

NATIONAL GRADUATE INSTITUTE  
FOR POLICY STUDIES

**ONLINE APPLICATION  
GUIDE  
2015-2016**



Last Updated: August 1, 2014

# 1. Before You Begin

## Research your options

There may be different degree programs at GRIPS that can get you to your career goals. The following are the programs you can apply directly to GRIPS online. Check which programs are available and suitable for you. Information on each program can be accessed through the links below.

### Master's Programs

- MP1 One-Year Master's Program of Public Policy (MP1)  
[http://www.grips.ac.jp/en/education/inter\\_programs/policy/](http://www.grips.ac.jp/en/education/inter_programs/policy/)
- MP2 Two-Year Master's Program of Public Policy (MP2)  
[http://www.grips.ac.jp/en/education/inter\\_programs/policy2/](http://www.grips.ac.jp/en/education/inter_programs/policy2/)
- MEP Macroeconomic Policy Program (One year Program or Two year Program)  
for externally funded or self-financed applicants only  
[http://www.grips.ac.jp/en/education/inter\\_programs/transition/](http://www.grips.ac.jp/en/education/inter_programs/transition/)
- PF Public Finance Program  
[http://www.grips.ac.jp/en/education/inter\\_programs/finance/](http://www.grips.ac.jp/en/education/inter_programs/finance/)

### Ph.D. Programs

- G-cube GRIPS Global Governance Program (G-cube)  
[http://www.grips.ac.jp/en/education/phd\\_programs/g-cube/](http://www.grips.ac.jp/en/education/phd_programs/g-cube/)
- PA Policy Analysis Program  
[http://www.grips.ac.jp/en/education/phd\\_programs/analysis/](http://www.grips.ac.jp/en/education/phd_programs/analysis/)
- PP Public Policy Program  
[http://www.grips.ac.jp/en/education/phd\\_programs/public/](http://www.grips.ac.jp/en/education/phd_programs/public/)
- SISP Security and International Studies Program  
[http://www.grips.ac.jp/en/education/phd\\_programs/security/](http://www.grips.ac.jp/en/education/phd_programs/security/)
- SBED State Building and Economic Development Program  
[http://www.grips.ac.jp/en/education/phd\\_programs/state\\_building/](http://www.grips.ac.jp/en/education/phd_programs/state_building/)
- STI Science, Technology and Innovation Policy Program  
[http://www.grips.ac.jp/en/education/phd\\_programs/innovation/](http://www.grips.ac.jp/en/education/phd_programs/innovation/)

Applicants are not allowed to select more than one program. However, there are some exceptions to Master's programs. Possible combinations of the programs are listed in the Online Application Form and the designated form of Certificate of Application.

You can apply only once to GRIPS in an academic year. This means that you cannot apply again in the same academic year to any GRIPS program after you have been rejected from your first choice, even if you choose a different funding option.

If you want to apply to one of our programs but it is not included in the list above, it may be a program whereby you must file your application via paper or through a sponsoring organization. Please visit our webpage "How to Apply" (<http://www.grips.ac.jp/en/admissions/apply/>) and check the application procedures for your program of interest.

**Please be informed that this guide is only for international applicants, who are non-Japanese residing in countries other than Japan. If you reside in Japan at the time of application, you are considered to be a domestic applicant. You should contact the Admissions Office to seek information about the domestic application process prior to applying.**

## Explore funding options

There are several ways to finance your education at GRIPS. They are described below.

### Obtaining a scholarship allocated through GRIPS

A common way to finance your education at GRIPS is to obtain one of several scholarships allocated to GRIPS by various sponsoring organizations. To be considered for one of these scholarships, please tick the appropriate box on the Application Form. You do not need to apply for the scholarship separately. The specific scholarship will be determined by GRIPS based on eligibility requirements imposed by the scholarship providers (see GRIPS' website for details). Please note that scholarships are allocated on a competitive basis and that only a limited number of scholarships are available.

