

Application Package
for the 2025 Master's Program
Foreign Service Sub-program (Global Governance)
School of International and Public Policy
Hitotsubashi University

The mission of Hitotsubashi University is “to create intellectual and cultural property which will contribute to the building of free and peaceful political and economic societies in Japan and the world and to train those who will assume positions of leadership” (quoted from the mission statement of Hitotsubashi University). Since its foundation, Hitotsubashi University has produced a great number of highly talented graduates who have been active not only in Japan but also internationally. Facing various changes in the domestic and international order as well as a wide range of risks, we need concrete policies that are long-term and inclusive, as well as leaderships that can put these measures into practice at both the domestic and the international levels. In addition, as the nation-state system, which is the core of the international system, is being challenged, a comprehensive perspective that takes into account diverse actors such as countries, markets, and civil society into account is essential to formulate and implement public policies to fulfill the various needs of the society.

The Foreign Service Sub-program (FSS) of the Global Governance Program aims to provide academic and professional education on international relations and foreign policy in English to students with significant awareness of foreign policy issues and enthusiasm to actively participate in various activities in the arenas of the international community. We aim to develop those engaged in foreign service or other relevant fields into higher-level professionals in the analysis, formulation, and implementation of policies. The program is open to those who wish to obtain a Master’s degree in English in Tokyo. It is suitable for those who hold practical experience in the field of foreign services or other relevant professions. However, we also welcome students without a full-time work experience.

*Please refer to the website of School of International and Public Policy (https://www.ipp.hit-u.ac.jp/english/en_admission/en_admission.html) as for the admission policy.

1. Timing of Enrollment:

September 2025

2. Time Required to Complete the Program:

Two years (mid-September 2025 – early September 2027)

3. Academic Degree to Be Awarded:

Master of International and Administrative Policy

4. Number of Students to Be Admitted:

Several

5. Qualifications and Requirements of Applicants:

The qualifications and requirements of successful applicants are as follows:

[Qualifications]

Applicants need to meet at least one of the following conditions:

- (1) have graduated or expect to graduate by the end of August 2025, from a university or college as stipulated in Article 83 of the School Education Law of Japan; or
- (2) have completed, or expect to complete by the end of August 2025, at least 16 years of education with a Bachelor of Arts (B.A.) or a Bachelor of Science (B.Sc.) degree from an accredited university or college in a country other than Japan; or
- (3) have received, or expect to receive by the end of August 2025, a Bachelor's degree or equivalent by completing a program of three years or more (*1) at a foreign university, college, or other school (*2) ; or
- (4) have enrolled in a graduate school through an early admission system under the second paragraph of Article 102 of the School Education Law of Japan, and have been judged by the Admissions Committee of the School of International and Public Policy to possess the academic competence to undertake graduate studies (*3); or
- (5) have been judged by the Admissions Committee of the School of International and Public Policy to have the academic competence equivalent to that of university graduates by individual admissions screening, and are over 22 years old or will become 22 years old before September 1, 2025 (*3).

(*1) This includes programs that have been completed “by taking courses in Japan that are offered by a foreign school through correspondence” and “at schools which are accredited and designated in the preceding item.”

(*2) This is limited to schools which are evaluated on the entirety of their education, research and other programs by a foreign government, an organization recognized by the government, or the equivalent recognized by MEXT.

(*3) Applicants who seek to satisfy the eligibility requirement under items (4) or (5) above must make an inquiry to the office of the School of International and Public Policy via e-mail about their qualifications as early as possible and no later than January 31, 2025.

[Requirements]

Applicants must

- (1) be academically competent; and
- (2) be proficient in English to understand lectures and to be actively involved in discussions.
- (3) In addition, professional experience is preferred but not a pre-requisite.

6. Application Documents:

Application documents must be submitted both “by mail” and “by uploading a PDF file from the Graduate School Online Application page”. For details, please refer to "7. Application". Please check the attached application checklist before submitting your application.

