



## 2015 Admissions Information

### Peace and Conflict Studies (PCS) – Master of Arts (MA) Degree Program

2<sup>nd</sup> application

January 2015

Peace and Conflict Studies  
Graduate School of Global Studies  
Tokyo University of Foreign Studies



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For inquiries regarding PCS application, please contact  
e-mail: [pcs\(at\)tufs.ac.jp](mailto:pcs(at)tufs.ac.jp)      phone: +81-423-330-5523

**Peace and Conflict Studies (PCS)****2015 Admissions Information – Master of Arts (MA) Degree Program**

PCS is an interdisciplinary research and study program at Tokyo University of Foreign Studies (TUFS), created to attract international students and researchers at the graduate level who are interested in exploring diverse topics that fall within the emerging discipline of Peace and Conflict Studies. In the 2004 academic year, TUFS began to offer a concentration in Peace and Conflict Studies within its 2-year Master of Arts (International Studies) Degree Program. English is the primary language of instruction for all courses within PCS curriculum.. Outstanding international and Japanese applicants are invited to apply for the Master of Arts Degree Program commencing in the 2015 academic year as follows.

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***Degree Program: MA in International Studies, Concentration in Peace and Conflict Studies***

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## &lt;Program Outline&gt;

Name of the Program:	MA program on Peace and Conflict Studies, International Cooperation Studies, The Graduate School of Global Studies, Tokyo University of Foreign Studies
Study Period:	October 2015 – September 2017
Graduation requirements:	30 course units, MA Thesis
Language of instruction:	English
Intake	8

## &lt; Fees&gt;

Entrance Fee:	¥282,000 JP Yen (paid in the 1 <sup>st</sup> year only) *
Tuition Fee:	¥535,800 JP Yen per year *
Estimated Cost of Living: (Excluding school fees)	¥1,700,000 JP Yen per year (assuming residence in the TUFS International Hall, and not including travel abroad)
*In case the entrance fee and tuition shall be amended at the time of entrance and during enrollment, the new entrance fee and tuition shall be applied.	
Application Fee:	JPY10,000

## &lt;Application Schedule&gt;

First Application:

**1 December 2014 (Mon) – 7 January 2015 (Wed) already closed**

Second Application:

**2 March 2015 (Mon) – 15 May 2015 (Fri)**



Second application is not applicable for PGP-MEXT scholarship..

Interview:	First Application:	31 January 2015 (Sat)
	Second Application:	Date to be fixed after paper screening (In-person for those residing in Japan, and through SKYPE for those residing outside Japan)
Admissions Result:	First Application:	13 February 2015 (Fri)
	Second Application:	Date to be fixed after the interview (both on password protected page on our website)

**<Eligibility for Application (MA program on Peace and Conflict Studies)>**

Applicants must meet one of the following criteria upon application:

- 1. You have graduated or are expected to graduate from a Japanese university by 30 September 2015.**
- 2. You have obtained a Bachelor's degree according to the Clause 4 of Article 104 in the School Education Law of Japan (Gakko Kyouiku Hou) or are expected to obtain such degree by 30 September 2015.**
- 3. You have completed 16 years of education at an educational institution outside Japan or are expected to complete such course by 30 September 2015.**
4. You have completed 16 years of education at an education institution outside Japan or are expected to complete such course by 30 September 2015 through taking classes of the correspondence course of such institution in Japan.
5. You have completed or are expected to complete by 30 September 2015 a course in Japan at a foreign educational institution (a graduate of which must be deemed to have completed a 16-year course in the school education system of that country), which is recognized to have university courses in the educational system of such and specifically so designated by the Minister of Education, Culture, Sports, Science and Technology
6. You have completed the specialized course specifically designated by the Minister of Education, Culture, Sports, Science and Technology after such designation or are expected to do so by September 2015 at a vocational school, whose minimum period required for graduation is four years or longer, and which also satisfies other conditions specified by the Minister of Education, Culture, Sports, Science and Technology.
7. You have been designated as eligible by the Minister of Education, Culture, Sports, Science and Technology.
8. You have been screened separately for eligibility and approved by the graduate school of this university as having the academic ability equivalent of that of a student who has graduated from an university and you will be aged 22 or older as of 30 September 2015.

