



2019 Admission Information
Master's Program: Peace and Conflict Studies Course

December 2018

Master's Program: Peace and Conflict Studies (PCS) Course
Graduate School of Global Studies
Tokyo University of Foreign Studies (TUFS)

Note: See pages 18-19 for Japanese Government (MEXT) scholarship opportunity

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Admission Information

The Peace and Conflict Studies (PCS) Course 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 PCS. In the 2004 academic year, TUFS began to offer a concentration in PCS within its 2-year Master of Arts Degree (International Studies) Program. English is the language of instruction for all courses within the PCS curriculum. Outstanding international and Japanese applicants are invited to apply for the Master of Arts Degree Program, PCS Course commencing in the 2019 academic year.

<Program Outline>

Name of the Program	Master's Program: Peace and Conflict Studies (PCS) Course Graduate School of Global Studies Tokyo University of Foreign Studies
Study Period	October 2019-September 2021
Graduation Requirements	30 course units and a MA thesis
Language of Instruction	English
Name of the Degree to be Granted upon Completion	Master of Arts (International Studies)
Intake	12

<Fees>

Application Fee	JPY 10,000 (International applicants ^{*1}) JPY 30,000 (Japanese applicants and those who do not fall under the "international applicants" category stated below)
Admission Fee	JPY 282,000 (One-time payment in the 1 st year) ^{*2}
Tuition Fee	JPY 535,800 per year ^{*2}
Estimated Cost of Living (Excluding school fees)	JPY 1,700,000 per year (Assuming residence in an on-campus dormitory and not including cost for travel abroad)

^{*1} "International applicants" refer to those with a nationality other than Japanese who aim to obtain/maintain the visa status of "student" upon entrance to TUFS.

^{*2} In case the admission and tuition fees are amended at the time of entrance or during enrollment, the new price will be applied.

<Application Schedule>

Application Period	January 4, 2019 (Fri) – May 10, 2019 (Fri)
Submission	<p>(1) Send by registered postal mail or courier service (DHL, FedEx, EMS, etc.) so that you can ensure the delivery.</p> <p>(2) Submit to the TUFS Admissions Office in person during the application period (10:00-12:00 and 13:00-16:00).</p> <p>Submit application documents to the following address:</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Admissions Office, Tokyo University of Foreign Studies 3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN Phone: +81-(0)42-330-5523</p> </div> <p>IMPORTANT!! <u>We do NOT accept application documents sent by e-mail.</u></p>
Interview	<p>Early-mid June 2019</p> <p>Each applicant will be informed of the date/time by e-mail. (In-person interview for those residing in Japan; through an internet video call for those residing outside Japan)</p>
Announcement of Results	<p>End of June 2019</p> <p>Results will be announced on the website. Each applicant will be notified of the date/time of the announcement and given the URL by e-mail.</p>
Entrance Procedure	<p>Late July 2019</p> <p>Details will be provided to successful applicants after the Announcement of Results.</p>

Note: If you are interested in studying under scholarship, see pages 18-19 for Japanese Government (MEXT) scholarship opportunity.

Eligibility for Application

Applicants must meet one of the following conditions:

- (1) Those who have graduated or are expected to graduate from university by September 30, 2019 (Note 1)
- (2) Those who have obtained or are expected to obtain a bachelor's degree according to Article 104, Clause 4 of the School Education Act of Japan by September 30, 2019 (Note 2)
- (3) Those who have completed or are expected to complete 16 years of school education outside Japan by September 30, 2019 (Note 3)
- (4) Those who have obtained or are expected to obtain a bachelor's degree or a degree equivalent to a bachelor's degree by completing courses which extend over three years at a foreign university or a foreign educational institution (Note 4) by September 30, 2019 (Note 3)
- (5) Those who have completed or are expected to complete a course, which is recognized by the Minister of Education, Culture, Sports, Science and Technology – Japan (MEXT) to be equivalent to an undergraduate course in a foreign country, at a foreign educational institution in Japan (文部科学大臣指定外国大学日本校) by September 30, 2019
- (6) Those who have completed or are expected to complete a special course, which is specifically designated by the Minister of MEXT (文部科学大臣指定専修学校専門課程), at an advanced vocational school by September 30, 2019
- (7) Those designated as eligible by the Minister of MEXT (Note 5)
- (8) Those who have been screened individually for eligibility and approved by the Graduate School of TUFSS as having the academic ability equivalent to or higher than a bachelor's degree holder and will be aged 22 or older by September 30, 2019 (Note 6)

(Note 1) "University" stipulated in Eligibility (1) refers to universities in Japan based on the School Education Act of Japan. Eligibility of those who are from foreign universities is judged based on Eligibility (3) or (4).

