TOEFL (See Requirements (3))	Please submit official transcripts for the TOEFL test you took in April 2016 or after. (TOEFL Score Reports) 1. Your Official Score Report should be sent directly from the ETS. The Designated Institution Code for the issuance of a TOEFL Official Score Report is 0436, and the Department

	Code, 80. (https://www.ets.org/toefl/ibt/scores/send/) 2. Submit a copy of your Examinee (Test Taker) Score Report, which is sent to you from the ETS or available online. (https://www.ets.org/toefl/ibt/scores/get/) Note: Both the documents mentioned above (1. and 2.) are required to submit.
Letters of recommendation	You should submit two letters of recommendation written in English from two people.
Essay on your professional and other experiences	Write an essay to state what you have achieved before professionally, academically or socially, which influenced your choice of career.
Certificate of employment	If you have working experience, you are requested to submit the certificate which is issued by your employer.
Copy of your passport	Present a copy of the page of your passport bearing the confirmation of the holder.
Return mail for notifying admission decision	Supply postage stamps for domestic registered mail (¥ 392). (Applicants who reside outside Japan are not required to enclose return postage stamps.)
Application fee (Copy of receipt)	Non-refundable application fee of JPY30,000 (see Attachment for payment procedure)

Notes:

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

7. Application

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

Application period: Thursday, March 22 to Wednesday, March 28, 2018
(Application must reach us within this period.)

Application should be mailed to:

Office of the School of International and Public Policy,
Hitotsubashi University;
2-1, Naka, Kunitachi, Tokyo, 186-8601 JAPAN

8. Selection

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

9. Admission Decision

The result of admission decision will be sent out to applicants around Tuesday, April 24, 2018.

10. Enrollment Registration

- (1) Payment period of the enrollment fee: Monday, July 23 to Friday, July 27, 2018.

If successful applicants fail to pay the enrollment fee within this period, they will be regarded as having abandoned enrollment.

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

- (2) Amount of enrollment fee

¥282,000

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

- (3) Others

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

11. Annual Tuition Fee

¥535,800

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

Students can apply for Tuition Fees exemption / Deferment (Delayed Payments/Installments). However, those who have already paid tuition fees cannot apply for exemption/deferment of tuition fees. Furthermore, there is a selection procedure and your acceptance is subject to the screening result; thus, you are advised to be prepared to pay your fees to ensure a smooth start to your student life.

12. Notes

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

[Contact Details]

Office of the School of International and Public Policy

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

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

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