

PROGRAM IN ECONOMIC AND PUBLIC
POLICY MANAGEMENT

2009 – 2011

Application Form

Graduate School of Humanities
and Social Sciences

University of Tsukuba
Tsukuba Science City
Japan

*Sponsored by the Joint Japan/World Bank Graduate Scholarship Program and by
the Japan Scholarship Program at the Inter-American Development Bank*

**APPLICATION INSTRUCTIONS
PROGRAM IN ECONOMIC AND PUBLIC POLICY MANAGEMENT
UNIVERSITY OF TSUKUBA**

Before completing this application, please refer to the accompanying Brochure to ensure that you meet our application requirements. Then, please read the following instructions carefully. **Applicants must clearly indicate their preferred course from two options offered (Course in Economic Policy or Course in International Public Policy) at the top page of application form.** All application materials should be in English or with official translations into the English language. In addition, they should indicate clearly the name of the applicant. Please use a typewriter / a computer whenever possible (materials are all downloadable at our website) and otherwise print legibly in black ink. Incomplete applications will not be considered. Once submitted, application materials will not be returned.

1. Application Form (7 pages)

The application form is divided into six sections: Personal Data (2 pages), Professional Background, Educational Background, Personal Statement, Study Plan and Check List. The Application Form must be completed carefully; do not leave any blanks. The Personal Statement and the Study Plan should be typed.

2. Letters of Recommendation

Four Letters of Recommendations are required. We advise you to get two of them from persons who can testify to your academic work and two to your professional experience. Recommenders should use the forms included and return them in sealed envelopes. The letters should be submitted to the University unopened.

3. Transcripts, Diplomas and Certificates of Higher Education

Applicants to the Program must provide proof of a four year bachelor's degree and of academic performance. Official transcripts of academic records from all institutions of higher education attended are required, as well as certified copies of diplomas obtained. These documents must bear institutional seals and must be certified true copies of the original documents. Uncertified photocopies are not acceptable. Documents issued in languages other than English must be accompanied by a certified translation into English.

4. Curriculum Vitae

Outline clearly and concisely the following points: (a) your academic honors, including the scholarships/ fellowships you have been awarded; (b) positions you have held, in particular the experience you have gained in economic/ public policy making; (c) any writings you have published or other ways of diffusion of your work, including newspaper articles and radio and television broadcasts; (d) public and community services, including politically-related activities; (e) foreign language skills; (f) any foreign travel undertaken.

5. TOEFL Score or Equivalent Proof of English Proficiency & GRE Score or Equivalent Proof of Skills

The test of English as a Foreign Language (TOEFL) and Graduate Record Examinations (GRE) administered through the Educational Testing Service (ETS) are required. A TOEFL score of 600 or higher is preferred for admission. If taking these exams proves unfeasible, equivalent proof of skills may be acceptable, such as a certificate by a relevant institution, or certification by a current or former professor of the candidate. In this case, the Program will judge on the suitability of these materials and may request further documentation. ("9995" is the TOEFL & GRE institution code number for University of Tsukuba.)

6. Medical Certificate

This form should be certified by a medical institution to show that you are healthy enough to study abroad. This certificate should be submitted within three months after the date of issue. Doctor should use the forms included.

7. Certificate of Research Activities, if any.

Applicants who have completed university studies in a country where formal schooling lasts less than 16 years (not including years of graduate studies) need to demonstrate at least one year of research activities and have to submit this form. Applicants who have research experience can also use this form to certify it.

8. Copies of Off Prints of Publications other than Graduation Thesis, if any.

9. Three Copies of Recent Photograph (40 x 30 mm)

Attach one to the first page of Application Form and clip two more photos to it.

10. Statement of Eligibility for the JJ / WBGSP Scholarship

All materials pertaining to the application package must reach the University of Tsukuba no later than **August 31, 2008**. Application materials received after this date will be rejected.

