# Application Materials for GRIPS/BRI Master’s Program

**This information is for those who apply for GRIPS/BRI Master’s Program.**

The curriculum of this course is approved as a master’s degree program by the National Graduate Institute for Policy Studies (GRIPS) and Building Research Institute (BRI).

Completing all graduation requirements during the program, the participants will be awarded a Master’s degree, “Master of Disaster Management” by GRIPS and BRI. Accordingly this program is very demanding. Applicants, with an excellent demonstrable educational and professional background and proficiency in English, should be highly motivated and confident enough to pursue and attain the requirements of the program so that they can obtain the degree.

Each applicant is required to prepare and submit all of the materials for admission to GRIPS/BRI Master’s Program as written in “2. Supporting Documents”, ANNEX Ⅱ. Please review it carefully.

Please note that an applicant will NOT be accepted as an applicant until GRIPS has received all of the requested materials.

English competency

Applicants are required to submit an official report of their TOEFL iBT or IELTS scores unless applicants apply for a waiver of the English language proficiency requirements. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher. (This program includes active participation in discussions and development of the action plan and research report, thus requires high competence of English ability both in conversation and composition.)

Expenses

Applicants themselves need to cover expenses for obtaining and shipping the application documents, such as official TOEFL/IELTS scores, official transcripts of academic record and graduation/degree certificates from university, official English translations etc.

Procedure of screening by GRIPS/BRI

A committee, which consists of GRIPS and BRI, will screen the above-qualified applicants academically with the application materials such as official transcripts.

The applicants who are accepted to participate in this program will be decided by the Academic Council of GRIPS finally by the end of July 2023.

Important Dates

1. Submission of the Application Documents:

Please inquire at the JICA office (or the Embassy of Japan) for the closing date for applications.

After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Center in JAPAN by **April 7, 2023**. Please note that all of the supporting documents must be submitted with the Application Form.

1. Telephone or TV conference system interview by BRI staff:

The interview will be set between April 10 and May 2, 2023. The interview schedule will be informed to you by the JICA office (or the Embassy of Japan).

1. Communication with GRIPS:

By **May 26, 2023**, GRIPS may e-mail you to request or clarify information and they often need a quick response. You may be required by GRIPS to submit additional documents if your supporting documents are missing or incomplete. Provide an e-mail address that you will check regularly and continue using it until you enroll. Update your spam filters to ensure that all GRIPS communications go to your inbox.

1. Final deadline for Submission of Complete Supporting Documents: **June 30, 2023, 17:00 (JST)**.

If you are requested to submit additional documents by GRIPS, please send them directly to GRIPS. Documents must reach GRIPS by the above mentioned deadline. You 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., FedEx, DHL) well ahead of the deadline.

Mailing address

Admissions Office

National Graduate Institute for Policy Studies (GRIPS)

7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677 Japan

TEL: +81-3-6439-6046

E-mail: admissions@grips.ac.jp

1. Notice of Acceptance by JICA: No later than July 28, 2023. Acceptance Agreement from GRIPS will be sent by e-mail together with the official admission letter soon after the notice of acceptance.

1. The Application Process

Selection for admission is based on the evaluation of supporting documents that you submit. Before initiating your application, please carefully review the following details of the application process.

You will NOT be registered as an applicant until we have received a complete set of your required supporting documents by post.

If you have applied to GRIPS in previous years and wish to reapply this year, any supporting documents you submitted previously cannot be used for this year’s application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

Ensure that all supporting documents meet our requirements (see Section 2, Supporting Documents).

All of your supporting documents must reach the JICA office (or the Embassy of Japan) by the designated deadline. It is your responsibility to prepare all supporting documents far enough in advance so as to meet the designated deadline. Incomplete applications and applications received after the deadline will not be considered.

Applicants are responsible for the timely delivery to the JICA office (or the Embassy of Japan) of all required documents. We strongly recommend that you send the documents by registered mail or courier service well ahead of the deadline.

Applicants must send all required supporting documents together in one package.

You may have your official transcripts and certificates of graduation/degree sent directly to us by the registrars of the universities you have attended.

All materials submitted by an applicant become the property of GRIPS and will not be returned. Please make sure to keep one copy of your application for your records.

**Protection of personal information**

All personal information that we receive from applicants will be used solely for the purposes of admissions screening, collecting statistical information, student registration, educational affairs, and collection of tuition. All information provided by applicants in their applications and supporting documents will remain confidential.

