

**Application Guidelines
for the
Graduate Department
of UN System Policy Studies
(Master's Program)**

April 2025 Enrollment

**Kwansei Gakuin University
Graduate School of Policy Studies
1, Gakuen Uegahara Sanda, Hyogo, 669-130, Japan
TEL: +81-79-565-7601 (outside Japan)
079-565-7601 (from Japan)**

1. Admission Policy

(Graduate Department of UN System Policy Studies)

The program aims to cultivate professionals who will play leadership roles in the global public sector, which includes the United Nations and other international organizations, thereby contributing to solving the issues faced by the international community. To that end, we welcome students who have the following qualifications:

- (1) Those who possess advanced expertise, broad knowledge, and English language skills sufficient for international society, as well as the ability to communicate in global settings.
- (2) Those who can demonstrate flexibility amid diverse cultures and differing values and have the ability and resilience to adapt to changes.
- (3) Students who are keen to comprehend international social trends and acquire complex skills in political, economic, social, and other fields for analyzing the global issues we currently face, and shedding light on those issues in a logical and critical way.

2. Entrance Examination Schedule

(For Both Recommendation-based and General Admission)

Recruitment Period	Application Period	Examination Date	Announcement of Results	Enrollment Procedure I	Enrollment Procedure II
First round	Friday, June 28 - Friday, July 5, 2024	Friday, August 2, 2024	Friday, August 9, 2024	Thursday, August 22 - Friday, August 30, 2024	Friday, March 14, 2025
Second round	Thursday, January 23 - Thursday, January 30, 2025	Saturday, February 22, 2025	Friday, February 28, 2025	Friday, February 28 - Friday, March 7, 2025	

3. Number of Students to be Admitted

Recruitment Period	Admission Type	Admission Capacity
First round	Recommendation-based	10
	General	
Second round	Recommendation-based	
	General	

- The above capacity includes entrants from other types of entrance examinations.
- Please review the course teachers of the Graduate Department of UN System Policy Studies in advance on page 10 or from the URL below.

* Kwansei Gakuin University Graduate School General Guide:

<https://www.kwansei.ac.jp/graduate/policy/unsys>

4. Eligibility Requirements

If you have questions about your eligibility, be sure to inquire with Graduate School of Policy Studies before applying.

[Recommendation-based Admission]

- <(i) Those who have completed or are expected to complete the "Global Career Program (GCaP)" at School of Policy Studies, Kwansei Gakuin University>
- <(ii) Those who have completed or are expected to complete the "UN and Foreign Affairs Studies Program" at Kwansei Gakuin University>

Those who satisfy all of the conditions (1) to (3) below can apply for the program:

- (1) Those who have graduated from a university or are expected to graduate in March 2025 (including early graduation).
- (2) Those who have completed or are expected to complete either the "Global Career Program (GCaP)" in the School of Policy Studies or the "UN and Foreign Affairs Studies Program" at Kwansei Gakuin University.
- (3) Those who only apply to the Graduate Department of UN System Policy Studies, Graduate School of Policy Studies, and can enroll in the Graduate Department if accepted.

* Before applying, you must contact a faculty member you wish to be supervised by, complete a consultation with the prospective research supervisor, and obtain approval from him/her. Please note that you may not be allowed to take the entrance examination if you apply without prior consultations.

<Those other than (i) and (ii) above>

Those who satisfy all of the conditions (1) to (3) below can apply for the program:

- (1) Those who have graduated from a university or are expected to graduate in March 2025 (including early graduation).
- (2) Those who can receive a letter of recommendation from their current graduation research supervisor (or Dean).
- (3) Those who only apply to the Graduate Department of UN System Policy Studies, Graduate School of Policy Studies, and can promise to enroll in the department if accepted.

* Before applying, you must contact a faculty member you wish to be supervised by, complete a consultation with the prospective research supervisor, and obtain approval from him/her. Please note that you may not be allowed to take the entrance examination if you apply without prior consultations.

