

exam no. PM07



Application Package

Asian Public Policy Program

for

Master in Public Policy (Public Economics)



**HITOTSUBASHI
UNIVERSITY**

Academic Year 2025/26

School of International and Public Policy

Hitotsubashi University

Asian Public Policy Program (APPP)
School of International and Public Policy
Hitotsubashi University
The 2025/26 Program
Application and Admissions Procedures

This program is conducted in English at the Kunitachi campus and the Chiyoda campus located in Tokyo.

1. The Program

For the academic year 2025/2026, the program offers a total of 15 positions to qualified applicants, primarily Asian students. Enrollment period is from September 2025 to July 2027.

2. Qualifications

Those who have or will have a minimum of two years' full-time working experience as of March 31, 2025, preferably in economic or other public policy areas of government or central banks and who hold a Bachelor's degree or its equivalent that meets any one of the following qualifications:

- (1) Those who have graduated from universities or colleges which are stipulated in Article 83 of the School Education Law of Japan.
- (2) Those who have received a Bachelor's degree under Article 104 of the School Education Law of Japan.
- (3) Those who have completed at least 16 years of education with a Bachelor of Arts (B.A.) or Bachelor of Science (B.Sc.) degree from accredited universities or colleges in countries other than Japan.
- (4) Those who are residing in Japan and those who have completed at least 16 years of education by taking courses offered by accredited universities or colleges outside of Japan through correspondence.
- (5) Those who have completed at least 16 years of education outside of Japan and university's course in educational institutions accredited by the country authorities.
- (6) Those who have completed special course in special training school specifically designated by the Japanese Minister of Education, Culture, Sports, Science and Technology by the date designated by the Japanese Minister of Education, Culture, Sports, Science and Technology.
- (7) Those who are specially designated by the Japanese Minister of Education, Culture, Sports, Science and Technology.
- (8) Those who have been at universities or colleges for more than three years in Japan, or those who have completed 15 years of education with a B.A. or B.Sc. degree outside of Japan, and those whom the Admissions Committee of School of International and Public Policy (IPP) has

judged to have acquired the academic competence equivalent to those who meet the above qualifications (1) through (4).

- (9) Those whom the Admissions Committee of IPP has judged to have the academic competence equivalent to those who meet the above qualifications (1) through (4) by individual admissions screening, and those whose age is over 22 years old or who will become 22 years old before September 1, 2024.

Note: Applicants who seek to satisfy the eligibility requirement under items (8) or (9) above must make an inquiry in a written form to the Admissions Office, the Asian Public Policy Program, about their qualifications as early as possible and no later than November 30, 2024.

3. Application

Applicants need to submit the application items below online and by registered mail. **Items in BOLD are required for all applicants:**

1. **Application Form (Form A)**
2. **Degree Certificate in English**
3. **Official Transcript in English**
4. **Essay (Form B)**
5. **Official English Score Report**
6. **Letter of Endorsement (Form D)**
7. **Passport Copy**
8. **Two Letters of Reference (Form C)**
9. Application Fee
10. Return Envelop

Application Period: October 15, 2024, to May 12, 2025.

Online Application (“exam no.” for Asian Public Policy Program is “PM07”)

Please upload documents 1-7 combined into a single PDF file.

<https://reg31.smp.ne.jp/regist/is?SMPFORM=niij-lesbpf-6eb53e20eb925ee7dec0f2c79c02fe25>

Address: Asian Public Policy Program, School of International and Public Policy
Hitotsubashi University
2-1 Naka, Kunitachi, Tokyo 186-8601

(1) **Application Form (Form A)**

Completed and signed application with a portrait photograph.

(2) **Degree Certificate in English**

Should be issued by the university or college authority.

(3) **Official Transcript in English**

Should be issued by the university or college authority.

(4) **Essay (Form B)**

An essay written in English of about 2,000 words. This should include your past academic or work achievements, proposed research topic, methodological approach, and future career plans.

