

# Application for April 2024 Admission

## Master's Course

### Osaka School of International Public Policy (OSIPP)

#### Guidelines for Applicants

\*This Guideline for Applicants is a translation from the original and shall not be regarded as official documentation. The English text has been provided merely as a reference. Please note that any official rules are based solely on the Japanese text.

#### Admission Policy

In order to achieve personnel development defined in its education objectives, Osaka University accepts individuals who, in the course at undergraduate school or master's degree course at graduate schools, acquired basic academic skills, expertise, an attitude of voluntarily learning, and are eager to find and explore problems. In order to select such students properly, graduate schools select students through a variety of screening methods.

In order to nurture personnel who meet its educational objectives, OSIPP carefully selects persons with the following qualities, in accordance with Osaka University's Admission Policy.

- Individuals interested in public policy issues such as peace and security, environmental issues, economic development, and the protection of human rights
- Individuals aspiring to unravel and clarify such issues from a variety of perspectives
- Individuals wishing to actively discuss with others, making use of their knowledge and points of view
- Individuals wishing to take initiative in solving public policy issues
- Individuals who are interested in languages, especially English, who wish to improve their proficiency and actively share their ideas with the world

In order to select such individuals for entry into its master course, OSIPP requires applicants to take an examination to measure English proficiency, and conducts an oral examination based on a submitted research proposal. For entry into the doctor course, applicants must also submit a master's thesis or other equivalent document.

- Regarding English proficiency, applicants are required to have achieved a certain level in reputable tests, such as TOEFL, TOEIC, and IELTS.
- The research proposal must contain a logical and persuasive explanation regarding the topic the applicant plans to conduct research on after admission, as well as their awareness of the issues associated with the topic, and intended methodology.
- The oral examination tests the applicant's ability in terms of what is contained in their research proposal, as well as their communication skills in persuasively conveying their assertions and accurately answering questions from the examiners.
- The Master's thesis (or equivalent document) is assessed by faculty members based on their professional perspectives.

### 【Tuition Fee Exemption for International Honors Students】

Osaka University has a tuition fee exemption system (Tuition Fee Exemption for International Honors Students) for privately-funded international students who are of excellent academic standing in the graduate school entrance examinations. The aim of this system is to further strengthen research capabilities and promote the acceptance of international students. This entrance examination is subject to the Tuition Fee Exemption for International Honors Students. Successful applicants for this program/course qualify for the tuition fee exemption under this system.

1. Eligible Persons : Students who fall under all of the following:
  - (i) Those whose status of residence is "Student"
  - (ii) Those who are not receiving financial aid for tuition fees, such as Japanese Government Scholarship Students (MEXT students) or foreign government-sponsored students, etc.
  - (iii) Those who are not receiving financial aid equivalent to the amount of tuition fees to cover such fees from scholarship foundations, etc.
2. Exemption Detail: Full tuition exemption
3. How to be notified of exemption decision: The number of students who are eligible for exemption will be determined based on the results of the entrance examination. After screened by OSIPP, successful candidates will be notified individually. (Notification will not be made to anyone other than those eligible for the exemption.)

### I Number to Be Admitted in Each Department (Major Area)

Department (Major area)	Number to be admitted	Additional information
International Public Policy	Fall and Winter Admission total: 19	The number includes employed applicants (non-students) and international students.
Comparative Public Policy	Fall and Winter Admission total: 16	

1. Applicants are to select the department they wish to apply for from the two majors listed above. Please determine which academic member you wish to have as your supervisor by referring to the research topics listed in the "教員スタッフ (Academic Staff)", and select the department which the first-choice academic member belongs. For the second-choice faculty member, you may select an academic member who belongs to a different department.
2. Entrance examinations are held twice per year for fall and winter admission, however, the number of applicants to be admitted per term is not specified.  
Applicants may apply for both fall and winter admission.

### II Schedule for Entrance Examinations \*Times are JST.

	For Fall Admission	For Winter Admission	Target group
Deadline for the Qualifying Review	Friday, 16 June 2023 (Must arrive by 5:00 p.m. )	Friday, 17 November 2023 (Must arrive by 5:00 p.m. )	Applicants who meet the eligibility requirements (1) through (5) are not required to undergo the Qualifying Review. Only those who intend to apply for one of the application qualifications (9)–(12).
Announcement of results	Friday, 23 June 2023	Monday, 27 November 2023	
Examinaion Fee payment period	Tuesday, 13 June 2023~ Tuesday, 4 July 2023, 4:30 p.m.	Tuesday, 14 November 2023~ Tuesday, 5 December 2023, 4:30 p.m.	All Applicants (Not required for MEXT Scholarship students, internal students, etc.)
Application Documents Postmarked by	From overseas: Wednesday, 21 June 2023 From Japan Domestic: Friday, 30 June 2023	From overseas: Wednesday, 22 November 2023 From Japan Domestic: Friday, 1 December 2023	Submitting application materials by mail (See application guidelines “VI Application Procedures and Important Information for details

