



2019 PhD Admissions Guidelines

Graduate School of International Relations (GSIR)

International University of Japan (IUJ)

1. Admission Policy and Screening Criteria

Mission of the PhD Program in Nurturing Human Resources

The PhD Program is dedicated to developing high-level research abilities for a wide range of contemporary international issues through rigorous academic training. It also helps students acquire a long-term vision of a rapidly changing world with diverse perspectives in global contexts. All courses are conducted in English.

Admission Policy and Screening Criteria

IUJ, in accordance with the international emphasis embodied in its founding principles, welcomes well qualified students with a variety of backgrounds from various parts of the world to join its programs.

In order to train students in pursuit of the above-stated mission, the PhD Program in GSIR will select candidates with the following qualifications along with the minimum qualifications (legal eligibility) listed in the section 2 below.

- (1) Master's level professional knowledge in Economics, Public Management or International Relations (or equivalent) required to complete high level course work in the PhD Program.
- (2) Scholastic ability and research achievements required to complete, in the standard period of 3 years, a PhD dissertation comprised of three academic papers, one of which must be accepted by a referred academic journal.
- (3) English proficiency required to conduct high level research and complete a PhD dissertation in English.

2. Minimum Qualifications for Admission (Legal Eligibility for Entering a PhD Program in the Universities in Japan)

In accordance with the Japanese Government Regulations, in order to be an eligible PhD applicant, (s)he must satisfy one of the following categories by the time of enrollment.

- (1) Those who have a Master's degree from Japanese University.
- (2) Those who have been awarded a Master's degree equivalent to (1) in a country outside of Japan.
- (3) Those who have been awarded a Master's degree equivalent to (1), while residing in Japan, through correspondence courses (distance/online learning) offered by an accredited college or a university in the foreign country.
- (4) Those who have been awarded a Master's degree equivalent to (1) by completing a program at an educational institution which has been established in Japan under the educational system of a foreign country and has been designated by the Japanese Ministry of Education, Culture, Sports, Science and Technology.
- (5) Those who have been awarded a Master's degree equivalent to (1) by completing a program at United Nations University.
- (6) *Those who have been specifically designated by the Japanese Ministry of Education, Culture, Sports, Science and Technology. (Those who have been engaged in research activities in a university or a research institute for more than 2 years after completing a Bachelor's program and been recognized by the applying Graduate School as possessing scholastic ability equivalent to or better than that of Master's degree holders.)**
- (7) *Those who have been recognized by the applying Graduate School as possessing scholastic ability equivalent to or better than that of Master's degree holders (according to separate screening based on qualifications) and a minimum age of 24.**

**You MUST contact us before submitting your admissions application if you think you fall into these categories (6) and (7) above so that IUJ can evaluate your qualifications.*

3. Number of Students and Time of Enrollment

Type of Applicants

IUJ receives applications from two groups:

Domestic Applicants (residents of Japan, regardless of nationality. "Resident" means Japanese passport holders who are living in Japan through the Admissions deadlines, or those holding a non-Japanese passport but have a Resident's Card or Alien Registration card, and with re-entry permissions into Japan on any type of visa at the time of application and through the Admissions deadlines), and

International Applicants (residents of countries other than Japan, regardless of nationality. This implies: Japanese nationals with residential permissions in a 2nd country and who are living in that country through the Application/Admissions process; or non-Japanese with no status in Japan through the Application/Admissions)

Admissions guidelines and fees are slightly different for domestic and international applicants.

Number of Students

The GSIR PhD Program will admit up to five (5) students per year.

Time of Enrollment

Fall Term 2019 (beginning in September)

4. Admissions Evaluation: Documentary Screening and Interview

Admission decisions will be based on the evaluation of the interview and application documents submitted. In some cases, depending on the result of the evaluation of the application documents, applicants may be rejected and may not be granted an interview.

For Domestic Applicants:

The interview will be scheduled after receiving your application documents submitted. Applicants will be informed of details relevant to the interview after submission of the application documents.

Interview Site

▪ International University of Japan (Campus)

777 Kokusai-cho, Minami Uonuma-shi, Niigata 949-7277 Japan

<http://www.iuj.ac.jp/about/location/>

For International Applicants:

The interview will be conducted through remote communications such as video conference. When appropriate, on-site interviews may be arranged.

