

2018 PhD Admissions Guidelines

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

1. Admission Policy and Screening Criteria

Mission of the PhD Program in Nurturing Human Resources

The PhD Program is dedicated to developing high-level research abilities for a wide range of contemporary international issues through rigorous academic training. It also helps students acquire a long-term vision of a rapidly changing world with diverse perspectives in global contexts. All courses are conducted in English.

Admission Policy and Screening Criteria

IUJ, in accordance with the international emphasis embodied in its founding principles, welcomes well qualified students with a variety of backgrounds from various parts of the world to join its programs.

In order to train students in pursuit of the above-stated mission, the PhD Program in GSIR will select candidates with the following qualifications along with the minimum qualifications (legal eligibility) listed in the section 2 below.

- (1) Master's level professional knowledge in Economics, Public Management or International Relations (or equivalent) required to complete high level course work in the PhD Program.
- (2) Scholastic ability and research achievements required to complete, in the standard period of 3 years, a PhD dissertation comprised of three academic papers, one of which must be accepted by a referred academic journal.
- (3) English proficiency required to conduct high level research and complete a PhD dissertation in English.

2. Minimum Qualifications for Admission (Legal Eligibility for Entering a PhD Program in the Universities in Japan)

In accordance with the Japanese Government Regulations, in order to be an eligible PhD applicant, (s)he must satisfy one of the following categories by the time of enrollment.

- (1) Those who have a Master's degree from Japanese University.
- (2) Those who have been awarded a Master's degree equivalent to (1) in a country outside of Japan.
- (3) Those who have been awarded a Master's degree equivalent to (1), while residing in Japan, through correspondence courses (distance/online learning) offered by an accredited college or a university in the foreign country.
- (4) Those who have been awarded a Master's degree equivalent to (1) by completing a program at an educational institution which has been established in Japan under the educational system of a foreign country and has been designated by the Japanese Ministry of Education, Culture, Sports, Science and Technology.
- (5) Those who have been awarded a Master's degree equivalent to (1) by completing a program at United Nations University.
- (6) *Those who have been specifically designated by the Japanese Ministry of Education, Culture, Sports, Science and Technology. (Those who have been engaged in research activities in a university or a research institute for more than 2 years after completing a Bachelor's program and been recognized by the applying Graduate School as possessing scholastic ability equivalent to or better than that of Master's degree holders.)**
- (7) *Those who have been recognized by the applying Graduate School as possessing scholastic ability equivalent to or better than that of Master's degree holders (according to separate screening based on qualifications) and a minimum age of 24.**

**You MUST contact us before submitting your admissions application if you think you fall into these categories (6) and (7) above so that IUJ can evaluate your qualifications.*

3. Number of Students and Time of Enrollment

Type of Applicants

IUJ receives applications from two groups:

Domestic Applicants (residents of Japan, regardless of nationality. "Resident" means Japanese passport holders who are living in Japan through the Admissions deadlines, or those holding a non-Japanese passport but have a Resident's Card or Alien Registration card, and with re-entry permissions into Japan on any type of visa at the time of application and through the Admissions deadlines), and

International Applicants (residents of countries other than Japan, regardless of nationality. This implies: Japanese nationals with residential permissions in a 2nd country and who are living in that country through the Application/Admissions process; or non-Japanese with no status in Japan through the Application/Admissions)

Admissions guidelines and fees are slightly different for domestic and international applicants.

Number of Students

The GSIR PhD Program will admit up to five (5) students per year.

Time of Enrollment

Fall Term 2018 (beginning in September)

4. Admissions Evaluation: Documentary Screening and Interview

Admission decisions will be based on the evaluation of the interview and application documents submitted. In some cases, depending on the result of the evaluation of the application documents, applicants may be rejected and may not be granted an interview.

For Domestic Applicants:

The interview will be scheduled after receiving your application documents submitted. Applicants will be informed of details relevant to the interview after submission of the application documents.

Interview Site

▪ International University of Japan (Campus)

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

<http://www.iuj.ac.jp/about/location/>

For International Applicants:

The interview will be conducted through remote communications such as video conference. When appropriate, on-site interviews may be arranged.