[General Admission]

Those who satisfy any of the conditions below can apply for the program:

- (1) Those who have graduated from a university or are expected to graduate in March 2025 (including early graduation).
- (2) Those who have been awarded a bachelor's degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education or are expected to be awarded one by the end of March 2025.
- (3) Those who have been enrolled at a university for at least 3 years and are recognized by the Graduate School of Policy Studies, Kwansei Gakuin University as having earned the required number of credits for graduation with excellent academic performance.
- (4) Those who have been recognized by the Graduate School of Policy Studies, Kwansei Gakuin University as having academic ability equivalent to or higher than university graduates through an individual entrance qualification screening, and will be 22 years of age or older at the time of enrollment.
- (5) Those who have completed a specialized course at a specialized training college designated by the Minister of Education, Culture, Sports, Science and Technology, or those expected to complete by the end of March 2025.
- (6) Those who have completed 16 years of formal school education in a foreign country, or those expected to complete by the end of March 2025.
- (7) Those who have completed 15 years of formal school education in a foreign country and have been recognized by the Graduate School of Policy Studies, Kwansei Gakuin University as having earned the required number of credits with excellent academic performance.
- (8) Those who have completed 16 years of formal school education through a distance learning program provided by a foreign school, or those expected to complete by the end of March 2025.
- (9) Those who have completed a 16-year course of study at an educational institution in Japan designated by the Minister of Education, Culture, Sports, Science and Technology as offering a foreign university curriculum, or those expected to complete by the end of March 2025.
- (10) Those designated by the Minister of Education, Culture, Sports, Science and Technology.

<Individual Qualification Screening>

Those who wish to take the examination based on the qualifications stated in (3), (4), or (7) above should consult the Graduate School of Policy Studies, Kwansei Gakuin University by Monday, June 17, 2024, for the first-round application or by Friday, December 6, 2024, for the second-round application. The required application documents should be submitted by Monday, June 24, 2024, for the first-round application, or by Friday, December 13, 2024, for the second-round application.

5. Application Procedure (For Both Recommendation-based and General Admission)

[Application Period]

First round of applications: Friday, June 28 - Friday, July 5, 2024 *Must be received on time

Second round of applications: Thursday, January 23 – Thursday, January 30, 2025 *Must be received on time

*If, by any chance, you may not be able to prepare your application documents within the application period, please be sure to contact the Graduate School of Policy Studies, Kwansei Gakuin University.

[Place of Application Document Submission]

Application documents should be submitted in person or by mail to the School Administration and Admissions Section of Kobe-Sanda Campus Administrative Office, Kwansei Gakuin University (Building VIII).

(1) In-person Submission

Venue: School Administration and Admissions Section, Kobe-Sanda Campus Administrative Office of Kwansei Gakuin University (Building VIII)

Office Time: 9:00 - 11:30, 12:30 - 17:00 on weekdays

(Saturdays, Sundays, and holidays are closed)

(2) Submission by Mail

Registered mail or a Letter Pack, etc., should be used and the application documents should arrive at the office during the application period. On the envelope, write "Application Documents for Graduate School of Policy Studies Admission" in red.

<Address for Mail Delivery>

School Administration and Admissions Section (Graduate School of Policy Studies)

Kobe-Sanda Campus, Kwansei Gakuin University

Kwansei Gakuin University

1 Gakuen Uegahara, Sanda, Hyogo 669-1330, Japan

6. Payment of Application Fee

[Admission-based Recommendation]

Graduates and prospective graduates of Kwansei Gakuin University: 25,000 yen

Other than the above: 35,000 yen

[General Admission]

35,000 yen

Required information should be entered on the Application Form [(A) - (E)] without detaching the forms, and the payment should be completed at the teller's window of a financial institution (not at a post office or Japan Post Bank).