Applicants will be consulted about details relevant to the interview after submission of the application documents.

5. Required Application Materials

You need to submit the items below through online application. Incomplete applications will not be considered. **Items in BOLD are required for all applicants.** Any discrepancy found in your documentation could be means for IUJ to overturn any admissions decisions either before you begin the program or thereafter.

- (1) **Online Application**
- (2) **Personal Statement**
- (3) **Research Proposal**
- (4) **Scanned College Certificates** from all undergraduate and graduate schools attended:
 - a) transcripts and b) certificates of graduation/degrees
- (5) **2 Recommendation Letters**
- (6) **English Test Score: TOEFL, IELTS or TOEIC Score Report**
- (7) **Application Fee**
- (8) Passport Copy (those already holding an internationally recognized passport – Non-Japanese *only*)
- (9) Residence Card Copy (Non-Japanese Domestic Applicants *only*)
- (10) **Scanned Master's Thesis (or equivalent)**
- (11) Scanned Academic Achievement (if any)

6. Admission Schedules

	Domestic and International Applicants		
Application Deadline (must reach IUJ by these dates)	Nov. 19, 2018 (Mon)	Feb. 19, 2019 (Tue)	Apr. 19, 2019 (Fri)
Entrance Interview	Nov. 22, 2018 (Thu) ~Dec. 5, 2018 (Wed) Schedule will be individually arranged after receiving and reviewing a complete application during the above period.	Feb. 22, 2019 (Fri) ~Mar. 1, 2019 (Fri) Schedule will be individually arranged after receiving and reviewing a complete application during the above period.	Apr. 23, 2019 (Tue) ~May 10, 2019 (Fri) Schedule will be individually arranged after receiving and reviewing a complete application during the above period.
Announcement of Admission Results	Dec. 21, 2018 (Fri)	Mar. 22, 2019 (Fri)	May 27, 2019 (Mon)
Deadline for Admission Procedures	Jan. 25, 2019 (Fri)	Apr. 19, 2019 (Fri)	Jun. 24, 2019 (Mon)

7. Explanation of Required Application Materials

(1) ONLINE Application

Register to create your application ID and Password online at <http://www.iuj.ac.jp/admission/online/>. Then, after receiving an email confirmation, return to the online site, log on and fill in all the sections including the checklist in the 1st Phase (basic and required information), and then proceed to the 2nd Phase (supplemental information). Keep your ID and Password safe as you will need it each time you log on, and your ID to communicate with the IUJ Admissions staff smoothly.

Sections include:

1st Phase:

- ✓ **Personal Data:** Your basic demographics
- ✓ **Sponsorship:** Indicate if a government or company is sponsoring you or if you are privately funded
- ✓ **Academic Background:** Information you provide in this section is of absolute importance not only for evaluation of your qualifications to enter our program but also for confirmation of your legal eligibility to apply to Japanese Graduate Schools including IUJ. You may be regarded as an ineligible applicant if you do not provide all the information required in this section.
- ✓ **Full-time work experience:** Where you worked in a professional capacity full time in chronological order beginning with your current or most recent position. Make sure to include such positions as TA and/or RA if you have (had) when you are (were) a student. Include military experience, if applicable.
- ✓ **Internship and Volunteering:** Other experiences relevant to your career development
- ✓ **English Test score**
- ✓ **Personal Statement:** Your goals for attending IUJ
- ✓ **Research Proposal:** What kind of research you plan to conduct at IUJ
- ✓ **Recommendation**
- ✓ **Application Fee**
- ✓ **Identification:** Passport copy, Residence card copy etc.

2nd Phase:

- ✓ **Scholarship:** Optional, and for those privately funded requiring financial support
- ✓ **Possible Supervisor's Name:** In the column of POSSIBLE SUPERVISOR'S NAME, list the names of faculty members from whom you want to be supervised for your PhD dissertation. Select from the list of PhD faculty members on the PhD website (http://www.iuj.ac.jp/phd1/phd/index_en.html). Contact our office via e-mail at <admgsir@iuj.ac.jp> for further details on the faculty members.
- ✓ **Scanned Master's thesis (or equivalent)**
- ✓ **Scanned Academic Achievements (if any):** Your publications and other research achievements (including papers presented at conferences etc.)
- ✓ **Questionnaire:** to help IUJ improve
- ✓ **Submit button:** to finally inform IUJ you are ready for your online information to be reviewed

Please complete each section of the online application in English as fully and accurately as possible. Please respond to all questions.