Applicants will be consulted about details relevant to the interview after submission of the application documents.

5. Required Application Materials

Your completed admissions package must include the items listed below. They are explained in detail in the next pages. Please remember that the Admissions Committee will not review your application until all the required items, in their original form, have been received by IUJ. Incomplete applications will not be considered. Applications with PDF and faxed documents are not considered complete until the originals arrive. **Items in BOLD are required for all applicants.**

- (1) **Application Forms (Form A1-A5, including Check list and Pledge (A6))**
- (2) **Personal Statement (Form PS)**
- (3) **Research Proposal (Form RP)**
- (4) **College Certificates (using Form CR)**
from all undergraduate and graduate schools attended:
a) transcripts and b) certificates of graduation/degrees
- (5) **2 Recommendation Letters (using Form RL)**
- (6) **4 Photographs**
- (7) **3 copies of the Master's thesis (or equivalent)**
- (8) **Application Fee Form (Form AF) and Fee**
- (9) **3 copies of the Academic Achievement**
- (10) **English Test Score: TOEFL, IELTS or TOEIC Score Report**
- (11) Application for Scholarship (for those requiring financial support *only*)
- (12) Residence Record "Juminhyo" (Non-Japanese Domestic Applicants *only*)
- (13) Passport Copy (those already holding an internationally recognized passport – non-Japanese *only*)

6. Admission Schedules

	Domestic / International Applicants		
Application Deadline (must reach IUJ by these dates)	Nov. 20, 2017 (Mon)	Feb. 20, 2018 (Tue)	Apr. 20, 2018 (Fri)
Entrance Interview	Nov. 24, 2017 (Fri) ~Dec. 6, 2017 (Wed) Schedule will be individually arranged after receiving and reviewing a complete application during the above period.	Feb. 23, 2018 (Fri) ~Mar. 2, 2018 (Fri) Schedule will be individually arranged after receiving and reviewing a complete application during the above period.	Apr. 24, 2018 (Tue) ~May 11, 2018 (Fri) Schedule will be individually arranged after receiving and reviewing a complete application during the above period.
Announcement of Admission Results	Dec. 22, 2017 (Fri)	Mar. 23, 2018 (Fri)	May 21, 2018 (Mon)
Deadline for Admission Procedures	Jan. 26, 2018 (Fri)	Apr. 20, 2018 (Fri)	Jun. 22, 2018 (Fri)

7. Explanation of Required Application Materials

(1) Application Forms (Form A1-A5, including APPLICATION CHECKLIST and PLEDGE (A6))

A1 Personal Data (including your name and address), **OTHER APPLICATIONS, SOURCE OF INFORMATION**
A2 EDUCATIONAL BACKGROUND

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.

A3 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/or RA if you have (had) when you are (were) a student. Include military experience, if applicable.

A4 MASTER'S THESIS, AWARD OR HONOR, PUBLICATIONS/RESEARCH ACHIEVEMENTS, POSSIBLE SUPERVISOR'S NAME

List the information on your Master's Thesis, award or honor you have received, and your publications and other research achievements (including papers presented at conferences etc.).

In the column of 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 brochure. Contact our office via e-mail at <admgisr@iuj.ac.jp> for further details on the faculty members. Also see "Important" on page 8 in the Admissions Guidelines for possible supervisors.

A5 FINANCIAL PLAN

Applicants may choose a potential supervisor.

Describe your financial plan to attend IUJ.

A6 APPLICATION CHECKLIST and PLEDGE

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

Read, sign and send the Pledge along with your other documents in one application packet. By signing the Pledge you take full responsibility for the content of your application and related documentation to IUJ. Any discrepancy found in your documentation could be means for IUJ to overturn any admissions decisions either before you begin the program or thereafter.

(2) Personal Statement (Form PS)

Write, independent from the assistance of others, your personal statement on separate sheets of paper, typewritten in English, double spaced, between approximately 400 and 600 words, and attach it to the form.

Write the content on the following topics:

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

(3) Research Proposal (Form RP)

Write, independent from the assistance of others, your PhD research proposal on separate sheets of paper, typewritten in English, double spaced, between approximately 2,000 and 3,000 words, and attach it to the form.

