

September 2018 / April 2019 Entry
Guidelines for Applicants to the Masters Course
Graduate Program on Environmental Sciences, GPES
Multidisciplinary Sciences
Graduate School of Arts and Sciences
The University of Tokyo

Program Overview

The Graduate Program on Environmental Sciences (GPES), one of the graduate programs in English at Komaba (GPEAK) is an exciting new advanced level degree program (offered at both Masters and Ph.D. level) at the University of Tokyo. It shares its vision with its undergraduate counterpart, the International Program on Environmental Sciences, one of the PEAK (Programs in English at Komaba) programs and is likewise delivered entirely in English.

The graduate program steps further and deeper, allowing students to choose their area of specialization from a wide range of relevant fields including natural and agricultural sciences, industrial technologies, and social sciences including economics, politics and other related disciplines. The course is research-focused under tuition of faculty staffs and provides a unique opportunity to work with world experts at the cutting edge, on problems that global society needs to address right now for its future prosperity. Progression to the Ph.D. Course is also offered and encouraged.

Learning Outcomes

Students graduating from the GPES program will be professionals

- capable of working internationally in the environment-energy field on the global stage;
- with a systematic understanding of the environment-energy field from both natural and social scientific perspectives;
- who understand and can make judgements on environmental questions on all scales ranging from local to global;
- with a considered and empathetic view of the wide range of different stakeholder viewpoints on environmental issues and who can execute leadership in resolving issues arising from these;
- who can make informed decisions in real time, on site to solve real world problems;
- who are global communicators, capable of addressing both specialists and non-specialists while encompassing the needs of differing cultural groups.

Degree Program Offered and the Number of Available Places

- M.S. 13 places

1. Schedules

The GPES offers two selection schedules, Schedule 1 and Schedule 2. The selection procedure and required documents are identical between the two schedules.

2. Selection Procedures

Applicants shall be screened and selected through a comprehensive process. Selection is based on the evaluation of all of the applicant's submitted materials (TOEFL or IELTS and GRE scores, short essays, research plan etc.), recommendation and, if deemed necessary, an interview, which may be conducted in person, by telephone or by Skype.

3. Enrollment Dates

Schedule 1 applications: September 21, 2018

Schedule 2 applications: April 1, 2019

4. Applicant Eligibility

Before submitting an application, all applicants must have contacted a potential supervising professor listed on the GPES website at <http://gps.c.u-tokyo.ac.jp/faculty-staff/index.html> and obtained his or her approval.

Those who have completed or who expect to complete their undergraduate education (a Bachelor's degree or the equivalent) before the enrollment date* are eligible to apply for the Masters Course.

Applicants whose qualifications differ in any other respect from those stated above must contact the GPEAK Admissions Office by September 8, 2017 (Schedule 1) or April 20, 2018 (Schedule 2).

For details, please refer to Appendix.

*Note: In Schedule 1, those who expect to complete their undergraduate education (a Bachelor's degree or the equivalent) by September 30, 2018 may be eligible to apply for the Masters Course. Please consult the GPEAK Admissions Office in advance.

5. Application Procedures

(1) Application Period

Schedule 1: November 1 to November 24, 2017

Schedule 2: June 14 to July 13, 2018

(2) Application Process

Applicants are requested to initially submit a completed application form electronically along with a research plan/statement of purpose (PDF) and short essay (PDF). These should be e-mailed to the following address no later than November 24, 2017 for Schedule 1 or July 13, 2018 for Schedule 2 applications.

office@gpes.c.u-tokyo.ac.jp

In addition, the applicant must send a complete set of application materials by registered mail or by international delivery service such as EMS, FEDEX or UPS.

All application materials must be mailed to the address below, postmarked by November 24, 2017 for Schedule 1 or July 13, 2018 for Schedule 2 applications. We strongly encourage early submission.

GPEAK Admissions Office
 Academic Affairs Division
 Graduate School of Arts and Sciences
 The University of Tokyo
 3-8-1 Komaba, Meguro-ku, Tokyo, 153-8902 JAPAN

Tel: +81-3-5465-8220

E-Mail: office@gpes.c.u-tokyo.ac.jp

Please note that any hand-delivered applications will not be accepted and none of the submitted materials will be returned.

(3) Application Fee

JPY 10,000

Note: No application fee is required from Foreign National applicants on MEXT scholarships (Monbukagakusho scholarship recipients). Such applicants who are not currently studying / conducting research at the University of Tokyo must submit a certificate of proof of their MEXT scholarship status.

(4) Required Documents

All documents must be prepared in English. Please refer to the check list below to confirm the required materials.