### Scholarships and Eligibility

Scholarship	Eligible Programs	Eligibility Criteria
Japanese Government (MEXT) Scholarship	MP1, MP2, PA, PP, SISP, SBED, STI	<ul style="list-style-type: none"> <li>• Under 35 years of age as of April 1, 2015</li> <li>• Preference is given to government officials and senior students who are planning careers as government officials</li> <li>• Nationals of countries with which Japan has diplomatic relations</li> <li>• Non-residents of Japan</li> </ul>
Asian Development Bank – Japan Scholarship Program (ADB-JSP)	MP1, MP2	<ul style="list-style-type: none"> <li>• Under 36 years of age as of April 1, 2015</li> <li>• Nationals of <a href="#">ADB borrowing member countries</a></li> <li>• At least 2 years of work experience</li> <li>• Preference is given to those currently working as government officials</li> </ul>
Joint Japan/World Bank Graduate Scholarship Program (JJ/WBGSP)	PF (Tax)	<ul style="list-style-type: none"> <li>• Government officials from <a href="#">World Bank borrowing countries</a></li> <li>• At least 3 years of work experience in tax policy and administration</li> <li>• No more than 20 years of work experience after obtaining Bachelor's degree or equivalent by the application deadline</li> </ul>
Japan – WCO Human Resource Development Programme Scholarship	PF (Customs)	<ul style="list-style-type: none"> <li>• Preferably below 35 years of age as of April 1, 2015</li> <li>• Candidates must be chosen and nominated by their Customs Administrations. Every year, the WCO Secretary General invites nominations from Customs Administrations of selected WCO member countries.</li> <li>• <a href="#">Eligible Countries in 2015-2016</a></li> <li>• At least 2 years of work experience in customs policy and administration at the time of enrollment</li> </ul>
G-cube Fellowship	G-cube	<ul style="list-style-type: none"> <li>• High academic distinction</li> </ul>
GRIPS Fellowship	PA, PP, SISP, SBED, STI	<ul style="list-style-type: none"> <li>• High academic distinction</li> <li>• Nationals of countries other than Japan</li> </ul>

For details on scholarship coverage, please go to our website "Funding Options"

(<http://www.grips.ac.jp/en/admissions/funding/>).

### Obtaining external funding

As the number of scholarships available is limited, we urge you to explore funding opportunities that are offered by outside sources, including your own government. The Japanese government also provides scholarships on an open and competitive basis through your local Japanese embassy. Applicants to these scholarships may select GRIPS as their preferred university. For details, please inquire directly to the embassy.

### Financing yourself

GRIPS is a national university and our tuition is relatively low.

### Tuition & Fees

What	How much	How often	Due date
Application Fee	30,000 yen	Once	Upon request from GRIPS
Admission Fee	282,000 yen	Once	At the time of enrollment
Tuition	535,800 yen	Yearly	Divided into two installments, due October 31 & April 30

### Find out the deadline for your program

Your application and all supporting documents must reach GRIPS by the designated deadlines. Deadlines differ by program and by funding source so please check which deadline is applicable to you. Please note that access to the Online Entry Form will be closed around one week prior to the deadline for Online Application and supporting documents.

#### Application Deadlines by Program and Funding Source

PROGRAM	FUNDING	APPLICATION DEADLINE	
		Online Entry	Online Application & Supporting Documents
<b>Master's</b>			
MP1 & MP2	MEXT, ADB Externally funded, Self-financed (early notification)	November 28, 2014 17:00 (JST)	December 5, 2014 17:00 (JST)
	Externally funded, Self-financed	May 8, 2015 17:00 (JST)	May 15, 2015 17:00 (JST)
MEP	Externally funded, Self-financed (early notification)	November 28, 2014 17:00 (JST)	December 5, 2014 17:00 (JST)
	Externally funded, Self-financed	May 8, 2015 17:00 (JST)	May 15, 2015 17:00 (JST)
PF	WB (Tax), WCO (Customs) Externally funded, Self-financed (early notification)	February 13, 2015 17:00 (JST)	February 20, 2015 17:00 (JST)
	Externally funded, Self-financed	May 8, 2015 17:00 (JST)	May 15, 2015 17:00 (JST)
<b>Ph.D.</b>			
G-cube	G-cube Fellowship Externally funded, Self-financed	February 13, 2015 17:00 (JST)	February 20, 2015 17:00 (JST)
PA	MEXT GRIPS Fellowship Externally funded, Self-financed	November 7, 2014 17:00 (JST)	November 14, 2014 17:00 (JST)
PP			
SISP			
SBED			
STI			