	For Fall Admission	For Winter Admission	Target group	
<b>Application period</b>	<b>Friday, 30 June 2023~Tuesday, 4 July 2023</b> <b>9:00 a.m. ~ 4:30 p.m.</b> *Excludes 11:30 a.m. - 12:30 p.m. and Saturdays and Sundays  <b>※If mailed, must arrive by the last day of the period.</b>	<b>Friday, 1 December 2023~Tuesday, 5 December 2023</b> <b>9:00 a.m. ~ 4:30 p.m.</b> *Excludes 11:30 a.m. - 12:30 p.m. and Saturdays and Sundays  <b>※If mailed, must arrive by the last day of the period.</b>	<b>All Applicants</b>	
First Screening Announcement	1:00 p.m. Wednesday, 9 August 2023	1:00 p.m. Wednesday, 17 January 2024	All Applicants	
Applicants who pass the first screening will be subject to the second screening.	<b>Connectivity Test</b>	<b>Tuesday, 22 August 2023 (all day)</b>	<b>Tuesday, 30 January 2024 (all day)</b>	<b>All Applicants</b> (However, no connection test is required for those who come to OSIPP.)
	<b>Oral Examinations</b>	<b>Sunday, 27 August 2023 (all day)</b>	<b>Saturday, 3 February 2024 (all day)</b>	<b>All Applicants</b>
	Additional supplementary dates	10:00 a.m. ~ Monday, 28 August 2023	10:00 a.m. ~ Monday, 5 February 2024	Applicants who experienced connection problems on the day of the Oral examination.
	Additional supplementary dates	10:00 a.m. ~ Tuesday, 29 August 2023	10:00 a.m. ~ Tuesday, 6 February 2024	Applicants who were unable to take the oral examination due to connection problems on the day of the additional supplementary dates
	Additional supplementary dates	10:00 a.m. ~ Wednesday, 30 August 2023	10:00 a.m. ~ Wednesday, 7 February 2024	Applicants who were unable to take the oral examination due to connection problems on the preliminary day of the additional supplementary dates on the previous day.
	<b>Announcement of Successful Applicants</b>	<b>1:00 p.m. ~ Friday, 8 September 2023</b>	<b>1:00 p.m. ~ Friday, 16 February 2024</b>	<b>All Applicants</b>
The request period of the Individual Results	Monday, 28 August 2023~ Saturday, 30 September 2023	Sunday, 4 February 2024~ Friday, 1 March 2024	If you wish	
Announcement of the Individual Results	Late October 2023	Late March 2024		
<b>Enrollment Procedure period</b>	<b>Monday, 4 March 2024~Wednesday, 6 March 2024</b> <b>9:00 a.m. ~ 4:30 p.m.</b> <b>(Must arrive by 4:30 p.m. )</b> *Excludes 11:30 a.m. - 12:30 p.m. <b>※If mailed, must arrive by the last day of the period.</b>		<b>All Applicants</b>	

### III Application Criteria

Those who fulfil one of the following criteria may submit an application:

- (1) Those who have graduated from a university or vocational university in Japan, as well as those who will graduate by 31 March 2024.
- (2) Those who have been awarded (or expect to be awarded by 31 March 2024) a bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education.
- (3) Those who have completed sixteen years of formal education overseas, or who will do so by 31 March 2024.
- (4) Those who have completed sixteen years of formal education overseas through an online study program while in Japan, or who will do so by 31 March 2024.
- (5) Assuming that courses (limited to those completed over a sixteen-year period of formal education overseas) from foreign universities (including those equivalent to vocational schools; the same applies below) are conducted in Japan, those who have completed the appropriate courses separately specified by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) at an educational institution of the formal education system of a foreign country, or who will do so by 31 March 2024.
- (6) Those who have been awarded the equivalent of a bachelor's degree by completing courses\*<sup>1</sup> after 3 or more years at a foreign university or other foreign school\*<sup>2</sup> as well as those who will be awarded one by 31 March 2024.  
\*<sup>1</sup> including the aforementioned courses completed in Japan via an online study program conducted by the aforementioned foreign school, as well as courses that have been completed at an educational institution of the formal education system in the aforementioned foreign country  
\*<sup>2</sup> in regard to the comprehensive circumstances surrounding educational research activities, this is limited to schools that have been evaluated by the aforementioned foreign government or by someone who has received a certification by a related agency, or to schools separately specified by MEXT.
- (7) Those who have completed an advanced course (limited to courses that satisfy criteria determined by MEXT that have been completed after 4 or more years of study) at a vocational school on or after the day determined by MEXT, as well as those who will have done so by 31 March 2024.
- (8) Those specified by MEXT (Ministry of Education Notification No. 5 dated 7 February 1953), as well as those who will have done so by 31 March 2024.
- (9) According to Paragraph 2, Article 102 of the School Education Law, those entering a graduate school must possess high academic abilities enough to study at a graduate level.
- (10) Those who have been enrolled at a university or a professional university for more than three years (by March 31, 2024) and recognized as individuals who have obtained the required credits with outstanding academic results. (including those who have been recognized by the Osaka School of International Public Policy as having abilities and talents equivalent or higher, based on the acquired credits and the results of examinations conducted to judge whether they possess the basic knowledge of law required by the Law School).
- (11) Those who have completed or expect to complete by March 31, 2024, 15 years of formal study in a foreign country. Those who have completed or expect to complete by March 31, 2024, correspondence courses in Japan that are administered by a foreign educational institution and have thereby completed 15 years of formal study in a foreign country. Those who have graduated or expect to graduate by March 31, 2024, from an educational institution in a foreign country (and have completed a total of 15 years of education). The foreign educational institution should be one designated as being equivalent to a foreign university by the Ministry of MEXT (the Ministry of Education, Culture, Sports, Sciences and Technology of the Japanese Government).
- (12) Those determined to have an equal or higher level of education by graduating from a university or vocational school by means of a separate admissions qualification exam in regard to this graduate course, and who will be at least 22 years old by 31 March 2024.

#### 【Notes.】

The eligibility of applicants who are currently enrolled in or have completed graduate school should be based on the following points.

