

# Application Instructions

## (General Admission)

Program in Economic and Public Policy (PEPP),  
University of Tsukuba (for admission in October 2024)

Below are the instructions for you to complete the application process. Please read through the following carefully.

### Before starting the process:

1. Please double-check to make sure you fulfill all the General Admission requirements to apply to PEPP.
2. **Gain approval of your research plan by sending your 1) research plan, 2) C.V., and 3) transcript to our director via the following: *naito [at] dpipe.tsukuba.ac.jp* and *pepp-cepgt [at] un.tsukuba.ac.jp* (please replace [at] with @).**

All application procedures must be completed by the deadline, **23:59 January 26<sup>th</sup>, 2023 (Japan Time)** on our **Online Application System (OAS)**.

You will need to register an appropriate email address for accessing the OAS. Once you register, we will send an email to this registered email address. This email will contain a link to start the application process.

**NOTE:** After registering an address, if you do not receive an email within 10 minutes, check your spam or junk mail folder. If, after searching in your spam or junk mail folder, you still cannot find our mail, please register using another address. Hotmail and live mail servers in particular may consider our email as undeliverable spam-mail.

### The OAS Application Process

The application process consists of the following three main tasks (I~III), completed by step (IV), submission.

- I) Filling in the “Application Form” composed of five tabs
- II) Preparing and uploading required documents

III) Arranging at least two and up to four letters of recommendation

IV) Submitting the application

Note that:

- All application materials should be written in English. In case the documents you submit were originally issued in another language(s), please ensure you attach official translations in English.
- All documents to be submitted should contain your name (the name of the applicant) to enable us to ensure the documents correspond to you.
- Documents sent by fax or e-mail will NOT be accepted.

**I) Filling in the “Application Form” composed of five tabs**

Carefully fill in all the required fields on each of the five tabs<sup>(1)</sup> according to the instructions. If an error message appears in red, please go back to that field and modify it until the error message disappears. Up until the deadline, you can log-in and log-out during the application process as many times as required. Before logging out, please remember to use the "SAVE" button on each page, otherwise any changes you have made will be lost.

<sup>(1)</sup> The five tabs are: Personal Data, Professional Background, Educational Background, Personal Statement, and Research Plan.

**II) Preparing and uploading required documents:**

**List of Required 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)\***

Applicants must provide proof of a four—year bachelor’s degree and of academic performance. Official transcripts from all institutions of higher education attended as well as certified copies of diplomas obtained are required. These documents must bear institutional seals and must be certified as 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 economic/public policy making; (c) any writings you have published or examples of other ways you have publicized 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, IELTS, TOEIC, Cambridge Assessment (or other standardized English test score), or equivalent proof of English proficiency** such as a document by an academic adviser or a director in your current workplace: A TOEFL score of 600, TOEFL iBT score of 100 or higher is preferred for admission. If taking these exams proves unfeasible, equivalent proof of skills may be acceptable in the form of one of the following: 1) an alternative standardized test score (IELTs, TOEIC etc. – for test score comparisons see: <https://www.ets.org/toefl/score-users/scores-admissions/compare/>); 2) a certificate issued by a relevant institution, current or former professor of the candidate; or 3) a letter issued by a director in the current workplace of the candidate. The Program, however, reserves the right to judge the suitability of material submitted as ‘equivalent proof of skills’, and may request further documentation.

- (5) **Photograph** (40 mm×30 mm)

- (6) [All applicants BUT Japanese Government *Monbukagakusho* Scholarship candidates and current *Monbukagakusho* Scholarship students:]

**Proof of Payment of Application Fees\***

- (7) [Japanese Government *Monbukagakusho* Scholarship candidates only:]

**Certificate of Primary Selection** issued by the Japanese embassy (Embassy Recommendation)

- (8) [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)

- (9) [Japanese Government *Monbukagakusho* Scholarship candidates only:]

**Placement Preference Form for Japanese Government *Monbukagakusho* Scholarship**, with a confirmation seal of the Japanese diplomatic mission affixed

- (10) [Current *Monbukagakusho* Scholarship students only:]

**Certificate of *Monbukagakusho* Scholarship Student**

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

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

Note: Applicants who have completed university studies in a country where formal schooling lasts less than 16 years (not including years of graduate studies) are required to submit this form and need thereby to demonstrate at least one year of research activity. Other applicants who have research experience may also use this form to submit details of research experience.

(13) [Optional:] **Publications**, if any (Note: your graduation thesis is not acceptable)

**\*The originals or certified true copies of (1), (2), (6) and (11) should be delivered to the PEPP General Track Office by regular mail by the date of deadline.**

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 the OAS by each recommender (recommenders will receive email instructions – see (1) below). If your recommender has difficulty in submitting the letter through the OAS, follow the instructions in (2) below.

(1) Submission via the OAS

1. Fill in each recommender's details in the 'Recommender's Information' section.
2. Click 'SAVE' (below).
3. Click on the 'Send a Request to Recommender X' button (this will open a page detailing the email that will be sent directly to your recommender with instructions on how to proceed).
4. Click on the 'Send a Request' button at the bottom of this page too (The message: 'The request has been successfully sent to the recommender' will appear).
5. Check with your recommender(s) to confirm they have received an email request with instructions.
6. If your recommender has received the email, but does not upload a letter within a reasonable time frame, repeat steps 3 and 4 (this will send another email request through as a reminder).

NOTE 1: The email address of your recommender must be an official email address. Official email addresses of Tsukuba University, for example, end in 'tsukuba.ac.jp'. Addresses will be checked for authenticity.

NOTE 2: Please check with your recommenders to confirm they have received their email request. If they have not received an email request after 10 minutes, please ask them to check their spam or junk mail folders. As indicated above, it may be that our emails have been automatically registered as spam or junk mail. If, after searching in their spam or junk mail folder, your recommender is still unable to find the mail, please ask them for an alternative official email address to use instead. If you change the recommenders email address, please be sure to "SAVE" the changes first on the system, before clicking the "Send a request to recommender" button.

7. When Recommenders finish uploading their letters of recommendation, the OAS will notify you about that in "Current Status." Once a recommender has uploaded a document, it will not be possible to change the recommender's details.

(2) By traditional post

1. Fill in each recommender's details in the 'Recommender's Information' section.
2. Click 'SAVE' (below).
3. Click on the 'Send a Request to Recommender X' button.
4. Click on the 'Send a Request' button at the bottom of this next page too (The message: 'The request has been successfully sent to the recommender' will appear)  
NOTE: You will not be able to submit your application without doing this even if you ask your recommender to send a letter by traditional post

#### IV) **Submitting application:**

- Once you finish steps I) to III), click the "SUBMIT" button on the left of the screen.
- If any error messages in red appear, please check the error as indicated and make any necessary corrections. If there is no error message, the "Final Submit" button will appear, to indicate your application is ready for submission. Click the "Final Submit" button to complete the application process.

NOTE: **Changes cannot be made after clicking "Final Submit"**. Your application status will be changed to "Read Only". You will still be able to view your application, but you

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will not be able to alter any information. For this reason, it is highly recommended that you review the information you have filled in and provided before clicking “Final Submit”.

**After submitting the OAS application**

- We cannot respond to inquiries about the status of submitted applications.

If you have further questions, please contact:

Program in Economic and Public Policy (General Admission)  
Master’s Program in International Public Policy  
Graduate School of Business Sciences, 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 @.)