#### Early notification option for externally funded and self-financed applicants

The regular deadline for externally funded and self-financed applicants to MP1, MP2, MEP and PF is **May 15, 2015**. However, if you wish to receive an early notification, please submit your application along with all supporting documents by **December 5, 2014** for **MP1, MP2 and MEP**, or **February 20, 2015** for **PF**. Applying by the early deadline guarantees early screening and notification of admission decision.

#### Use one e-mail address for all GRIPS communications

We sometimes email applicants to request or clarify information and we often need a quick response. Provide an email address that you will check regularly and keep it until you enroll. Update your spam filters to ensure that you receive all GRIPS communications.

## 2. The Application Process

Application procedures and deadlines differ by program. Before starting your application, please carefully review the following application process and deadline for your program of interest.

You will NOT be registered as an applicant until we have received all of your supporting documents.

**Please note that any false or misleading statement or incomplete or inaccurate information you provide in your application may be the basis for denying you admission or, if you have been admitted, dismissal from GRIPS.**

### Step 1

#### **Online Entry Form**

Fill out and submit the Online Entry Form (<https://gast.grips.ac.jp/entry/>). The Admissions Office will get back to you by email with an ID and a password within three working days (by Japanese calendar).

### Step 2

#### **Online Application Form**

Use your ID and password to access GRIPS's portal **G-way** (<https://gportal.grips.ac.jp/fw/dfw/ASTSV004/>). Complete and submit the Online Application Form.

### Step 3

#### **Supporting documents**

Download the designated forms from G-way and ensure that all supporting documents meet our requirements (see Section 3). Send all supporting documents to the Admissions Office:

**Admissions Office  
National Graduate Institute for Policy Studies (GRIPS)  
7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677, JAPAN**

Applicants are responsible for the timely delivery to GRIPS of all required documents. We strongly recommend that you send the documents by registered mail or courier service (e.g., EMS, FedEx, DHL) well ahead of the deadline.

All supporting documents must be submitted via post. Walk-in submissions will not be accepted.

All materials submitted by an applicant become the property of GRIPS and will not be returned.

### **Application Status**

Once you have access to G-way with your ID and password, you can check your application status online anytime you like. Please choose "Check Application Status" from the dropdown menu. Your application status will be one of the following:

1. "Entry Form submitted" means that you already have an application ID and password and can now submit the Online Application Form.
2. "Online Application Form submitted" means that you should now submit all supporting documents. Make sure to submit them before the deadline.
3. "Online Application closed" means that you have missed the deadline. Your application will not be accepted.
4. "Supporting documents received" means that the Admissions Office has received your supporting documents and is currently checking them.
5. "Screening session ongoing" means that your application is currently being evaluated by the Admissions Committee.
6. "Final result"

### 3. Supporting Documents

All documents must be in English. Documents in languages other than English must be accompanied by an official translation. To be official, the translation must have been done by the organization issuing the document or by an accredited translator. We will not accept your own translations.

Faxed documents or digital copies sent by e-mail will not be accepted.

Apart from the items listed below, do not attach any additional documents.

When your supporting documents have reached the Admissions Office, the status of your application will change to **“Supporting documents received”**.

The following documents are required of all applicants.

- Completed **certificate of application** (use designated form)  
Two types of forms are available from G-way. Make sure you choose the form on which your program of interest is listed.
- 1 clear photograph of your face** (30 x 40 mm)  
Please paste the photograph onto the certificate of application.
- 2 letters of recommendation** (use designated form)  
Each of your letters must contain both of the two A4 pages provided. They must be submitted in sealed, unopened envelopes signed across the flap by each recommender.