- (1) Graduated from a university or a professional university in Japan ⇒ "Application Qualification (1)".
- (2) Graduated from a foreign university (including a foreign university equivalent to a professional university) (16 years of school education) ⇒ "Qualification (3)".

#### Qualifying Review

Applicants who meet the eligibility requirements (1) through (8) are not required to undergo the Qualifying Review. A qualifying review will be administered for applicants who intend to apply based on application criteria (9) to (12).

The qualifying review will be based on the screening of application materials.

Those who pass the qualifying review can apply for the Master's course entrance examination. Results of the qualifying review will be notified to applicants individually.

## Qualifying Review Necessary Documents \*Times are JST.

Application deadline for qualifying review		For Fall Admission: By 5:00 p.m. Friday, 16 June 2023	For Winter Admission: By 5:00 p.m. Friday, 17 November 2023
Documents required for an application for qualifying review*1	Application materials based on criteria (9) (10) (11)	(a) Application for qualifying review (use the form provided) (b) Curriculum vitae (use the form provided) (c) Student registration certificate (*2) (d) Academic transcripts from the last school attended (e) Recommendation letter from a research supervisor	
	Application materials based on criterion (12)	(a) Application for qualifying review (use the form provided) (b) Curriculum vitae (use the form provided) (c) Student registration certificate (d) Certificate of the degree awarded (if applicable) (e) Certificate of completion from the last school attended (f) Academic transcripts of the last school attended (g) Recommendation letter from a research supervisor	
Announcement of results		Friday, 23 June 2023	Monday, 27 November 2023

(\*1) Of the documents required for an application for a qualifying review, all certificates must be the original copy (photocopies are not permitted).

Student Registration Certificates are required for current students only.

A recommendation letter from a research supervisor is optional.

If application materials are in a language other than English, a Japanese translation by the applicant must be attached.

The Osaka School of International Public Policy (hereafter referred to as OSIPP) may request a translation certified by a government or public organization.

(\*2) Those applying based on criterion (9) who have completed graduate school should submit a certificate of completion. A certificate of voluntary withdrawal should be submitted in the case of voluntary withdrawal.

(\*3) Use a black ballpoint pen to fill out application forms and documents (erasable and pencils are not permitted)

### Applicant Categories

Applicants will be divided into the following three categories:

1. Non-students  
Those who have had at least two years of work experience with a government agency or company at the time of application.
2. International students  
Those who fall under the following:
  - (1) Those who do not have Japanese citizenship or permanent residence status
  - (2) Those who have Japanese citizenship who received at least nine years of education other than the Japanese system between junior high school and university
3. General admission  
Those who do not fall under category 1 or 2

### IV Selection Process

The selection process will be conducted in two stages: the first screening (screening of application materials and an external English proficiency examination) and second screening (oral examination).

If the number of applicants does not reach a certain number, the first screening will not be conducted, and all applicants will be subject to the second screening. In this case, the screening of application materials and external English proficiency examination will be included in the second screening. If the first screening will not be conducted, applicants will be notified when examination admission cards are sent out.

#### First Screening

1. The first screening will be based on the screening of application materials and the external English proficiency examination.

(1) Screening of application materials

Application materials, including the research proposal, will be screened collectively.

(2) External English proficiency score from at least one or more of the following 3 examinations

**The examination date shown on the certificate must be within five years from the time of application to be valid.**

- (a) Test of English as a Foreign Language (TOEFL)
  - TOEFL iBT® Home Edition is permitted. TOEFL-ITP is NOT permitted.
  - The TOEFL iBT® Home Edition requires equipment such as a camera and microphone in addition to a computer. Be sure to check the TOEFL website below to prepare for the examination.  
[https://www.toefl-ibt.jp/test\\_takers/at-home.html](https://www.toefl-ibt.jp/test_takers/at-home.html)
- (b) The Listening & Reading Test portion of the Test of English for International Communication (TOEIC)
  - TOEIC-IP and TOEIC Bridge Test are **NOT** permitted.
- (c) International English Language Testing System (IELTS) Academic
  - IELTS General Training is **NOT** permitted.
  - There are two methods to take IELTS Academic: with pencil and paper or on a computer. Both methods are permitted.

## Second Screening

1. The second screening will be based on oral examination.

Applicants who pass the first screening will be subject to the second screening.

### Oral examination

The oral examination will focus on the applicant's research plans based on the research proposal.

2. Oral examination dates

Applicants should clear their schedules for the entire day on the following dates.

Applicants who pass the first screening will be notified of their examination time on Zoom by email.

**\*Times are JST.**

	Fall Admission	Winter Admission
Connectivity Test	Tuesday, 22 August 2023	Tuesday, 30 January 2024
	We ask that all applicants participate in the Connectivity Test. Applicants are to connect to Zoom from the location they plan on taking the oral examination.	
Oral examination dates	Sunday, 27 August 2023	Saturday, 3 February 2024
	Applicants who are unable to take the oral examination due to connection problems on the day of the entrance examination will be allowed to take a follow-up examination. In case of connection trouble, please keep the supplementary examination and the supplementary examination reserve date listed in the application guideline "II Schedule for Entrance Examination" open all day.	

3. Preparation needed for the online oral examination

To take the oral examination online, applicants must be able to converse with the oral examination interviewer using video and audio without any connectivity issues. The video and audio must be clear with little to no lag or disruption for both the applicant and the oral examination interviewer. Before the Connectivity Test date, be sure to install Zoom on the device to be used during the oral examination. Refer to the Zoom System Requirements and be sure to have an Internet connection and any equipment necessary. Avoid 3G connections and use 4G/LTE as much as possible. Be sure to meet the recommended standards in the Processor and RAM Requirements section.