Include the following points in writing your proposal.

- 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).

(4) College Certificates

a. Official transcript of academic record, and

b. Certificate of graduation/degree

Official certificates and transcripts written in (or translated into) **English** must be submitted from every undergraduate and graduate college/university you have attended. The transcripts need to include the names of all courses taken and grades received. Use a formal request form, "College Certificates Request Form," to submit to your universities to request these documents.

The certificates, along with the "College Certificates Request Form," **must be sealed in an envelope with the college/university's name on it, which is signed or stamped across the seal by an official of the institution.**

If you are *currently enrolled* in a graduate program, you must submit an official transcript covering courses completed by the time of application and an official letter certifying the specific date and title of the expected degree upon completion of the program.

2018 PhD Admissions Guidelines

- NOTES:
- Photocopies of certificates/transcripts are not acceptable.
 - Once certificates/transcripts have been opened, they are not acceptable.
 - Certificates/transcripts without the institution's stamp or signature of registrar are not acceptable.
 - If a college/university has a policy not to issue more than one official transcript/certificate, you may submit photocopies verified by the college/university or a notary public. Put the documents in an envelope with the university or public notary logo and address noted, with an official's signature over the flap.
 - If a college/university cannot issue an official English certificate/transcript, you are required to submit both the official certificate/transcript written in its original language and its English translation made by a professional translator. They should be in the same envelope, which must be signed across the sealed flap by the translator.

(5) Two Recommendation Letters

Your recommender(s) should be 2 academic advisors or professors who can evaluate your scholastic ability. When appropriate, one of the 2 recommenders can be an immediate supervisor from your work place.

The recommendations **should be filled out, and printed by your referee and, after signing, must be placed in a sealed envelope with recommender's signature across the seal. You should submit these, using postal mail, with the other required documents in one admissions packet.**

(6) 4 Photographs

Four (4) Photographs should be mailed to the Admissions Office by the deadlines.

The photographs must be:

- 1) 4 cm x 3 cm without margins (like a passport photo*)
- 2) Facing front, chest height, with no hat and no sunglasses
- 3) Taken within the past 3 months
- 4) The same exact image (do not send different images)
- 5) Have your name printed on the back of all 4 photographs

*Note: Digitally processed photographs, which are taken by a digital camera or captured by a scanning device and printed using personal computers by the applicants themselves, are unacceptable. Please prepare photographs that are valid for official use, such as those used on passport applications.

(7) Three Full Copies of the applicant's Master's thesis (or equivalent)

Send three hard copies of your Master's thesis along with the admission application. Please send a tentative one if you have not completed the thesis yet. You may substitute another paper (such as a graduation research paper), which should be based on solid academic foundation, for a thesis if your master's program does not require Master's thesis. You may be asked to submit an electronic copy of the thesis if IUJ finds it necessary. A Master's thesis is one of the important pieces for evaluating your research ability.

If the Master's thesis is written in a language other than English, please attach a summary in English of the thesis to the copies. In such case, please contact the Admissions, Office of Academic Affairs in advance.

(8) Application Fee Form and Fee

Domestic Applicants: 30,000 yen

International Applicants: 5,000 yen

All applicants are required to make a payment of a non-refundable application fee. There are **no exceptions**.

The application fee is payable by bank transfer. A completed "Application Fee Form" must accompany the application. The completed Application Fee Form (and a receipt of bank transfer if applicable), must be enclosed with all other application documents. If it is impossible for you to make a payment in Japanese yen, you may pay the equivalent amount in US dollars.

<Bank Information>

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, Minamiuonuma-shi, Niigata-ken 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.

(9) Three copies of Academic Achievements (if any)

Send three copies of your publications and other research achievements (including academic papers presented at conferences etc.). Please note they should also be listed on PUBLICATION/RESEARCH ACHIEVEMENTS of A4.

10) English Test Score : TOEFL, IELTS* or TOEIC Score Report**

An official TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) score is required of applicants who do not fall into **English Test Exemption Policy** below.