(Note 2) Those who have completed an advanced course at a junior college or technical college and have obtained a bachelor's degree by the National Institution for Academic Degree and Qualify Enhancement of Higher Education 大学改革支援・学位授与機構 (formerly National Institution for Academic Degrees and University Evaluation included 旧大学評価・学位授与機構) or are applying for a bachelor's degree to the institution

(Note 3) Eligibility (3) and (4) include those who have completed correspondence courses offered by a foreign educational institution within Japan.

(Note 4) This is limited to the institutions that have been evaluated highly for their overall performance in educational and research activities by an official authorized by the government or a government-affiliated agency in that country, or specifically designated as equivalent by the Minister of MEXT.

(Note 5) In Eligibility (7), "those designated as eligible by the Minister of MEXT" are the ones who fall into any of the following:

- a. Those who have graduated from a university (or have completed an undergraduate program) in accordance with the former University Ordinance, and those who have graduated or are expected

to graduate from a university in accordance with the Order for Organization of the Ministers or the Act for Establishment of the Ministers by September 30, 2019

- b. Those who have obtained a specialized certificate or first category license for teachers of elementary, junior high, or high school, or kindergarten, or a school nurse in accordance with the Education Personnel Certification Act and will be aged 22 or older by September 30, 2019
- c. Those who have graduated from 旧国立養護教諭養成所 and have obtained a specialized certificate or first category license for teachers of junior high schools or a school nurse in accordance with the Education Personnel Certification Act
- d. Those who have graduated from 旧国立工業教員養成所 and have obtained a teaching license for high school in accordance with the Education Personnel Certification Act and have a testimonial issued by a supervisor to the effect that they worked as an excellent teacher for three years or longer

(Note 6) In Eligibility (8), those who qualify for an individual eligibility check are the ones who do not fall into any of (1) to (7) and “are graduates of a junior college, a technical college, an advanced vocational school, or other types of educational institution and do not hold a bachelor’s degree.” If you wish to apply under Eligibility (8), you need to contact the PCS Office before Friday, March 29, 2019 and request for an individual eligibility check.

Those who would like to check their eligibility must contact the PCS Office (pcs@tufs.ac.jp) for an individual eligibility check. Note that the deadline of the individual eligibility check is Friday, March 29, 2019. It is highly recommended to contact the PCS Office well in advance.

Supplemental Information

- TUFSS considers those who meet the requirements under Eligibility (1) to (5) are persons who have obtained or are expected to obtain a bachelor’s degree or a degree equivalent to a bachelor’s degree by September 30, 2019
- In Eligibility (3), if an applicant, after completing less than 16 years of school education outside Japan (excluding those under Eligibility (4)), proceeded to a course by which they conclude 16 years of school education, they must have completed or be expected to complete the course and obtain a bachelor's degree or a degree equivalent to a bachelor's degree.
E.g.,) An applicant who has attended/graduated from a specialized school (専科; *Zhuanke*) must enter or transfer to and graduate from a university (本科; *Benke*), and obtain a bachelor’s degree or a degree equivalent to a bachelor’s degree by September 30, 2019 to meet the Eligibility requirement.
- Under Eligibility (3) and (4) requirements, the years referred to are the years required for completion of the course, not the years an applicant has attended the school.
- For Eligibility (5), refer to the following website for the foreign educational institutions and courses that are recognized by the Minister of MEXT (文部科学大臣指定外国大学日本校).
[MEXT] http://www.mext.go.jp/a_menu/koutou/shitu/08052204/001.htm

- For Eligibility (6), refer to the following website for the special courses that are designated by the Minister of MEXT (文部科学大臣指定専修学校専門課程).
[MEXT] http://www.mext.go.jp/a_menu/koutou/shikaku/07111316/002.htm

Points for Application

<Academic Background>

Applicants for the PCS Course are expected to have an undergraduate degree in a relevant academic field in the social sciences (such as political science, international relations, economics, sociology, or anthropology) or humanities, and ideally have 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 relating 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 submit one additional academic or professional publication (written in English) 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 form. However, another supervisor may become your supervisor.