Your letters of recommendation must be written by faculty members or job supervisors who are familiar with your academic and/or professional abilities. Ideally, one recommendation letter should come from a former professor or an academic supervisor.

Letters submitted that do not use our designated forms will not be accepted.

- Certificate of employment** (use designated form)  
You are required to submit this if you are currently employed and will be given study leave from your employer upon getting admitted to GRIPS.

The certificate must state your present job title, job duties, and the name of your employer. Please include information on civil servant qualification (e.g., BCS, IAS, IRS, CSS) if applicable. The certificate of employment must bear the official stamp or seal and signature of the employer. If the official stamp or seal is in your local language and an English version is not available, you must ask your employer to write its English translation in the margin of the form.

If you are planning to leave your job upon getting admitted to GRIPS you must submit two official documents; an original certificate of employment on official letter head which states your present job title, job duties, and the name of your employer, and your own letter in which you pledge to leave your job if getting admitted to GRIPS signed and dated. New graduates and those not currently employed need not submit this document.

- Official transcripts and degree certificates (where applicable)**  
You must submit all your official transcripts and degree certificates from all undergraduate and graduate institutions attended in sealed, unopened envelopes signed or stamped across the flap by the school authorities.

Official transcripts are transcripts issued by the university and bear the seal or signature of the registrar. The transcript should contain the following information: the name of the degree awarded, the date of award, the names of all courses taken with grades received, and the grading scale. It is helpful to have the student's rank in class included in the information. You should request and receive your transcripts from your university. If you are currently attending a university, please submit the latest transcript.

If your transcript does not state the name of your degree, you must send us an official degree certificate OR a certified copy of your diploma. An official degree certificate is a certificate issued by the university and bears the official seal of the university. It should state the name of your degree and the date the degree was awarded. You should request and receive your official degree certificate OR a certified copy of your diploma from your university. If you are currently attending a university, please submit an authorized statement of expected graduation certifying the specific date and title of the expected degree upon completion of the program. Do not send your original diploma as documents will not be returned.

**Evidence of English ability**

One of the following test scores is required:

1. IELTS: 6.0 or higher
2. TOEFL (paper-based): 550 or higher
3. TOEFL iBT: 79 or higher

To be official, test scores must be sent to us directly by the test center (GRIPS institution code for TOEFL is 9040). Test scores sent by applicants will not be accepted. Please note that English test scores are valid for two years from the test date, and therefore tests must have been taken within two years of the date of admission.

Applicants who have completed an undergraduate or graduate degree at an institution located and accredited in the USA, the UK, Canada, Australia, New Zealand, and Ireland will be automatically exempted from submitting an English test score.

Applicants who have completed an undergraduate or graduate degree at an institution where the language of instruction was English may request a waiver of the English language proficiency requirement. If you wish to apply for a waiver, you will need to enclose a letter with supporting documents outlining the reasons why you should be exempted. Please note that granting your language waiver request is at the discretion of our screening committee members and your request will be considered at the time of screening.

**Statement of purpose** (use designated form)

For details on required content, please see the explanation on the designated form.

**For applicants to G-cube, PA and Ph.D. programs only**

In addition to the above, **applicants to G-cube, PA and Ph.D. Programs** must submit the following documents:

**Research proposal** (use designated form)

For details on required content, please see the explanation on the designated form.

**Copy of your master's thesis or equivalent**

Applicants to G-cube and PA who do not have a graduate degree must submit an undergraduate thesis or a course paper.

**Additional documents required of externally funded and self-financed applicants**

If you are not applying for a scholarship allocated through GRIPS, please provide a financial statement in addition to the above documents. You will be required to pay an application fee upon request from GRIPS.

**Financial statement**

Please submit one of the following documents showing that you have the necessary funds to cover the total cost of study (tuition and living expenses in Japan) by the deadline. The total cost of study has been estimated at JPY 2,700,000 for the first year. This amount may change slightly in subsequent years.