Complete applications should be sent **by regular (express) mail** to

The JJ/WBGSP Committee
Graduate School of Humanities and Social Sciences,
University of Tsukuba
Tsukuba, Ibaraki, 305-8571 Japan

Phone: +81-29-853-6785 Fax: +81-29-853-6797
Email: wbgsp@dpipes.tsukuba.ac.jp
Web: <http://www.dpipes.tsukuba.ac.jp/wbgsp/>

*Applications sent by fax will not be considered

*All applicants will be mailed an acknowledgement of receipt of application

*We can't respond to requests on the status of applications

Applicant Name _____
Family / Last Name First Name (Middle Name)

Personal Data
Language Skills
First or Native Language _____

English Proficiency table with columns: Excellent, Good, Fair, Poor and rows: Reading, Speaking, Writing

How long have you been speaking English? _____ TOEFL Scores _____ (Day / Mo / Yr Examination Date)

Other Languages proficiency table (first instance) with columns: Excellent, Good, Fair, Poor and rows: Reading, Speaking, Writing

Other Languages proficiency table (second instance) with columns: Excellent, Good, Fair, Poor and rows: Reading, Speaking, Writing

List of Your Recommenders

- 1. Name _____ Position _____
Institution _____ Relationship _____
Address _____ Phone/Email _____
- 2. Name _____ Position _____
Institution _____ Relationship _____
Address _____ Phone/Email _____
- 3. Name _____ Position _____
Institution _____ Relationship _____
Address _____ Phone/Email _____
- 4. Name _____ Position _____
Institution _____ Relationship _____
Address _____ Phone/Email _____

Applicant Name _____
Family / Last Name First Name (Middle Name)

Professional Background

Give a record of each full-time position held (most recent first)

1. Employer / Organization _____
Address _____ Telephone _____
Title of your Position _____
Type of Work _____
Dates of Employment: _____ / _____ to _____ / _____ years
Month / Year Month / Year

Describe responsibilities, contributions and notable achievements.

2. Employer / Organization _____
Address _____ Telephone _____
Title of your Position _____
Type of Work _____
Dates of Employment: _____ / _____ to _____ / _____ years
Month / Year Month / Year

Describe responsibilities, contributions and notable achievements.

3. Employer / Organization _____
Address _____ Telephone _____
Title of your Position _____
Type of Work _____
Dates of Employment: _____ / _____ to _____ / _____ years
Month / Year Month / Year

Describe responsibilities, contributions and notable achievements.

Other experience, such as part-time jobs, community service, and other relevant activities, if any.

For how many years have you worked after completing your undergraduate degree? _____ years

For how many years have you worked in the area of economic/ public policymaking? _____ years

Applicant Name _____

Family / Last Name

First Name

(Middle Name)

Educational Background

	Name of Institution	Location	Period of Schooling (Officially Required)	Period (Mo/ Yr)		Period of Schooling
				From/	To	
Elementary Education / Elementary school				/	/	
Secondary Education / Lower Level				/	/	
Secondary Education / Upper Level				/	/	
Higher Education / Undergraduate level				/	/	

Total Schooling Year _____ years

Higher Education / Graduate Level				/	/	
--------------------------------------	--	--	--	---	---	--

Periods of interruption of studies, if any.

From _____ / _____ to _____ / _____ Reason _____
Month / Year Month / Year

For how many years have you studied economic/ public policy-related subjects at the college level or higher? _____ years

Have you ever been dismissed or suspended from any academic institution? _____

*in case of an affirmative answer, explain fully in a separate statement.

Degree Awarded

Bachelor
 Name of Institution _____ Location _____

Major Field of Study _____ Degree Received _____ / _____
Month / Year

Other Degree
 Name of Institution _____ Location _____

Major Field of Study _____ Degree Received _____ / _____
Month / Year

Other Degree
 Name of Institution _____ Location _____

Major Field of Study _____ Degree Received _____ / _____
Month / Year

Research Activities (if any)

~

Name of Institution (location) Status Duration of Research

Other Educational Training, if any.

Applicant Name _____
Family / Last Name First Name (Middle Name)

Personal Statement [Please type]

Please explain, in at most 500 words, your academic and professional background, your motivation for undertaking studies under the Program in Economic and Public Policy Management, in which ways you expect to help your country after you complete the Program, and your future career plans. Please keep in mind the information you provide is essential for the overall assessment of your application.

Applicant Name _____
Family / Last Name First Name (Middle Name)

Study Plan [Please type]

In no more than 500 words please state the main issues that you expect to tackle during your studies at the Program, the methodological tools that you intend to apply, and the practical applications such study would have after you complete the Program. Please keep in mind that the information you provide is essential for the overall assessment of your application.

LETTER OF RECOMMENDATION

Program in Economic and Public Policy Management 2009-2011
Graduate School of Humanities and Social Sciences, University of Tsukuba, Japan

Applicant Name _____

Family / Last Name
First Name
(Middle Name)

To the Applicant: Fill in your name above and give this form to the individual who will write your recommendation.