(5) **Official English Score Report** TOEFL or IELTS Score Report

All applicants must demonstrate proficiency in English. TOEFL iBT score of 79-80 or IELTS score of 6.0 or higher is generally required.

TOEFL:

- TOEFL iBT Home Edition (Online test) is also acceptable.
- TOEFL Test Taker Score Report should be sent directly from ETS. The Designated Institution Code is C433.
- Submit a copy of TOEFL Test Taker Score Report sent to you by ETS or available online.

IELTS:

- IELTS Test Report Form should be sent directly from IELTS.
- Submit a copy of IELTS Test Report Form sent to you by IELTS or available online.

English Test Exemption:

The following applicants are exempt from submitting a Official English Score Report:

- i. Native English speakers.
- ii. Those who have completed an undergraduate degree conducted entirely in English.

(6) **Letter of Endorsement (Form D)**

A letter of endorsement from your institution. If the applicant is applying through a scholarship sponsor, the letter of endorsement may be in the same format as the scholarship application.

(7) **Passport Copy**

A photocopy of your passport page(s) showing your name, photo, passport number, and date of birth.

(8) **Two Letters of Reference (Form C)**

One from the president, dean or academic supervisor of the university or college attended, and the other from the head of the department or the equivalent of the ministry/agency where the applicant currently works.

(9) **Application Fee**

International Applicants: **JPY 32,500 ***

Domestic Applicants: **JPY 30,000**

* JPY 30,000 for application fee + JPY 2,500 for handling charge by the Japanese bank

* Payment by credit card is also available. For details, please check the following URL:

<http://www.hit-u.ac.jp/admission/postgraduates/announce.html>

<Bank Information>

Bank Name/Branch: Sumitomo-Mitsui Bank, Kunitachi Branch
Bank's address: 1-8-45 Naka, Kunitachi-shi, Tokyo 186-0004, Japan
A/C Name: Hitotsubashi University
Savings A/C No.: 7761831
SWIFT Code: SMBCJPJT
School's address: 2-1 Naka, Kunitachi-shi, Tokyo 186-8601, Japan
(Tel: 81-42-580-8078)

Notes:

- **Exemption or payment by scholarship sponsor may be available in some cases: please contact the Admissions Office before sending in the application fee**
- **The Application Fee of JPY 30,000 is non-refundable.**
- **Hitotsubashi University's bank account must receive a net amount of JPY 30,000 after all remittance charges.**
- Payment must be made under the APPLICANT'S NAME.
- Bank checks are not accepted.

(10) Return Envelop

For applicants residing in Japan who wish to receive the original letter of acceptance, please send a self-addressed, stamped A4 envelope. We recommend using "Letter Pack" for this purpose.

4. Selection

The selection will be made on the basis of the above submissions as well as interviews if deemed necessary.

Interviews with applicants may also involve math and English tests, and applicants will be informed of the schedule after May 15, 2025 via e-mail.

For international applicants, interviews may be conducted in the country of their residence or online. For those applicants who are applying in conjunction with sponsored scholarships that have partnership arrangements with APPP, these may take place prior to the admissions closure date in conjunction with the selection process for the scholarships.

5. Admission Decisions

Admission decisions will be notified to applicants via email by June 30 (Monday), 2025.

6. Enrollment Registration

JPY 282,000

The enrollment registration must be done between July 1 and July 7, 2025. (The schedule is subject to change for international students due to visa arrangements.)

7. Annual Tuition Fee

JPY 535,800

The payment of university tuition fee in the amount of 267,900 (as of April, 2024), representing one half of the annual tuition of Yen 535,800, and covering the September-March term must be made by the end of October 2025.

