

## **Application Instructions**

### **Program in Economic and Public Policy (PEPP), University of Tsukuba**

Before starting this application process, please ensure that you fulfill all the application [eligibilities](#). Then read the following instructions carefully and start the application process on our Online Application System (OAS).

A completed application should be submitted on OAS by **23:59 February 28, 2018 (JST)**.

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

Application process consists of three main tasks (I~III) and submitting process (IV).

- I) Filling "Application Form" composed of five tabs
- II) Preparing and uploading necessary documents
- III) Arranging three to four letters of recommendation
- IV) Submitting application to finish all procedure

Note that:

- All application materials should be written in English. In case the documents you submit were originally issued in another language(s), make sure to attach 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 you.
- Documents sent by fax or e-mail will NOT be accepted.

#### **I) Filling "Application Form" composed of five tabs**

Carefully fill all the necessary fields on five tabs<sup>(1)</sup> following instruction. If an error message appears in red, please go back to that field and modify it until the error message disappears. You can log-in and log-out as many time as needed using "SAVE" button on the each page before deadline. If you do not "SAVE," any changes you have made may be lost.

- <sup>(1)</sup> Five tabs are; Personal Data, Professional Background, Educational Background, Personal Statement, and Research Plan.

#### **II) Preparing and uploading necessary documents**

Please find below a list of necessary documents. You can download format of the document indicated with \* on the bottom of same web page otherwise you should prepare on your own.

(1) Transcript(s); See (2)

(2) Diploma(s);

Applicant 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) Certificate(s) of Higher Education, if any;

Applicant who obtained additional diploma(s)/certificate(s) other than bachelor's degree diploma must provide copies of diploma, certificate, and transcript (if applicable).

(4) 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 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.

(5) TOEFL Score or equivalent proof of English proficiency: See (6)

(6) GRE Score or equivalent proof of skills:

To demonstrate (5) English proficiency and (6) verbal and quantitative 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 TOEFL iBT score of 100, 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.

(7) Medical Certificate \*:

Form should be issued by a medical institution to attest that you are healthy enough to study abroad. This certificate should be submitted within three months after the date of issue. Doctor should use the designated form that is available on OAS.

(8) Photograph (40 mm×30 mm)

(9) *II/WBGSP applicant only*: Statement of Eligibility \*

(10) *ADB-JSP applicant only*: ADB-JSP Information Sheet:

- (11) ADB-JSP applicant only: your Income Certificate: - Either the latest Tax Return or Certification of your Annual/ Monthly Salary  
ADB-JSP applicant only: Your Family's Income Certificate: - Certification of Family Income (Parents' Income if single, Spouse's Income if married, )
- (12) 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.
- (13) Optional: Publications, if any but graduation thesis is not included.
- (14) Letters of Recommendation: See III)

III) Arranging three to four letters of recommendation

**Number of letters:** To apply to PEPP, three or four letters of recommendations are required. If you arrange for four letters, we advise you to get two of them from persons who can testify to your academic work and two from persons who can testify to your professional experience. If you prepare three letters, you need to obtain at least one from a person who can testify to your academic work, one from a person who can testify to your professional experience and the remaining one from a person for either academic work or professional work.

**How to submit:** Letters are basically submitted through OAS (1). Only if your recommenders have difficulties to submit the letters through OAS, you can choose to submit letters by regular mail from recommenders (2).

(1) Through OAS

- i) Fill information of your recommender 1-3/ 1-4 on OAS.
- ii) When you click "Send the request to recommender x" button, the "Send" button appears on the next screen.
- iii) When you click "Send", then an e-mail requesting a letter of recommendation will be automatically sent to the e-mail address of your recommender.
- iv) When a recommender has finished uploading her/his letter of recommendation, OAS will notify you about this in Current Status section below.

(2) By regular mail

- i) Fill information of your recommender 1-3/ 1-4 on OAS.

- ii) When you click “Send the request to recommender x” button, the “Send” button appears on the next screen. (You could not submit application without taking this process.)
- iii) Download and obtain the form for letter of recommendation at “Required Documents” on OAS.
- iv) Ask the recommender to fill the form and dispatch the letter in sealed envelope. Make sure that the letters should be arrived at 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 appear, please check the error as indicated and make the necessary corrections. If no error message but "Final Submit" button appears, your application is complete. Click “Final Submit” button to finish the procedure. After clicking “Final Submit”, your application form moves to “Read Only” status. You can still view your application but you cannot make changes or edit it anymore.

#### **After application submission on OAS**

- Once you successfully pass the first screening, you need to send the original or certified true copy of the followings by regular mail: Transcripts, Diplomas, Certificate of Higher Education and Medical Certificate. Failure to do so will result in disqualification of the application.
- Once you successfully pass the interview, candidates whose names are sent to the World Bank shall take a separate step to apply through the World Bank’s own online application system. (University cannot answer any questions.) Without this, your application to the World Bank will not be accepted.
- We cannot respond to the inquiries about the status of submitted applications. About the selection schedule, refer “[Application process and schedule from application to enrollment.](#)”

If you have further question, please contact:

E-mail: [pepp\\_app@un.tsukuba.ac.jp](mailto:pepp_app@un.tsukuba.ac.jp)