(For Japanese applicants only: Please also read the Eligibility section within the Application guidelines for Graduate School Program of TUFS posted on the TUFS website)

\* In case you are not sure whether you are eligible or not, or may apply to No.8 of the above, prior screening for the eligibility will be necessary.



## &lt;Points for Application&gt;

In addition, applicants specifically to the Master of Arts (International Studies) Degree Program with a concentration in Peace and Conflict Studies are expected to have an undergraduate degree in a relevant field from the social sciences or humanities, and ideally some related professional experience. International or cross-cultural exposure will also be highly assessed. Through the application process, applicants should demonstrate a genuine interest in and commitment to issues relevant to the field of Peace and Conflict Studies, and potential for future academic and professional success. This includes evidence of the applicant's motivation to work independently and capacity to design and carry out original research. Each applicant may also submit with the application materials one additional academic or professional publication he or she wishes the Admissions Committee to consider. If you have a preferred academic supervisor at TUFS (PCS), please write down his/her name on the application. However, another supervisor may become your supervisor after PCS committee reviews your research topic. With regards to language skills, all non-native speakers of English are asked to arrange for the official score of the major English proficiency exams (taken within the last 2 years) to be sent directly to our admissions office from the organization conducting the exam. Generally speaking, it would be desirable to have the following minimum score to academically succeed in our program (but not a requirement):

<i>Test</i>	<i>Preferred Minimum Score</i>
TOEFL	PBT600 / IBT100
IELTS	7.0
TOEIC	870

All documents listed on the Application Checklist must arrive at the Admissions Office of TUFS before the specified deadline. Alterations to the contents of application documents will not be allowed after they have been submitted, and the Application Fee is non-refundable. Additionally, all materials submitted should contain only factual and honest information, and should include the applicant's own work only (i.e. any sort of plagiarism will immediately disqualify an applicant). Applicants who are found to have misrepresented any information or documents in their Application after having commenced their studies at TUFS will be asked to leave the university. After all application documents have been received, they will then be evaluated by faculty members to gauge the overall suitability and potential of each applicant to benefit from and contribute to graduate study at PCS. Interview will then be held. For applicants residing outside of Japan, an interview will be held through internet based telephone such as Skype. Those applicants residing in Japan at the time of the application are required to attend an in-person interview with the Admissions Committee at TUFS campus in Tokyo, Japan. Admissions results will be posted on the PCS website (applicants will be emailed the internet address for a secure web page where they can view the results once they are available) and each applicant will also receive a formal admissions notification letter through regular mail. Telephone inquiries are not accepted. Applicants who are granted admission to the MA Degree Program will be provided with relevant information concerning necessary procedures



and documentation for enrollment and registration, immigration and other issues, shortly after receiving the official admissions letter. Enrollment and Registration procedures may be taken with consideration of the date of the arrival date to Japan. However, successful applicants living abroad who had decided to enter our program in October 2015 will be requested to submit a pledge (stating that he/she will complete the entrance/enrollment procedure by Sept.30, 2015) by the specified date. Such details will be explained within the documents relative to entrance procedure.

**Lastly, please be reminded that application documents will not be returned for any reason. Please take utmost care in submitting your academic certificates. If you need to keep the original, you must submit the true copy of such certificates.**

Please refer to the PCS website [www.tufs.ac.jp/common/pg/pcs/index.html](http://www.tufs.ac.jp/common/pg/pcs/index.html) for more information about the background of the department, faculty and students, academic degree programs, research activities, admissions, fees and scholarships and student life. Further inquiries should be directed to [pcs\(at\)tufs.ac.jp](mailto:pcs(at)tufs.ac.jp)

Application documents shall be sent by register postal mail or courier service (DHL, FedEx, EMS, etc) which you can assure the delivery:

Application documents shall be sent to the following:

ADMISSION OFFICE, TOKYO UNIVERSITY OF FOREIGN STUDIES  
3-11-1, Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN  
phone: +81-42-330-5523



