

2007-2008
GRIPS and PWRI/ICHARM
Disaster Management Policy Program
Water-related Risk Management Course

as of May 2007

INFORMATION FOR APPLICANTS

ADMISSION OF FOREIGN STUDENTS

The overall goal of this master's program is to develop the student's capacity to practically manage the problems and issues concerning water-related disasters in local levels and to contribute for socio-economic and environmental improvements in regional and national levels in developing countries. Students are expected to become an independent investigator in the areas of integrated flood disaster management, who is equipped with the most advance technical and legal know-how to enhance the basic understand of the challenges of flood risks and to translate this knowledge back to a practical water-related disaster reduction strategies including poverty reduction and the promotion of sustainable development at local, national and regional level.

The academic year runs from October through September. Students must spend a minimum of one year at GRIPS, which is sufficient for those students who study intensively to satisfy all the requirements for a master's degree.

To be eligible for admission to this master's program, an applicant

- 1) must hold a bachelor's degree or its equivalent from a recognized/accredited university of the highest standard in the field of civil engineering, water resource management, or disaster mitigation.
- 2) must have working knowledge of civil engineering, especially of hydraulics and hydrology.
- 3) must be familiar with mathematics such as differentiation and integration techniques.
- 4) must satisfy the English language requirements with a minimum TOEFL score of 550 (Computer-Based Test (CBT) 213, Internet-Based Test (iBT) 79), IELTS 6.0 or its equivalent.
- 5) must be in good health.

The application deadline is June 29. Applicants are evaluated for admission based on their academic record and intellectual distinction, personal characteristics, motivation, evidence of leadership, promise for management and career growth, and work experience. Applicants may be asked to go through interviews. The final result of screening for admission will be announced by the end of July at the latest.

APPLICATION PROCEDURES

Instructions: Please read this information carefully before completing the application materials.

Any false or misleading statement or incomplete or inaccurate application may be the basis for denial of screening for admission or, if admitted, dismissal from GRIPS. All questions must be answered, and the application form must be signed and dated. You must notify GRIPS of any changes of status in any part of your application that may occur after the date of the signature on the application form. A written explanation must be submitted to GRIPS within 30 days of the status change. **All materials submitted by an applicant become the property of GRIPS and will not be returned.**

Documents to be submitted: Applicants are requested to submit the following documents (**preferably in one complete set so as to avoid delays in further evaluation**):

Please check whether you have prepared all the necessary documents.

- Completed application form
- Certificate of health
- 1 photograph (30 x 40 mm) Please paste it on the application form.
- 2 letters of recommendation in sealed envelopes
- Official certificate of employment describing applicant's present job title and employer details. Information on civil servant qualification (e.g. BCS, IAS, IRS, CSS) should be also included there, if applicable. (The certificate of employment must bear official seal and sign obtained from the employer)
- Official transcripts or official copies of transcripts from all undergraduate and postgraduate institutions previously attended
- Official copy of diploma or degree certificate from all undergraduate and graduate institutions previously attended
- TOEFL/IELTS score report, or other official document certifying English proficiency of those applicants whose undergraduate education was in a language other than English (GRIPS TOEFL code no. 9040, a photocopy of your TOEFL/IELTS score report acceptable). Native speakers of English are exempted from this requirement. Those who received (under) graduate education in English should submit an official document confirming that the language of instruction was English.
- Application Fee (JPY 30,000)
- Financial Statement
- Copy of Foreign Resident Registration Card *only if you are a foreign resident in Japan.

Notes

1. Letters of recommendation must be submitted in sealed envelopes, signed across the seal. Recommendations should be written by people who have supervised the applicant either in an academic or work capacity. Preferably, one letter should be written by a university professor and the other should be written by a senior member of the applicant's present work place.
2. An official copy means a certified true copy of the original document with an official seal obtained from the administration office of the university attended. A true copy of the original document certified by a notary public may also be accepted. Copies attested by organizations/persons not having notary/legal functions will not be accepted or considered for screening.
3. Application Fee should be paid to the following account by June 29. If you fail to do so, your application can not be considered. Please pay transfer charge at your expense. Check is not acceptable.