[Payment in Japan]

Payment at the teller's window of a financial institution (not at a post office or Japan Post Bank)

- Please pay via wire transfer.
- Payment via automatic teller machines (ATMs) or internet banking will not be accepted.
- Transfers from the main/branch financial institution listed on the Application Form (A) can be done free of charge.
- The receipt stamp from the financial institution on the date of payment will serve as Kwansei Gakuin's receipt (stamp valid until the payment deadline date).
- Payment processing procedures and the transfer date may differ by financial institution. If you pay close to the deadline, confirm with the financial institution that the payment will arrive on time.
- After payment, confirm that Application Forms (B) and (C) have the financial institution's receipt stamp. Form (B) serves as a receipt of payment, and should be stored in a safe place.

[Payment from outside of Japan]

Please check the payment method from the URL or QR code below.

Note that certain payment methods may take some time to process, so paying early is recommended.

URL: https://www.kwansei.ac.jp/about/fees/graduate_abload



7. Application Documents

Document Type	Notes
(1) Application Form	<p>Fill out the Forms [(A) - (E)] designated by Kwansei Gakuin University, pay the entrance examination fee, and submit Forms (C) - (E) yourself.</p> <ul style="list-style-type: none">For the "Name of Preferred Research Supervisor after Enrollment" field on Form (C), select a faculty member from the "List of Research Supervisors" on Page 10 and enter the name. Note that only the first choice can be entered. <p><u>*Before entering a prospective research supervisor's name on the form, you must contact them via the administrative office (by email messages or other means) to confirm in advance if your research topic and interests are related to the specialty of your prospective research supervisor, and if you can receive research guidance from the faculty member after enrollment. The contact information can be found on Page 10 of the Application Guidelines.</u></p> <ul style="list-style-type: none">Attach an applicant photo to Form (E). The photo should include your face, neck, and shoulders only, without wearing a hat, should be 4 cm (height) × 3 cm (width) in size, and should be taken within 3 months before application. The applicant's name should be written on the back side of the photo.
(2) Transcript of Academic Record	The transcript should have been officially issued by your undergraduate university and sealed.
(3) Certificate of (Expected) Graduation	The certificate should be officially issued by your undergraduate university and sealed. The certificate does not need to be submitted when the transcript of the academic record states that you have graduated or are expected to graduate, and the expected date of graduation is stated. Those who received a degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education should submit their degree certificate.
(4) Statement of Purpose	Complete the statement of purpose in English on the designated form yourself.
(5) Copy of Language Test Score/ Transcript	Submit a copy of your score report/transcript of the TOEFL iBT®TEST, TOEFL ITP®TEST, IELTS, or TOEIC®TEST. Only scores within the validity period set by each private testing organization shall be accepted.
(6) Letter of Recommendation <u>*Only for Recommendation-based Admission</u>	<p>Using the designated form, submit a sealed letter of recommendation that was, in principle, written by your undergraduate research supervisor. When the letter of recommendation is written in a language other than Japanese or English, attach a Japanese or English translation which has been certified by an official institution, language school, your alma mater, or other institution.</p> <p><u>*The person writing your recommendation should be a research supervisor, teacher in charge, or course teacher at the school or graduate school you most recently graduated from, or are expected to graduate from.</u></p> <p><u>*If it is difficult for you to obtain a letter of recommendation, submit a document explaining why.</u></p>

8. Important Points When Submitting Your Application

(For Both Recommendation-based and General Admission)

- (1) If any of the information provided in the application documents is factually inaccurate, or if any falsifications are discovered, you will become ineligible to take the entrance exam and enroll for that academic year.
- (2) Once the entrance examination fee and application documents have been submitted, they will not be returned under any circumstances.
- (3) If there are any questions about the application process, contact the Graduate School of Policy Studies.
- (4) Applicants with disabilities who require special attention for taking the entrance examination and studying after enrollment must notify the Graduate School of Policy Studies.
- (5) A medical examination will be conducted after enrollment, so applicants do not need to submit a medical certificate at the time of application or enrollment.
- (6) We will ask you to submit an official application pertaining to your research supervisor after the enrollment. Each faculty member can supervise a limited number of students, and the faculty member you would like to supervise you may be unable to do so for reasons such as retirement or research leave. Therefore, be sure to inquire with the Graduate School of Policy Studies.