* Note: IELTS includes General Training and Academic Modules in the reading and writing sections. You should take the **Academic Modules**.

** Note: You may also submit an official TOEIC (Test of English for International Communication) score certificate. However, we strongly recommend you to take a TOEFL or IELTS test.

** *Note for the domestic special screening applicants: TOEIC IP TEST taken at their sponsoring organizations are acceptable. Please contact us for further instructions.*

The test score is valid as part of the application documents for admission if it was obtained within the two years prior to the time of enrollment. (Valid test dates are provided in "Admission Schedules").

Please note that we accept only original score report(s) directly sent to us from ETS or the British Council (or an IELTS test center).

IUJ's institution code for TOEFL score reporting is 0712.

Please make your test appointment early enough to allow for your scores to be reported before our due date (please refer to "Score Delivery" for guidance).

Your TOEFL/IELTS/TOEIC test information must be correctly note in the appropriate section of the online application. If you are exempt from submitting a test score (see categories below), you may indicate so in that section after carefully reading our exemption policies. If you have any questions, be sure to ask the Admissions staff.

English Test Exemption Policy

Those who fall into one of the following categories or an IUJ alumnus are exempted from submitting an English Test score (TOEFL, IELTS or TOEIC):

Category 1: Students whose mother tongue is English and who lived and were largely educated in one of the following countries: **the U.S.A., the U.K., Canada, Australia, New Zealand, and Ireland**, where English is the national language.

Category 2: Students who have formally completed or are expected to complete an undergraduate or graduate program (in English) in one of the countries of Category 1.

Category 3: Students who have formally completed or are expected to complete an undergraduate or graduate program in an English-medium institution in one of the following countries:
Asia-Pacific: India, the Philippines, Singapore **The Americas:** Barbados, Jamaica, Trinidad and Tobago, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, **Africa:** Botswana, the Gambia, Ghana, Kenya, Liberia, Malawi, Sierra Leone, South Africa, Uganda, Zambia, Zimbabwe
Europe: Malta

Students who fall into Category 2 and 3 must submit evidence that the medium of instruction at the undergraduate or graduate university was (are) English.

Note: We are aware there are other countries where English is one of the official languages, and that other countries' schools may be conducted in English. However, IUJ policies do not include them. All others are required to submit a TOEFL, IELTS or TOEIC as part of their application documents.

11) Application for Scholarship (those requiring financial support to attend IUJ only)

Several scholarships may be available through IUJ for highly qualified non-sponsored students. IUJ selects scholarship candidates from the pool of successful applicants at the time of admissions decisions. Those requiring financial support fill in the scholarship application form.

For Japanese Applicants

2018 PhD Admissions Guidelines

IUJ grants S. Nakayama Memorial Scholarships or a loan program to qualified Japanese applicants. All non-sponsored applicants are eligible to apply for them. Those who would like to apply for this financial aid should fill out the "Scholarship Application for Japanese Applicants" by the deadlines, and mail it to the Admissions Office attaching a "Certificate of Income" "Gensen Choshusho", "Kakutei Shinkokusho" etc. with the other required documents.

For more details, please refer to the IUJ Scholarship Guidelines for Japanese Applicants.

For Non-Japanese Applicants

IUJ grants S. Nakayama Memorial Scholarships to qualified non-Japanese applicants. All non-sponsored applicants are eligible to apply for this scholarship.

For more details, please refer to the "**IUJ Scholarship Guidelines for Non-Japanese PhD Applicants**" on the website at <http://www.iuj.ac.jp/admis/scholarship/>

Applicants are strongly encouraged to seek alternative sources of funding on their own, as not all those admitted to IUJ programs can be supported through IUJ administered processes.

Financial planning is especially important for non-Japanese applicants in obtaining a Certificate of Eligibility (CE) needed to obtain a College Student Visa. You will be required to prove to the consular officer and the Japanese Ministry of Justice that you have sufficient funds to cover expenses for study in Japan, such as the university's tuition and fees and living expenses (housing, food, clothing, etc.).

