

(Office use only)

Application ID: \_\_\_\_\_

# 2018 Application for Admissions to PhD Program

Graduate School of International Relations (GSIR)

International University of Japan (IUJ)

Please select, by checking the appropriate box, the Cluster and the degree in which you desire to specialize for the PhD study.

- ☐ Economics Cluster: PhD in Economics  
☐ Public Management Cluster: PhD in Public Management  
☐ International Relations Cluster: PhD in International Relations

Name in full (Legal name—same name used in passport):			
Family Name		First Name	Middle Name
姓	名	フリガナ: 姓	フリガナ: 名
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married	
Present Status: <input type="checkbox"/> Student <input type="checkbox"/> Employed (Full-time) <input type="checkbox"/> Employed (Part-time) <input type="checkbox"/> Unemployed			
Date of Birth:		Birth Place:	
Age (At the time of Enrollment):		Nationality:	
Current Address (Valid Until: _____):			
Street 1:			
Street 2:			
City:		State:	
Country:		Zip:	
TEL: Home:		Business:	
FAX: Home:		Business:	
E-mail: Primary:		Secondary:	

**Passport photo must be attached.**

1. Facing front with no hat.
2. 4 cm x 3 cm without margin.
3. Taken within past 3 months.
4. Print your name on the back.

## OTHER APPLICATIONS

Please list all graduate schools to which you have applied/are applying. (If any)

Name:	Location (City/Country)

## SOURCE OF INFORMATION

Where did you learn about IUJ? Please check all that apply and specify.

<input type="checkbox"/> IUJ Faculty/Staff:	<input type="checkbox"/> IUJ Student/Alumni:
<input type="checkbox"/> IUJ Poster:	<input type="checkbox"/> IUJ E-Magazine
<input type="checkbox"/> Website:	<input type="checkbox"/> Search Engine:
<input type="checkbox"/> Social Networking Service (SNS):	<input type="checkbox"/> Faculty/Staff of Your University:
<input type="checkbox"/> Sponsoring Company/Institution:	<input type="checkbox"/> Article /Ad in a Publication:
<input type="checkbox"/> Scholarship Foundation:	<input type="checkbox"/> Educational Fair/Forum:
<input type="checkbox"/> Others:	
Which source of information was most important in your decision to apply to IUJ's PhD's Program? Be as specific as possible:	

**EDUCATIONAL BACKGROUND**

## Important Instructions:

1. Information you provide in this section is of absolute importance not only for evaluation of your qualifications to enter our program but also for confirmation of your legal eligibility to apply to Japanese Graduate Schools including IUJ. You may be regarded as an ineligible applicant if you do not provide all the information required in this section.
2. Please write down all the formal schooling that you have had on a **full-time regular student basis** which has led to your higher education/degree.
3. Note that college certificates will be expected from all undergraduate and graduate schools attended.
4. In case the space below is insufficient for information required, please accompany this form with an attached sheet.
5. Please write the names of schools and departments also **in Chinese characters**, if applicable.

	Name & location (city/country) of the schools attended	Official required period of schooling (A)	Actual dates & period of your enrollment (month/year) (B)	Department/Major	Language of instruction
Primary (Elementary) Education	Name: Location:	years	From: To: years		
Lower Secondary (Middle/Junior High School) Education	Name: Location:	years	From: To: years		
Upper Secondary (High School) Education	Name: Location:	years	From: To: years		
Higher (University) Education Undergraduate Level	Name: Location:	years	From: To: years		
Graduate Level Education	Name: Location:	years	From: To: years		
TOTAL		Years	Years		

**Degree earned/expected:**

Degree Level	Degree Title	Earned/expected on
<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> PhD		
<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> PhD		
<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> PhD		

**OTHER Education (if any)**

Name:	Name:
Location:	Location:
Major Subject(s):	Major Subject(s):
Type of Student:	Type of Student:
Period of Study: ~ years (Month/Year)	Period of Study: ~ years (Month/Year)

(Office use only)

Application ID: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

**WORK EXPERIENCES**

Describe your work history including full-time, part-time, internship and volunteer experiences in chronological order beginning with your current or most recent position. Make sure to include such positions as TA and RA if you have (had). Include military experience, if applicable. Use the same format on additional sheets if needed. Please enter "Full-time," "Part-time," "Internship" or "Volunteer" in "Work Type" columns. Enter the next row if you have several experiences in different departments with different titles within the same workplace.