	Required materials	*	Original or copy (number of copies required)	Remarks
1	Application Form [PDF]	○	PDF and Original (1)	-Download, complete and print the form. -Attach a photograph to the application form.
2	Registration ticket	○	Original (1)	-Attach a photograph to each of the ticket. -Please print your name clearly on the back of the photos.
3	Receipt of payment of the Application Fee	○	Original (1)	-Applicants living abroad: E-payment only. Visit the web site (https://e-shiharai.net/english/) and follow the procedures. Also see “How to make a payment of Examination Fee by Credit Card or at Convenience Store” for details. -Not required for students on MEXT scholarships. Such scholars should submit a certificate of proof of their scholarship status if they are not currently studying / conducting research at the University of Tokyo. -Applicants living in Japan: E-payment (https://e-shiharai.net/english/) or payment by bank transfer using a specified payment slip. For details of payment by credit card and at a convenience store, see “How to make a payment of Examination Fee by Credit Card or at Convenience Store”. -The application fee will not be refunded under any circumstances.
4	Research plan/ Statement of Purpose [PDF]	○	PDF and Original (1)	-Describe your previous studies and your proposed future research plan (1000 words)
5	Short Essay [PDF]	○	PDF and Original (1)	-Write the essay in 1000 words according to instructions on Short Essay form.
6	Two letters of recommendation [PDF]	○	Original (1) x 2 letters	-These should be completed by two evaluators well acquainted with the applicant’s academic ability and personality. -Each letter should be prepared by the evaluator who should seal in an envelope and sign across the seal. The sealed letters should then be submitted by the applicant along with the other documentation or mailed by the evaluator directly to the GPEAK Admissions Office.

7	Transcript of Academic Records	○	Original (1)	-Photocopies are not accepted.
8	Certificate of (expected) Bachelor's Degree	○	Original (1)	-Photocopies are not accepted. -Please ask the Office of Registrar at your school to certify your degree instead of sending the original diploma.
9	Graduation Thesis	△	Copy (1)	-Optional, if available
10	TOEFL or IELTS Score Record	○	Original (1) and copy (1)	-Must be sent by the testing institution directly to the GPEAK Admissions Office, the Graduate School of Arts and Sciences, the University of Tokyo. The Official Score Report (TOEFL) or Test Report Form (IELTS) <u>must arrive</u> at the GPEAK Admissions Office by January 4, 2018 for Schedule 1 or August 31, 2018 for Schedule 2 (Institution Code: 6184, Department Code: 99 for TOEFL). -A copy of your Examinee's Score Record (TOEFL) or Test Report Form (IELTS) must also be included in the application package. -Applicants whose native language is English or who have obtained a Bachelor's or other advanced degree from an accredited institution of higher education where English is the primary language of instruction are not required to submit a TOEFL nor IELTS score, instead have to describe English fluency in the application form.
11	GRE (General) Score Record	○	Original (1) and copy (1)	-Must be sent by ETS directly to the Graduate School of Arts and Sciences, the University of Tokyo. The Official Score Report <u>must arrive</u> at the GPEAK Admissions Office by January 4, 2018 for Schedule 1 or August 31, 2018 for Schedule 2 (Institution Code: 8326, Department Code: 5199). -A copy of your Examinee's Score Record must also be included in the application package. -Subject test scores may be submitted if available.
12	Two passport-style photos	○	Original (2)	-4cm x 3cm -Taken within the last 6 months -Upper frontal view without hat
13	Proof of Citizenship	○	Copy (1)	-A photocopy of your passport, your census register or other proof of citizenship. -Please do not send the original.
14	Japanese Proficiency Certificate	△	Copy (1)	-Optional, if available.

*○: required, △: optional

(5) Registration ticket

GPES will mail a registration ticket directly to your address. The receipt of a registration ticket signifies the completion of the application process. If the registration ticket does not arrive by the relevant date listed below, contact the GPEAK Admissions Office.

Schedule 1: by December 13, 2017

Schedule 2: by August 7, 2018

(6) Application schedules

(i) Schedule 1

Document assessments and interviews (if applicable) will be conducted by the end of December 2017.

(ii) Schedule 2

Document assessment and interviews (if applicable) will be conducted by the end of August 2018.

The details of an interview will be notified applicants through e-mail.

6. After Admission/ Enrollment Information

(1) Announcement of selection results and admission procedures

- (i) The names of the successful candidates in Schedule 1 will be announced on the Komaba I Campus homepage at http://www.c.u-tokyo.ac.jp/eng_site/index.html at noon on January 12, 2018 (Japan Standard Time). In addition, a letter of acceptance will be sent to successful candidates. No letters will be sent to unsuccessful applicants.
- (ii) The names of the successful candidates in Schedule 2 will be announced on the Komaba I Campus homepage at http://www.c.u-tokyo.ac.jp/eng_site/index.html at noon on October 1, 2018 (Japan Standard Time). In addition, a letter of acceptance will be sent to successful candidates. No letters will be sent to unsuccessful applicants.
- (iii) No telephone, FAX or E-mail inquiries regarding the results will be accepted.
- (iv) A Certificate of Admission along with other documents related to visa and admission procedures will be sent to successful candidates after confirming your acceptance of our offer. Students who receive the certificate of admission must pay enrollment fee and complete the appropriate admission procedures during the designated period according to our directions. If the proper admission procedures are not completed during the above period, the admission will be nullified.