4. Coming to OSIPP and taking the online examination at OSIPP

If you do not have the necessary Internet connection to take the online examination, you may come to OSIPP to take the online examination (no connection test is required for those who come to OSIPP).

In addition, applicants within Japan who have a poor connection on the Connectivity Test or the oral examination may be asked to come and take the oral examination online at OSIPP.

Applicants who come to OSIPP are not required to take the test in person, but are required to take the online test in a classroom at OSIPP using a PC provided by OSIPP.

In principle, applicants taking the oral examination from overseas will connect from the location they are in.

#### 5. Misconduct relating to the oral examination

The applicant's identity will be verified at the beginning of the oral examination. The oral examination will be recorded by OSIPP. If any misconduct is identified, the acceptance will be withdrawn and severe disciplinary action will be taken even if the applicant is admitted, such as discontinuing admission. Do not commit misconduct.

Misconduct includes the following acts: the applicant or a person instructed by the applicant recording the audio or taking a video of the oral examination content in any way; verbally leaking information on the oral examination during the examination period including the supplementary dates and additional dates; cheating during the oral examination using electronic devices such as a computer or smartphone, documents, notes, or paper; and acts that cause suspicion of cheating (in principle, looking at the research proposal is not permitted unless the applicant has permission from the interviewer). If any misconduct is identified, the acceptance will be withdrawn and severe disciplinary action will be taken even if the applicant is admitted, such as discontinuing admission. Do not commit misconduct.

## V Application Materials

### 1. Application form and curriculum vitae (use the form provided)

Applicants should list a phone number and email address where they can be reached at any time in case there are connectivity issues during the online examination.

Include a 5.5 cm (H) x 4.5 cm (W) photo of the applicant's upper body without hats, taken within the last three months, on the space provided on the application form.

### 2. Academic transcripts of a university or specialist college, and certificate of completion (or expected completion)

In the case of graduation from overseas universities (including specialist colleges or equivalent institutions), also submit a certificate of the degree awarded.

- (1) The documents must be originals or certified originals written in Japanese or English. Photocopies are not permitted.
- (2) If application materials are in a language other than English, a Japanese translation by the applicant must be attached. OSIPP may request a translation certified by a government or public organization.
- (3) If the applicant has graduated/completed or expects to graduate from/complete multiple universities/graduate schools, provide a certificate of completion (or expected completion) or academic transcript from each. This includes the following:
  - Completion (or expected completion) from multiple universities due to double degree programs and joint degree programs.
  - Transferring to a university from another academic institution.
  - In the case of voluntary withdrawal from a university or graduate school, submit the academic transcripts for the time enrolled. If academic transcripts cannot be obtained, submit a certificate of voluntary withdrawal.
- (4) International students may be asked for proof of Japanese proficiency.

### 3. English proficiency score of at least one of the following examinations: TOEFL, TOEIC, or IELTS (scores of two or more examinations may be submitted)

The examination date shown on the certificate must be within five years from the time of application to be valid.

The types of scores to be submitted and the method of submission are as follows.

	Types of Scores Accepted	How to apply (Submit by one of the following methods)
TOEFL	"Institutional Score Report" "Test Taker Score Report" "Examinee Score Report"	The applicants request ETS to send directly to OSIPP <sup>※1</sup> (the PDF will be delivered to OSIPP within approximately 2 weeks). The applicants should request ETS to send the original paper directly to OSIPP whenever possible, as it may take a long time for the original paper to be delivered to the candidate by mail. The applicants should complete the procedure for mailing the paper to himself/herself and submit the original paper mailed from ETS to OSIPP <sup>※2</sup>
TOEIC	"Official Score Certificate"	Submit the original paper mailed by ETS to OSIPP. <sup>※2</sup> In the case of taking the examination after April 2023, the digital certificate (the one with the QR code) <sup>※3</sup> sent to the examinee from ETS must be printed by the applicants and submitted to OSIPP (OSIPP will check the QR code against the digital certificate).
IELTS	"Test Report Form"	The applicants should complete the procedure of mailing the paper to himself/herself and submit the original paper mailed by IELTS to OSIPP. <sup>※2</sup> The applicants requests IELTS to send the paper directly to OSIPP <sup>※1</sup> (the paper will be delivered to OSIPP).
※1	Addressee code, etc. : TOEFL・・・DI Code:7803、Department code:99、 IELTS・・・To Osaka University, OSIPP	
※2	The original documents submitted by applicants will be returned with the examination voucher when it is sent. For applicants residing overseas, the original score will be returned after the announcement of successful applicants in the second screening. (Please note that as a rule, scores sent directly from the test administration organization will not be returned.)	
※3	Since the basic rule is to submit the original paper version, PDFs printed by the applicants themselves will not be accepted in principle. However, only for TOEIC, printed submission of digital certificates is acceptable because OSIPP can verify the contents by reading the QR code on the score.	

#### 4. Research proposal

Submit **7** copies (photocopies are permitted, include your name and research title in all copies) of the research proposal. The original copy should have a cover page using the prescribed format of OSIPP.

- The research proposal should be in Japanese or English.
- Prepare the research proposal on A4-sized paper (approximately 30 horizontal lines) using word processing software such as Microsoft Word. The content should be approximately 5,000 Japanese characters or 1,600 English words, and under 6 pages (strictly required) excluding the cover page and including work cited and footnotes.
- The content should be related to future research plans (your research objectives and content, etc.).