Work Type	Workplace	Address	Title/Dpt.	Responsibilities	Period
	Name	City	Title		From(MM/YYYY)
	Activity	Prefecture/State	Department		To(MM/YYYY)
		Country			
	Name	City	Title		From(MM/YYYY)
	Activity	Prefecture/State	Department		To(MM/YYYY)
		Country			
	Name	City	Title		From(MM/YYYY)
	Activity	Prefecture/State	Department		To(MM/YYYY)
		Country			
	Name	City	Title		From(MM/YYYY)
	Activity	Prefecture/State	Department		To(MM/YYYY)
		Country			
	Name	City	Title		From(MM/YYYY)
	Activity	Prefecture/State	Department		To(MM/YYYY)
		Country			

**MASTER'S THESIS**

Title of Master's Thesis, month/year, Name of University	Description

**AWARD OR HONOR**

Please tell us about the awards/honors you have received.

Award/Honor	Description

**PUBLICATIONS/RESEARCH ACHIEVEMENTS**

List your publications and other research achievements (including academic papers presented at conferences etc.).

Title of papers/articles/books, Names of authors, month/year, Name of Publisher/Journal/Conference/University	Description

**POSSIBLE SUPERVISOR'S NAME**

List the names of faculty members from whom you want to be supervised for your PhD dissertation. Select from the list of PhD faculty members on the PhD website ([http://www.iuj.ac.jp/phd1/phd/index\\_en.html](http://www.iuj.ac.jp/phd1/phd/index_en.html)). Contact our office via e-mail at <[admgsir@iuj.ac.jp](mailto:admgsir@iuj.ac.jp)> for further details on the faculty members.

Name 1:	Reason:
Name 2:	Reason:

(Office use only)

Application ID: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

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**FINANCIAL PLAN**

Please select one of the following three options, by checking the appropriate box. If you select Scholarship, please also choose one out of these two options, IUJ Scholarship or Other Scholarship, by checking the appropriate box.

☐ **Sponsored**

Company/Institution Name:		
Contact Person:		
Position/Title:		
Address Street 1:		
Street 2:		
City:	Country:	
Telephone:	Fax:	E-mail:

☐ **Own expense (without scholarship)**

Personal saving to be brought with me to study at IUJ:
Parents support per month while studying at IUJ:
Support from other family members per month while studying at IUJ:
Bank Loans I plan to take out:
Other support I plan to take out:

☐ **Scholarship**☐ **IUJ Scholarship**

a) If you are not awarded an IUJ scholarship, how do you plan to finance your study at IUJ?:
b) If an IUJ scholarship you are awarded does not cover all other expenses for supporting your studies at IUJ, how do you plan to finance the shortfall?

☐ **Other Scholarship**

Name of Scholarship:
Amount per month:
Duration (Month/Year ~ Month/Year): From            /            To            /            (Total:            months)

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**Contact**

Admissions  
Office of Academic Affairs  
Graduate School of International Relations  
E-mail: admgsir@iuj.ac.jp  
(Please use your Application ID number in every email)  
Phone: 025-779-1200 (in Japan)  
+81-25-779-1200 (from overseas)

Applicant's Name: \_\_\_\_\_

**APPLICATION CHECKLIST** (Please check off the boxes)

Use this checklist to ensure that your application is complete before mailing.

**Materials enclosed in your application package**

- ☐ COMPLETED APPLICATION FORM (from page A1 to A5)  
☐ PERSONAL STATEMENT (attached to the Form)  
☐ RESEARCH PROPOSAL (attached to the Form)  
☐ COLLEGE CERTIFICATES with COLLEGE CERTIFICATES REQUEST FORM in sealed envelopes from every undergraduate and graduate college/university you have attended  
☐ 2 RECOMMENDATION LETTERS in sealed envelopes

Recommender #1.