Application Document	Remarks
(1) Application for Admission Form of the Graduate School Online Application page	<p>Register your application on the Graduate School Online Application page. After completing the registration of your application on the page, print your “Application for Admission Form” in color on Individual Candidate Page and post it along with other required application documents. Staple each copy in the upper left corner.</p> <p>For details, please refer to “7. Application” below and the attached Graduate School Application Process.</p> <p>URL:https://reg31.smp.ne.jp/regist/is?SMPFORM=nitj-lesbpf-6eb53e20eb925ee7dec0f2c79c02fe25</p>
(2) Degree certificate(s) or certificate of expected graduation Original	Should be issued by the university or college registrar.
(3) Copy of Online Verification Report of Higher Education Qualification Certificate	<p>In addition to (2), for those who graduated from universities in China, please submit a printed copy of Online Verification Report of Higher Education Qualification Certificate (English version) downloaded from China Higher-education Information and Student Information (CHSI) (https://www.chsi.com.cn/xlcx/bgex.jsp) additionally.</p> <p>* Except Hong Kong, Macao and Taiwan</p>
(4) Official academic transcript(s) Original	Should be issued by the university or college registrar.
(5) Statement of purpose/Research proposal (three copies (one original and two duplicates))	<p>Write your statement of purpose in about 2,000 words in English, describing what you want to learn/research in the Sub-program, and how you will use what you learn at the School after graduation.</p> <p>Statement of purpose/Research proposal (three copies) should be attached to each of the cover forms on the designated separate sheet of paper, stapled each copy of in the upper left corner. Reference information is not included in the number of characters.</p>

Application Document	Remarks
<p>(6) English Language test score (TOEFL or IELTS)</p>	<p>TOEFL: Submit your official test score of a TOEFL test taken after March 2023 (TOEFL Score Report).</p> <ol style="list-style-type: none"> 1. Your Institutional Score Report should be sent directly from the ETS. The Designated Institution Code for the issuance of a TOEFL Institutional Score Report is C433. (https://www.ets.org/toefl/test-takers/ibt/scores/send-scores.html) 2. In addition to 1., submit a copy of your Test Taker Score Report sent to you by the ETS or available online. (https://www.ets.org/toefl/test-takers/ibt/scores/get-scores.html) <p>IELTS:</p> <ol style="list-style-type: none"> 1. Submit your official test score of an IELTS test taken after March 2023 (IELTS Test Report Form). The Test Report Form should be sent directly from the IELTS test center, BRITISH COUNCIL by the application deadline to: Office of the School of International and Public Policy, Hitotsubashi University; 2-1, Naka, Kunitachi, Tokyo, 186-8601 JAPAN 2. Please submit a copy of IELTS Test Report Form issued to the applicant by BRITISH COUNCIL or a IELTS Test Report Form printed from the website. <p>Notes:</p> <ol style="list-style-type: none"> 1. You need to submit both of the documents mentioned above (1. and 2.). 2. Please refer to the relevant part of English Language Test (TOEFL/IELTS) Score Report of FAQs for FSS admission(URL below). <p>*FAQs for FSS admission: https://www.ipp.hit-u.ac.jp/english/en_admission/en_admission_qa.html</p> <p>Exemption: The following applicants are exempt from submitting TOEFL Score Report or IELTS Test Report Form:</p> <ol style="list-style-type: none"> 1. native English speakers; 2. those who have completed an undergraduate degree conducted entirely in English.