※Please note that the research proposal will not be returned.

#### 5. Examination admission card

#### 6. Examination fee: 30,000 yen

Please pay the examination fee using the Examination Fee Payment System (the applicant is responsible for the system fee). After the payment is completed, the receipt of the examination fee payment (PDF) should be downloaded, printed on A4 size paper, and submitted with the application materials.

【URL\*】 <http://www.osipp.osaka-u.ac.jp/ja/procedures-to-pay-examination-fee/>

\*The explanation with illustrations at the beginning is in Japanese only, but below that, the procedure is explained in text in Japanese and English.

- Japanese Government (*Monbukagakusho*: MEXT) Scholarship recipients (hereafter referred to as MEXT Scholarship recipients) are exempt from the examination fee.



If for some reason the applicant is unable to pay the examination fee through the Examination Fee Payment System, they should contact OSIPP Educational Affairs Section well in advance.

※Please note that the examination fee is non-refundable even if the applicant fails the first screening.

	Fall Admission	Winter Admission
Examination fee payment period	Tuesday, 13 June 2023 – 4:30 p.m. Tuesday, 4 July 2023	Tuesday, 14 November 2023 – 4:30 p.m. Tuesday, 5 December 2023

**7. Bachelor's degree conferment certificate** issued by the National Institution for Academic Degrees and Quality Enhancement of Higher Education or **certificate of application for degree conferment (or expected)** by the president of a junior college or technical college. (Required only for applicants who fall under Application criterion (2).

Certificates must be the original copy. Photocopies are not permitted.

**8. Envelope (for sending examination admission card)**

Write the applicant's name, address, and postal code on an N3 envelope (12 cm x 23.5 cm) and affix stamps worth 354 yen. If the postal rate is revised, affix a stamp equivalent to the standard postal rate of 50g or less and the express delivery rate. Applicants living overseas do not require an envelope since materials will be submitted by email.

**9. Copy of residence card (front and back)** (if applicable)

Foreign nationals who are already in Japan and have completed their Resident Registration (*jumin toroku*) must submit a copy of their residence card (front and back) on A4 paper showing the residence status, period of stay, and current address in Japan.

**10. MEXT Scholarship recipient certificate** (if applicable), Documents that can be used as proof for government-sponsored foreign students (if applicable).

**11. Recommendation letter** (optional)

Applicants who wish to submit a recommendation letter should use the form provided or an equivalent format. It should be written in Japanese or English, include the signature and contact information of the referee, and be submitted in a sealed envelope. Applicants may submit up to two recommendation letters\*.

\*The recommendation letter(s) cannot be from academic staff at OSIPP.

**12. Master's Course Checklist**

## VI. Application Procedures and Important Information

Applicants are to submit all application materials to the Educational Affairs Section of OSIPP, Osaka University.

**1. Application period**

	Fall Admission	Winter Admission
Application period	Friday, 30 June – Tuesday, 4 July 2023 9:00 a.m. – 4:30 p.m. (JST) (Excludes 11:30 a.m. – 12:30 p.m., Saturdays and Sundays)	Friday, 1 December – Tuesday, 5 December 2023 9:00 a.m. – 4:30 p.m. (JST) (Excludes 11:30 a.m. – 12:30 p.m., Saturday and Sundays)

**2. Where to submit application materials**

Educational Affairs Section (*Kyomu-Kakari*)  
Osaka School of International Public Policy  
Osaka University  
1-31 Machikaneyama-cho  
Toyonaka City, Osaka, 560-0043 Japan  
Phone: (06) 6850-5612 (Direct) \*in Japanese

### 3. Submitting application materials by mail

(1) For application materials mailed from within Japan, please write "**Application materials for admission to the Master's course of OSIPP is enclosed**" in red ink on the front of the envelope. Please send by **registered express mail**. Application materials that arrive after the application period will be accepted if using registered express mail and are postmarked by 30 June for fall admission and by 1 December for winter admission.

(2) For application materials mailed from overseas, please send by EMS, FedEx, DHL, UPS, or other equivalent method. Only EMS or other mail postmarked by June 21 (traceable but excluding sea or SAL mail) will be accepted even if it arrives after the application period. However, if the applicant checks the delivery status himself/herself as of the first day of the application period, and if it has not arrived at OSIPP, please send the "tracking URL and tracking number" and "all submitted application documents (copies)" by e-mail (addressed to: [kyomu@osipp.osaka-u.ac.jp](mailto:kyomu@osipp.osaka-u.ac.jp)) within the application period. Any application materials that arrive after the application period without following this procedure will NOT be accepted.

(3) Application materials that arrive before the application period will be accepted.

### 4. Important Information

(1) Information in the application materials cannot be changed once submitted.

(2) Use a black ballpoint pen to fill out application forms and documents (erasable pens and pencils are not permitted).

(3) Examination admission cards will be mailed around 25 July for fall admission entrance examinations and around 22 December for winter admission entrance examinations.

(4) Application materials (include original copies of various certificates except for English proficiency score) cannot be returned, and except in part examination fees cannot be refunded. (See the Examination Fee Payment System)

(5) Applicants who make false statements in their applications may have their admission revoked even after they have been admitted.

(6) In principle, applicants with disabilities who wish to make special arrangements regarding entrance examinations and their studies should contact the Educational Affairs Section of OSIPP by Friday, 16 June 2023 for fall admission and Friday, 17 November 2023 for winter admission.

Consultations can be made after the abovementioned dates. However, arrangements may not be made in time for examinations or by the requested start date in regard to the applicant's studies. Depending on the request, it may take time to provide an answer.