1. An original bank statement or an original letter from a bank dated within the past two months showing the necessary funds in Japanese yen or US dollars.
2. An original award letter from a scholarship provider showing the total sum of the scholarship in Japanese yen or US dollars as well as the general terms and conditions of the scholarship.
3. An original statement from a sponsor (such as a relative) indicating the sponsor's ability and willingness to provide you with the necessary funds. The sponsor needs to provide proof of the necessary funds in the form of an original bank statement or an original letter from a bank dated within the past two

months and showing the necessary funds in Japanese yen or US dollars.

- Application fee**, due upon request from GRIPS, in the amount of JPY 30,000 (please DO NOT pay the fee before we advise you to do so).

The application fee must be paid by bank transfer to the account shown below. All applicable transfer charges will be borne by the applicant.

Bank name: Sumitomo Mitsui Banking Corporation  
Branch name: Tokyo Koumubu, Japan 096  
Account number: 151884  
Account name: The National Graduate Institute for Policy Studies  
Swift code (BIC code): SMBCJPJT

## 4. After You Apply

### Notify GRIPS of any changes

You must notify GRIPS by email as soon as possible of any changes in your application that may occur after you have completed your application. In case of any changes in your employment information (e.g., promotion, transfer), you must re-submit the Certificate of Employment that certifies your new status within 30 days.

Even after you have submitted your online application form, you can still access and update it until your supporting documents have reached the Admissions Office. Please note that no further changes can be made once your supporting documents have reached us and the status of your application has changed to “Supporting documents received”.

### Admissions results

Once we have received your complete application with supporting documents, it is sent to our screening committee and the status of your application changes to “Screening session ongoing”. The final results of screening is announced by email. Both successful and unsuccessful applicants receive the notification email. Once the results have been announced, the status of your application changes to “Final result”. You are advised to check your email inbox when you see it in your Application Status. We do not respond to any individual inquiries about reasons for non-acceptance.

### Admissions inquiries

If you have any questions or need further information, do not hesitate to contact us.

Email: [admissions@grips.ac.jp](mailto:admissions@grips.ac.jp)

Phone: +81-3-6439-6046

Fax: +81-3-6439-6050



# Admissions Schedule

This chart gives an overall view of the admissions schedule of the programs you can apply online for directly to GRIPS. The schedule may vary depending upon the sponsor's decision.

Screening for admission usually takes place within four months of the application deadline for each program.

The final results are announced each year by the end of July at the latest.

This is an approximate guide only.



Please download the designated forms from GRIPS's portal G-way after you obtain your ID and password.

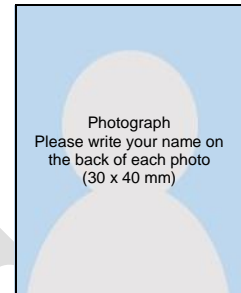


NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

GRIPS

## **CERTIFICATE OF APPLICATION for Master's Program(s) 2015**

GRIPS ID: 1500XX Nationality: USA  
Name: John Smith  
Address: 6XX E Street, NW Washington, DC, USA  
Zip Code: 204XX  
Phone: (202) 473-1XXX Fax: (202) 473-2XXX  
Country code - complete number Country code - complete number  
Email: johnsmithusa@xxxx.com



### **Program(s) you are applying for (Please tick one box only)**

- One-year Master's Program of Public Policy (MP1)
- Two-year Master's Program of Public Policy (MP2)
- Macroeconomic Policy Program (One year Program)
- Macroeconomic Policy Program (Two year Program)
- Public Finance Program (Tax)
- Public Finance Program (Customs)
- One-year Master's Program of Public Policy (MP1) / Two-year Master's Program of Public Policy (MP2)
- Public Finance Program (Tax) / One-year Master's Program of Public Policy (MP1)
- Public Finance Program (Tax) / Two-year Master's Program of Public Policy (MP2)
- Public Finance Program (Customs) / One-year Master's Program of Public Policy (MP1)
- Public Finance Program (Customs) / Two-year Master's Program of Public Policy (MP2)

### **Funding**

How are you planning to fund your studies at GRIPS?

- I would like to be considered for a scholarship allocated through GRIPS.
- I will obtain funding from other institutions.
- I will finance myself.