PCS professors: Professor Kenji ISEZAKI, Professor Hideaki SHINODA, and Professor Yasuyuki MATSUNAGA

<Language Skills>

All non-native speakers of English are required to take one of the major English proficiency tests and arrange the test score to be submitted to TUFS (taken within the last two years). Generally speaking, it would be desirable to have the following minimum score to academically succeed in our program, while it is not a requirement:

Test	Preferred Minimum Score
TOEFL	PBT600 / IBT100
IELTS	7.0
TOEIC (Listening & Reading)	870

Native speakers of English and non-native speakers of English who have obtained or are expected to obtain a degree from an English-based degree program at an institute of higher education (a university or higher) are not required to submit a test score. However, it must be clearly stated on a transcript, a certificate of (expected) graduation, or a separate certificate issued by the attended institution that the medium of instruction is/was English for the said program.

*Find more details on “How to Submit Your English Test Score to TUFS” on pages 14.

<Application Fees>

	International applicants*1	Japanese nationals AND those who do not fall into the “International Applicants” category
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Application fee	JPY 10,000	JPY 30,000
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*1 “International applicants” refers to those with nationalities other than Japanese who aim to obtain/maintain the visa status of “student” upon entrance to TUFS.

IMPORTANT!!

- Applicants who are already recipients of the MEXT scholarship are exempted from the application fee payment.
- Applicants who are undergoing selection for the MEXT scholarship are responsible for paying the application fee.

The application fee must be paid before submitting application materials, either by credit card (outside Japan), overseas remittance, or domestically through a bank transfer.

Please note that you are required to attach a printout of the “Payment Information” page when paid by credit card or a receipt/conformation of transfer when paid through remittance or bank transfer.

<Application Fee Payment>

(1) Payment by Credit Card

Access the TUFS e-apply website at the following link (<http://e-apply.jp/e/tufs-admission/>). Choose “Peace and Conflict Studies (PCS) – Master’s Degree Program” and complete the required procedure. After completing the transaction, print out the “Payment Information” page and attach it to the application form.



(2) Payment by Electronic Transfer

In case of overseas remittance, a bank transfer must be made to the following bank account.

Applicants are responsible for all additional charges associated with the transfer. Make sure that TUFS receives the full amount of the application fee.

Amount	JPY 10,000 or JPY 30,000
Name of the Bank	SUMITOMO MITSUI BANKING CORPORATION
Name of the Branch	TOKYO DAIICHI BRANCH
Account Type	REGULAR SAVINGS ACCOUNT
Account Number	9796090
Swift Code	SMBCJPJT
Name of the Account	TOKYO UNIVERSITY OF FOREIGN STUDIES
Transaction Fee	All fees charged in relation to the remittance are payable by the applicant.

(3) Bank Transfer (振込み)

Applicants residing in Japan shall transfer the application fee to the following bank account:

Amount	JPY 10,000 or JPY 30,000
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	9796090
名義	東京外国語大学

<Submit Your Application Documents>

All documents listed on the “List of Application Documents” must arrive at the Admissions Office of TUFS before the specified deadline. Alterations to the content of application documents will not be allowed after they have been submitted. The application fee paid is non-refundable. Additionally, all materials submitted must contain only factual and honest information and include the applicant’s own work only (i.e. any sort of plagiarism will immediately disqualify an applicant). An applicant who is 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.

Application documents 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 in the PCS Course.

IMPORTANT!!

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

<Interview>

An interview will then be held. For applicants residing outside Japan, an interview will be held through an internet video call. Applicants residing in Japan during the selection process are required to attend an in-person interview with the Admissions Committee at TUFS campus in Tokyo, Japan.

<Announcement of Results>

Results will be announced on the website (applicants will be e-mailed the URL where they can view the results once they are available). Inquiries concerning the results are not accepted.

<Entrance Procedure>

(1) Period for the Entrance Procedure

Late July 2019

Details will be provided to successful applicants after the Announcement of Results. Successful applicants who fail to complete the entrance procedure during the designated period will not be allowed to matriculate.

Successful applicants residing in Japan will receive a formal admission notification letter through registered postal mail along with relevant information concerning enrollment, registration, and other procedures. Those residing outside Japan will receive an e-mail containing the same information along with instructions on immigration procedures. Successful applicants residing abroad who have decided to enroll in TUFS will be requested to submit a Pledge of Entrance (stating that they will complete the entrance procedure by September 30, 2019) by a specified date

in July 2019 to promise their matriculation. Details will be provided in the documents mentioned above.

