

Application and Admission Procedures
for the 2020 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" (from Hitotsubashi University mission statement). Since its establishment, Hitotsubashi University 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 the domestic and international order 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 the domestic and the international level. In addition, with the international system centering on the nation state being shaken up, a comprehensive perspective that takes diverse aspects such as the nation, markets, and civil society into account is essential to formulate and implement public policies to fulfill the various needs of society.

The Foreign Service Sub-program (FSS) of the Global Governance Program aims to provide academic and professional education on international relations and foreign policy in English to students with significant awareness of concerned policy issues and enthusiasm to actively participate in various arenas of the international community. The program is open to international students who wish to obtain a Master's degree in English in Tokyo. It is suitable for those who hold practical experience in the field of foreign services or other relevant professions. However, we also welcome students without a full-time work experience.

1. Timing of Enrollment:

September **2020**

2. Time Required to Complete the Program:

Two years (mid-September **2020** – early September **2022**)

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 service or other relevant fields into higher-level professionals in the analysis, formulation, and implementation of policies. The qualifications and requirements of successful applicants are as follows:

[Qualifications]

The Sub-program is limited to those who have spent less than two years in Japan at the time of application. In addition, applicants need to meet at least one of the following conditions:

- (1) have graduated or expect to graduate by the end of August 2020, from a university or college as stipulated in Article 83 of the School Education Act of Japan; or
- (2) have completed, or expect to complete by the end of August 2020, at least 16 years of education with a Bachelor of Arts (B.A.) or a Bachelor of Science (B.Sc.) degree from an accredited university or college in a country other than Japan; or
- (3) be 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 be judged by the Admissions Committee of the School of International and Public Policy (IPP) to possess the academic competence to undertake graduate studies; or
- (4) have received, or expect to receive by the end of August 2020, 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, an organization recognized by the government, or the equivalent recognized by MEXT.

[Requirements]

Applicants must

- (1) be nationals of a country other than Japan;
- (2) be academically competent; and
- (3) be proficient in English to understand lectures and to be actively involved in discussions.
- (4) In addition, professional experience is preferred but not a pre-requisite.

6. Application Documents

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/ Research proposal three copies (one original and two duplicates)	Write your statement of purpose in 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 test scores	Submit your official test scores of a TOEFL test taken after March 2018 (TOEFL Score Reports). 1. Your Institutional Score Report should be sent directly from the ETS. The Designated Institution Code for the issuance of a TOEFL Institutional Score Report is C433. (https://www.ets.org/toefl/ibt/scores/send/) 2. Submit a copy of your Test Taker Score Report sent to you by the ETS or available online. (https://www.ets.org/toefl/ibt/scores/get/)

	<p>Note: You need to submit both of the documents mentioned above (1. and 2.).</p> <p>Exemption: The following applicants are exempt from submitting TOEFL Score Reports:</p> <ol style="list-style-type: none"> 1. native English speakers; 2. those who have completed an undergraduate degree conducted entirely in English.
Letters of recommendation	Submit two letters of recommendation written in English from two people who know you well, such as your supervisor and/or academic advisor.
Essay on your professional and other experience	Write an essay to state what you have achieved professionally, academically, or socially that influenced your career choice.
Certificate of employment	If you have work experience, submit a certificate of employment issued by your employer.
Copy of your passport	Provide a copy of the page of your passport bearing your photograph and confirming your identity.
Application fee (Copy of receipt)	Non-refundable application fee of ¥30,000 (see Attachment for payment procedure)

Notes:

1. If any document is written in a language other than English or Japanese, an English or a Japanese translation should be submitted.
2. As for degree certificates, official transcripts, and TOEFL test scores, we accept certified/notarized copies of the documents. Those expecting to graduate after submitting their application (but no later than the end of August 2020) must submit their 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: Monday, March 16 to Friday, March 27, 2020
(We do not accept applications after the deadline.)

Applications 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 an in-person or video telephone interview with you, if necessary. The selection process puts emphasis not only on applicants' expertise but also their ability to identify problems, to analyze rationally, to think theoretically, and to prepare written reports and documents.

9. Admission Decision

The admission decision will be sent out to applicants around Friday, April 17, 2020.

10. Enrollment Registration

- (1) Successful applicants will be notified of the procedures for the enrollment registration later.
- (2) Amount of enrollment fee: ¥282,000
- (3) Payment period of the enrollment fee: Thursday, May 7 to Wednesday, May 13, 2020.

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

(4) Enrollment Fee Exemption/Deferment (if applicable)

- Students with a *monbu-kagakusho* (MEXT) scholarship are exempt from paying the enrollment fee if they include a *Monbu-kagakusho* Scholarship Certificate with their application.
- Students may apply for Enrollment Fee Exemption/Deferment (Delayed Payment). They should prepare the necessary documents to be attached and follow the given application procedures within the period provided. Do not pay the enrollment fee until the screening results are announced. Note that those who have already paid the enrollment fee cannot apply for enrollment fee exemption/deferment. Furthermore, there is a screening procedure and your acceptance is subject to the screening result; you are therefore advised to be prepared to pay your fee to ensure a smooth start to your student life

11. Annual Tuition Fee

¥535,800

The payment should be made through bank transfer. Successful applicants will be notified of the bank account details later.

12. Notes

- (1) All affairs concerning applications and admissions 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 computer or a black ballpoint pen.
- (4) Applicants with disabilities who wish to request academic accommodations (modifications, adjustments, aids, or services) after enrollment should consult with the Office of the School of International and Public Policy, by February 21, 2020, before making an application.
(Note: Although consultation after the deadline is acceptable, academic accommodations may not be ready by the day you would like to start receiving the above mentioned accommodations)

and services.)

We are open to consulting with those who are undecided whether to apply to our school. Responses to requests for some accommodations may take some time.

Necessary measures will be taken based on the request. A request for academic accommodations will have no effect on an applicant's application.

- (5) Successful applicants' records may be used for purposes such as providing education and support for students after enrollment.
- (6) All inquiries about admissions should be made in writing (letter, fax or e-mail). No telephone inquiries will be accepted.
- (7) Immediately after enrollment, there will be a health checkup period, during which students are required to provide documentation showing vaccination against measles, mumps, rubella, and chickenpox (varicella) or blood tests showing immunity against these diseases. Please check your vaccination record.

[Contact Details]

Office of the School of International and Public Policy, Hitotsubashi University

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