Application Instructions

Program in Economic and Public Policy (PEPP),
University of Tsukuba

Before starting this application process, please ensure that you fulfill all the <u>eligibility criteria.</u> Then read the following instructions carefully and start the application process on our Online Application System (OAS).

A completed application should be submitted via the OAS by 23:59 February 5, 2021 (Japan Time).

You will need to register an appropriate email address for accessing the OAS. Once you register, we will send an email to this registered email address. This email will contain a link to start the application process.

NOTE: After registering an address, if you do not receive an email within 10 minutes, check your spam or junk mail folder. If, after searching in your spam or junk mail folder, you still cannot find our mail, please try to register using another email address. Hotmail and live mail servers may consider our email spam-mail, as a result of which it may not be delivered.

The OAS Application Process

The application process consists of the following three main tasks (I~III), completed by step (IV), submission.

I) Filling in the "Application Form" composed of five tabs
II) Preparing and uploading necessary documents
III) Arranging three to four letters of recommendation
IV) Submitting application

Note that:
- All application materials should be written <u>in English</u>. In case the documents you submit were originally issued in another language(s), make sure to attach official translations in English.
- All documents to be submitted should contain your name (the name of the applicant) to enable us to ensure the documents correspond to you.
- Documents sent by fax or e-mail will NOT be accepted.

I) Filling in the "Application Form" composed of five tabs

Carefully fill in all the required fields on each of the five tabs [1] according to the instructions. If an error message appears in red, please go back to that field and modify it until the error message disappears. Up until the deadline, you can log-in and log-out during the application process as many times as required. Before logging out, please remember to use the "SAVE" button on each page, otherwise any changes you have made will be lost.

[1] The five tabs are: Personal Data, Professional Background, Educational Background, Personal Statement, and Research Plan.

II) Preparing and uploading necessary documents

Please find below a list of necessary documents. You can download format of the document indicated with * on the bottom of same web page otherwise you should prepare on your own.

(1) Transcript(s) - see (2)

(2) Diploma(s)

Applicant must provide proof of a four-year bachelor's degree and of academic performance. Official transcripts from all institutions of higher education attended as well as certified copies of diplomas obtained are required. These documents must bear institutional seals and must be certified as 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.

(3) Certificate(s) of Higher Education, if any;

Applicant who obtained additional diploma(s)/certificate(s) other than bachelor's degree diploma must provide copies of diploma, certificate, and transcript (if applicable).

(4) Curriculum Vitae

Outline clearly and concisely the following points: (a) 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 and (f)any foreign travel undertaken.

(5) TOEFL Score or equivalent proof of English proficiency:

A TOEFL score of 600, or TOEFL iBT score of 100 or higher is preferred for admission. If taking these exams proves unfeasible, equivalent proof of skills may be acceptable in the form of a certificate issued by a relevant institution, current or former professor of

the candidate. The Program, however, reserves the right to judge the suitability of material submitted as 'equivalent proof of skills', and may request further documentation.

(6) Medical Certificate *:

This certificate should be issued by a medical institution to attest you are healthy enough to study abroad. It should contain a date of issue, which should be within three months of your PEPP application submission date. Your doctor should use the designated form that can be downloaded from the OAS.

(7) Photograph (40 mm×30 mm)

(8) *JJ/WBGSP applicants only*: Statement of Eligibility *

(9) *ADB-JSP applicants only*: ADB-JSP Information Sheet:

(10) *ADB-JSP applicants only*: Your Income Certificate (either your latest tax return or certification of your annual/monthly salary)

ADB-JSP applicants only: Your Family's Income Certificate (certification of family income - parents' income if single; and spouse's income if married)

(11) *Optional*: Certificate of Research Activities, if any*.

Note: Applicants who have completed university studies in a country where formal schooling lasts less than 16 years (not including years of graduate studies) are required to submit this form and need thereby to demonstrate at least one year of research activity. Other applicants who have research experience may also use this form to submit details of research experience.