Name of the bank:	Sumitomo Mitsui Banking Corporation
Name of the branch:	Tokyo Koumubu, Japan
Account No.:	151884
Name of the account:	The National Graduate Institute for Policy Studies

4. You are required to submit one of the following documents to indicate sufficient assets to cover the schooling and living expenses in Japan. We estimate Total Study Cost (School Expenses + Minimum Living Expenses) for the initial year at JPY 2,700,000 or USD 22,600 *approximate exchange rates: USD1=JPY 119.43 (as of April 27, 2007).

- 1) Official proof of available funding in a form of bank statement or an original letter from a bank showing liquid funds in Japanese yen or US dollars and dated within the past two months.
- 2) An original award letter from a scholarship provider (agency, company) showing total sum in US dollars or Japanese yen as well as general terms and conditions of the agreement.
- 3) Verification from a different sponsor (such as relative) with proof of ability to provide you with support in the form of an original bank statement or an original letter from a bank showing liquid funds in Japanese yen or US dollars and dated within the past two months.
5. All documents must be presented in English. Translations in English without an official seal obtained from the administration office of the university attended or without a signature of the recommender or the drawer of the document are not acceptable.
6. Faxed documents and digital copies sent through e-mail are not acceptable.

Where to submit your application:

Submit application to: Admissions Office
National Graduate Institute for Policy Studies (GRIPS)
7-22-1 Roppongi, Minato-ku
Tokyo 106-8677
Japan
Deadline: June 29, 2007

INQUIRIES

Inquiries should be made to: Admissions Office
National Graduate Institute for Policy Studies (GRIPS)
7-22-1 Roppongi, Minato-ku
Tokyo 106-8677, Japan

Phone: +81-3-6439-6046
Fax: +81-3-6439-6050
E-mail: admissions@grips.ac.jp
Website: <http://www.grips.ac.jp>

Disaster Management Policy Program by GRIPS and PWRI/ICHARM

Photographs

Please write your
name on the back of
each photo
Size:30 x 40 mm

APPLICATION FORM

(Type or write in block letters)

PERSONAL DATA

1. Full Name

_____ as written in your passport.

_____ Name to be used in correspondence, if different from above.

2. Date and Country of Birth _____ 3. Age (as of October 1st 2007)

MM/DD/YY

country

4. Gender: male female

5. Marital Status: single married

6. Citizenship _____
(as written in your passport)

7. Present Employer

_____ regional

Does your organization belong to a central or regional authority?

central

8. Present Position

9. Work Address _____

tel: _____ - _____ - _____ fax: _____ - _____ - _____ email: _____
country code city code local number country code city code local number

10. Home Address _____

tel: _____ - _____ - _____ fax: _____ - _____ - _____ email: _____
country code city code local number country code city code local number

11. Present Mailing Address: home work other, namely:

tel: _____ - _____ - _____ fax: _____ - _____ - _____ email: _____
country code city code local number country code city code local number

APPLICATION INFORMATION

12. List names and locations of educational institutions attended, with dates of attendance and degrees attained or expected. Please attach academic transcripts from all colleges and universities listed.

Elementary Education – Secondary Education (before higher education)	Dates (from–to)	Period of Schooling
		years months

Higher Education	Institution and Location	Dates (from–to) Month Year	Period of Schooling	Degree	Major
Undergraduate level			years months		
Graduate level			years months		
Total years of schooling (including elementary and secondary education)			years months		

13. **[Optional]** Undergraduate GPA _____ out of maximum GPA scale of (e.g. 4.0) _____, if available

Please see appendix for GPA calculation procedure

14. **[Optional]** Graduate GPA _____ out of maximum GPA scale of _____, if available

15. **[Optional]** Undergraduate Class obtained or Passed Division _____, if available

16. **[Optional]** Graduate Class obtained or Passed Division _____, if available

17. Honors and Awards received:

18. TOEFL/IELTS scores or any other qualifications to show English proficiency:

TOEFL: _____ date _____ IELTS: _____ score _____

date

Undergraduate/graduate education instructed in English (please submit certificate)

All applicants must submit either TOEFL/IELTS score report (photocopy is acceptable) or an official document with the attestation from the university confirming that undergraduate/graduate education was instructed in English.

19. List below two persons familiar with your past academic or professional activity whom you have requested letters of recommendation.

1. _____
name position and affiliation

2. _____
name position and affiliation

CERTIFICATION

I certify that to the best of my knowledge all information given above is correct and complete, and I understand that any omission or misinformation may invalidate my admission or result in dismissal.

Signature of applicant

date

You need to submit this completed application form together with the supporting documents listed on page 2. Please use the check list to make sure that you have collected all the supporting documents.