## Peace and Conflict Studies (PCS)

### 2015 Application Checklist – Master of Arts (MA) Degree Program

- Main Application Forms ( pages)
  - ▶ Specify whether you are applying for PGP-MEXT scholarship or not.
  - ▶ Personal Information (with photograph attached)
  - ▶ Application Fee Payment Receipt
  - ▶ Academic and Professional History
- Thematic Essay (see details on p.16)
- Personal Statement (see details on p.16 )
- Research Proposal (see details on p. 16)
- Copy of 1 Additional Academic or Professional Publication (optional)
- 2 Letters of Recommendation (see details on pages 17 & 18 )
  - ▶ at least one should be from a former academic professor
- 2 Additional Photographs
 

Photographs must be:

  - a. 4cm x 3 cm
  - b. Portrait-style, facing front with no hats and sunglasses.
  - c. taken within 3 months
  - d. with full name written on the back
- Academic Transcript(s) of Grades of most recent attended university
  - a. Only original or true copies\* are accepted. Photocopies are not accepted.
  - b. If the transcripts are written in languages other than English or Japanese, you are required to attach its English translation to the official transcript written in original language.

\* True copies are photocopies verified by the university or a notary public or the embassy. It shall have the official stamp and the signature of the authority who has verified the photocopy.
- Certificate(s) of Graduation
  - a. Only original or true copies\* are accepted. Photocopies are not accepted.
  - b. If the certificates are written in languages other than English or Japanese, you are required to attach its English translation to the official transcript written in original language.
  - c. In case the name of the degree granted is not clearly stated on the certificate, separate document certifying the degree granted shall be necessary.
  - d. Those scheduled to graduate by Sept. 30, 2015 shall submit the “Certificate of expected graduation” which states the specific date that you are expected to graduate from the current university.

\* True copies are photocopies verified by the university or a notary public or the embassy. It shall have the official stamp and the signature of the authority who has verified the photocopy.
- \* For applicants residing in Japan, in case you cannot arrange for the “true copy”, you may request for the verification at the Admissions office of TUFS. Please contact PCS office for further details.
- Evidence of English Proficiency (TOEFL, IELTS or TOEIC)
 

An official TOEFL, IELTS or TOEIC score is required of applicants whose native language is not English. Please arrange for the test or test score early enough so that your score will arrive by the due date.

  - a. The test shall be taken within 2 years prior to the application.
  - b. The test score shall be sent to us directly from either ETS (TOEFL and/or TOEIC) or the British



Council (or an IELTS test center). In case there is possibility that your official score may arrive after the deadline of application, please enclose a photocopy of the official score (printout from the website is not accepted) along with a document that proves that you have already ordered your official score at an appropriate date. However, your application will only deem complete upon the arrival of the official score.

c. The university's institutional code for TOEFL is 3059

■ Certificate of Registration

Applicants residing in Japan shall submit the copy of your registration card (both sides)

■ Confirmation of Financial Award(s)

For applicants who have received funding for graduate study applicable to PCS such as Japanese Government Scholarships should submit copies of official documents detailing the amounts and types of funding.

■ Application Fee – 10,000 JP Yen

a. To be paid by electronic bank transfer or credit card payment. Please note that on-line payment is limited to applicants residing outside of Japan. (See details on page 15)

In case of electronic transfer, the applicant is responsible for all additional charges for the transfer.

b. Applicant who is already a recipient of MEXT scholarship do not need to pay the application fee.

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**\*Please be reminded that application documents will not be returned. Please give full attention when submitting your academic certificates. If you need to keep the original, you must submit a true copy of such certificates.**

Application documents shall be sent by registered postal mail or courier service (DHL, FedEx, EMS, etc) which you can assure the delivery. Applications arriving after the deadline will not be accepted.

Application documents shall be sent to the following:

ADMISSION OFFICE, TOKYO UNIVERSITY OF FOREIGN STUDIES

3-11-1, Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN

Phone: +81-42-330-5523





## Peace and Conflict Studies (PCS)

### 2015 Application for Admission – Master of Arts (MA) Degree Program

Please type or print in ink, using Roman block capitals, and write out all names and proper nouns. Please also fill in all blanks, marking boxes with x and circle the appropriate item.