(2) GPES Enrollment and Tuition Fees (subject to change)

- (i) Enrollment Fee: JPY 282,000
- (ii) Annual Tuition Fee: JPY 535,800

Please note that the fees are subject to change. If fees are revised upon enrollment or while enrolled, the revised fees shall be applied to the next payment required after the revision. MEXT scholars are exempt from paying these fees.

Notes

- (1) No amendments to the submitted documents are allowed under any circumstances, however, any changes in name, home address, or mailing address etc. made after the document submission must be reported to the GPEAK Admissions Office immediately.
- (2) The enrollment fee will not be refunded under any circumstances.
- (3) International students are required to obtain an appropriate visa according to the Immigration Control and Refugee Recognition Act (Cabinet Order No. 319 of 1951) prior to undertaking the enrollment procedure.
- (4) GPES reserve the right to use the personal information (such as the name and address) of the applicants for the following purposes: (i) processing applications and selecting successful candidates; (ii) announcement of successful candidates; and (iii) completing other necessary admission procedures. The personal information of admitted students may also be used for: (i) academic affairs (e.g., registration etc.); (ii) student services (e.g., health care, career support, scholarship applications, tuition exemptions, libraries, etc.); and (iii) the collection of tuition fees.
- (5) The examination results used in the selection of entrants may be used to improve the university entrance examination and the quality of education at the University of Tokyo.
- (6) The University will retrospectively cancel the admission of any student who is found to have falsified any of their personal information, academic records or other documents accompanying the application form.
- (7) Application procedures and related schedules are subject to change. If changes are made, applicants will be notified by the GPEAK Admissions Office.

Appendix

Persons who fulfill at least one of the following requirements are eligible to apply for the Masters Course.

- (1) Those who have graduated from a Japanese university or are expected to graduate before the enrollment date. (Note 1)
- (2) Those who have completed, or are expected to complete before the enrollment date, 16 years of school education abroad. (Note 2)
- (3) Those who have been conferred a degree equivalent to that of a bachelor's degree or are expected to be conferred before the enrollment date from a foreign university or other foreign institution (limited to those whose comprehensive status of education and research activities have been assessed by the government of the said foreign country or a related organization), having completed a program with a completion period of 3 years or more. (Note 2)
- (4) Those designated by the Minister of Education, Culture, Sports, Science and Technology or those who have graduated or are expected to graduate before the enrollment date from an educational institution designated by the Minister. (Note 3)
- (5) Those who have been conferred a bachelor's degree or are expected to have conferred before the enrollment date by the National Institution for Academic Degrees and Quality Enhancement of Higher Education (NIAD).
- (6) Those who are 22 years or older on the enrollment date, whom this graduate school has recognized through individual screening of entrance qualifications, as having abilities that are at least equivalent to those who have graduated from a Japanese university. (Note 1) (Note 4)

*Note: In Schedule 1, those who expect to complete their undergraduate education (a Bachelor's degree or the equivalent) by September 30, 2018 may be eligible to apply for the Masters Course. Please consult the GPEAK Admissions Office in advance.

NOTES TO APPENDIX

(Note 1)

Japanese universities mentioned in Requirements (1) and (6) above are universities within the boundaries of Japan and as prescribed in Article 83 of the School Education Law.

(Note 2)

Requirements (2) and (3) above includes the case of having completed a correspondence program provided by a foreign school of said country while residing in Japan.

(Note 3)

Those as mentioned in Requirement (4) above refers to any who have graduated from the following schools or educational institutions.

- The Japan branch of a foreign school as designated by the Minister of Education, Culture, Sports, Science and Technology

- Specialized training college designated by the Minister of Education, Culture, Sports, Science and Technology (limited to programs where the program duration is at least 4 years and which satisfies standards determined by the Minister)

- Universities under the old university ordinances, or higher educational institutions (daigakko) under the national/provincial/independent administrative agency ordinances

(Note 4)

(a) Those mentioned in Requirement (6) above refers to those who do not fall into any of the Requirements (1) through (5) above but have graduated from an educational institution equivalent to a 4-year university, and whom this graduate school has recognized, through individual screening of entrance qualifications, as having abilities that are at least equivalent to those who have graduated from a Japanese university.

(b) Those who wish to apply based on Requirement (6) above must contact the GPEAK Admissions Office by September 8, 2017 (Schedule 1) or April 20, 2018 (Schedule 2) and submit all the documents specified by the GPEAK Admissions Office as the eligibility for application is confirmed individually in advance by document screening. Please inquire the GPEAK Admissions Office in advance about the eligibility for application and the documents to be submitted.

(c) Those who are recognized as having abilities that are at least equivalent to those who have graduated from a Japanese university through screening of entrance qualification will be permitted to apply and take the entrance examination. The results of this screening will be notified by e-mail.