To the Recommender:

1. How long have you known the applicant and in what capacity?

2. Please rate the applicant in the following areas

	Unable to rate	Below Average (Lower 50%)	Average (Top 50%)	Good (Top 25%)	Excellent (Top 10%)	Superior (Top 5%)
Intellectual ability						
Maturity						
Creativity and Originality						
Motivation and Diligence						
Ability to work in collaboration						
Leadership qualities						
Analytical ability						
Quantitative ability						
English Proficiency (Oral)						
English Proficiency (Written)						

3. In a space below or in a separate letter, please make any additional comments about the applicant. We are especially interested in those aspects that are not apparent in the applicant's transcript, e.g., special talents or qualities. Please state frankly the applicant's weaknesses as well as strengths.

Recommender name (Print) _____

Title _____ Institution _____

Address _____ Telephone _____

Recommender's signature _____ Date _____

Please return this letter to the applicant in a sealed envelope with your signature across the seal on the back of the envelope.

CERTIFICATE OF RESEARCH ACTIVITIES

**CERTIFICATE OF RESEARCH ACTIVITIES
TO THE PROGRAM IN ECONOMIC AND PUBLIC POLICY MANAGEMENT 2009 – 2011
GRADUATE SCHOOL OF HUMANITIES AND SOCIAL SCIENCES
UNIVERSITY OF TSUKUBA, JAPAN**

Nationality _____

Name _____

Date of Birth _____

This is to certify that the above person engaged in the research activities as follows

Position and Institution Attended	
Duration of Research	From _____ to _____ = _____ <small>Day / Month / Year Day / Month / Year Years / Months</small>
Title and Outline of Research	
Name and Position of Academic Advisor	

Date _____

Signature _____

Name _____

Position* _____

Institution _____

Address of institution _____

*The position of the certifier should correspond to the head of the institution

MEDICAL CERTIFICATE

This form should be completed for application for the Program in Economic and Public Policy Management at the Graduate School of Humanities and Social Sciences, University of Tsukuba, Japan. Doctors are requested to use English, and printed or block letters. This certificate as well as the result of the X-ray examination should be submitted within three months after the date of issue.

Applicant Name _____
Family / Last Name First Name (Middle Name)

Sex: M F Date of Birth ___ / ___ / ___ Nationality _____
Day Month Year

Present Address _____ Phone _____

Physician's Statement
 (to be filled out by a doctor)

Height _____ cm Weight _____ kg Blood pressure _____

Eye sight without glasses (L) _____ (R) _____
 with glasses (L) _____ (R) _____

Color Recognition Test normal abnormal

Does the applicant have a history of the following illnesses? Please use the + (positive) and - (negative) signs.

- | | | |
|----------------------------------------------------------|-------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Tuberculosis | <input type="checkbox"/> Bronchial asthma | <input type="checkbox"/> Cardiac disease |
| <input type="checkbox"/> Liver disease | <input type="checkbox"/> Kidney disease | <input type="checkbox"/> Diabetes mellitus |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Poliomyelitis | <input type="checkbox"/> Nervous disease |
| <input type="checkbox"/> Mental disease | <input type="checkbox"/> Venereal disease | <input type="checkbox"/> Injuries |
| <input type="checkbox"/> Others () | | |

If you have marked +, please describe in detail.

If you find any disease or handicap, please describe in detail.

Chest X-ray Examination Date of X-ray examination _____

If you find any abnormal signs, please describe in detail.

The applicant's health status is:
 Excellent Good Fair Poor

In my opinion, the applicant is physically able to study abroad.
 Yes No

Date _____ Doctor's signature _____

Doctor's Name _____

Institution _____

Address _____ Phone _____

**STATEMENT OF ELIGIBILITY
for JJ/WBGSP scholarship to the Program in Economic and Public Policy Management**

You must complete and sign this form if you wish to be considered for a JJ/WBGSP scholarship to the Program in Economic and Public Policy Management at the University of Tsukuba. If this form is not completed, you will still be considered for admission to the Program. However, you will not be considered for the JJ/WBGSP scholarship.

Please answer Yes or No to each of the following questions.

1. *Are you a citizen of a World Bank member country?*

2. *Are you or any of your close relatives an Executive Director, an alternate, or a member of the staff of the World Bank Group?*

I understand that I will not be eligible for employment with the World Bank for three years after completion of the Program in Economic and Public Policy Management, if I receive and accept a JJ/WBGSP scholarship to the Program.

Date: _____

Applicant Signature _____

Applicant Name _____

Address _____

Telephone _____