9. Issuance of Examination Admission Card

(For Both Recommendation-based and General Admission)

After the application period, the examination admission card will be mailed to your registered address so that it arrives no later than three days before the examination date. If the examination admission card has not arrived three days before the examination date, contact the Graduate School of Policy Studies.

10. Date, Time, and Venue of Examination, and Screening Method

[Admission-based Recommendation]

Recruitment Period	Date and Time of Examination	Venue	Screening Method
First round	Friday, August 2, 2024 *Meeting and starting times will be stated on the examination admission card.	Classrooms at the Kobe-Sanda Campus (Posted on the day of the examination)	Document screening
			Interview (45 - 60 min.)
Second round	Saturday, February 22, 2025 *Meeting and starting times will be stated on the examination admission card.		Document screening
			Interview (45 - 60 min.)

[General Admission]

Recruitment Period	Date and Time of Examination	Venue	Screening Method
First round	Friday, August 2, 2024 *Meeting and starting times will be stated on the examination admission card.	Classrooms at the Kobe-Sanda Campus (Posted on the day of examination)	Document screening
			Interview (45 - 60 min.)
Second round	Saturday, February 22, 2025 *Meeting and starting times will be stated on the examination admission card.		Document screening
			Interview (45 - 60 min.)

- Interviews shall be conducted in person in principle
Notwithstanding the above, for applicants residing outside of Japan, an online interview may be considered on a case-by-case basis depending on the situation. Be sure to consult the Graduate School of Policy Studies about this.

11. Important Points When Taking the Examination

(For Both Recommendation-based and General Admission)

- Carry your examination admission card with you. If you lose or forget the card, inform the Graduate School of Policy Studies.
- You should enter the examination room and be seated at least 20 minutes before the start of the examination.
- If you are more than 30 minutes late after the start of the examination, you will not be allowed to take the examination.
- Those who are found to be cheating will be disqualified from all the entrance examinations for the year in question.
- Use of communication devices such as cell phones, smartphones, wristwatch-type devices, and digital watches with translation functions is prohibited.

12. Announcement of Examination Results

(For Both Recommendation-based and General Admission)

First round: 9:00 a.m. on Friday, August 9, 2024

Second round: 9:00 a.m. on Friday, February 28, 2025

- Acceptance/rejection notifications will be posted in front of the office in Building VIII (8) at the Kobe-Sanda Campus and mailed by express mail to the names and addresses indicated on applicants' application forms.
- Inquiries concerning entrance examination results through phone or email will not be accepted.

13. Enrollment Procedures (For Both Recommendation-based and General Admission)

Successful applicants should complete the enrollment procedures (I and II) within the specified period.

(1) Enrollment Procedure I <Payment of Enrollment Fee>

Please use the designated form and pay the Enrollment Fee at a financial institution (not at a post office/Japan Post Bank) within the following period.

< First round (Announced on Friday, August 9, 2024)>
Thursday, August 22 - Friday, August 30, 2024

<Second round (Announced on Friday, February 28, 2025)>
Friday, February 28 - Friday, March 7, 2025

Payment at a financial institution (not at a post office/Japan Post Bank)

Please complete the payment by wire transfer at the teller's window of a financial institution (not at a post office/Japan Post Bank). If you transfer from the head/branch office of the financial institution listed on the remittance request form, no handling fees are required. The financial institution's teller stamp will serve as proof of payment receipt from Kwansei Gakuin University. The teller stamp is valid through the payment deadline date. Please note that the handling of teller stamp dates may vary across financial institutions, so if you are paying close to the deadline, please confirm with the financial institution in advance that the payment procedure will be completed by the deadline. Payments via ATM or internet banking will not be accepted.

(2) Enrollment Procedure II <Payment of tuition and other fees, and submission of documents>

The procedures (i) and (ii) below should be completed within the specified time frame.