(2) Admission Fee

JPY 282,000

Recipients of the MEXT scholarship as of and after October 1, 2019 are exempted from the admission fee payment. Please note that successful applicants who were recipients of the MEXT scholarship at the time of application but who will lose their scholarship status as of October 1, 2019, or later are responsible for payment of the admission fee.

(3) Additional Information

- Details on the entrance procedure will be announced to each successful applicant.
- Successful applicants who were expected to graduate from a university at the time of application but who fail to do so will not be allowed to matriculate even if they have completed the entrance procedure.
- The payment of JPY 267,900 tuition for the first half of one academic year is due in October. Another payment of JPY 267,900 for the second half is due in April.
- If the tuition is revised at the time of enrollment or during the academic year, the new tuition will be charged.
- Successful applicants are required to make a payment for the Personal Accident Insurance for Students Pursuing Education and Research (PAS) and other miscellaneous fees, in addition to the admission fee, during the entrance procedure.
- Successful applicants who will continue to work or be enrolled in another school must submit a “Letter of Approval to be Enrolled in TUFS Master’s Program” issued by their employer or school president in any form of paper during the entrance procedure.
- Successful applicants who need to obtain a student visa to enter and study in Japan must consult with the PCS Office during the entrance procedure.

<Accommodation>

Successful applicants may apply for a room in the on-campus dormitory. Please note, however, that a room is not guaranteed, and even if a room has been allocated, the duration of residence is, in principle, limited to six months. Regular students who are assigned an on-campus room and who are scheduled to study at TUFS for more than one year will be asked to find an off-campus residence for the latter part of their time at TUFS. Details on housing will be provided to successful applicants after the Announcement of the Results.

<Classes and Research Guidance for Working Adults>

To proactively promote graduate school education for working adults while maintaining its research and education standards, the Master’s Program of TUFS takes the following expedient measures for employed persons (those who have worked for two years or longer at the scheduled admission) pursuant to the special measures in Article 14 of the Standards for the Establishment of Graduate Schools.

- (1) Employed persons take classes and research guidance normally in their first year and can take research guidance in their second year while working at their workplace.
- (2) Employed persons who will apply for the special measures shall, in principle, acquire 26 credits, excluding 4 credits for MA Thesis Guidance taken in the second year, of the 30 credits required for completing the program, by taking

classes during normal school hours in the first year.

- (3) Employed persons shall take research guidance within a specific time or period in the second year according to the special measures.
- (4) Those who wish to apply for the special measures must submit a “Request Form for Classes and Research Guidance for Working Adults (Request Form for the Special Measures in Article 14 of the Standards for the Establishment of Graduate Schools)” (designated form). (Download the form from our website.)

<Consultation with Physically Challenged Applicants>

Applicants with a disability or developmental disorder, as specified in Article 22, Clause 3 of the Order for Enforcement of the School Education Act of Japan, who need special adjustment and support in accordance with the degree of their difficulty during the examination and after being admitted to TUFS must consult with the GAO prior to their application. In case an applicant has become in need of such care after the deadline, contact the GAO immediately.

(1) Consultation Period

Until Friday, April 26, 2019

(2) What to Submit

Prepare the following documents in any form of paper. Bring them in person or send them by registered postal mail, courier service, or via e-mail to the Admissions Office/GAO. We may request a meeting with the applicant or their representative at TUFS if needed.

[Necessary Information and Documents]

- ① Applicant’s name, age, and gender
- ② Applicant’s address, phone number, and e-mail address
- ③ Name of school attended/attending, (expected) graduation date (year and month)
- ④ Type and degree of disability or disorder
- ⑤ Care needed during the entrance examination
- ⑥ Care needed after being admitted to TUFS
- ⑦ Submit the following documents
 - Medical Certificate written by a doctor
 - Copy of a handbook for the people with physical disabilities, if have

<Handling of Personal Information>

In accordance with the “Act on Protection of Personal Information held by Incorporated Administrative Agencies, etc.” and “Regulations on Personal Information Protection by National University Corporation, Tokyo University of Foreign Studies,” we handle personal information submitted by applicants at the time of application, such as an applicant’s name, address, phone number, academic grades, and test scores, as follows:

- Information provided by the applicants is used only for the purpose related to selection, admission, and enrollment.
- Information of successful applicants who have completed the entrance procedure is used only for the purpose related to educational matters (e.g., creating a student registry), student affairs, and collecting tuitions.