2. Supporting Documents

Important notes

* All documents must be in English.
* Digital copies sent by e-mail will not be accepted.
* Do not attach any additional documents apart from the items listed below.
* If your name as written in your application is different from that on the document(s) you submit, please submit a copy of the relevant pages of your passport. If there is some reason (e.g. marriage) for the difference, please also submit official documentation of that reason (e.g. marriage certificate).
* Supporting documents to be prepared solely by the applicant, should be typed on computer wherever possible (A4 size paper and single-sided printing are preferable). If circumstances require, documents legibly handwritten with a ballpoint pen are acceptable.

**◆Please check ☑ whether you have submitted all the necessary documents**

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| **1.** | **Application for admission to GRIPS/BRI Master’s Program** (use the designated form)Please prepare a photograph of your face, in accordance with the stipulations on the form, and paste it onto the form. | [ ]  |
| **2.** | **Two (2) letters of recommendation** (use the designated form)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 academic supervisor.You are required to obtain the letters from your recommenders using the designated form and submit them by post. Each of your letters must contain both of the two A4 pages provided. Letters submitted that do not use our designated forms will not be accepted. They must be submitted in sealed, unopened envelopes signed across the flap by the recommender. | [ ]  |
| **3.** | **Certificate of employment** (use the designated form)You are required to submit this if you are currently employed. You are required to obtain a certificate (including a leave of absence approval, if applicable) from your employer using the designated form and submit it by post. | [ ]  |
| **4.** | **Official transcripts of academic record and graduation/degree certificates**You are advised to show the instructions below to registrars at each of the universities that you attended when you request issuance of transcripts/certificates in accordance with our requirements.You must submit official transcripts of academic record and graduation/degree certificates from all undergraduate and graduate institutions that you attended/graduated from. These must be documents issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities. * Official transcripts of academic record

Official transcripts should contain the following information:* Name of the degree program/course
* Enrollment period
* Names of all courses taken and grades received
* Grading scale including the maximum grade point/score

If you are currentlyattending a university, please submit your most recent transcript.* Official graduation/degree certificates

Official certificates should state the name of your degree and the date the degree was awarded. Provisional or temporary graduation/degree certificates are not acceptable. DO NOT send your original diploma, as documents will not be returned. If you are currently attending a university, you must submit an authorized statement certifying the specific date of graduation and the title of the expected degree.Important notes* Photocopies of transcripts/certificates that have been verified by a notary public are not acceptable.
* If a university has a policy not to issue more than one official transcript/certificate, you may submit official photocopies verified by the university. To be official, these must bear the institution’s official stamp or the signature of the registrar. They must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.
* If a university cannot issue an official English version of your transcript/certificate, you are required to submit both:
* The official transcript/certificate (photocopies are not acceptable), written in its original language and bearing the institution’s stamp or the signature of the registrar, and
* An official verbatim English translation of the document, prepared by an accredited translator.
 | [ ]  |
| **5.** | **Official evidence of English ability** You are required to submit an official report of your TOEFL iBT or IELTS score. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher.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 time of enrollment at GRIPS. TOEFL PBT, revised TOEFL Paper-delivered Test and TOEFL ITP scores are not acceptable.How to apply for a waiver of the English language proficiency requirement(There are two categories in our English test exemption policy.)Category 1: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an accredited institution located in the USA, the UK, Canada, Australia, New Zealand, or Ireland will be automatically exempted from submitting an English test score.Category 2: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an institution where the language of instruction is English may request a waiver of the English language proficiency requirement. If you wish to apply for such a waiver, you must submit official documents issued by the educational institution you attended, certifying that your undergraduate or graduate education was conducted entirely in English. If the official transcript of your academic record or graduation/degree certificate includes that information, you need not submit a separate document.This document must bear the seal or signature of the registrar, and it must be submitted in a sealed, unopened envelope with the university logo and address noted; the envelope must be signed or stamped across the flap by the issuing school authority.You are advised to show these instructions to the registrar at the university that you attended when you request issuance of the document in accordance with our requirements. | [ ]  |
| **6.** | **Statement of purpose** (use the designated form)For details on required content, please see the explanation on the designated form. | [ ]  |

3. After You Apply

**Notify the JICA office (or the Embassy of Japan) of any changes**

You must notify the JICA office (or the Embassy of Japan) by e-mail as soon as possible of any changes in your personal data (e.g. address, phone number) or in your employment information (e.g., promotion, transfer) that may occur after you have completed your application.

