

# 2017 PhD Admissions Guidelines

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

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## 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.
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## 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.*

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## 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 2<sup>nd</sup> 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 2017 (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

	Both Domestic and International Applicants	
Application Deadline (must reach IUJ by these dates)	Feb. 20, 2017 (Mon)	Apr. 20, 2017 (Thu)
Entrance Interview	Feb. 23, 2017 (Thu) ~Mar. 2, 2017 (Thu)  Schedule will be individually arranged after receiving and reviewing a complete application during the above period.	Apr. 24, 2017 (Mon) ~May 12, 2017 (Fri)  Schedule will be individually arranged after receiving and reviewing a complete application during the above period.
Announcement of Admission Results	Mar. 22, 2017 (Wed)	May 22, 2017 (Mon)
Deadline for Admission Procedures	Apr. 21, 2017 (Fri)	Jun. 23, 2017 (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 <admgsir@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.

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- 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: **India, the Philippines, Singapore, or a Caribbean country such as Jamaica, Barbados, and Trinidad and Tobago**, where English is a primary institutional language.

***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***

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

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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.

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## ***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).

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## ***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. The acknowledgement will contain the unique application ID number.

**We ask you, too, to use your Application ID number in all correspondence you may make with IUJ to help us**

identify you and provide timely support.

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## **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.**

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## **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.**

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## **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.

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## **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)

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## **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)