<Precautions>

- (1) Application fee is not refundable once application has been accepted. Documents will not be returned once application has been accepted.
- (2) If the information submitted is detected to be false or does not include facts that must be presented to TUFS, we have all the right to cancel the applicant's matriculation even after they have completed the entrance procedure.
- (3) If a successful applicant, after completing the entrance procedure, decides to decline their matriculation, they must submit a Request Form for Withdrawal from Enrollment (form provided) to the Admissions Office by Friday, September 27, 2019. If they fail to submit the request form by the deadline, they will be registered in our university system, be required to make a tuition payment, and may be subject to face other problems. Make sure to submit the request form as soon as possible.

*Obtain the Request Form from the Admissions Office as soon as you decide to withdraw.

<Inquiries>

Please refer to the PCS website for more information about the department, faculty and students, academic degree programs, research activities, admissions, fees and scholarships, and student life. Further inquiries should be directed to the following PCS Office e-mail address.

- PCS Website: <http://www.tufs.ac.jp/common/pg/pcs/index.html>
- E-mail of the PCS Office: pcs@tufs.ac.jp

<Useful Links>

- Study in Japan by Japan Student Services Organization (JASSO)
https://www.jasso.go.jp/en/study_j/index.html
- Organizations that provide Standardized English Tests
 - TOEFL: Test of English as a Foreign Language by ETS (Education Testing Service)
<http://www.ets.org/toefl>
 - IELTS: International English Language Testing System by the British Council
<https://www.ielts.org/>
 - TOEIC: Test of English for International Communication by ETS (Education Testing Service)
<https://www.ets.org/toeic>

List of Application Documents

1	Application Form (4 pages)	<ul style="list-style-type: none"> - Fill in the form and <u>attach a photograph of yourself</u>. <u>Do not edit your photograph</u>. The person in the picture should look the same as the person who appears in the interview. - Attach an application fee payment receipt. - Sign by hand on page 4.
2	Personal Statement	<ul style="list-style-type: none"> - Download the “Personal Statement Form” from our website. - Be concrete and detailed. Stay within three pages (maximum 1,000 words). - Address some of the following points/questions within your statement: <ul style="list-style-type: none"> - Describe your academic, professional, and relevant personal experience, highlighting anything you have done or been involved in related to Peace and Conflict Studies. - Why would you like to study Peace and Conflict Studies in Japan? Why at TUFS? - 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 five to ten years after having graduated from the PCS Course at TUFS?
3	Research Proposal	<ul style="list-style-type: none"> - Download the “Research Proposal Form” from our website. - Include the contents below: <ul style="list-style-type: none"> - On the first page, clearly <u>state the title of your research</u>. - Write up a short proposal outlining your intended research topic for the thesis component of the MA Degree Program. 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 and the type of research method(s) you plan to utilize. - Be as concrete and detailed as possible, but stay within five pages (maximum 1,500 words), excluding a bibliography.
4	Copy of One Academic or Professional Publication	<ul style="list-style-type: none"> - Optional - We only accept a publication written in English.
5	Two Letters of Recommendation	<ul style="list-style-type: none"> - Download the “Letter of Recommendation – Cover Letter Form (1) and (2)” from our website. - <u>At least one letter must be written by a current or former academic professor.</u> - Respondents must fill out a cover letter, prepare and sign a letter of recommendation, enclose both the cover letter and the letter of recommendation in an envelope, seal the envelope, and sign across the seal. They can either (1)