## VII Announcement of Successful Applicants

The announcement will be made by posting a piece of paper listing the examinee numbers of successful applicants for each of the screenings (first and second).

The announcement will also be posted on OSIPP's website for reference. (Please note that the website may be delayed for about one hour.)

Only the applicants who pass the second screening will receive a notification of acceptance by post. Applicants who fail to pass the first or second screening and applicants who just pass the first screening will not receive a paper notification. We will not respond to phone or email inquiries regarding the announcement.

### First Screening Announcement

	Fall Admission	Winter Admission
Date and Time	Wednesday, 9 August 2023, 1:00 p.m. (JST)	Wednesday, 17 January 2024, 1:00 p.m. (JST)
Place	Entrance of Osaka School of International Public Policy, Osaka University	

Those who pass the first screening will receive an email notification around 2:00 pm (JST, Tentative) the same day regarding information on the second screening. Those who passed the first screening but did not receive an email by the end of the same day should contact the Educational Affairs Section of OSIPP.

### Second (Final) Screening Announcement

	Fall Admission	Winter Admission
Date and Time	Friday, 8 September 2023, 1:00 p.m. (JST)	Friday, 16 February 2024, 1:00 p.m. (JST)
Place	Entrance of Osaka School of International Public Policy, Osaka University	

## VIII Enrollment Procedure

Date and Time	Monday, 4 March 2024 – Wednesday, 6 March 2024, 9:00 a.m. – 4:30 p.m. (Must arrive by 4:30 p.m. JST)* *Excludes 11:30 a.m. – 12:30 p.m.
Place	Educational Affairs Section of Osaka School of International Public Policy, Osaka University
Enrollment information	Details regarding enrollment procedures will be sent with the notification of acceptance. The enrollment fee to complete the enrollment procedures is 282,000 yen. The tuition fee of 267,900 yen for the first semester (535,800 total for the academic year) should be paid by late May (tentative) and late November (tentative) for the second semester.

(1) In principle, successful applicants should complete enrollment procedures by post. Incomplete enrollment materials may not be accepted.

Those who do not complete enrollment procedures within the specified period will be assumed to have withdrawn enrollment.

(2) Those who will enroll as MEXT Scholarship recipients are exempt from the enrollment fee and tuition fee.

(3) The enrollment fee and tuition fee may be changed.

If the tuition fee is changed after enrollment, the change will be applied from the time of revision.

## IX Disclosure of Entrance Examination Results

### Requesting individual entrance examination results

The following individual results will be disclosed upon request from applicants.

- English proficiency evaluation (pass/no pass)
- Final score of the screening of application materials
- Final score of the oral examination (for second screening examinees only)
- Lowest score of successful applicants overall (excluding the English proficiency examination score)

### How to receive individual entrance examination results

To receive individual entrance examination results, submit the Individual Results Form. The request period is from Monday, 28 August to Friday, 29 September for fall admission and from Sunday, 4 February to Friday, 1 March for winter admission. It must arrive by the final day within the request period.

Results will be sent at the end of October for fall admission and at the end of March for winter admission to applicants who wish to receive the results. An envelope displaying 親展 (meaning “confidential”) will be addressed to the applicant.

## X Personal Information Protection Policy

1. Names, addresses, and other personal information obtained through the application procedure will be used in the Entrance Examination Process, Announcement of the Successful Applicants, Admission Procedures and Student Support (Scholarship Applications and Tuition Exemptions). For successful applicants, the information may be used after the date of acceptance announcement to inform students of programs they can take after admission.

For those admitted to Osaka University, personal information will also be used in academic-related matters (such as keeping academic and registration records), in student support matters (such as health care management, scholarship applications, career support, etc.), and in school fee management.

2. Personal data such as examination scores, etc. are used for compiling and analyzing data about examination results and for researching and studying methods for screening applicants.

3. When carrying out the procedures above, part of the procedure may be entrusted to third parties. In such cases, after concluding a contract with the third party to ensure that personal information is handled properly, we will provide the party with all or part of the personal information that was submitted to us.

## **XI Other**

Please refer to OSIPP's website, etc. for information on the Graduate School, including the composition of courses, Article 14 of the Standards for Establishment of Graduate Schools (see below) for applicable subjects and methods of enrollment, etc.

Standards for Establishment of Graduate Schools Article 14 (Special Provision for Article 14)

The graduate school may, if necessary, from an educational standpoint, provide education through appropriate means, which include conducting classes or research guidance in the evening and other certain hours and periods.

**April 2023**

### **Contact Information:**

Educational Affairs Section (*Kyomu-Kakari*)

Osaka School of International Public Policy

Osaka University

1-31 Machikaneyama-cho

Toyonaka City, Osaka, 560-0043 Japan

Phone: (06) 6850-5612 (Direct) \*in Japanese

Email: [kyomu@osipp.osaka-u.ac.jp](mailto:kyomu@osipp.osaka-u.ac.jp)

2024年度 大阪大学大学院国際公共政策研究科博士前期課程  
Application Form for Master's Course (Enrollment in April 2024)

Date of Application (YYYY/MM/DD) : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_. To the President of Osaka University

Furigana			
Name	(Family Name)	(First Name)	(Middle Name)
Date of Birth	/ / (YYYY/MM/DD)	Sex	※ <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> N/A

I hereby submit my application to apply for admission to the Osaka School of International Public Policy Master's Course, Osaka University.

