

Instructions to Applicants

In prior to applying officially to the program, all candidates are required to fully understand program contents as per the following details.

- **Program Outline**

SDGs Global Leader Program intends to develop high-level human resources who could contribute to diplomacy and developments issues in respective fields, while further consolidating mid and long term good relationship between Japan and the target countries. Candidates who have high potential and passion to be leaders for enhancing bilateral relationships and development cooperation between Sri Lanka and Japan will be invited to apply.

- **Allocation to Government of the Democratic Socialist Republic of Sri Lanka**

Applications from the Government of the Democratic Socialist Republic of Sri Lanka will be eligible to apply only to one year Master's program on International Public Policy Program of IUJ

- **Eligibility Criteria**

- Minimum qualifications specified in attached 2023 Admission Guideline should be fulfilled
- Current Duties: Young or Middle Government Official, prospective academics, personnel from private institutions who are expected to contribute policy formulation or its implementation for tackling sustainable developmental issues in respective fields
- Age: Less than Forty (40) years old in principle (as of 1st April 2023)
- Educational Background: Hold a Bachelor's Degree
- Language: Adequate English skills both in written and oral communication
- TOFEL iBT: 80
- IELTS: 6.5
- Others: Candidate applicants must not be receiving nor planning to receive another scholarship during the program

- **Application Documents**

- Complete JICA KCCP Application Form (enclosed)
- Personal Statement
- Research interest description
- College Certificates: Official transcript of academic record and certificate of graduation/degree
- TOFEL, IELTS or TOEIC Score Report
- Letter Attesting Academic Research experience (if applicable)

- **Application Procedure**

All application documents submitted through Line Agencies should reach JICA Sri Lanka office **31st March, 2023** through the Department of External Resources. To expedite the application procedure, once approved by relevant authorities applicants are expected to share a soft copy with JICA Sri Lanka office addressed to Officer in Charge by 20th March 2023 to Sandra.SL@jica.go.jp

In submitting nominations, applicants should follow guidelines mentioned under attached 2023 Admission Guidelines

- **Selection Process (Interview)**

In receipt of Application documents through Department of External Resources, JICA Sri Lanka Office will shortlist candidates through document screening and eligibility requirements. Shortlisted candidates will be required to attend an interview at JICA Sri Lanka Office. Date and details of the interview will be notified to shortlisted candidates in due course.

**2023 Admission Guidelines for
Special Selection for International Students**
Graduate School of International Relations (GSIR)
International University of Japan (IUJ)

1. Programs and Number of Students to be Admitted

- Two-year Master's Programs:** International Relations Program (IRP)
International Development Program (IDP)
Public Management and Policy Analysis Program (PMPP)
Japan-Global Development Program (JGDP)
- One-year Master's Program:** International Public Policy Program (IPPP)

Those who apply for admission to one of the programs in the GSIR through designated training/scholarship schemes of the Japanese government (MEXT*), foreign governments, or public institutions shall be considered under a special selection schedule. The number of the students that can be admitted will be within the enrollment capacity of 110 students.

2. Time of Enrollment

Enrollment in GSIR programs is possible only in September 2023, at the start of the fall 2023 term.

3. Minimum Qualifications for Admission

Those who meet both qualifications in the following two categories, (1) academic background and (2) sponsoring/scholarship scheme, can apply for the special selection for international students.

(1) Academic Background

Applicants must meet one of the following qualifications:

- 1) Those who hold, or are about to receive, their Bachelor's Degree from an accredited four-year college or university, and who have completed a minimum of 16 years of formal schooling.
- 2) Those who hold a Bachelor's Degree in a country where less than 16 years of formal schooling is required for completion of that degree, and who have one year or more research experience subsequent to their Bachelor's Degree at an academic institution; and who are at least 22 years of age. (An official letter attesting to the candidate's academic research experience is required as part of the application documents.)
In some cases, those who hold a Bachelor's Degree from an educational institution in a country where 15 years of formal schooling is required for completion of that degree but have no research experience may be regarded as eligible applicants based on their undergraduate performance.
- 3) Those who hold an Associate Degree (one of the higher tertiary degrees issued usually after 14 years of schooling by such educational institutions as junior colleges in the U.S.A., Japan or other countries that have compatible education systems), who are at least 22 years of age, and whose demonstrated academic ability prior to application is recognized by the GSIR as equivalent to that of an individual who holds a Bachelor's Degree.

(2) Training/Scholarship Scheme

Applicants must meet one of the following requirements and apply through their sponsoring/scholarship institution.

- 1) Those who have a scholarship from the Japanese government (MEXT)
- 2) Those who are sponsored by a foreign government
- 3) Those who are expected to receive a scholarship from a public institution during the standard period for the completion of his/her course of study.
- 4) Those who are recognized by the Graduate School as having a qualification equivalent to one of the above.

Special considerations for 1-year IPPP

In addition to holding a bachelor's degree as noted in (1) above, applicants should have professional experience in government or in the public sector for 5 years or more.

*MEXT is the short name for the Japanese Ministry of Education, Culture, Sports, Science and Technology.