(2) Personal Statement

Write, independent from the assistance of others, your personal statement and upload it using the online application system in English, double spaced. We suggest you write it off line, and after careful checking, upload .doc, .docx or pdf file nicely formatted. Length: Between 400 and 600 words.

Write the content on the following topics:

- Motivation for coming to IUJ and enrolling in its PhD Program;
- Career plans after completing the PhD Program.

(3) Research Proposal

Write, independent from the assistance of others, your PhD research proposal and upload it using the online application system in English, double spaced. We suggest you write it off line, and after careful checking, upload .doc, .docx or pdf file nicely formatted. Length: Between approximately 2,000 and 3,000 words

Include the following points in writing your proposal.

- 1) General overview/background/introduction of the field of research
- 2) Objectives of the research, key research questions, and significance to the field
- 3) Key areas of existing research
- 4) Methodology/ framework of the research
- 5) References

It is highly recommended that applicants choose a topic about which they have developed substantial knowledge through previous study (i.e., Master's coursework) and research achievements (i.e., Master's thesis or equivalent).

(4) Scanned College Certificates

a. Official transcript of academic record, and

b. Certificate of graduation/degree

Through the online application system, submit scanned certificates and transcripts written in (or translated into) **English** from every undergraduate or graduate college/university you have attended. The transcripts need to include the names of all courses taken and grades received.

If you are currently enrolled in a graduate program, you must upload an official transcript covering courses completed by the time of application and an official letter certifying the specific date and title of the expected degree upon completion of the program.

- NOTE:
- Certificates/transcripts without the institution's stamp or signature of registrar are not acceptable.
 - If a college/university cannot issue an official English certificate/transcript, you are required to submit both the official certificate/transcript written in its original language and its English translation made by a professional translator.
 - Upon an offer of admission the official transcript and certificate must be submitted.

(5) Two Recommendation Letters

Using the online application system, input the name, title and contact information of two people you wish to have recommend you. The email address given must be to their professional email account, and not a gmail, hotmail, or yahoo (etc) account. Your recommender(s) should be 2 academic advisors or professors who can evaluate your scholastic ability. When appropriate, one of the 2 recommenders can be an immediate supervisor from your work place.

If you are not in a position to submit confidential statements from two different types of recommenders as indicated above, two statements provided by different individuals from the academic institution you have attended, or your workplace shall be acceptable. Every effort should be made to have the statements written in (or translated into) English.

(6) English Test Score : TOEFL, IELTS* or TOEIC Score Report**

An official TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) score is required of applicants who do not fall into **English Test Exemption Policy** below.

* Note: IELTS includes General Training and Academic Modules in the reading and writing sections. You should take the **Academic Modules**.

** Note: You may also submit an official TOEIC (Test of English for International Communication) score certificate. However, we strongly recommend you to take a TOEFL or IELTS test.

** *Note for the domestic special screening applicants: TOEIC IP TEST taken at their sponsoring organizations are acceptable. Please contact us for further instructions.*

The test score is valid as part of the application documents for admission if it was obtained within the two years prior to the time of application.

Please note that we accept only original score report(s) directly sent to us from ETS or the British Council (or an IELTS test center).

IUJ's institution code for TOEFL score reporting is 0712.

Please make your test appointment early enough to allow for your scores to be reported before our due date (please refer to "Score Delivery" for guidance).

Your TOEFL/IELTS/TOEIC test information must be correctly note in the appropriate section of the online application. If you are exempt from submitting a test score (see categories below), you may indicate so in that section after carefully reading our exemption policies. If you have any questions, be sure to ask the Admissions staff.

English Test Exemption Policy

Those who fall into one of the following categories or an **IUJ alumnus** are exempted from submitting an English Test score (TOEFL, IELTS or TOEIC):

Category 1: Students whose mother tongue is English and who lived and were largely educated in one of the following countries: **the U.S.A., the U.K., Canada, Australia, New Zealand, and Ireland**, where English is the national language.