If you are/were an Osaka University student, please write your student ID (e.g., 31A0000)		Examinee's Number	*Please leave this row blank.
Applicant Category	※ <input type="checkbox"/> General admission <input type="checkbox"/> Non-students <input type="checkbox"/> International students ( <input type="checkbox"/> MEXT Scholar <input type="checkbox"/> Privately-funded <input type="checkbox"/> Government dispatched)		Photo A solo photograph of the candidate's top-half (hat removed) taken from the front within the past three months Vertical (5.5cm) × Horizontal (4.5cm)  *Please write your name on the back of the photo.
Tuition Fee Exemption for International Honors Students	<For only privately funded international students who meet the requirements> I wish to apply for Tuition Fee Exemption for International Honors Students. (Yes · No) Note: Please circle an item in the ( ) .		
Department you wish to apply for	※Please select the department in which your first-choice supervisor belongs. <input type="checkbox"/> International Public Policy (国際) <input type="checkbox"/> Comparative Public Policy (比較)		
Please fill out the exam date of the English proficiency test you are submitting. (YYYY/MM/DD)	TOEFL (iBT PBT)	/ /	
	TOEIC	/ /	
	IELTS	/ /	
Whether or not you wish to take the oral exam online at OSIPP if you do not have sufficient Internet access.	※ <input type="checkbox"/> I will come to OSIPP. (Those residing in Japan only) <input type="checkbox"/> I will not come to OSIPP.		
Application Criterion	※Please circle the applicable criterion number based on "II Applicant Criteria" of the Guidelines for Applicants. (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12)		
Name of University (Undergraduate Level)	University 大学 Faculty 学部 学科 ※ <input type="checkbox"/> National <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Foreign Universities (Completed Year/Month: _____ / _____ ※Graduated·Expected)		
Nationality	(日本国籍の者は都道府県名を記入してください。)		
Research Title	Title:		
	Subtitle (If there is one):		
Name of your desired supervisor	Your First Choice	Your Second Choice (must also be filled in)	
	(〒 - )		
Current address and contact information	Tel - - Mobile phone - -		
	E-mail		
	(〒 - )		
Other address and information			

- (Note) 1. All the information, except the examinee's number, must be completed by the applicant.  
2. Please tick the appropriate box for the items marked with a ※ symbol.  
3. Please be sure to fill out the name of your desired supervisor, not only your first choice, but also your second choice.

# 履 歴 書

## Curriculum Vitae

Osaka School of International Public Policy Master's Course  
大阪大学大学院国際公共政策研究科博士前期課程

学 歴	教育課程	Name of School 学校名 (Country or Region of Location 所在国名)	Standard Period of Study [正規の修業年限]	入学・卒業の年月
	Academic	初等教育 (小学校)		
Elementary School		( 国 ) [ 年 ]		Graduation 卒業 YYYY MM 年 月
Academic	中等教育 (中学校)			入学 年 月
	Junior High School	( 国 ) [ 年 ]		卒業 年 月
Academic	中等教育 (高等学校)			入学 年 月
	High School	( 国 ) [ 年 ]		卒業 年 月
歴	高等教育 (大学)			入学 年 月
	University (Undergraduate Level)	( 国 ) [ 年 ]		卒業 <sup>(Expected)</sup> (見込み) 年 月
歴	高等教育 (大学院)			入学 年 月
	University (Graduate Level)	( 国 ) [ 年 ]		Completion 修了 年 月
		( 国 ) [ 年 ]		年 月
		( 国 ) [ 年 ]		年 月
		Total 計 [ 年 ]		
職 歴 ・ 研 究 歴 等	勤務先・研究機関等の名称/ Name of Employer (Institution)		[在籍年月/Period]	従 事 期 間
		[ 年 月 ]		自 /From 至 /To 年 月 年 月
		[ 年 月 ]		自 至 年 月 年 月
		[ 年 月 ]		自 至 年 月 年 月
取 得 し た 学 位	学 位 の 名 称 / Name of Degree	取 得 年 月 日 / Conferred Date	授 与 機 関 名 / Institution	

(注)初等教育から高等教育まで日本で教育を受けた者は、学校の所在国名欄、初等教育(小学校)欄及び中等教育(中学校)欄を省略してもかまいません。

受験  
番号

\*Please leave this row blank.

# 推 薦 書 Recommendation Letter

Applicant Category General admission Non-students International Students  
出願者の区分 ※一般 ・ 社会人 ・ 外国人留学生等

Osaka School of International Public Policy Master's Course  
大阪大学大学院国際公共政策研究科博士前期課程

フリガナ	
出願者氏名 Applicant's Name	
推薦理由 / Reason for Recommendation	
Job title Name 推薦者 職 ・氏名 氏名はブロック体で記入の上、 併せて直筆をお願いします。 Please handwritten your name with write it in block letters.	
Relationship to applicant 出願者との関係 Contact Information 問い合わせ先を記入してください。	

Examinee's Number 受験番号	*Please leave this row blank.		
Osaka School of International Public Policy Master's Course 大阪大学大学院国際公共政策研究科博士前期課程 (2024年度/Enrollment in April 2024)			
Examination 受		Admission 験	Card 票
Please bring this card during the examination. (注) 受験中は本票を必ず携帯してください			
フリガナ 氏名			
Applicant Category 出願者の区分	※	General admission 一般	Non-students ・ 社会人
Department of first choice 第1志望の専攻名	※	International Public Policy 国際公共政策専攻	Comperative public Policy ・ 比較公共政策専攻

※印欄は○印で囲んでください。 / Please circle the applicable choice for items marked with a ※ symbol.

..... 切り離さないでください .....

切り離さないで、このまま提出してください。

Please submit this page without detaching the bottom half.



