

**October 2013 / April 2014 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) 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 the tutelage of faculty members, 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.

## **Purpose of These Guidelines**

These guidelines outline the basic procedures and items required for students to be accepted onto the GPES Masters Course. In addition, applicants are advised to confirm application requirements on either of the program websites.

Websites: <http://gpes.c.u-tokyo.ac.jp>

## **Degree Program Offered and the Number of Available Places**

- M.S. 13 places

## 1. Applicant Eligibility Categories and Schedules

The GPES department conducts two different selection schedules. The first is only for Category A applicants and takes place during the spring (Schedule 1). The second is for Category A and Category B applicants and takes place during the summer (Schedule 2). The selection procedures and required documents differ between the two schedules.

## 2. Selection Procedures

### (1) Selection of Applicants for Schedule 1

Applicants shall be screened and selected through a comprehensive process. Selection is based on the evaluation of all of the applicant's submitted documents (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 videoconferencing.

### (2) Selection of Applicants for Schedule 2

Applicants shall be evaluated by paper test scores, TOEFL or IELTS scores, submitted documents and oral examination. Paper test includes specialized subject examination (3 hours for 3 selected questions out of 18) and Essay Writing (1 hour). Specialized subjects include Mathematics, Physics, Chemistry, Biology, Health Sciences, Earth Sciences, Information Sciences, Science and Technology Studies, and Economics (9 subjects).

### (3) Enrollment Dates

Schedule 1 applications: October 2013

Schedule 2 applications: April 2014 or October 2013 (upon request)

## 3. Applicant Eligibility

Before submitting an application, all applicants must have contacted a potential supervising professor at the University of Tokyo and obtained his or her approval. Please consult GPES website for the details of possible supervisors.

Applicants to the GPES Masters Course are classified into two different categories (A and B) of eligibility based on their academic backgrounds. The eligibility requirements for these two categories are as follows:

### (1) Category A

Students who fulfill the following requirement are classified as Category A applicants and may apply through either Schedule 1 or 2.

- (i) Students who have completed and obtained a bachelor's degree, or are expected to complete their undergraduate education with bachelor's degree or equivalent in a country other than Japan by September 30, 2013, including Japanese students who have completed their college education overseas.

Note 1: Applicants whose school curriculum years are less than 16 years may not be eligible. Students who wish to be classified under Category A but whose educational history does not meet this requirement should contact the GPEAK Admissions Office by e-mail before November 30, 2012 in order to confirm their eligibility for the program.

Note 2: Students with foreign nationality who have completed an undergraduate degree in Japan (including those expected to complete their undergraduate degree before the enrollment date) must apply through Category B.

### (2) Category B

Students who fulfill any one of the following requirements are eligible to apply as Category B applicants and can only apply through Schedule 2.

- (i) Students who have graduated from, or are expected to graduate from a Japanese university and who have obtained, or are expected to obtain a bachelor's degree before the enrollment date.
- (ii) Students who have completed, or are expected to complete 16 years of school education in a country other than Japan, via correspondence course, while living in Japan, before the enrollment date.
- (iii) Students who have completed or are expected to complete a program at a MEXT<sup>1</sup> designated educational institution in Japan that provides courses from an overseas university of the school education system of that country, before the enrollment date.
- (iv) Students who have completed, or are expected to complete a program at a MEXT<sup>1</sup> designated specialized training college (with a duration of at least 4 years and satisfying the standards required by MEXT<sup>1</sup>) in Japan after the date on which the college received MEXT's approval and before the enrollment date.
- (v) Students designated by the MEXT<sup>1</sup>, in accordance with 1953 Ministry of Education, Science and Culture Notification No. 5. [Note 2]
- (vi) Students on whom a bachelor's degree has been conferred or is expected to be conferred before the enrollment date, in accordance with Paragraph 4, Article 104 of the School Education Law. [Note 3]

Note 1: Students who wish to be classified under Category B but whose educational history does not meet any of the above requirements should contact the GPEAK Admissions Office by e-mail before March 26, 2013 in order to confirm their eligibility for the program.

Note 2: Those covered under requirement (v) above are those who have graduated from or are expected to graduate from a university under the old university ordinances, or national colleges/prefectural colleges (Daigakko) under various orders for organization and acts of establishment of government ministries, and so on.

Note 3: Those covered under requirement (vi) above are those on whom a bachelor's degree from the National Institution for Academic Degrees or the National Institution for Academic Degrees and University Evaluation has been conferred, or is scheduled to be conferred.

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<sup>1</sup> *Ministry of Education, Culture, Sports, Science and Technology*

## 4. Application Procedures

### (1) Application Period

Schedule 1 (Category A applicants only): January 15 to February 15, 2013

Schedule 2 (Category A and Category B applicants): June 20 to June 26, 2013

### (2) Application Process

#### (i) Schedule 1 (Category A applicants only)

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 by no later than February 15, 2013.