***I certify that to the best of my knowledge all information given in the Online Application Form is correct and complete, and I understand that any omission or misinformation concerning enrollment in colleges or universities may invalidate my admission or result in dismissal.***

Signature of the applicant: *John Smith*

Date: *November 30, 2014*  
Month/Day/Year

**Please submit this certificate to the Admissions Office along with other supporting documents by courier or registered mail.**

Please download the designated forms from GRIPS's portal G-way after you obtain your ID and password.



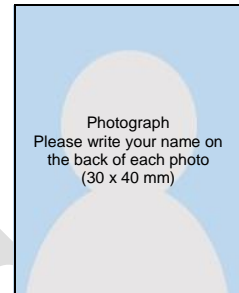
NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

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**CERTIFICATE OF APPLICATION for a Ph.D. Program 2015**

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GRIPS ID: 1500XX Nationality: USA  
Name: John Smith  
Address: 6XX E Street, NW Washington, DC, USA  
Zip Code: 204XX  
Phone: (202) 473-1XXX Fax: (202) 473-2XXX  
Country code - complete number Country code - complete number  
Email: johnsmithusa@xxxx.com



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**Program you are applying for (Please tick one box only)**

**Five-year Ph.D. Programs**

- GRIPS Global Governance Program (G-cube)  
 Policy Analysis Program (PA)

**Three-year Ph.D. Programs**

- Public Policy Program (PP)  
 Security and International Studies Program (SISP)  
 State Building and Economic Development Program (SBED)  
 Science, Technology and Innovation Policy Program (STI)

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**Funding**

How are you planning to fund your studies at GRIPS?

- I would like to be considered for a scholarship allocated through GRIPS.  
 I will obtain funding from other institutions.  
 I will finance myself.

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***I certify that to the best of my knowledge all information given in the Online Application Form is correct and complete, and I understand that any omission or misinformation concerning enrollment in colleges or universities may invalidate my admission or result in dismissal.***

Signature of the applicant: *John Smith*

Date: *October 26, 2014*  
Month/Day/Year

**Please submit this certificate to the Admissions Office along with other supporting documents by courier or registered mail.**

Please download the designated forms from GRIPS's portal G-way after you obtain your ID and password.



NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

GRIPS

## CERTIFICATE OF EMPLOYMENT 2015

GRIPS ID: 1500XX

### EMPLOYER DETAILS

Name of organization: The Research Center of the National Graduate Institute for Policy Studies

Address: 7-XX-1 Roppongi, Minato-ku, Tokyo, JAPAN

Zip Code: 106-8677

Phone: +81-3-6439-60XX

Country code - complete number

Fax: +81-3-6439-60XX

Country code - complete number

Email: gripsxxxx@grips.ac.jp

### EMPLOYEE DETAILS

This is to certify that John Smith  
Full name of applicant

has been employed by this organization from June 1, 2011 to Present  
Month/Day/Year Month/Day/Year

Present position, rank, and responsibilities: Researcher at the US office, conducting security issue projects and reporting to the headquarters.

Civil servant qualification (e.g., BCS, IAS, IRS, CSS), if applicable:

This applies to applicants from Bangladesh, India and Pakistan.

### LEAVE OF ABSENCE APPROVAL

I will approve a leave of absence for the above employee to study at GRIPS if he/she is admitted for the duration of (please tick the appropriate box)

- One year  
 Two years  
 Three years  
 Five years

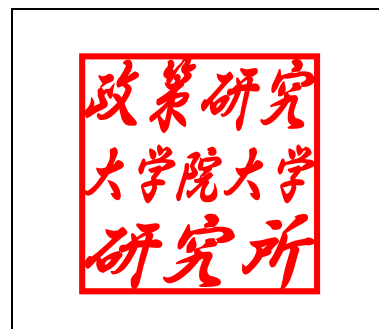
### Details authorized person completing the form:

Name: Taro Yamada

Position/Title: Personnel Director

Signature: Taro Yamada

Date: November 20, 2014  
Month/Day/Year



Please put an official stamp or seal in this space.