受験番号	*Please leave this row blank.
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2024 年度 大阪大学大学院国際公共政策研究科博士前期課程

Osaka School of International Public Policy Master's Course  
(Enrollment in April 2024)

Research Proposal  
研究計画書表紙

フリガナ <i>Furigana</i>	
Name 氏 名	

Applicant Category 出願区分	※ General admission (一般) · Non-students (社会人) · International (留学生等) (※ MEXT scholar (国費) · Private-funded (私費) · Government dispatched (政府派遣))
Department to Apply for 出願を希望する専攻名	※ 第 1 希望教員の所属する専攻に○印 International Public Policy (国際公共政策専攻) · Comperative Public Policy (比較公共政策専攻) Please circle one of the departments which your first desired supervisor belongs to.

Research Title 研究題目	
------------------------	--

Date (Year/Month/Date) 作成日	年 月 日
-------------------------------	-------

(注) 1. 受験番号以外は本人が記入してください。

All the information, except the examination number, must be completed by the applicant.

2. ※の項は該当する事項を○印で囲んでください。

Please circle the appropriate choice for items marked with a ※ symbol.

# Master's Course Checklist

**Submit application materials in order as listed below, with this checklist at the top** (Also submit this checklist)

**Category:** General Admission/Non-students/International Students    **First choice of department (circle one):** International Public Policy/Comparative Public Policy

**Name of Applicant:** \_\_\_\_\_ (For foreign nationals, the name should match that on the English proficiency examination, written in English letters)

No.	Application materials	Information to check
1	Application form Curriculum vitae	<input type="checkbox"/> There are no omissions or errors <input type="checkbox"/> A photo of the applicant is attached (front-facing, top half, no hats, taken within 3 months) <input type="checkbox"/> The applicant is within one of the Application Criteria <input type="checkbox"/> The name of the university, school/faculty, university category, and date of (expected) completion matches the certificate of (expected) graduation or completion <input type="checkbox"/> 2 choices of Academic Staff are specified from the Academic Staff list
2	Academic transcripts (university) Certificate of (expected) graduation	<input type="checkbox"/> For applicants who graduated from an overseas university, a certificate of the degree awarded is attached <input type="checkbox"/> It is the original copy A Japanese translation is attached if the certificate is in a language other than Japanese or English (a translation provided by the applicant is acceptable)
3	English proficiency examination score	<input type="checkbox"/> The score of at least 1 of the following: TOEFL, TOEIC, or IELTS (scores of 2 examinations may be submitted) <input type="checkbox"/> It is the original copy (copies made of the PDFs by the applicant are not acceptable) <input type="checkbox"/> It is less than 5 years between the examination date and the time of application (After 30 June 2018 for fall admission and 1 December 2018 for winter admission) <input type="checkbox"/> The examination is one of the following: TOEFL: Institutional Score Report, Test Taker Score Report, or Examinee Score Report (TOEFL-ITP is not acceptable) TOEIC (Listening and Reading portions): Official Score Certificate* (In principle, it must include a photo) *TOEIC-IP is not acceptable (TOEFL iBT Home Edition is acceptable) IELTS (IELTS Academic): Test Report Form* *IELTS General Training is not acceptable (Computer-delivered examinations are acceptable)
4	Research proposal	<input type="checkbox"/> There are 7 copies (photocopies are acceptable) <input type="checkbox"/> The original (first) copy has a cover page <input type="checkbox"/> The other copies without the cover page have the applicant's name and research title displayed on the first page <input type="checkbox"/> It is in Japanese or English <input type="checkbox"/> It is on A4 sized paper (approximately 30 horizontal lines) using word processing software such as Microsoft Word <input type="checkbox"/> The content is approximately 5,000 Japanese characters or 1,600 English words <input type="checkbox"/> It is under 6 pages (strictly required) excluding the cover page and including work cited and footnotes
5	Examination admission card	<input type="checkbox"/> It is completed and does not have errors <input type="checkbox"/> The applicant category and department of choice match that on the application form
6	Examination fee: 30,000 yen Receipt of the examination fee payment	<input type="checkbox"/> MEXT Scholarship recipients are exempt from the examination fee
7	Envelope* *Not required for overseas applicants as they will be emailed	<input type="checkbox"/> It is an N3 envelope (12 cm x 23.5 cm) <input type="checkbox"/> Address, name, and postal code are included <input type="checkbox"/> Stamps worth 354 yen (including the express delivery rate) are affixed
<b>Only for those to which the below applies</b>		
	For applicants who fall under Application criterion (2)	<input type="checkbox"/> Bachelor's degree conferment certificate issued by the National Institution for Academic Degrees and Quality Enhancement of Higher Education or certificate of application for degree conferment (or expected) by the president of a junior college or technical college.
	Foreign nationals <u>living in Japan</u> * *Excludes 90-day temporary visitors and permanent residents	<input type="checkbox"/> Copy of residence card* (front and back) *Submitted on A4 paper showing the residence status, period of stay, and current address in Japan
	MEXT Scholarship recipients	<input type="checkbox"/> MEXT Scholarship recipient certificate (not required for current OSIPP students)
	Recommendation letter (optional)	<input type="checkbox"/> It is in Japanese or English <input type="checkbox"/> It is submitted in a sealed envelope <input type="checkbox"/> There are up to 2 recommendation letters
	Other	<input type="checkbox"/> Submitted by post <input type="checkbox"/> Proof of Japanese proficiency (for International Students) <input type="checkbox"/> For applicants living overseas (Name of country/region: _____ )