		<p>return the envelope to the applicant or (2) forward the envelope to the TUFS Admissions Office via first class mail.</p> <p>Respondents must sign by hand or stamp the letter of recommendation. We do not accept e-signatures.</p>
6	<p>Academic Transcript(s)</p> <p><u>*MA degree holders should consult with the PCS Office.</u></p>	<ul style="list-style-type: none"> - 1 set - Only an original or a true copy^{*3} is accepted. Photocopies are not accepted. - The transcript(s) must list all the classes and grades that you have taken/been awarded from the first semester in the university to the last or the most recent semester. Applicants who have transferred to another university or multiple universities must submit transcripts from all of them. - We do not accept e-signatures. School authorities must sign by hand or stamp the document. <p>^{*3} A true copy is a photocopy verified by the university, a notary public, or the embassy. It should have the official stamp and signature of the authority that has verified the photocopy.</p> <ul style="list-style-type: none"> - Applicants who are scheduled to graduate from a university or complete a program shall submit the most recent academic transcript. <p>If the transcript(s) are written in a language other than English or Japanese, you are required to <u>attach an English (or Japanese) translation</u> to the official transcript(s).</p> <p>Note: Those who wish to also apply for Japanese Government (MEXT) scholarship (Top Global University Project category)(see pages 18-19) must attach a Japanese translation (NOT English) in case the certificates are written in language other than English or Japanese.</p> <p><Precaution Regarding the Translation of Original Documents></p> <p>Translation must be done by a public institution^{*4}. If translation services are not available at public institutions^{*4} of the country where you have graduated or are expected to graduate from a university, you are permitted to use a private service, such as a private translation agency or an administrative scrivener, to translate the original documents. Then, you or the institution/person who translated the original documents must bring the translated documents to a public institution^{*4} to certify that the translation is complete and accurate. <u>Note that TUFS does not accept documents translated by the applicant.</u></p> <p>^{*4} Public institutions include governmental institutions, such as embassies/consulates, and educational institutions, such as universities.</p>

<p>7</p>	<p>Certificate of (Expected) Graduation</p> <p><u>*MA degree holders should consult with the PCS Office.</u></p>	<ul style="list-style-type: none"> - 1 set - Only an original or a true copy^{*3} is accepted. Photocopies are not accepted. - We do not accept e-signatures. School authorities must sign by hand or stamp the document. <p>^{*3} A true copy is a photocopy verified by the university, a notary public, or the embassy. It should have the official stamp and signature of the authority that has verified the photocopy.</p> <ul style="list-style-type: none"> - Applicants who are scheduled to graduate from a university or complete a program should submit a “Certificate of Expected Graduation.” <u>Such applicants must submit a Certificate of Graduation during the entrance procedure.</u> - <u>If the degree granted or expected to be granted and (expected) date of graduation (month and year) are stated on the Academic Transcript(s), you are NOT required to submit a Certificate of (Expected) Graduation.</u> - In case the name of the degree granted or expected to be granted and (expected) date of graduation (month and year) are not clearly stated on the certificate, a separate document certifying the aforementioned information must also be submitted. - If the certificate is written in a language other than English or Japanese, you are required to <u>attach an English (or Japanese) translation</u> to the official certificate. <p>Note: Those who wish to also apply for Japanese Government (MEXT) scholarship (Top Global University Project category)(see pages 18-19) must attach a Japanese translation (NOT English) in case the certificates are written in language other than English or Japanese.</p> <p><u>Refer to the <Precaution Regarding the Translation of Original Documents> on page 12.</u></p> <p>IMPORTANT!!</p> <p>In case applicants residing in Japan cannot arrange a true copy, they may request for verification at the TUFSS Admissions Office. Please contact the PCS Office for further details.</p>
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8	<p>Verification Report of China Higher Education Qualification Certificate</p>	<ul style="list-style-type: none"> - Those who have graduated from a university in China must also submit a <u>printout</u> of an English version of the “Verification Report of China Higher Education Qualification Certificate” issued by the China Higher Education Student Information and Career Center (CHESICC) (http://www.chsi.com.cn/). - A Verification Report is issued only after you officially graduate from a school. Therefore, applicants who are expected to graduate from a university in China by September 30, 2019 are not able to obtain this document at the time of the application. <u>Such applicants must submit a printout of a Verification Report along with a Certificate of Graduation during the entrance procedure.</u>
9	<p>Evidence of English Proficiency (TOEFL, IELTS, or TOEIC)</p>	<p>Applicants whose native language is not English are required to submit an official TOEFL, IELTS, or TOEIC (Listening & Reading) score. Please take the test if you haven’t taken it within the last two years and/or <u>arrange the test score to arrive at TUFs before the application deadline.</u></p> <p>Native speakers of English and <u>non-native speakers of English who have obtained or are expected to obtain a degree from an English-based degree program at an institute of higher education (a university or higher)</u> are not required to submit a test score. However, <u>it must be clearly stated on a transcript, a certificate of (expected) graduation, or a separate certificate issued by the attended institution that the medium of instruction is/was English for the said program.</u></p> <p>The test must have been taken within two years prior to the application.</p> <p><How to Submit Your English Test Score to TUFs></p> <p>TOEFL</p> <p>Arrange with the TOEFL center to send your “Official Score Report” directly to the TUFs Admissions Office. (Institution Code: 3059)</p> <p>Note: TOEFL ITP score and TOEFL Examinee Score Report are not acceptable.</p> <p>IELTS (Academic Module)</p> <ol style="list-style-type: none"> (1) Arrange with the IELTS center to send your “Test Report Form” directly to the TUFs Admissions Office (TUFs is listed in IELTS organizations); or (2) Arrange with the IELTS center to send your “Test Report Form” to you and include it in your application packet. <p>TOEIC (Listening & Reading)</p> <p>The TOEIC center sends an “Official Score Certificate” only to test takers. Receive your score and include it in your application packet.</p>