Details regarding the graduate program may be obtained at the following websites:

<https://www.grips.ac.jp>/en/

<https://iisee.kenken.go.jp>

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| For GRIPS Use: Application ID |  |

Application for Admission

Paste your photograph or insert your digital image taken within the last three months, providing a clear, front view of your entire face.

(4cm x 3cm)

to GRIPS/BRI Master’s Program 2023-2024

**(Please type or print, and use normal text, NOT “ALL CAPITAL LETTERS.”)**

Please complete each section as fully and accurately as possible. Please respond to all questions. The information you provide is essential in reviewing your application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

PERSONAL DATA

1. Full name:

 As written in your passport, from left to right, top to bottom (English alphabet only)

2. Date of birth: 3. Age (as of October 1st, 2023):

 Month/Day/Year

4. Gender: [ ]  Male [ ]  Female 5. Marital status: [ ] Single [ ]  Married

6. Nationality:

 As written in your passport

7. Present employer (name of organization):

 (Does your organization belong to a central or regional authority? [ ]  Central [ ]  Regional [ ]  Neither)

 (Upon admission to GRIPS, [ ]  I will be given study leave by my employer. [ ]  I will quit my job.)

8. Present position, department/section:

9. Work address:

Postal code: Country:

TEL:  **-**

 Country code - complete number

10. Residential address:

Postal code: Country:

TEL:  **-**

 Country code - complete number

11. Preferred mailing address: [ ]  Work [ ]  Residence [ ]  Other, namely (Fill in the following fields.)

Address:

Postal code: Country:

TEL:  **-**

 Country code - complete number

12. E-mail 1:

E-mail 2:

APPLICATION INFORMATION

13. Education History

Tertiary Education

* List the names of the undergraduate and graduate (if applicable) institutions you attended or are currently attending.
* Enter the names of the degrees you received and dates of enrollment at each institution.
* If your official transcript of academic records or graduation/degree certificate states your GPA, honors, class, or rank, enter this information as it is shown in your transcript or certificate.
* The field(s) “Year & month of graduation” must be completed in accordance with the date(s) on which your degree(s) was (were) awarded/conferred, as stated in your official graduation/degree certificate(s).
* If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Tertiary education | Full name of institution & location (city & country) | Year & month of enrollment  | Year & month of graduation | Duration of schooling | Name of degree | GPA(if available) | Honors/class/ rank/ division(if available) |
| Undergraduatelevel(Bachelor’s) |  |  |  | yearsandmonths |  |  |  |
|  |  |  | yearsandmonths |  |  |  |
|  |  |  | yearsandmonths |  |  |  |
| Graduate level(Master’s/Doctoral) |  |  |  | yearsandmonths |  |  |  |
|  |  |  | yearsandmonths |  |  |  |
|  |  |  | yearsandmonths |  |  |  |

From Primary to Secondary Education (Before Tertiary Education)

* If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| From primary to secondary education | Full name of institution | Period of attendance | Duration of schooling |
| (from)Month, year | (to)Month, year |
| Elementary school |  |  |  | yearsandmonths |
| Middle school/Junior high school |  |  |  | yearsandmonths |
| (Senior) High school |  |  |  | yearsandmonths |
|  |  |
| Total number of years and months of education \*(from elementary education to undergraduate/graduate education inclusive) | yearsandmonths |

\*Calculate and write the total number of years and months of education you will have completed at the time of your enrollment at GRIPS, based on your total time as a student (as detailed above, including extended leaves such as summer vacation).

1. English proficiency:

One of the following test scores is required. 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 time of enrollment at GRIPS.**

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| --- | --- | --- | --- | --- | --- |
|  | TOEFL iBT: |   |  |  |  |

Score Month/Day/Year

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | IELTS Academic: |   |  |  |  |

Score Month/Day/Year

|  |  |  |
| --- | --- | --- |
| Other information: |  | Undergraduate education instructed in English |
|  |  |  |
|  |  | Graduate education instructed in English |

Location of the accredited institution where you have completed or expect to complete an undergraduate/graduate degree:

|  |  |  |
| --- | --- | --- |
|  |  | The USA, the UK, Canada, Australia, New Zealand, or Ireland |
|  |  |  |
|  |  | Other country |

1. List below two persons familiar with your academic and/or professional abilities, from whom you have requested letters of recommendation.

1.

 Name Position and affiliation

2.