Category 2: Students who have formally completed or are expected to complete an undergraduate or graduate program (in English) in one of the countries of Category 1.

Category 3: Students who have formally completed or are expected to complete an undergraduate or graduate program in an English-medium institution in one of the following countries:

Asia-Pacific: India, the Philippines, Singapore **The Americas:** Barbados, Jamaica, Trinidad and Tobago, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, **Africa:** Botswana, the Gambia, Ghana, Kenya, Liberia, Malawi, Sierra Leone, South Africa, Uganda, Zambia, Zimbabwe **Europe:** Malta

Students who fall into Category 2 and 3 must submit evidence that the medium of instruction at the undergraduate or graduate university was (are) English.

Note: We are aware there are other countries where English is one of the official languages, and that other countries' schools may be conducted in English. However, IUJ policies do not include them. All others are required to submit a TOEFL, IELTS or TOEIC as part of their application documents.

Priority will be given in the admissions process to applicants who have at least the following English scores:

TOEFL: Paper-based exam	550
Internet-based exam	80
IELTS:	6.5
TOEIC:	800
(No other English test score is accepted)	

(7) Application Fee

Domestic Applicants: 30,000 yen

International Applicants: 5,000 yen

All applicants are required to make a payment of a non-refundable application fee. There are **no exceptions**.

Payment options (The online application system will guide you to your payment options)

Domestic applicants: Bank transfer or Credit card (VISA, MASTERCARD, American Express, JCB, UC)

International applicants: Bank transfer or Flywire*

*Online platform that enables international students to make educational payments. In case Flywire is unavailable in your country, you can pay by Credit card.

<Bank Information>

Name of the Bank:	Hokuetsu Bank (Bank No. 0141)	北越銀行 (銀行番号: 0141)
Branch Name:	Yamato Branch (Branch No. 510)	大和支店 (支店番号: 510)
Account Name:	Kokusai Daigaku Kenteiryoguchi	学校法人国際大学検定料口
Savings Account No:	111130	111130 普通預金
Routing No. (SWIFT code):	HETSJPT	
Bank Address:	996 Urasa, Minamiuonuma-shi, Niigata-ken 949-7302 JAPAN	
	TEL: +81-25-777-3145	FAX: +81-25-777-4129

Notes:

- 1) Payer's name must be **APPLICANT'S NAME**.
- 2) Applicants are responsible for all the remittance charges incurred.

(8) Passport Copy (Non-Japanese *only*)

If you have an international passport, submit a copy of the pages showing your full name, nationality, date of birth, photograph, passport number and expiration date. Include any and all visas relevant to Japan. A non-notarized copy is acceptable. Please upload it to your online application.

(9) Residence Card Copy (Non-Japanese Domestic Applicants *only*)

Domestic applicants who are not Japanese nationals must submit Residence Card to prove your status and address in Japan. Please be sure to upload both sides of Residence Card to your online application.

10) Scanned Master's Thesis (or equivalent)

Through the online application system, submit scanned Master's Thesis. Please submit a tentative one if you have not completed the thesis yet. You may substitute another paper (such as a graduation research paper), which should be based on solid academic foundation, for a thesis if your master's program does not require Master's thesis. A Master's thesis is one of the important pieces for evaluating your research ability.

If the Master's thesis is written in a language other than English, please attach a summary in English of the thesis to the copies. In such case, please contact the Admissions, Office of Admissions and Career Support in advance.

11) **Scanned Academic Achievements (if any)**

Through the online application system, submit scanned your publications and other research achievements (including academic papers presented at conferences etc.).

Application for Scholarship (those requiring financial support to attend IUJ *only*)

Several scholarships may be available through IUJ for highly qualified non-sponsored students. IUJ selects scholarship candidates from the pool of successful applicants at the time of admissions decisions. Those requiring financial support fill in the required online section, in the 2nd phase of the online application process, or indicate that no scholarship is needed in that section..

For Japanese Applicants

IUJ grants S. Nakayama Memorial Scholarships or a loan program to qualified Japanese applicants. All non-sponsored applicants are eligible to apply for them. Those who would like to apply for this financial aid should fill out the "Scholarship Application for Japanese Applicants" by the deadlines, and mail it to the Admissions Office attaching a "Certificate of Income" "Gensen Choshusho", "Kakutei Shinkokusho" etc. with the other required documents.

