

# Application Instructions

for

Entrance Examination (Summer 2020) for October 2021 admission

Described below are 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 through the General Track.

Then please email your research plan and transcript at both ***naito [at] dpipe.tsukuba.ac.jp*** and ***pepp-cepgt [at] un.tsukuba.ac.jp*** (Please replace [at] with [@].) to gain the approval of our deputy director (<http://pepp-cepgt.hass.tsukuba.ac.jp/faculty/>) on your research plan.

With his approval, please gain Application Form and other necessary documents from the link below.

<https://drive.google.com/drive/folders/1otqAmpUrCz9m1aBxXux5crzA1ngRTlFz?usp=sharing>

**All required documents should be set password** and sent by email at ***pepp-cepgt [at] un.tsukuba.ac.jp*** (Please replace [at] with [@].), and also original documents should be sent **by regular mail**. We will not accept any applications arriving after the deadline.

## **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.

I) Filling Application Form:

II) Preparing and submitting necessary documents:

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

(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) **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

**(1) , (2) , (7) , and (11: Current *Monbukagakusho* Scholarship students only) should be arrived at the University unopened by the date of deadline to:**

PEPP General Track Office  
Program in Economic and Public Policy, General Track  
Master's Program in International Public Policy  
Graduate School of Business Science, Humanities and Social Sciences  
University of Tsukuba  
**Postal Address:** 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8571, Japan

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). \*Submit letters by email from recommenders.

If you have further questions, please contact:

**Email:** *pepp-cepgt [at] un.tsukuba.ac.jp*

And

*naito [at] dpipe.tsukuba.ac.jp*

(Please replace [at] with [@].)