10	Two Additional Photographs	<p>The photographs must be:</p> <ul style="list-style-type: none"> - 2 sets - 4cm by 3cm in size - Portrait-style, facing front with no hat or sunglasses - Taken within three months - With your full name written on the back <p><u>Please do not edit your photograph. The person in the picture should look the same as the person who appears in the interview.</u></p>
11	Proof of Citizenship or Proof of Residence in Japan	<p><International Applicants Residing Outside Japan></p> <ul style="list-style-type: none"> - A copy of your passport (the page(s) that show your photo, name, and passport number). Contact the PCS Office if you do not have a passport. <p><International Applicants Residing in Japan></p> <ul style="list-style-type: none"> - A copy of your residence (<i>Zairyu</i>) card (both sides) <p><Japanese Nationals></p> <ul style="list-style-type: none"> - No need to submit any document
12	Application Fee	<p>See the directions on pages 6-7.</p> <ul style="list-style-type: none"> - Payment by Credit Card - Payment by Electronic Transfer - Bank Transfer (振込み) (payment within Japan) <p>IMPORTANT!!</p> <ul style="list-style-type: none"> - Applicants who are already recipients of the MEXT scholarship are exempted from the application fee payment. - Applicants who are undergoing a selection for the MEXT scholarship are responsible for paying the application fee.
13	Confirmation of Financial Award(s)	<p>Applicants who have received funding for postgraduate study, such as scholarships from MEXT, JISR, etc., should submit a copy of official documents detailing the amount and the type of funding.</p>
14	Application Checklist	<p>Download the “Application Checklist” from our website.</p>

IMPORTANT!!

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

Application documents must be sent by registered postal mail or courier service (DHL, FedEx, EMS, etc.) so that you can ensure the delivery. Applications must arrive at TUFS between **January 4, 2019 (Fri) and May 10, 2019 (Fri)**.

Send your application documents to the following address:

Admissions Office, Tokyo University of Foreign Studies
3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN
Phone: +81-(0)42-330-5523

IMPORTANT!! We do NOT accept application documents through e-mail.

Instructions for Filling out Your Application Form

Page 1 <Legal Name>

Check your passport when filling out your name. Make sure to fill out your legal name exactly the same way as it appears on your passport ([Surname], [Given names], capital letters, etc.)

Page 1 <Personal Telephone Number>

Write down a telephone number that you can definitely be reached at. We will give you a call if we cannot reach you via e-mail or when an internet video call fails during the interview. If you are providing an overseas telephone number, be sure to add your country code (e.g., +81-90-XXXX-XXXX).

Page 1 <Preferred academic supervisor at TUFS (PCS), if any>

Name your preferred academic supervisor, if you have one. You must choose either Professor Kenji ISEZAKI, Professor Hideaki SHINODA or Professor Yasuyuki MATSUNAGA. If you do not have a preferred academic supervisor, leave the section blank.

Page 2 <English Proficiency>

All applicants except those whose first language is English and the non-native speakers of English who have obtained or are expected to obtain a degree from an English-based degree program at an institute of higher education (a university or higher) are required to submit a proof of English proficiency in the form of a score report of TOEFL, IELTS, or TOEIC taken within the last two years. Please indicate which type of test you are providing a score report of, the date the test was taken (year and month), your registration number or candidate number (if provided), and the overall score that you achieved.

Page 2 <Proficiency of Other Language(s)>

List other languages that you have studied or are able to communicate in and your levels of proficiency (Beginner, Intermediate, Advanced, or Fluent) in reading, writing, listening, and speaking.