Application Document	Remarks
(7) Letters of recommendation	<p data-bbox="523 215 1430 322">Submit two letters of recommendation written in English or Japanese from two people who know you well, such as your supervisor and/or academic advisor.</p> <p data-bbox="523 331 1430 524">Letters of recommendation should be prepared by the president, dean, or academic advisor of the applicant's home institution, or by someone who is capable of fully evaluating the applicant's research and goals, or knows the applicant's professional experience and abilities, such as a supervisor at the applicant's place of employment.</p> <p data-bbox="523 564 1430 680">Note: If you have circumstances unable to submit letters of recommendation, please contact Office of School of International and Public Policy, Hitotsubashi University.</p> <p data-bbox="523 721 1430 797">Please download and use the designated recommendation letter form (Japanese or English version) (Word file) as a file.</p> <p data-bbox="523 837 1430 1151">Applicants should carefully read [How to send e-mails by the recommender] below and inform the recommender of the specified title and file name and request the preparation and submission of letters of recommendation. Also, please enter the name, title, and institutional e-mail account (of the affiliation to which the recommender belongs, etc.) in "matters requiring special mention 2, 3" on the web application page. Please refer to "7. Application" for details on entering the web application page.</p> <p data-bbox="523 1191 1430 1344">Recommendation letter form (PDF format) can only be accepted if submitted by the recommender him/herself, using an institutional e-mail account of the affiliation to which the recommender belongs, etc., to the following address.</p> <p data-bbox="523 1352 1430 1541">Letters of recommendation submitted by anyone other than the recommender or those submitted from private e-mail accounts such as Gmail or Outlook will not be accepted, even if the recommender is the person submitting the application. Letters of recommendation submitted after the application deadline also cannot be accepted.</p> <p data-bbox="523 1581 1430 1621">[How to send e-mails by the recommender]</p> <p data-bbox="523 1630 1430 1693">Title: "PM08_Abbreviated name of the program_Family name_Given name</p> <p data-bbox="603 1702 1430 1778">Abbreviated name of the program The Foreign Service Sub-program (Global Governance): FSS</p> <p data-bbox="603 1818 1430 1935">Example: In case of Hitotsubashi Taro, The Foreign Service Sub program (Global Governance) applicant PM08_FSS_Hitotsubashi_Taro</p> <p data-bbox="523 1975 849 2007">File Format: PDF format</p>

Application Document	Remarks
(7) Letters of recommendation	<p>File Name: “PM08_Abbreviated name of the program_Family name_Given name.pdf”</p> <p>Example: In case of Hitotsubashi Taro, The Foreign Service Sub program (Global Governance) applicant PM08_FSS_Hitotsubashi_Taro.pdf</p> <p>Send to: ipp-recommendation@ad.hit-u.ac.jp (Contact for submission of letters of recommendation, the School of International and Public Policy, Hitotsubashi University)</p> <p>Deadline for submission: Friday, March 21, 2025 by 17:00 p.m. (<u>We do not accept applications after the deadline.</u>)</p>
(8) Essay on your professional and other experience	Write an essay to state what you have achieved professionally, academically, or socially that influenced your career choice.
(9) Certificate of employment	If you have work experience, submit a certificate of employment issued by your employer.
(10) Copy of your passport	Provide a copy of the page of your passport bearing your photograph and confirming your identity.
(11) Copy of your Zairyu Card (Only for applicants of foreign nationality residing in Japan)	Only for applicants of foreign nationality residing in Japan, provide copies of the front and back of your Zairyu Card bearing your photograph and confirming your identity.
(12) Proof of application fee payment	<p>Non-refundable application fee of ¥30,000 (see Attachment for payment procedure)</p> <p>If a proof of application fee payment is smaller than A4 size, please submit it with attaching it to the designated proof of application fee payment form.</p>

Notes:

1. All submissions should be originals except otherwise noted above.
2. If any document is written in a language other than English or Japanese, an English or a Japanese translation should be submitted as well.
3. As for degree certificates, official transcripts, and English Language test scores, we accept certified/notarized copies of the documents. Those expecting to graduate after submitting their application (but no later than the end of August 2024) must submit their degree certificate and transcripts immediately after being admitted.

7. Application:

(1) Application Period

Application period: Tuesday, February 25 to Friday, March 21, 2025 by 17:00 p.m.

(We do not accept applications after the deadline for any reason.)