8. Miscellaneous

- (1) All matters relating to the application and admission will be handled by the Admissions Office, Asian Public Policy Program, Hitotsubashi University. All inquiries must be made by e-mail (app-admissions@ad.hit-u.ac.jp) or fax (+81-42-580-9085).
- (2) For scholarship possibilities, applicants are expected to contact the Admissions Office of the Asian Public Policy Program well prior to the official application period.
- (3) All the papers submitted for the application become the official record of Hitotsubashi University and will not be returned to applicants. The application fee is non-refundable.
- (4) All submissions must be in original, except otherwise noted above.
- (5) All submissions must be typed, unless otherwise stated. When, for any reason, hand-written documents are submitted, they must be written in block letters, using black or blue ball-point pens.
- (6) Applicants with physical disabilities must consult with the Admissions Office prior to the application, so that necessary considerations for facilitating them in classrooms, etc. might be arranged.

Application Form

Asian Public Policy Program
School of International and Public Policy
Hitotsubashi University

(A)

To the Applicant:

This form will be used in the selection process. The applicant is, therefore, requested to complete it carefully on a typewriter or a word processor. The form should be signed by the candidate and sent to the Asian Public Policy Program following the procedures explained in the guideline on Application and Admissions.

Personal Data

Your Name (Family)	(Given)	(Middle, if there is)
(Family)	(Given)	(Middle, if there is)

(Write your name in Japanese or Chinese characters (*kana*), if used)

Please attach here
a recent
photograph
showing your full
face

(4 × 5 cm)

Date of birth _____ Age (as of September 1, 2025) _____
Month / Day / Year

Nationality / Region (as in passport) _____

Gender Male Female
Marital status Single Married

Current Work Address

Country	
Agency/ Organization	
Job Title	
Address (including postal code)	
E-mail (office)	

Home Address

Address (including postal code)	
Home telephone / Mobile	/
E-mail address (private)	/

Scholarship Sponsor

<input type="checkbox"/> JISPA(IMF)	<input type="checkbox"/> JDS	<input type="checkbox"/> JICA	<input type="checkbox"/> ADB	<input type="checkbox"/> MEXT	<input type="checkbox"/> None
Other than the above: Name			E-mail:		

Educational Background

Level of Education (Years normally required for completion)	Name of Institution	Location	Language of Instruction	Date of Entrance	Number of Years						
				Date of Graduation (Year, Month)							
Elementary Education / Elementary School ()											
Secondary Education / Lower School ()											
Secondary Education / Upper School ()											
Higher Education / Undergraduate Level ()											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Field of study:</td> <td></td> </tr> <tr> <td>Degree/Certificate received:</td> <td></td> </tr> <tr> <td>Honors or prizes (if any)</td> <td></td> </tr> </table>						Field of study:		Degree/Certificate received:		Honors or prizes (if any)	
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Field of study:											
Degree/Certificate received:											
Honors or prizes (if any)											
Total number of years of formal education received				_____ years							

Any additional non-academic experience or training that has contributed to your professional learning in terms of specialized knowledge or practical skills:

Accomplishments and achievements (academic or civic honors, activities or special recognition, including any awards or professional achievements not mentioned elsewhere):

List any publications or contributions to journals and books:

English and Other Languages

Native language _____

English proficiency
(with self-assessment)

	Excellent	Good	Fair	Poor
Writing:				
Speaking:				
Reading:				

English score _____

Other languages in which you are fluent: 1. _____
 2. _____
 3. _____

Employment Data

Beginning with your present position, please list your full-time work experience below.

	Name of agency, ministry or institution	Job title	Responsibilities	Period	Location
				No. of Year & Month	
1				From	
				To	
				No of Year & Month	
	Name and title of your immediate supervisor				
2				From	
				To	
				No of Year & Month	
	Name and title of your immediate supervisor				
3				From	
				To	
				No of Year & Month	
	Name and title of your immediate supervisor				
4				From	
				To	
				No of Year & Month	
	Name and title of your immediate supervisor				
5				From	
				To	
				No of Year & Month	
	Name and title of your immediate supervisor				

References

Please list below the two individuals who will write the references for your candidacy.