Disaster Management Policy Program by GRIPS and PWRI/ICHARM

CERTIFICATE OF EMPLOYMENT

EMPLOYER DETAILS

Name of Organization: _____

Address of Organization: _____

tel: _____ - _____ - _____ fax : _____ - _____ - _____ email: _____
country code city code local number country code city code local number

EMPLOYEE DETAILS

This is to certify that _____
full name of the applicant

has been employed by this organization from _____ to _____
MM/DD/YY MM/DD/YY

Present position, rank, responsibilities, etc.: _____

LEAVE OF ABSENCE APPROVAL SECTION

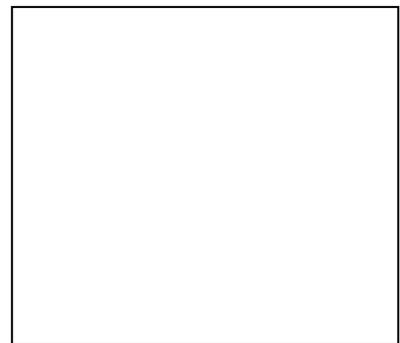
I will approve one year of Leave of Absence for the above employee to participate in the Disaster Management Policy program, if he/she is admitted to GRIPS and PWRI/ICHARM.

Name of person completing the form _____

Position/Title: _____

Signature

Date



*Please put Official Stamp or Seal on this

space.

Disaster Management Policy Program by GRIPS and PWRI/ICHARM

LETTER OF RECOMMENDATION

TO THE APPLICANT: Complete this section. Give this form to the person whom you have asked to recommend you.

Applicant's Name _____
as written in your passport

Recommender's Name _____

TO THE RECOMMENDER: Please enclose the completed recommendation in a sealed envelope and sign it across the seal. Return the signed, sealed envelope to the applicant. If you prefer, you may write a separate letter and attach it to this form. This recommendation letter will remain confidential and will be used for the applications screening procedure only.

1. How long have you known the applicant? _____ years _____ months

2. In what capacity have you known the applicant?

3. How often have you seen him/her?

daily weekly monthly rarely

4. In comparison with other students/staff in the same field whom you have known, how would you rate the applicant's overall academic or administrative ability?

- Truly Exceptional (one of the best you have known)
- Outstanding (highest 5%)
- Excellent (next highest 5%)
- Good (strong ability, but not in top 10%)
- Average (upper 50%)
- Below Average (lower 50%, but recommended)
- Not Recommended

5. Please evaluate as *excellent*, *average* or *poor*:

	<i>excellent</i>	<i>average</i>	<i>poor</i>
Academic Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for Graduate Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. (For university professors and instructors only)

Is the academic record indicative of the applicant's intellectual ability? If no, please explain.

7. Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher or educator. In describing such attributes as motivation, intellect, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills and reliability.

9. Additional comments, if any.

10. How would you evaluate the applicant's overall suitability as a candidate for admission to the Graduate Program of GRIPS and PWRI/ICHARM?

outstanding good average poor

Name of person completing this form _____

Position/title _____

Organization _____

Address _____

phone _____ fax _____ email _____

Signature

date

Disaster Management Policy Program by GRIPS and PWRI/ICHARM

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TO THE APPLICANT: Complete this section. Give this form to the person whom you have asked to recommend you.

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- Average (upper 50%)
- Below Average (lower 50%, but recommended)
- Not Recommended

5. Please evaluate as *excellent*, *average* or *poor*:

	<i>excellent</i>	<i>average</i>	<i>poor</i>
Academic Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for Graduate Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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10. How would you evaluate the applicant's overall suitability as a candidate for admission to the Graduate Program of GRIPS and PWRI/ICHARM?

outstanding good average poor

Name of person completing this form _____

Position/title _____

Organization _____

Address _____

phone _____ fax _____ email _____

Signature

date

Appendix

How to calculate your GPA

If GPA is not indicated on your transcript, take the value of the grade earned and multiply by the number of credits earned for each course. Add "total value" and divide by the "total number of credits" earned to get GPA.

Value of Letter Grades

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Example:

grade	value		# of credits		total value
A	4.0	x	3	=	12.00
B-	2.7	x	4	=	10.80
A-	3.7	x	3	=	11.10
C+	2.3	x	3	=	6.90
total			13	/	40.80
GPA				=	3.14