

Updated on May 10, 2018

# Application Instructions

for  
the Enrollment in October 2019

The below is the instructions for you to complete the application process. Please read it through carefully.

## **Before starting the process:**

Please check again if you fulfill all eligibilities to apply to PEPP-CEP through the General Track.

**Also before making your application, please make a contact with and gain the approval of one of those professors in our faculty**

**(<http://pepp-cepgt.hass.tsukuba.ac.jp/faculty/>) on your research plan.**

All application procedures must be completed by the deadline, **23:59 August 17th, 2018 (Japan Time)** on our **Online Application System (OAS)**.

## **Steps of Application Process on OAS:**

The whole application process is to be done through OAS. There are three main tasks you need to complete on OAS (I~III) and submitting process (IV).

- I) Filling "Application Form" composed of five tabs;
- II) Preparing and uploading required documents;
- III) Arranging at least two letters of recommendation;
- IV) Submitting application to finish all procedures.

## **Note that:**

- All application materials must be written **in English**. In case the documents were issued originally in other language(s), make sure to attach the official translations in English.

- All the documents must be prepared with the name of the applicant so that we can make sure all the documents correspond to her/him.
- Any documents sent by fax or e-mail will NOT be accepted.

## I) Filling Application Form:

Carefully fill all necessary fields under five tabs, namely, "**Personal Data**," "**Professional Background**," "**Educational Background**," "**Personal Statement**," and "**Research Plan**." If error messages appear in red, please go back to the indicated fields and modify them properly. You can login and logout as many times as needed using "SAVE" button on each page before the deadline. If you do not "SAVE," any changes you have made may be lost.

## II) Preparing and uploading necessary documents:

### **List of Necessary Documents to Be Uploaded**

- You can download the form of "Certificate of Research Activities" from the "Required Documents" page on OAS.

#### (1) **Transcript(s)**

#### (2) **Diploma(s)**

Applicant must provide proof of a four-year bachelor's degree and of academic performance. Official transcripts of academic records from all institutions of higher education attended are required, as well as certified copies of diplomas obtained. These documents must bear institutional seals and must be certified true copies of the original documents. Uncertified photocopies are not acceptable. Documents issued in languages other than English must be accompanied by a certified translation into English.

#### (3) **Curriculum Vitae**

Outline clearly and concisely the following points: (a) academic honors including the scholarships/fellowships you have been awarded; (b) positions you have held, in particular the experience you have gained in economics and public policy; (c) any writings you have published or other ways of diffusion of your work including newspaper articles and

radio and television broadcasts; (d) public and community services, including politically-related activities; (e) foreign language skills and (f) any foreign travel undertaken.

(4) **TOEFL Score** or equivalent proof of English proficiency

(5) **GRE Score** or equivalent proof of skills

The test of English as a Foreign Language (TOEFL) and Graduate Record Examinations (GRE) administered through the Educational Testing Service (ETS) are required. A TOEFL score of 600 or higher is preferred for admission. If taking these exams proves unfeasible, equivalent proof of skills may be acceptable such as a certificate by a relevant institution, or certification by a current or former professor of the candidate. In this case, the Program will judge on the suitability of these materials and may request further documentation.

(6) **Photograph** (40 mm×30 mm)

(7) [All applicants BUT Japanese Government *Monbukagakusho* Scholarship candidates and current *Monbukagakusho* Scholarship students:] **Proof of Payment of Application Fees**

(8) [Japanese Government *Monbukagakusho* Scholarship candidates only:] **Certificate of the Primary Selection** issued by the Japanese embassy (Embassy Recommendation)

(9) [Japanese Government *Monbukagakusho* Scholarship candidates only:] **A set of the same documents as those submitted to and returned by the Japanese diplomatic mission** (application, academic transcript of the university attended and research program plan, all with a confirmation seal of the Japanese diplomatic mission affixed)

(10) [Japanese Government *Monbukagakusho* Scholarship candidates only:] **Placement Preference Form for Japanese Government *Monbukagakusho* Scholarship**, with a confirmation seal of the Japanese diplomatic mission affixed

(11) [Current *Monbukagakusho* Scholarship students only:] **Certificate of *Monbukagakusho* Scholarship Student**

(12) [Optional:] **Certificate(s) of Other Education or Training**, if any

(13) [Optional:] **Certificate of Research Activities**, if any

Applicants who have completed university studies in a country where formal schooling lasts less than 16 years (not including years of graduate studies) need to demonstrate at least one year of research activities and

have to submit this form. Applicants who have research experience can also use this form to certify it.

(14) [Optional:] **Publications**, if any other than Graduation Thesis

### III) Arranging at least two letters of recommendation:

**At least two letters of recommendation** are required.

We advise you to get both letters from persons who can testify to your academic work. If you have professional experience, you can also get one or two more letters of recommendation from persons who can testify to your professional experience (four letters in total at most). We prefer that letters are submitted through OAS (1). However, if your recommenders have difficulties to submit the letters through OAS, you can choose to submit letters by post from recommenders (2).

#### (1) Through OAS

1. Fill information of your recommender 1-2 (and 3-4, if any);
2. You need to "SAVE" before clicking "Send a request to recommender";
3. Click "Send a request to recommender x" button, then "Send" button appears on next screen;
4. Click "Send" button then an e-mail requesting a letter of recommendation will be automatically sent to the appointed e-mail address of your recommender;
5. When Recommender finish uploading her/his letter of recommendation, OAS will notify you about that in "Current Status."

\* You can click "Send a request to recommender" button basically once. Please be careful if all filled information is correct, especially e-mail address.

#### (2) By regular mail

1. Download the form of Letter of Recommendation from the "Required Documents" page on OAS.
2. Ask Recommender to fill the form and dispatch the letter in sealed envelope. Make sure that the letters should be arrived at the University

unopened by the date of deadline.

#### IV) Submitting application:

- Once you finish step I) to III), click "SUBMIT" button at the left on the screen.
- If any error messages in red color appear, go back to the indicated fields and complete. If no error message but "Final Submit" button appears, your application is complete. Click "Final Submit" button to finish the procedure. Make sure that you are not able to edit any part of application once you click "Final Submit" button.
- Once you "submit" application, status would move to submittal and you cannot edit your application anymore.

#### **After completion of application on OAS**

- We cannot respond to the inquiries about the status of submitted applications.
- Once you successfully pass the first screening and are advised to do so, you need to send the originals of your transcripts, diplomas and Certificate(s) of Higher Education, if any, by regular mail. Failure will result in disqualification of the application.

If you have further questions, please contact:

PEPP-CEP General Track Office

Program in Economic and Public Policy, Course in Economic Policy General Track

Master's Program in International Area Studies

Graduate School of Humanities and Social Sciences

University of Tsukuba

**Postal Address:** 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8571, Japan

**Email:** pepp-cepgt #a# un.tsukuba.ac.jp

(Please replace #a# with @.)