1

Name (family, given, middle)

Position	Organization
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Relationship to the candidate

Business address	Tel	E-mail
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Letter of Reference Submission Online Hardcopy

2

Name (family, given, middle)

Position	Organization
----------	--------------

Relationship to the candidate

Business address	Tel	E-mail
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Letter of Reference Submission Online Hardcopy

I certify that all statements made in this application are true and accurate, and that responses to all essay questions are my own writing. I understand that falsification or misrepresentation of any information in this application is the grounds for automatic revocation of all offers of admission or expulsion from Hitotsubashi University, School of International and Public Policy.

Signature	Date (mm/dd/yyyy)
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Essay Questions

(B)

Please write a short essay in about 2,000 words, covering the following questions. This essay is one of the most important parts of your application, as it will form a basis for the selection. It should be word-processed on separate sheets of paper, and should be signed and dated by you:

- (1) What study/research and professional experience have you had to date? Has your experience satisfied your intellectual and professional interests and ambitions? Do you feel you need additional study/training? If so, in which field?
- (2) Why are you applying to this program? What do you see in the program that is likely to help you attain your intellectual and professional objectives and goals?
- (3) If accepted in the program, what subject of study/research would you like to pursue? How is it related to your field of intellectual and professional interest? What analytical method or methodological framework do you think would be most appropriate for the study/research of the above subject? Have you done any work on it to date?
- (4) How do you envisage your professional career developments after the program? What would you like to be doing in, say, 10 years' time?
- (5) Choose a particular policy issue in your field of interest that is of concern to you, and make a brief assessment of the issue from a viewpoint of a policy maker.

Letter of Reference

Asian Public Policy Program
School of International and Public Policy
Hitotsubashi University

(C)

To the Applicant

For those who are submitting the Letter of Reference in Hardcopy, please complete only the top portion of this form, and pass it to your referee to complete the rest of the form. For those who are submitting the Letter of Reference by using the Online Reference System, please inform the AAPP Admissions Office. The AAPP Admissions Office will send the necessary information to the applicant in order to access to the following URL.
<https://www.ipp.hit-u.ac.jp/app/recommendationform/>.

Your Name (Family)	(Given)	(Middle)

To the Referee

The person whose name appears above is applying for admission to the Asian Public Policy Program at Hitotsubashi University.

Please provide your reference on your own letterhead or stationery. In your letter, please state your observations including the following points as candidly and specifically as possible:

Letter of Reference – Academic:

- Academic performance of the applicant relative to his/her classmates in terms of academic performance, intellectual performance, and creativity and originality (e.g. average, top 10%)
 - The applicant's characteristics and attributes
 - The applicant's intellectual strengths and academic achievements (e.g. honors, awards)
 - The applicant's academic potential
- The applicant's personality (e.g. leadership, team-work)

Letter of Reference – Professional:

- Work performance of the applicant relative to his/her colleagues in the work place or to his/her cohort in the department, etc.
- The applicant's characteristics and attributes
- The applicant's professional strengths and achievements (e.g. leadership in project implementation, solid staff work in policy formulation, innovativeness)
- The applicant's personality (e.g. human relationship, communication skills)

Please return this form and your letter of reference to the applicant in a sealed envelope, with your signature across the seal. The applicant will submit the sealed, signed envelope to us as part of the completed application package. The contents of the letter will be kept confidential.

Thank you very much for your kind cooperation.

Letter of Endorsement

Asian Public Policy Program
 School of International and Public Policy
 Hitotsubashi University

(D)

I, the undersigned _____ (Family name), _____ (Given name) at
 _____ (name of agency/organization) hereby:

1. nominate _____ (name of applicant) to enroll in the
 Master's Program in Public Policy, the Asian Public Policy Program at the School of
 International and Public Policy, Hitotsubashi University;
2. certify that the information supplied by the applicant is correct to the best of my
 knowledge;
3. certify that the applicant, if accepted, will not be assigned duties that will conflict with
 devoting full time and attention to the program, should there be an agreement between
 my agency and the applicant to continue to be employed after graduation.

(Name of Institution) _____ Date _____ (mm/dd/yyyy)

Name _____ (Family name) , _____ (Given name)

Title _____

City and Country _____

Tel _____ Fax _____

E-mail _____

Signature _____

<Official seal is required.>