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

In addition, the applicant must submit a complete set of application documents and recommendation letters by an international delivery service such as Express Mail Service (EMS), FEDEX or UPS. All application documents must be mailed to the address below, postmarked on or before February 15, 2013.

#### (ii) Schedule 2 (Category A and Category B applicants)

All application documents must be mailed to the address below, postmarked on or before June 26, 2013. Online registration is not required.

GPEAK Admissions Office  
Graduate School Section (Sogobunka-Daigakuin-Kakari)  
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 documents and materials will be returned.

### (3) Application Fee

Schedule 1: JPY 10,000

Schedule 2: JPY 30,000

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. The documents required differ based on the eligibility category of the applicant (A or B). Please refer to the following table to confirm the required documents.

	Required document	Application schedule			Original or copy (number of copies required)	Remarks
		Schedule 1	Schedule 2			
		Category	Category			
		A	A	B		
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)	-Category A: E-payment only. Visit the web site ( <a href="https://e-shiharai.net/english/">https://e-shiharai.net/english/</a> ) and follow the procedure. -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. -Category B: Payment by bank transfer using a specified payment slip, by credit card or at a convenience store. Further details are given on the attached sheet. -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)	-Themes (topics) and forms of short essays will be announced on the web page of the GPES on November 1, 2012 (1000 words).
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.
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 (Institution Code: 6184, Department Code: 99 for TOEFL). -A copy of your Examinee's Score Record should also be included in the application package. -Applicants whose native language is English 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)	-Optionally, Subject Tests scores may be submitted if available. -Must be sent by ETS directly to the Graduate School of Arts and Sciences, the University of Tokyo (Institution Code: 8326, Department Code: 99). -A copy of your Examinee's Score Record should also be included in the application package.
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 copy of your passport, your census register or other proof of citizenship. -Please do not send the original.
14	Address label	○	○	○	(2)	-To be used for dispatch of the registration ticket.
15	Japanese Proficiency Certificate	△	△	△	Copy (1)	-Optional, if available.

\*○: required, ×: not 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 March 15, 2013

Schedule 2: by August 9, 2013

## (6) Application Schedules and Examination Venue

### (i) Schedule 1

Document assessment and interviews (if applicable) will be held by the end of March, 2013.

### (ii) Schedule 2

Primary screening based on document assessment, paper examination and subsequent interviews will be performed from August to early September, 2013 at Komaba I campus of The University of Tokyo.

The date and venue of the examinations will be sent to applicants in the information packet supplied with the registration ticket. While Schedule 2 is intended for students entering in April 2014, enrollment in October 2013 may be possible where desired and if timescales allow. Applicants who wish to enter in October should refer to the entrance examination guidelines or the relevant website for further details.

## 5. 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 bulletin board to the left of the main entrance of the Komaba I Campus at 1 pm on April 8, 2013 (Japanese Standard Time). In addition, a letter of acceptance will be sent to successful candidates. No letters will be sent to unsuccessful applicants. An announcement will also be made on the Komaba I campus homepage.  
([http://www.c.u-tokyo.ac.jp/eng\\_site/index.html](http://www.c.u-tokyo.ac.jp/eng_site/index.html))
- (ii) The names of the successful candidates in Schedule 2 will be announced on the bulletin board to the left of the main entrance of the Komaba I Campus at 1 pm on September 13, 2013 (Japanese Standard Time). In addition, a letter of acceptance will be sent to successful candidates. No letters will be sent to unsuccessful applicants. An announcement will also be made on the Komaba I campus homepage.  
([http://www.c.u-tokyo.ac.jp/eng\\_site/index.html](http://www.c.u-tokyo.ac.jp/eng_site/index.html))
- (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

(i) Enrollment fee: JPY 282,000 (subject to change)

(ii) Tuition fee for first semester: JPY 267,900 (annual fee: JPY 535,800 (subject to change) )

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) Physically challenged applicants who require special consideration at the examination, or at any other time, should consult the GPEAK Admissions Office when submitting the application.
- (4) 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.
- (5) GPES shall only use the personal information (such as the name and the address) of applicants provided during the application procedure for the following purposes: (i) processing applications and selecting the successful candidates; (ii) announcement of successful candidates; and (iii) completing admission procedures. The personal information of admitted students will also be used for: (i) academic affairs (registration etc.); (ii) students services (healthcare, career support, scholarship application, tuition exemption, libraries, etc.); and (iii) the collection of tuition fees.
- (6) The examination results used in the selection of entrants may be used in future studies for the improvement of both the entrance examination and the education at the University of Tokyo.
- (7) 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.
- (8) Application procedures and related schedules are subject to change. If changes are made, applicants will be notified by the GPEAK Admissions Office.