#### Personal Information

Legal Name \_\_\_\_\_

in Native language

Last/Family Name

First Name

Middle Name

Legal Name \_\_\_\_\_

in English

Last/Family Name

First Name

Middle Name

First Language \_\_\_\_\_

Sex ☐ Female ☐ Male

Date of Birth \_\_\_\_\_

Year

Month

Day

Place of Birth \_\_\_\_\_

City

State

Country

Country of Citizenship \_\_\_\_\_

Immigration status in Japan \_\_\_\_\_

Type and Length of Visa or Permanent residency, if applicable

Alien Registration Number \_\_\_\_\_

Other countries where you have resided and lengths of residence \_\_\_\_\_

Mailing address (through Sept. 2015) \_\_\_\_\_

Street address

city

state

postal code

country

Phone \_\_\_\_\_ FAX \_\_\_\_\_ email \_\_\_\_\_

How did you find out about PCS at TUFS? \_\_\_\_\_

Preferred academic supervisor at TUFS (PCS) , if any \_\_\_\_\_

Other universities/programs you are applying to \_\_\_\_\_

Please write your name on the back of a 4 x 3cm portrait-style photo taken within the past 3 months, and attach it here.



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Have you been awarded or are you in the process of applying for a Japanese Government Scholarship for 2015?  
(other than the PGP-MEXT scholarship for PCS)

☐ Awarded   ☐ Currently under selection   ☐ None

Other scholarships/funding you have secured for your graduate studies (with amount and duration)

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If admitted to PCS, would you like to apply for the room in the TUFS on-campus International Residence Hall?

☐ Yes   ☐ No

(Note: There is a limitation on the period students are allowed to stay at the Hall.)



### Application Fee Payment Receipt

The Application Fee of ¥10,000 JP Yen should be paid via electronic bank transfer to the university's account in Japan or by on-line payment using credit card. Those applicants who have already received a Japanese Government MEXT Scholarship do not need to pay the Application Fee and therefore should not proceed beyond the first question of this form.

\* Applicants who are still undergoing selection for MEXT scholarship are responsible to pay the application fee.

<on-line payment> \*limited to applicants residing outside of Japan.

Please access to the online screening fee payment website

(URL: <http://e-apply.jp/e/tufs-admission/>) and complete the required procedure before you apply for admission.

Choose "Peace and Conflict Studies (PCS) - Master Degree Program" under the status. After completing the transaction, print out the "Payment completion" page and attach it to the application form.

<remittance>

**Applicants are required to pay all additional charges associated with the transfer, and should make sure that the university receives the full amount of the Application Fee.** Please fill in the following form and attach the receipt or confirmation of transfer of the specified amount.

Amount: ¥10,000 JP Yen  
Name of the Bank: SUMITOMO MITSUI BANKING CORPORATION  
Name of the Branch: FUCHU BRANCH, JAPAN  
Account Type: REGULAR SAVINGS ACCOUNT  
Account number: 7310272  
Swift Code: SMBCJPJT  
Name of the Account: TOKYO UNIVERSITY OF FOREIGN STUDIES

For applicants residing within Japan:

<振込口座>  
銀行：三井住友銀行  
支店：東京第一支店  
口座の種類：普通  
口座番号：9796004  
名義：東京外国語大学

### Bank Transfer Information

Name of the Bank \_\_\_\_\_

Name of the Branch \_\_\_\_\_

Location \_\_\_\_\_

City

state

country

Date of Transfer \_\_\_\_\_



### Academic and Professional History

Provide the Names, Locations, and Dates of Attendance (month and year), and Total Years of Schooling, for all primary and secondary educational institutions that you have attended.

<i>Level of Education</i>	<i>Name and Location of Institution</i>	<i>Dates of attendance (month and year)</i>
Primary		
Lower Secondary		
Upper Secondary		

*Years of schooling* \_\_\_\_\_

Provide the Names, Locations, Fields of Study and Dates of Attendance (month and year), and total Years of Schooling, for all tertiary/university-level educational institutions that you have attended

<i>Level of Education</i>	<i>Name and Location of Institution Field of Study</i>	<i>Dates of attendance (month/year)</i>
University (Bachelors)		
University (Masters)		
University (2 <sup>nd</sup> Masters or Doctoral)		

*Years of Schooling* \_\_\_\_\_



List any academic honors, awards, scholarships, or substantial research grants that you have received since completing your secondary education.