Notes:

- Results of scholarship selection may be made available separately after the admissions evaluation results become available.
- Application for scholarships does not affect IUJ's consideration of a student's application for admissions.
- If you do not submit a scholarship application, you will not be considered for a scholarship.
- Deadlines for scholarship applications are the same as admission application deadlines. A scholarship application must be submitted along with the complete set of application materials for admission.
- There may be no chances to apply for financial aid to cover tuition after entering IUJ. Students may have an opportunity to apply for some scholarships that cover only partial living expenses after enrollment, such as offered by JASSO. The selection process is competitive.

12) Residence Record "Juminhyo" (Non-Japanese Domestic Applicants *only*)

Domestic applicants who are not Japanese nationals must submit Residence Record "Juminhyo" to prove your status and address in Japan.

13) Passport Copy (Non-Japanese *only*)

If you have an international passport, submit a copy of the pages showing your full name, nationality, date of birth, photograph, passport number and expiration date. Include any and all visas relevant to Japan. A non-notarized copy is acceptable.

Mailing Instructions

- **All application materials must be received by IUJ on or before the appropriate application deadlines.** (Please consult the "Admission Schedules" carefully.) Late applications will not be considered.
- Applicants must send all the application materials, except for the original TOEFL/IELTS/TOEIC score report(s), **altogether in one package**. Using express registered mail or a courier service is highly recommended. Only when circumstances require, official college certificates and/or recommendations may be sent directly to IUJ from the registrar and/or recommender. Contact us ahead of time if this is the case.
- **We will not return any documents or application fees once submitted.**
- **Application materials sent by Fax, Email attachments or E-mail messages are not accepted.**
- Be sure to indicate the mailing status of all your application materials on the "APPLICATION CHECKLIST" of the application.
- Please do not send any documents/materials which are not required.
- It is the applicant's responsibility to request all supporting documents early enough to meet the designated deadline.
- We strongly recommend that you make copies of all supporting documents for your files (except the recommendation letter's which should be in sealed and confidential envelopes).

Application Acknowledgment

As IUJ receives your **completed** application forms, and other required application materials/test scores and the supporting documentation, IUJ will send you acknowledgment messages explaining your application status, usually by E-mail.

Admissions Results

Admissions results for both successful and unsuccessful applicants will be sent by express registered mail to each applicant, regardless of his/her country of residence. Admission decisions cannot be released by telephone or email, in principle.

Announced decisions are final. IUJ will not answer any inquiries about unsuccessful results.

Admission Procedures

A Notification of Successful Result does not constitute a guarantee of admissions. Successful applicants will be requested to inform us of their intention to enroll, and will be asked to submit some additional documents and pay the Admissions Fee. These actions are referred to as "Admission Procedures". Details of admission procedures are mailed to successful applicants along with the admissions results. Only those who complete the admission procedures will be issued an official LETTER OF ADMISSIONS. This letter, along with a Certificate of Eligibility which IUJ will help you obtain, is used to apply for your College Student Visa from the applicant's local Japanese embassy or consulate. Those who fail to complete these procedures will be considered to have declined IUJ admissions. **Deferred admission is not offered at IUJ.**

Protection of Personal Information

All personal information that IUJ obtains from applicants will be used solely for the purpose of admission screening and the student registration process in subsequent admission procedures. All application information and supporting documents provided by applicants will remain confidential and will not be released to any third party without prior permission of the applicants.

School Expenses

Admission Fee: 300,000 yen (one time at admission only)
An IUJ alumnus is exempted from the Admission Fee.

Tuition: 1,350,000 yen per year (450,000 yen per term)

Dormitory Fees (including LAN):
 39,000 yen (Single Rooms)
 53,000 yen (Married Student Apartment)

Monthly Living Expenses (rough estimates):
 5,000 yen (Utilities)
 30,000 yen (Meals)

For more information and support

Admissions
 Office of Academic Affairs
 Graduate School of International Relations
 International University of Japan
 777 Kokusai-cho, Minami Uonuma-shi
 Niigata 949-7277 JAPAN

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)

(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). Contact our office via e-mail at <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: _____

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)

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: _____

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: _____

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).

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)

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: _____

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.**