4. Admissions Policy and Screening Criteria

Admissions Policy

The fundamental objectives of the Admissions Committee of the GSIR are to encourage applications which meet one of the qualifications mentioned above, as required by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT), and to admit to our graduate programs as many of the most competent students as possible within the limits of the number of places available in the School.

In order to select the most competent students from among those who apply, the committee will individually review all the applicants on the basis of several criteria listed below, through interviews and/or documentary screening. The GSIR does not use a predetermined formula for rating the content of undergraduate education, nor does it use quotas based on nationality, age, or gender.

Screening Criteria

The purpose of the GSIR screening is to find applicants who can contribute to creating a stimulating academic environment for studying important practical policy issues, especially those related to establishing peace, enhancing understanding among different cultures and nations, and improving living conditions throughout the world.

Eligible applicants who meet one of the minimum qualifications described above, will be reviewed on the basis of the following criteria:

- (1) Well-defined motivation to pursue graduate studies; clear research and/or career goals which IUJ can support
- (2) Demonstrated scholastic achievement at the undergraduate level
- (3) Aptitude and potential to become a leader who can significantly contribute to and/or manage increasingly globalizing organizations
- (4) Maturity for a demanding academic experience
- (5) Fair sense of values to be able to become a member of our multinational and multicultural IUJ community with an interest in understanding different cultures, drive to actively communicating with others, and desire to create a world-wide human network

In addition, the applicant's facility in written and spoken English is a vital point to be evaluated as all the courses at IUJ are taught in English.

5. Screening Process

We base application decisions on an evaluation of the application documents submitted. An interview will be conducted if necessary.

6. How to Apply

Applicants must send all the application materials through his/her sponsoring Japanese government (MEXT), foreign governments, or public institutions. All required items have to be received by IUJ on or before the application deadline.

Mailing Address: Admissions
Graduate School of International Relations
International University of Japan
777 Kokusai-cho, Minami Uonuma-shi, Niigata 949-7277 Japan

Notes:

- (1) Upon receipt of **complete** application, IUJ will send the applicant or his/her sponsoring Japanese government (MEXT), foreign government, or public institution an acknowledgment message explaining his/her application status.
- (2) IUJ will not return any application documents or application fees once submitted.
- (3) 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 third parties without prior permission of the applicants.

7. Application Items

Please respond to all questions and complete the application in English. However, in place of the following designated items, an applicant may use some application documents submitted to his/her sponsoring Japanese government (MEXT), foreign governments, or public intuitions according to institutional agreements. Those applicants are requested to consult with a person in charge of his/her sponsoring Japanese government (MEXT), foundation governments, or public intuitions.

- (1) Complete Application Form
- (2) Personal Statement
- (3) Research Interest description
- (4) College Certificates: Official transcript of academic record and Certificate of graduation/degree
- (5) TOEFL, IELTS, or TOEIC Score Report
- (6) Application Fee of 5,000 yen
However, in some cases, applicants may be exempt from application fees. Instruction for payment will be provided to applicants who are required to pay an application fee individually.
- (7) Letter Attesting Academic Research Experience (If applicable)

8. Application Deadline

May 31, 2023 in principle

9. Announcement of Admission Results

Admissions results will be sent by postal mail upon completion of screening.

10. Admission Procedures

Details of admission procedures are mailed to successful applicants along with the Notification of Successful Results. Only those who complete "Admission Procedures" will be issued an official 'Letter of Admission.'

11. Study Expenses

Admission fee:	300,000 yen
Annual Tuition:	
(2-year : IRP/IDP/PMPP/JGDP)	3,200,000 yen
(1-year : IPPP)	3,900,000 yen
Monthly Living expenses (rough estimate)	
Single Dormitory with Bath:	39,000 yen
Utilities:	5,000 yen
Meals in the school cafeteria:	30,000 yen
Educational Materials (rough estimates):	30,000 yen (for 2 years)

A basic telephone rate is included in the dormitory rent expense.

Notes:

- (1) Successful applicants will be requested to pay an Admission Fee by the designated due date to be stated in Guidelines for Successful Applicants. The admission fee, once paid into an IUJ's bank account, will not be refunded under any circumstances regardless of any requests from the payer.
- (2) Students may pay their tuition fee on a term-by-term basis. Tuition for the first term of the first year must be paid by the designated deadline before enrollment.
- (3) If students participate in an exchange program and/or field research which is an optional curriculum conducted in accordance with students' research plan, additional expenses are needed besides the above mentioned expenses.
- (4) IUJ has an apartment building for married students. However, only 18 units are available. Thus, some students live in off-campus apartments in the nearby area.

12. Contact Address

If you have any questions regarding admission, please contact:

Admissions
Graduate School of International Relations
International University of Japan
777 Kokusai-cho, Minami Uonuma-shi, Niigata 949-7277 Japan
Tel: +81-25-779-1200
Fax: +81-25-779-1188
E-mail: admgsir@iuj.ac.jp
URL: <https://www.iuj.ac.jp/admis/>