(12) *Optional*: Publications, if any (Note: your graduation thesis is not acceptable)

(13) Letters of Recommendation: See III)

III) <u>Arranging three to four letters of recommendation</u>

Number of letters: To apply to PEPP, <u>three or four letters of recommendation</u> are required. If you arrange for four letters, we advise you to get two of them from persons who can testify to your academic work, and two from persons who can testify to your professional experience. If you prepare three letters, you need to obtain at least one from a person who can testify to your academic work, one from a person who can testify to your professional experience, and the remaining one from a person for either academic or professional work.

How to submit: Letters should ideally be submitted via the OAS (1). Applicants whose recommenders have difficulty in submitting their letters through the OAS, however, may instead send them directly to the PEPP office via regular mail (2).

(1) Submission via the OAS

i)   Fill in the information of your recommender 1-3/ 1-4 on the OAS.

ii)   You need to "SAVE" before clicking "Send to a request to recommender".

iii)   Click "Send the request to recommender x" button, following which a "Send" button will appear on the next screen.

iv)   Click the "Send" button. An e-mail requesting a letter of recommendation will then be automatically sent to the appointed e-mail address of your recommender.

   NOTE 1: The email address of your recommender _must_ be an official email address. Official email addresses of Tsukuba University, for example, end in 'tsukuba.ac.jp'. _Gmail and Outlook mail addresses will not be accepted_.

   NOTE 2: Please check with your recommenders to confirm they have received their email request. If they have not received an email request after 10 minutes, please ask them to check their spam or junk mail folders. As indicated above, it may be that our emails have been automatically registered as spam or junk mail. If, after searching in their spam or junk mail folder, your recommender is still unable to find the mail, please ask them for an alternative official email address to use instead. If you change the recommenders email address, please be sure to "SAVE" the changes first on the system, before clicking the "Send a request to recommender" button.

v)   When a recommender has finished uploading her/his letter of recommendation, the OAS will notify you about this in the 'Current Status' section below.

   * After saving a recommender's email address, the option to click "Send a request to recommender" will only be available once. Please be sure to double check the information you provide is correct (email addresses in particular) before proceeding to "Send a request to recommender".

(2) By regular mail

i)   Fill in the information of your recommender 1-3/ 1-4 on the OAS.

ii)   When you click "Send the request to recommender x" button, the "Send" button appears on the next screen. Click send (you will not be able to submit your application without doing this even if, eventually, you have submit the letters by regular mail).

iii)   Download the Letter of Recommendation form from the "Required Documents" page on the OAS.

    iv) Ask your recommender to fill in the form and dispatch the letter in a sealed envelope. Make sure the letters are unopened and that they arrive at the University by the deadline.

IV) <u>Submitting application</u>

- Once you finish steps I) to III), click the "SUBMIT" button on the left of the screen.
- If any error messages in red appear, please check the error as indicated and make any necessary corrections. If there is no error message, the "Final Submit" button will appear, to indicate your application is ready for submission. Click the "Final Submit" button to complete the application process.

  NOTE: *<u>Changes cannot be made after clicking "Final Submit".</u>* Your application status will be changed to "Read Only". You will still be able to view your application, but you will not be able to alter any information. For this reason it is highly recommended that you review the information you have filled in and provided before clicking "Final Submit".

After submitting the OAS application

- If you have successfully passed the first screening, you will be notified. Following this, you will need to send original or certified true copies of the following documents by regular mail: Transcripts, Diplomas, Certificate of Higher Education and Medical Certificate. *<u>Failure to do so will result in disqualification of your application.</u>*
- On the basis of the first screening, applicants will be invited for an interview. The names of those who have been successful in passing the interview will then be sent to the World Bank. The World Bank will then invite candidates to apply through the World Bank's own online application system (please note: the university cannot answer any questions about this process). Until this process is complete, your application to the World Bank will not be accepted.
- We cannot respond to inquiries about the status of submitted applications. For more details about the selection schedule itself, please refer to the "[Application process and schedule from application to enrollment](#)" page on our website.

> If you have further questions, please contact:
> E-mail: pepp_app@un.tsukuba.ac.jp