For more details, please refer to the IUJ Scholarship Guidelines for Japanese Applicants.

For Non-Japanese Applicants

IUJ grants S. Nakayama Memorial Scholarships to qualified non-Japanese applicants. All non-sponsored applicants are eligible to apply for this scholarship.

For more details, please refer to the "**IUJ Scholarship Guidelines for Non-Japanese PhD Applicants**" on the website at <http://www.iuj.ac.jp/admis/scholarship/>

Applicants are strongly encouraged to seek alternative sources of funding on their own, as not all those admitted to IUJ programs can be supported through IUJ administered processes.

Financial planning is especially important for non-Japanese applicants in obtaining a Certificate of Eligibility (CE) needed to obtain a College Student Visa. You will be required to prove to the consular officer and the Japanese Ministry of Justice that you have sufficient funds to cover expenses for study in Japan, such as the university's tuition and fees and living expenses (housing, food, clothing, etc.).

Notes:

- Results of scholarship selection may be made available separately after the admissions evaluation results become available.
- Application for scholarships does not affect IUJ's consideration of a student's application for admissions.
- If you do not submit a scholarship application, you will not be considered for a scholarship.
- Deadlines for scholarship applications are the same as admission application deadlines. A scholarship application must be submitted along with the complete set of application materials for admission.
- There may be no chances to apply for financial aid to cover tuition after entering IUJ. Students may have an opportunity to apply for some scholarships that cover only partial living expenses after enrollment, such as offered by JASSO. The selection process is competitive.

Application Acknowledgment

As IUJ receives your **completed** online application forms, and other required application materials/test scores and the supporting documentation, IUJ will send you acknowledgment messages explaining your application status, usually by E-mail. The acknowledgement will contain the same unique application ID number you were given when you started your application online.

We ask you, too, to use your Application ID number in all correspondence you may make with IUJ to help us identify you and provide timely support.

Admissions Results

You can confirm your admission result online with your online application account on the dates of announcement of admissions results listed in the table on the previous page. For successful applicants, we will send the admission package

by express registered mail to each applicant. If you do not receive the documents from IUJ in a timely manner (appropriate to your location and express mail services) contact us. Admission decisions cannot be released by telephone or email, in principle.

Announced decisions are final. IUJ will not answer any inquiries about unsuccessful results.

Admission Procedures

A Notification of Successful Result does not constitute a guarantee of admissions. Successful applicants will be requested to inform us of their intention to enroll, and will be asked to submit some additional documents and pay the Admissions Fee. These actions are referred to as "Admission Procedures". Details of admission procedures are mailed to successful applicants along with the admissions results. Only those who complete the admission procedures will be issued an official LETTER OF ADMISSIONS. This letter, along with a Certificate of Eligibility which IUJ will help you obtain, is used to apply for your College Student Visa from the applicant's local Japanese embassy or consulate. Those who fail to complete these procedures will be considered to have declined IUJ admissions. **Deferred admission is not offered at IUJ.**

Protection of Personal Information

All personal information that IUJ obtains from applicants will be used solely for the purpose of admission screening and the student registration process in subsequent admission procedures. All application information and supporting documents provided by applicants will remain confidential and will not be released to any third party without prior permission of the applicants.

School Expenses

Admission Fee: 300,000 yen (one time at admission only)
An IUJ alumnus is exempted from the Admission Fee.

Tuition: 1,350,000 yen per year (450,000 yen per term)

Dormitory Fees (including LAN):
 39,000 yen (Single Rooms)
 53,000 yen (Married Student Apartment)

Monthly Living Expenses (rough estimates):
 5,000 yen (Utilities)
 30,000 yen (Meals)

For more information and support

Contact Address:

Admissions
 Office of Admissions and Career Support
 Graduate School of International Relations
 International University of Japan
 777 Kokusai-cho, Minami Uonuma-shi
 Niigata 949-7277 JAPAN

E-mail: admgsir@iuj.ac.jp
 (Please use your Application ID number in every email)
 Phone: 025-779-1200 (in Japan)