Name of honors, awards, scholarships or research grants	Date or Period

List any academic works and publications, including unpublished thesis or dissertations completed as part of previous university degree programs, and published articles, papers, books, etc., that you have authored, coauthored, or edited. In addition to listing the title and type (BA or MA thesis, PhD Dissertation, working paper, article, book, etc.,) of each work, for each published work please also list the name and date of the publication in which it appears, and for books also include the name and location of the publisher. Attach a separate sheet entitled “Academic Works and Publications” if necessary. Finally, if you list one or more works, please choose a work and include a copy of it with your other application materials.

Title	Type of work	Date	Name of the publication

All applicants except those whose first language is English are required to submit a proof of their level of English proficiency in the form of a score report from the TOEFL, IELTS or TOEIC taken within the last 2 years. Please indicate which type of exam you are providing a score report for, as well as the date of the exam (month and year), and the overall score that you obtained.

Exam type: ☐ TOEFL ☐ IELTS ☐ TOEIC

Exam date: \_\_\_\_\_ Overall score \_\_\_\_\_

Please be informed that you need to submit the official score of the exam. We do not accept print out from the website.



List other languages that you have studied or are able to communicate in, and your levels of proficiency (Beginner, Intermediate, Advance, or Fluent) for Reading, Writing, Listening, and Speaking

<i>Language</i>	<i>Reading</i>	<i>Writing</i>	<i>Listening</i>	<i>Speaking</i>

Provide the following information about your three most recent positions of employment (including internships): *name/title* of each positions, *names, locations and contact information of the organizations* in which you held these positions, your *dates of employment* (month and year), and the total number of years you have been employed full-time to date.

<i>Title/Name, Location, and Contact information of Organization</i>	<i>Dates of Employment</i>
<i>(Most Recent Position)</i>	
<i>(Previous Position)</i>	
<i>(Second Previous Position)</i>	

Years of Employment \_\_\_\_\_



List any Professional Titles, Certifications, Memberships, Honors, or Awards that you have obtained, or Professional Training Courses that you have completed. Include the name of the Certifying/Training Organization if applicable, as well as relevant Dates. Also, note any other positions you currently hold or have held in the past, for example on the board of any organizations or as a member or volunteer of an NGO or other groups.

Organization/university	Date	Certification	Details

I certify that all information in my application, including the Personal Statement and Research proposal, is fully my own work, factually true, and honestly presented.

Signature \_\_\_\_\_ Date \_\_\_\_\_



### **Thematic Essay**

Please choose one of the following themes and write an analytical essay of up to 5 pages (maximum 1,500 words). The essay should consist of two parts: (1) a general and analytical discussion of the theme you have chosen and (2) your perspective on the theme in the very context of your research proposal. Your essay will be used to assess the current levels of your analytical skills and knowledge of issues relating to - Peace and Conflict Studies, as well as your ability to communicate your ideas.

- 1) The sources of conflict and peace in a globalized age
- 2) The role of international organizations in peace-building
- 3) Conflict and coexistence within and between societies

### **Personal Statement**

Write a Personal Statement (essay) focusing on your past experiences and current and future interests as well as any other information that you would like to bring to the Admission Committee's attention. Your Statement should demonstrate your suitability and future potential to research and work in areas related to Peace and Conflict Studies. We encourage you to be creative in how you organize and present your thoughts, but please be concrete and detailed, and stay within 3 pages (maximum 1,000 words)

Address some of the following points/questions within your Personal Statement:

- Describe your academic, professional, and relevant personal experience, highlighting anything you have done or been involved in related to Peace and Conflict Studies.
- How have these experiences led you to develop an interest in this field?
- Why would you like to study Peace and Conflict Studies in Japan? At Tokyo University of Foreign Studies?
- What are the most important skills/knowledge/experiences that you hope to gain through this program?
- What unique or valuable perspective(s) can you offer given the diversity of faculty and students in the program?
- What personal qualities do you have that make you well suited to work in this area in the future, and how are these reflected in your past experiences and accomplishments?
- How do you intend to use what you learn at TUFS in the future, both personally and professionally?
- Specifically, what do you see yourself doing 5-10 years after having graduated from PCS?