(2) Application Process

By carrying out all of the steps below (Step 1.~3.) during the application period, your application will be complete. Please be sure to register your application on the Graduate School Online Application page **with reference to both this Application Package and the attached Graduate**

School Application Process:

- Step 1. Payment of the examination fee (except in cases where an examination fee is not required);
- Step 2. Registration and upload of your application on the Graduate School Online Application page;
- Step 3. Postage of the required application documents (Must be received by the due date)

(3) Information to be Filled in and Data to be uploaded on the Graduate School Online Application Page

Note: The Graduate School Online Application page does not allow any modification or change after the registration is completed. If you have to make any corrections or changes, please re-register your application from the beginning. Please check your reference number carefully to avoid making a mistake when submitting your application.

1. Information to be filled in (* indicates required fields)

- 1) Exam no.*: Choose "PM08" and "Foreign Service Sub-program (Global Governance)" will be automatically displayed.
- 2) Basic information*, current address*, emergency contact information in Japan, final academic history* and academic history*
You can enter only your first and last name. Please enter your full name in the "matters requiring special mention" field.
- 3) Research or work experience* (can be added up to five): Applicants without any research or work experience may leave the field blank.
- 4) Research topic*: Enter the same research title as stated in the statement of purpose/ research proposal of your application documents.
- 5) Qualification: Enter if you have any special qualifications.
- 6) Language proficiency qualification*: Fill in the information about the English Language test score of your application documents. Enter the name of the English language test (TOEFL or IELTS), the date obtained and the score/level.
- 7) Matters requiring special mention 2, 3*: For two recommenders, please enter the name, title, and institutional e-mail account (of the affiliation to which the recommender belongs, etc.) of each in "Matters requiring special mention 2, 3".
- 8) Matters requiring special mention 4, 5*: No entry required.

2. Upload of facial photo data

Refer to the attached Graduate School Application Process and upload your facial photo image data in the specified format.

3. Upload of application documents

Upload application documents to “Document 1” of the Graduate School Online Application page in one PDF file according to the following specifications.

File Format: PDF format

Data other than PDF format, distorted, shadowed or with low resolution PDF data are not acceptable. In case you scan, scan in resolution 150dpi or higher and in color.

Application documents to be included in a PDF file:

All the application documents except (1) Application for Admission Form of the Graduate School Online Application page, (6) English Language test score sent directly from the test center (for TOEFL or IELTS 1.), and (7) Letters of recommendation of the application documents (1)-(12).

Order of Pages: Combine all data files of the application to be included into one PDF file in the order of number “6. Application Documents”.

File Name: “PM08_Abbreviated name of the program_Family name_Given name.pdf”

Abbreviated name of the program

The Foreign Service Sub-program (Global Governance): FSS

Family name and Given name

Use the same notation as your Application for Admission Form.

Example: In case of Hitotsubashi Taro, The Foreign Service Sub-program (Global Governance) applicant

PM08_FSS_Hitotsubashi_Taro.pdf

Other Notes: Except for (1) Application for Admission Form of the Graduate School Online Application page, (6) English Language test score sent directly from the test center (for TOEFL or IELTS 1.), and (7) Letters of recommendation, application documents must be submitted both "by mail" and "by uploading PDF file from the web application page.

4. How to mail application documents

Applicants should pay the application fee and then submit all of the above-mentioned documents in the order of (1) to (12) by mail (For shipping within Japan, please use a registered mail service called “Kakitome Yubin”. For shipping from overseas, please use a trackable, international courier service such as Fedex and DHL.) (except for (6) English Language test score sent directly from the test center (for TOEFL or IELTS 1.), and (7) Letters of recommendation). You may not bring the application documents in person to the Office. Applicants in Japan should write in red the name of the program you apply on the blank space of the envelope. When shipping from overseas, write on the margin of the envelope in red: "Application documents for the Foreign Service Sub-program (Global Governance) enclosed."

Applications should be mailed to:

Office of the School of International and Public Policy,
Hitotsubashi University;
2-1, Naka, Kunitachi, Tokyo, 186-8601 JAPAN

Note: Please ship well in advance of the application period, considering the time for international mail.

5. Exam Admission Card

Printing “Exam Admission Card” from your individual Candidate Page is not required unless an in-person or video telephone interview is conducted.