Recommender #2.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position / Title

\_\_\_\_\_  
Country of Residence

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position / Title

\_\_\_\_\_  
Country of Residence

- ☐ 4 PHOTOGRAPHS  
☐ 3 FULL COPIES OF THE MASTER'S THESIS (or equivalent)  
☐ APPLICATION FEE FORM and FEE (Domestic applicants: 30,000 yen / International applicants: 5,000 yen)

**If Applicable**

- ☐ 3 Copies of Academic Achievement  
☐ Application for Scholarship (for those requiring financial support only)  
☐ Residence Record "Juminhyo" (Non-Japanese Domestic Applicants *only*)  
☐ Passport Copy (those already holding an internationally recognized passport – Non-Japanese only)

**Materials being mailed separately**

Unless mentioned below, we will assume there are no additional application documents that we should expect to arrive. **It is the applicant's responsibility to ensure that every document reaches IUJ on or before the appropriate application deadline.**

- **ENGLISH TEST SCORE (Optional)** Mark the English test that you took/will take to submit as a part of your admissions application.

☐ TOEFL   ☐ IELTS   ☐ TOEIC

- ☐ I **took** the English test indicated above (Test Date: \_\_\_\_\_), and requested that the official score be sent directly to IUJ. (Request Date: \_\_\_\_\_)  
☐ I **will take** the test indicated above (Test Date: \_\_\_\_\_), and will request that the official score be sent directly to IUJ immediately.

**PLEDGE**

In applying for Admissions to the International University of Japan (IUJ), I hereby certify and confirm:

1. That all information given by me in connection with my IUJ application is complete and accurate to the best of my knowledge
2. That I have received no help whatsoever in writing my Personal Statement and Research Interests
3. That I am solely responsible for any consequences resulting from my failure to meet all the application requirements and fulfill all the Admissions procedures by the deadlines

Should any of the following be found in my application and associated documentation

- a) Discrepancies or inaccuracies
- b) Significant gaps, or incomplete information
- c) Falsified information or documentation

I acknowledge and accept that IUJ has the right and obligation to:

- 1) Withdraw my admissions award,
- 2) Cancel my scholarship award
- 3) Issue penalties and/or
- 4) Take any other action appropriate

I acknowledge and accept that IUJ may take such actions

- 1) At the time of Application,
- 2) Within the Admissions process or
- 3) After enrollment.

Applicant's Signature

Date

## PERSONAL STATEMENT FORM

Please check the appropriate box to indicate the Cluster and the degree in which you desire to specialize.

- ☐ **Economics Cluster: PhD in Economics**
- ☐ **Public Management Cluster: PhD in Public Management**
- ☐ **International Relations Cluster: PhD in International Relations**

Applicant's Name: \_\_\_\_\_

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Write, independent from the assistance of others, your personal statement on separate sheets of paper. The personal statement must be typewritten, double-spaced, in English approximately between 400 and 600 words.

Attach your personal statement to this form, with the signature and date. Your personal statement along with this form must be submitted to IUJ together with other application documents.

In writing the personal statement, include the following topics:

- Motivation for coming to IUJ and its PhD Program;
  - Career plans after completing the PhD Program.
- 

I hereby submit my personal statement as required and certify that I have received no help whatsoever in writing the statement in English.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# RESEARCH PROPOSAL FORM

Please check the appropriate box to indicate the Cluster and the degree in which you desire to specialize.

- ☐ **Economics Cluster: PhD in Economics**  
☐ **Public Management Cluster: PhD in Public Management**  
☐ **International Relations Cluster: PhD in International Relations**

Applicant's Name: \_\_\_\_\_

Possible Supervisor's Name 1: \_\_\_\_\_

Possible Supervisor's Name 2: \_\_\_\_\_

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One of the most important requirements for obtaining the PhD degree is to complete a PhD dissertation of high quality. The PhD dissertation normally consists of 3 academic papers, one of which must be accepted by a refereed academic journal before final examination for the dissertation. It is crucial that the applicant comes to IUJ with a clear proposal for the research project you will undertake for your PhD dissertation.