### **Research Proposal**

Submit a short proposal outlining your intended research topic for the thesis component of the MA Degree Program, including a title. The proposal should identify and provide background information about a specific topic or question that you are interested in researching at TUFS, clearly explain why you think this topic is important to explore, and suggest a preliminary research design specifying any case(s) you plan to focus on, the type of research method(s) you plan to utilize, and any related fieldwork you plan to undertake. Please also include some discussion of the primary literature you have reviewed in regards to your topic, including a list of major references (books, scholarly articles, and academic papers). You are asked to choose 2 of the listed references, summarize their contents, relate them to your research theme, and explain why you consider these references as important for your own argument. Again, please try to be as concrete and detailed as possible, but stay within 5 pages (maximum 1,500 words)





## Peace and Conflict Studies (PCS)

### 2015 Application for Admission – Master of Arts (MA) Degree Program

#### Letter of Recommendation

The applicant should fill out the Applicant's Section and then give this form to a respondent who is able to assess the applicant's past academic or professional performance and capabilities. After completing the form and attaching the requested letter, the respondent should enclose these in an envelope, seal the envelope and sign across the seal, and as per the request of the applicant, either (1) return the envelope to the applicant, or (2) forward the envelope to the following address via first class mail. Please type or print all entries in ink.

Mail to: ADMISSIONS, TOKYO UNIVERSITY OF FOREIGN STUDIES  
3-11-1, ASAHI-CHO, FUCHU-SHI, TOKYO 183-8534, JAPAN

#### Applicant's Section

Legal Name \_\_\_\_\_

Last/Family Name

First Name

Middle Name

Mailing Address \_\_\_\_\_

Street address

city

state

postal code

country

#### Respondent's Section

Legal Name \_\_\_\_\_

Last/Family Name

First Name

Middle Name

Organization \_\_\_\_\_

Position \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street address

city

state

postal code

country

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Relationship with the applicant \_\_\_\_\_ Length of relationship \_\_\_\_\_

Please assess the applicant, compared to other individuals that you have taught or supervised, on criteria such as personal integrity, intellectual ability, creativity, motivation and initiative, capacity for independent research, contribution to discussions, and the ability to express ideas verbally and through writing.

Overall assessment ☐ Below Average ☐ Average ☐ Above Average  
☐ Excellent ☐ In the Top Few ☐ Unsure

On a separate sheet (preferably letterhead) please describe your impressions of the applicant in the time and the context that you have known him/her. We are especially interested in your evaluation of the applicant's suitability for Master's study in the fields of international studies and Peace and conflict Studies. We welcome any information that would help us to differentiate the applicants from others applying to our program. Thank you for your time and cooperation.

Signature \_\_\_\_\_ Date \_\_\_\_\_



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Mail to: ADMISSIONS, TOKYO UNIVERSITY OF FOREIGN STUDIES

3-11-1, ASAHI-CHO, FUCHU-SHI, TOKYO 183-8534, JAPAN

#### Applicant's Section

Legal Name \_\_\_\_\_  
Last/Family Name First Name Middle Name

Mailing Address \_\_\_\_\_  
Street address city state postal code country

#### Respondent's Section

Legal Name \_\_\_\_\_  
Last/Family Name First Name Middle Name

Organization \_\_\_\_\_

Position \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street address city state postal code country

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Relationship with the applicant \_\_\_\_\_ Length of relationship \_\_\_\_\_

Please assess the applicant, compared to other individuals that you have taught or supervised, on criteria such as personal integrity, intellectual ability, creativity, motivation and initiative, capacity for independent research, contribution to discussions, and the ability to express ideas verbally and through writing.

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On a separate sheet (preferably letterhead) please describe your impressions of the applicant in the time and the context that you have known him/her. We are especially interested in your evaluation of the applicant's suitability for Master's study in the fields of international studies and Peace and conflict Studies. We welcome any information that would help us to differentiate the applicants from others applying to our program. Thank you for your time and cooperation.

Signature \_\_\_\_\_ Date \_\_\_\_\_