(i) Payment of Tuition and Other Fees

Similar to the aforementioned "(1) Enrollment Procedure I," complete the payment at the teller's window of a financial institution (not at a post office/Japan Post Bank). The payment method is the same as for "(1) Enrollment Procedure I" above. The payment period is as follows:

Friday, February 28 - Friday, March 14, 2025

Wire transfer at a financial institution

(Not at a post office/Japan Post Bank)

(ii) Submission of Enrollment Documents

Submit the following documents to the Graduate School of Policy Studies by 15:00 on Friday, March 14, 2025. If sent by mail, the documents should arrive within the designated submission period.

- a. "Certificate of items entered in the certificate of residence" (issued by a municipal office, certifying name, address, date of birth, and gender of the person enrolling. A copy of your certificate of residence is also acceptable. Foreign nationals should submit a certificate which includes nationality, residence status, and residence period limit in addition to the above.)
 - *For international students residing outside Japan, a passport copy
 - *If the municipality does not have a designated form, the required information should be entered on the enclosed "Request for Certification" in the enrollment procedure guideline documents, and certification should be obtained from the municipal office.
- b. "Student ID Photo Submission Sheet" (form designated by Kwansei Gakuin)
- c. "Report of Financial Supporter" (form designated by Kwansei Gakuin)
 - *For international students only
- d. Other documents (submission documents listed in the "Enrollment Procedure Guidelines")

(3) Entrance Ceremony

Tuesday, April 1, 2025 (planned)

*For details, please refer to the enrollment guide to be sent in early March 2025.

(Notes)

1. Those who fail to complete the enrollment procedures I and II within the specified periods will be regarded as having no intention of entering the Graduate School of Policy Studies, resulting in the withdrawal of the offer of acceptance.
2. The paid enrollment fee and associated charges are non-refundable.
3. The admission application fee (equal to the admission fee) paid during the Enrollment Procedure I period will be treated as the admission fee when paying tuition and other fees.
4. The submitted documents will not be returned.
5. The office hours for the Graduate School of Policy Studies are as follows:
Office Hours: Weekday: 9:00 - 11:30, 12:30 - 15:00
Closed on Saturdays, Sundays, and holidays

14. List of Course Teachers

The following is the list of research supervisors for the academic year 2025 (planned). For more details, please inquire with the Graduate School of Policy Studies.

Name (Alphabetic order)		Keywords of Research Fields
Professor	INOUE Ichiro	Chinese Politics and Foreign Policy, International Relations in East Asia
Professor	JITSU Tetsuya	American Policy Studies, Policy Formulation Process, Media Theory
Professor	KONISHI Naomi	International Human Resource Management Theory, Diversity Management, SDGs Management, Career Development Theory, Education and Youth Employment
Professor	MIWA Atsuko	Gender Studies, Human Rights-Based Approach to Development, International Human Rights Standards
Professor	MURATA Shun-ichi	Development Assistance Policies, SDGs, ODA, Developing Countries, Conflicts, Project Design
Professor	NISHINO Keiko	International Relations, International Cooperation, Evaluation Studies, Business and Development
Professor	SHIMIZU Yasuko	International Protection of Refugees, International Human Rights and Humanitarian Assistance, Peacebuilding

<<Inquiries/Contact Information>>

School Administration and Admissions Section (Graduate School of Policy Studies)

Kobe-Sanda Campus Administrative Office, Kwansei Gakuin University

■Address: 1 Gakuen Uegahara, Sanda, Hyogo 669-1330, Japan

■TEL: +81-79-565-7601 (outside Japan), 079-565-7601 (from Japan)

■Office Hours: 9:00 - 11:30, 12:30 - 17:00 (Regular schedule)

9:00 - 11:30 12:30 - 16:00 (August 1 - September 1)

*The office is closed on Saturdays, Sundays, and holidays.

■Email address: ksc-admission@kwansei.ac.jp