Write, independent from the assistance of others, your PhD research proposal on separate sheets of paper. The research proposal must be typewritten, double-spaced, in English approximately between 2,000 and 3,000 words.

Attach your research proposal to this form, with the signature and date. Your research proposal along with this form must be submitted to IUJ together with other application documents.

In writing your proposal, try including the following points.

- 1) General overview/background/introduction of the field of research
- 2) Objectives of the research, key research questions, and significance to the field
- 3) Key areas of existing research
- 4) Methodology/ framework of the research
- 5) References

It is highly recommended that applicants choose a topic about which they have developed substantial knowledge through previous study (i.e., master's coursework) and research achievements (i.e., Master's thesis or equivalent).

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I hereby submit my research proposal as required and certify that I have received no help whatsoever in writing the proposal in English.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Research Topic Title:** \_\_\_\_\_



Application ID: \_\_\_\_\_

Graduate School of International Relations

International University of Japan (IUJ)

777 Kokusai-cho, Minami Uonuma-shi, Niigata 949-7277 JAPAN

TEL: (025) 779 - 1200 / FAX: (025) 779 - 1188

**Note to the applicant:** Please fill out the information requested below and give this form to the school Registrar. Please print out or photocopy this form as many times as needed for your undergraduate and graduate certificates. Only original college certificates, accompanied by this request form and kept in a sealed envelope, will be accepted by the Admissions Committee for evaluation. Any certificates in the applicant's possession are not acceptable as valid documents.

Name: \_\_\_\_\_

Last (Family)                      First                      Middle

Current Address: \_\_\_\_\_

College/University:

Dates of Enrollment: From \_\_\_\_\_ To \_\_\_\_\_  
Month / Year Month / Year

Degree Title: \_\_\_\_\_ Earned/Expected Date: \_\_\_\_\_  
Month / Year

I hereby request the following two documents:

- 1) Official transcript (certificate of academic record) listing all courses/subjects taken by me and the corresponding grades obtained.
- 2) An official statement attesting to the degree (to be) awarded to me.

Please send these documents to me in a sealed envelope for submission to IUJ. If the school policy prohibits the release of official certificates to students/alumni, please send the requested documents directly to IUJ at the address printed at the top of this form.

Signature of the Applicant

Date \_\_\_\_\_

**Note to the Registrar:** Please provide the information requested below and attach the official certificates, which should be written in English or accompanied by a certified English translation, to the back of this form. Please enclose the certificates including an explanation of the grading system of your institution and this form in a sealed envelope, signed or stamped across the seal, and then send the sealed envelope to the applicant at the address indicated above, or if you prefer directly to IUJ.

- ☐ Applicant is a graduate of this institution  
(enrolled on \_\_\_\_\_ and graduated on \_\_\_\_\_)  
Month / Year Month / Year
- ☐ Applicant is currently enrolled at this institution  
(enrolled on \_\_\_\_\_ and expected to graduate on \_\_\_\_\_)  
Month / Year Month / Year

\*Applicant's status: ☐ Full-time regular student seeking a degree ☐ Other: \_\_\_\_\_

\*Applicant's major(s): \_\_\_\_\_

\*Language of instruction: ☐ English ☐ Other: \_\_\_\_\_

\*Degree title: \_\_\_\_\_ Awarded/expected date: \_\_\_\_\_  
Month / Year

\*Period of enrollment normally required for completion of the above degree:\_\_\_\_\_ years

\*Applicant's cumulative grade point average (CGPA):\_\_\_\_\_ (if available)

\*Applicant's class rank: \_\_\_\_\_ out of \_\_\_\_\_ or ☐ Not available

Signature of the Registrar

Full Name in Print

Date \_\_\_\_\_

**RECOMMENDATION FORM (Confidential)**

Graduate School of International Relations  
International University of Japan (IUJ)