Page 3 <Academic Background>

Provide names, locations (city and country), dates of attendance (year and month), duration of attendance (including long recesses like summer break, etc.), required years for graduation, degree received, and total years of schooling for all educational institutions that you have attended.

Page 4 <Academic Honors>

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

Page 4 <Academic Works and Publications>

List any academic works and publications, including unpublished theses or dissertations completed as part of a university degree program, published articles, papers, books, and so forth that you have authored, co-authored, or edited. For unpublished work, list the title, the language used, and the type of work (BA or MA thesis, PhD dissertation, working paper, article, book, etc.). For published work, list the title, the language used, the type of work, the name of the publication, and the date of the publication in which it officially appeared. For books, list the title, the language used, the type of work, the name of the publication, the date of the publication in which it officially appeared, and the name and the location (city and country) of the publisher. Attach a separate sheet titled “Academic Works and Publications,” if necessary. Finally, if you list one or more works, submit a copy of one work with your other application materials, only if it is written in English.

Page 4 <Professional History>

Provide the following information about your three most recent employments (including internships): titles, names of organizations, locations (city and country), contact information of organizations, language(s) used, duration of employment (year and month), and the total years of employment to date (including years not listed on the form).

Page 4 <Other Information>

List any professional titles, certifications, and memberships that you have obtained or professional training courses that you have completed. Include the name of the certifying/training organization 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 an organization or a member or volunteer of an NGO or other types of groups.

Japanese Government (MEXT) Scholarship for PCS students

Tokyo University of Foreign Studies is one of the 37 universities selected for the Top Global University Project. For our 2019 program, we will offer a few Japanese Government (MEXT) scholarships under this Top Global University Project.

◆ Name of the scholarship:

Japanese Government (MEXT) Scholarship (Top Global University Project Category)

Eligibility	<p>(1) Applicant must also meet the eligibility for the Master's Program.</p> <p>(2) Applicant must be born after April 2, 1984.</p> <p>(3) Applicant must have an average grade point of 2.50 or above (3.00 scale) for the most recent one year of academic history</p> <p>(4) English language requirement: CEFR B2 level or above or graduated from an English-based undergraduate program.</p>
Number of scholarships	Few
Duration of scholarship	<p>One year (October 2019–September 2020)</p> <p>*Grantee must maintain the average grade point indicated above during the period of scholarship and submit his/her application every six (6) months.</p>
Benefits	<p>(1) Exemption of Admission Fee and Tuition (one year)</p> <p>(2) Monthly stipend: JPY 147,000</p>
Screening method	Applicants will be screened through the submitted application documents and interview as part of the Master's program screening process. TUFs will nominate the top few successful applicants to MEXT who meet the eligibility for the scholarship.
Official announcement of scholarship acceptance	Expected at the end of August 2019
Procedure	<p>1. Eligibility Check (Contact PCS office by April 12, 2019)</p> <p>Applicants who wish to apply for the scholarship must send the following information via email before sending out their application documents.</p> <p>a. Name, Nationality, and Date of Birth</p> <p>b. Most recent academic transcript</p> <p style="padding-left: 20px;">*The transcript must include the grading scale.</p> <p>c. Copy of the official English Proficiency Test score. (IELTS, TOEFL, or TOEIC)</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Contact: PCS office, Tokyo University of Foreign Studies E-mail address: pcs@tufs.ac.jp</p> </div> <p>2. TUFs will send the application form for scholarship to those whose eligibility has been confirmed.</p> <p>3. Those wishing to apply for scholarship shall include the scholarship application</p>

	documents in the PCS application package.
Additional requirements regarding certificates	Academic certificates issued in a language other than English or Japanese must be attached with a Japanese (NOT English) translation.

**** Notes ****

1. Students are responsible for their own travel expense to/from Japan.

2. Applicants from countries specified by MEXT as “priority countries” are prioritized.

【重点地域/Priority countries】 As of November 2018

https://www.jasso.go.jp/ryugaku/tantoshu/study_j/scholarship/shoureihi/_icsFiles/afieldfile/2018/10/24/jutenkokulist.pdf

3. The scholarship will cease when the Top Global University Project or designation as such ends.

For more information on Top Global University Japan:

Top Global University Japan: <https://tgu.mext.go.jp/en/index.html>