*English Translation: The Research Center of the National Graduate Institute for Policy Studies*

Please download the designated forms from GRIPS's portal G-way after you obtain your ID and password.



NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

GRIPS

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## **STATEMENT OF PURPOSE 2015**

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GRIPS ID:

Please state your purpose for studying at GRIPS, the area of study you wish to pursue, your short-term and long-term career goals, and how your qualifications and experience match the requirements of the program you are applying for. Summarize your present duties and responsibilities and describe how your studies at GRIPS might contribute to your career. If you are still in school, describe your future career aims and explain how your studies at GRIPS would help you achieve them. (300-500 words)

[My main purpose of studying is ...](#)

SAMPLE

Please download the designated forms from GRIPS's portal G-way after you obtain your ID and password.



NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

GRIPS

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## **RESEARCH PROPOSAL 2015**

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GRIPS ID:

**For applicants to G-cube, PA and Ph.D. Programs only.**

Please write a research proposal for your study. The research proposal must contain a clear statement of the problem, a succinct review of the relevant literature, a research question or purpose, a description of the proposed methodology, and the rationale behind choosing that particular methodology. All sources must be properly documented. Your proposal should be 2-4 pages long.

[The title of my research is ...](#)

SAMPLE

Please download the designated forms from GRIPS's portal G-way after you obtain your ID and password.



NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

GRIPS

## LETTER OF RECOMMENDATION 2015

GRIPS ID: 1500XX

**TO THE APPLICANT:** Please complete the section below and give this letter to two people who know you well. Have the recommender complete the form, put it in an envelope, seal the envelope, sign it across the flap, and return the letter to you. Include this letter with your application and all the other application materials when sending in your application.

Your name: John Smith  
As written in your passport

Recommender's name: Ichiro Tanaka

**TO THE RECOMMENDER:** Please write a recommendation letter for the above applicant, sign it, enclose it in an envelope, seal the envelope, and sign it across the flap. Return the sealed envelope to the applicant or send it directly to the GRIPS Admissions Office. This recommendation letter will remain confidential and will be used for application screening purposes only. You may attach additional sheets if the space provided is insufficient.

1. How long have you known the applicant? 5 years 8 months

2. In what capacity have you known the applicant?

As a supervisor for his bachelor's thesis at Toutou University

3. How often have you interacted with the applicant?

Daily  Weekly  Monthly  Rarely

4. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall **academic** ability?

- Outstanding (top 5%)  
 Excellent (top 10%)  
 Good (top 20%)  
 Average (top 50%)  
 Below average (lower 50%)  
 Unable to comment

5. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall **professional** ability?

- Outstanding (top 5%)  
 Excellent (top 10%)  
 Good (top 20%)  
 Average (top 50%)  
 Below average (lower 50%)  
 Unable to comment

6. Please evaluate the applicant in the areas below as *excellent*, *average*, *poor*, or *unable to comment*.

	Excellent	Average	Poor	Unable to comment
Academic performance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual potential	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & originality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for graduate study	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please download the designated forms from GRIPS's portal G-way after you obtain your ID and password.

7. **For university professors and instructors only**

Is the applicant's academic record indicative of the applicant's intellectual ability? If no, please explain.

*He is ...*

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8. Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher, or educator. In describing such attributes as motivation, intellectual potential, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

*He was ...*

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9. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills, and reliability.

*When he did ...*

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10. Additional comments, if any.

*He would ...*

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11. How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at the National Graduate Institute for Policy Studies?

Outstanding       Good       Average       Poor

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Name of person completing this form: Ichiro Tanaka

Position/title: Professor, Department of Public Administration

Name of organization: Toutou University

Address: X-22-X Aoyama, Minato-ku, Tokyo, 106-8XXX, JAPAN

Phone: +81-3-6000-60XX Fax: +81-3-5000-50XX Email: ichitaxxx@toutou.ac.jp  
Country code - complete number      Country code - complete number

Signature: Ichita Date: October 13, 2014

Month/Day/Year