**Application ID:** \_\_\_\_\_  
(Official use only)

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**TO THE RECOMMENDER:**

The person who has asked you to be him/her recommender is an applicant to the PhD program in the Graduate School of International Relations, IUJ. The Admissions Committee attaches considerable weight to the recommendations made by educators (or managers when appropriate) who know the applicant well. You will greatly assist the members of the Committee and the applicant by providing candid responses in English (less than 100 words) to the items on this form. Your comments will be used for Admissions purposes only and will not become part of student's permanent file. It is equally acceptable to respond to these questions in letter form, but should you choose this format, please fill out the information in the box and staple the letter to the back of this form. It is recommended that you keep a copy for your files in case the original should be lost in the mail. The Committee is aware of the time necessary to prepare such an assessment and gratefully acknowledges your help.

*Applicants will not have access to this form or to letters written on their behalf.*

Please return this form to the applicant, **after enclosing it in an appropriate envelope, sealing and signing your name across the flap**. When circumstances require, you may send this form directly to IUJ at the following address:

Admissions  
Graduate School of International Relations  
International University of Japan (IUJ)  
777 Kokusai-cho, Minami Uonuma-shi, Niigata 949-7277 JAPAN  
TEL: (025) 779 - 1200 / FAX: (025) 779 - 1188

Name of Applicant: \_\_\_\_\_

Name of Recommender: \_\_\_\_\_

Position/Title: \_\_\_\_\_ School/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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1. How long have you known the applicant and in what context? Please comment on the frequency of your interaction.

2. What are the applicant's principal strengths?

3. In what areas can the applicant improve?

4. In your opinion, has the applicant given careful consideration to his/her plans for entry into the PhD program?

**RECOMMENDATION FORM (Confidential)**

Graduate School of International Relations  
International University of Japan (IUJ)

**Application ID:** \_\_\_\_\_  
(Official use only)

5. Please compare the applicant on the scale below with others you have known during your professional career.

	Truly Exceptional	Outstanding	Excellent	Above Average	Average	Below Average	Unable to Judge
	top 5%		top 10%	top 25%	top 50%	bottom 50%	
Intellectual ability							
Analytical ability							
Leadership skills							
Ability to work with others							
Creativity							
Openness to new ideas							
Persistence and drive							
OVERALL RATING OF CANDIDATE							

Indicate the peer reference group to which the applicant is compared: \_\_\_\_\_

6. Please comment on the ratings above and feel free to make additional comments concerning the applicant's integrity, achievement, managerial potential and other personal qualities. Please attach an additional sheet if necessary.

May we call you if the Admissions Committee feels that it would be helpful to speak with you by telephone regarding the applicant? Please circle:      YES      NO

If yes, please provide us with your office and/or home telephone number.

Office: \_\_\_\_\_ Home: \_\_\_\_\_

Recommender's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# APPLICATION FEE FORM

2018 PhD Application

Applicant's Name: \_\_\_\_\_

**NON-REFUNDABLE APPLICATION FEE: Domestic Applicants: 30,000 yen International Applicants: 5,000 yen**

Please complete this form and return it with your application.

Please check as applicable

## **Bank Transfer**

I have paid the application fee to the following bank account by telegraphic bank transfer on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.  
Month Day Year

(in Japanese)

Name of the Bank:	Hokuetsu Bank (Bank No. 0141)	北越銀行 (銀行番号: 0141)
Branch Name:	Yamato Branch (Branch No. 510)	大和支店 (支店番号: 510)
Account Name:	Kokusai Daigaku Kenteiryo-guchi	学校法人国際大学検定料口
Savings Account No:	111130	111130 普通預金
Routing No. (SWIFT code):	HETSJPJT	
Bank Address:	996 Urasa, Minami Uonuma-shi, Niigata 949-7302 JAPAN	
	TEL: +81-25-777-3145	FAX: +81-25-777-4129

## **Notes:**

- 1) Payer's name must be APPLICANT'S NAME.**
- 2) Applicants are responsible for all the remittance charges incurred.**