8. Selection:

The selection of the program candidates will be made on the basis of the above-mentioned submitted documents. We may conduct an in-person or video telephone interview with you, if necessary. The selection process puts emphasis not only on applicants’ expertise but also their ability to identify problems, to analyze rationally, to think theoretically, and to prepare written reports and documents.

9. Admission Decision:

The admission decision will be notified to applicants via email around Friday, April 18, 2025.

10. Enrollment Registration:

- (1) Successful applicants will be notified of the procedures for the enrollment registration and Visa application later.
- (2) Amount of enrollment fee: ¥282,000
- (3) Payment period of the enrollment fee: Wednesday, May 7 to Tuesday, May 13, 2025

If those who are admitted fail to pay the enrollment fee within this period, they will be regarded as having abandoned the enrollment.

(4) Enrollment Fee Exemption/Deferment (if applicable)

- Students with a *monbu-kagakusho* (MEXT) scholarship are exempt from paying the enrollment fee if they include a *Monbu-kagakusho* Scholarship Certificate with their application.
- Students may apply for Enrollment Fee Exemption/Deferment (Delayed Payment). They should prepare the necessary documents to be attached and follow the given application procedures within the period provided. Do not pay the enrollment fee until the screening results are announced. Note that those who have already paid the enrollment fee cannot apply for enrollment fee exemption/deferment. Furthermore, there is a screening procedure and your acceptance is subject to the screening result; you are therefore advised to be prepared to pay your fee to ensure a smooth start to your student life.

11. Dormitories (International Dormitories and Residence Hall Keimeikan):

Those who wish to stay in dormitories (International Dormitories and Residence Hall Keimeikan) should submit their applications by following the guidelines that will be announced at the University's website below.

➤ For Japanese students:

The guidelines will be announced in around late December at the following website.

<https://www.hit-u.ac.jp/shien/campuslife/apartment.html>

(*Applications for dormitories from around late June are for international students only, however only for Residence Hall Keimeikan, Japanese students are also accepted.)

➤ For international students:

The guidelines will be announced in around late June at the following website every year.

<https://international.hit-u.ac.jp/en/curr/accom>

12. Annual Tuition Fee:

¥535,800

The tuition fee must be paid after enrollment. Successful applicants will be notified of the payment period and payment methods later. The above tuition amount is an estimated amount. Should the tuition fee be revised before or during enrollment, the new tuition fee will be applied from the time of revision.

13. Notes:

- (1) All affairs concerning applications and admissions will be handled by the office of the School of International and Public Policy, Hitotsubashi University.
- (2) The application documents submitted and the application fee paid will not be returned or refunded. All submissions should be originals except otherwise noted above.
- (3) Application forms should be written using a computer or a black ballpoint pen.
- (4) Admission will be cancelled even after enrollment if certificates etc. are forged or altered, if false statements are made, or if there is clear evidence of cheating in the examination.
- (5) Applicants with disabilities who wish to request academic accommodations (modifications, adjustments, aids, or services) after enrollment should consult with the office of the School of International and Public Policy, by February 21, 2025, before making an application.
(Note: Although consultation after the deadline is acceptable, academic accommodations may not be ready by the day you would like to start receiving the above mentioned accommodations and services.)
We are open to consulting with those who are undecided whether to apply to our school. Responses to requests for some accommodations may take some time. Necessary measures will be taken based on the request. A request for academic accommodations will have no effect on an applicant's application.
- (6) Successful applicants' records may be used for purposes such as providing education and support for students after enrollment.
- (7) All inquiries about admissions should be made via e-mail (info-ipp@ad.hit-u.ac.jp). No telephone inquiries will be accepted.
- (8) The examination schedule and content may be subject to change due to an outbreak of novel coronavirus infection or other reasons. Any changes will be announced on the website of School of International and Public Policy (<https://www.ipp.hit-u.ac.jp/>).

[Contact Details]

Office of the School of International and Public Policy, Hitotsubashi University

Address: 2-1, Naka, Kunitachi, Tokyo 186-8601 JAPAN

E-mail: info-ipp@ad.hit-u.ac.jp

FAX: (+81) (0)42-580-9085