 Name Position and affiliation

1. List your current and previous employment (up to five positions) **in reverse chronological order**, starting with your most recent position. Exclude part-time work and internship.

|  |  |  |
| --- | --- | --- |
| Organization, type, & city | Job title and description (maximum 20 words) | Dates |
| (from)Month, year | (to)Month, year |
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CERTIFICATION

I certify that to the best of my knowledge all information given above is correct and complete, and I understand that any omission or misinformation may invalidate my admission or result in dismissal.

 Signature of the applicant Month/Day/Year

Please submit this form along with other supporting documents by courier or registered mail.

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LETTER OF RECOMMENDATION 2023-2024

TO THE APPLICANT: Please complete this section (“Your name” and “Recommender’s name”), and give this form to your recommender who knows you well. Have your 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.

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| --- | --- |
| Your name: |  |
|  | As written in your passport, from left to right, top to bottom (English alphabet only) |
| Recommender’s name: |  |

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. 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.

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| --- | --- | --- | --- | --- | --- |
| 1. | How long have you known the applicant? |  | years |  | months |
| 2. | In what capacity have you known the applicant? |
|  |  |
| 3. | How often have you interacted with the applicant? |
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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Daily |  | Weekly |  | Monthly |  | Rarely |

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| 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?

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

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| 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?

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

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|  |  |
| 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 |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Intellectual potential |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Creativity & originality |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Motivation for graduate study |  |  |  |  |  |  |  |  |  |  |  |  |

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| 7. | 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. |
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| 8. | Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills, and reliability. |
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| 9. | **For university professors and instructors only**Is the applicant’s academic record indicative of the applicant's intellectual ability? If no, please explain. |
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| 10. | Additional comments, if any. |
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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? |
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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Outstanding |  | Good |  | Average |  | Poor |

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|  |  |
| --- | --- |
| Name of person completing this form: |  |
| Position/title: |  |
| Name of organization: |  |
| Address: |  |
| TEL: |  | E-mail: |  |
|  | Country code - complete number |  |  |
| Signature: |  | Date: |  |
|  |  |  | Month/Day/Year |

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| For GRIPS Use: Application ID |  |

CERTIFICATE OF EMPLOYMENT 2023-2024

This form must be completed by, or under the authority of, the applicant’s employer or equivalent official. Please note that the official stamp or seal of, and signature by, any person other than the above persons will be considered as invalid.

This certificate must contain the same information (e.g., position, department/section, name of organization) as that stated in the applicant’s Application Form.

|  |
| --- |
| **EMPLOYER DETAILS** |
| Name of organization: |  |
| Address: |  |
|  |  | Postal code:  |  |
| TEL: |  | E-mail: |  |
|  | Country code - complete number |  |  |

EMPLOYEE DETAILS

|  |  |
| --- | --- |
| This is to certify that |  |
|  | Full name of applicant (as written in his/her passport) |
| has been employed by this organization from   |  | to |  |
|  |  | Month/Day/Year |  | Month/Day/YearPlease write “Present” above if the person is on a permanent contract. |
| Present position, department/section: |  |
| Responsibilities: |  |
|  |
| Civil servant qualification (e.g., BCS, IAS, IRS, CSS), if applicable: |  |
| This applies to applicants from Bangladesh, India and Pakistan. |

LEAVE OF ABSENCE APPROVAL

Please tick only one box below.

* I will approve a leave of absence for the above employee to study at GRIPS if he/she is admitted for a period of one year.
* I will not approve a leave of absence for the above employee to study at GRIPS if he/she is admitted.

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| --- | --- | --- |
| **Authorized person completing this form:** |  | Please put an official stamp or seal in this space.If the official stamp or seal is in your local language and an English version is not available, please write its English translation in the margin of this form. |
| Name: |  |  |
| Position/title: |  |  |
| Signature: |  |  |
| Date: |  |  |
|  | Month/Day/Year |  |

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| --- | --- |
| For GRIPS Use: Application ID |  |

STATEMENT OF PURPOSE 2023-2024

(You can change the size of the boxes.)

1． Describe what you have learnt as a college or graduate school student (could be academic contents, your thesis, or any other experiences). (Up to 300 words)

2． Summarize your present duties and responsibilities, and your accomplishments at work. If you are still in school or do not currently work, summarize your accomplishments either at prior work or at school. (Up to 300 words)

3． State your purpose for studying at GRIPS. In particular, describe what you wish to study or investigate, what social problems and/or policy issues you wish to tackle, and how your studies at GRIPS might contribute to your future career. (Up to 300 words)