



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

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PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

OCOM Memo No. 11-2023

## MEMORANDUM

**TO :** ALL BOC EMPLOYEES

**FROM :** **YOGI FILEMON L. RUIZ**  
Acting Commissioner



JAN 13 2023



BOC-03-17960

**SUBJECT :** **Call for Application to the Masters' Degree Programme in Public Finance at the National Graduate Institute for Policy Studies (GRIPS) in Tokyo, Japan from September 2023 to September 2024**

**DATE :** January 3, 2023

- 1.0 This refers to the letter from Kunio Mikuriya, WCO Secretary General, World Customs Organization (WCO) inviting developing-country members to the **Master's Degree Programme in Public Finance at the National Graduate Institute for Policy Studies (GRIPS)** in Tokyo, Japan from September 2023 to September 2024.
- 2.0 The major objective of the Public Finance Program is to provide students with the conceptual understanding and technical competence to become leaders in the area of taxation and Customs. The curriculum is designed for government officials from developing countries, who currently work in Customs or tax administration. The program is a 13-month course comprised of two segments: an academic segment common to Customs and tax students, and a practicum segment common to Customs and tax depending on the student's stream/concentration.
- 3.0 The academic segment provides rigorous, economics-oriented training aimed at developing a broad understanding of the theoretical, empirical and institutional aspects of Customs policy implementation and administration. The practical segment is taught in co-operation with Japan Customs, including the Japan Customs Training Institute, pursuing acquirement of enough knowledge and Customs practices applying for their home administration for further improvement of Customs procedures and modernization.
- 4.0 The Japan-WCO Human Resource Development Programme Scholarship Programme provides a grant covering travel, subsistence, admission, tuition and other approved expenses to enable promising young Customs managers from developing countries to undertake Master's level studies at the GRIPS.
- 5.0 Interested candidates/applicants should meet the following conditions for selection:
  - a. The candidates **should be in good health** to productively pursue studies in Japan, **preferably below 35 years of age** as of April 1, 2023;

*A Modernized and Credible Customs Administration That is Among the World's Best*

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8527-4537, 8527-1935 | www.customs.gov.ph | boc.cares@customs.gov.ph





- b. Individuals who have already been awarded a scholarship under the Japan-WCO Human Resource Development Programme in the past **will not be entitled to apply for this scholarship programme;**
  - c. **Candidates should be Customs officers fully proficient in English** (Applicants are required to submit an official report of their TOEFL iBT or IELTS score. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher.) Applicants who have completed or expect to complete an undergraduate or graduate degree institution located in the United States, the United Kingdom, Canada, Australia, New Zealand, or Ireland will be automatically exempted from submitting an English test score. **Applicants who have completed or expect to complete an undergraduate or graduate degree at an institution where the language of instruction is English may request a waiver of the English language proficiency requirement;**
  - d. Should have a **bachelor's degree or its equivalent;**
  - e. Should have **at least two-year work experience in Customs field** as of September 1, 2022 and should have assessed potential for advancement;
  - f. **After the completion of the programme, the candidates should continue to work in their home Customs administration for 3 years at least.** For monitoring purposes, they are kindly requested to inform the GRIPS and the WCO beforehand, in the event that they plan to leave their home Customs administrations.
  - g. The candidates **will be selected by the WCO** in consultation with the GRIPS;
  - h. In accepting a Scholarship, the candidate:
    - i. Must fill out and submit Scholar guidelines to WCO;
    - ii. Undertakes to work full time on the assigned programme. It will not be possible to undertake other activities not related programme;
    - iii. Undertakes to comply with the laws and show due respect to the culture and life of the host country.
- 6.0 As per Customs Memorandum Order No. 13-2020 "Policies and Guidelines for the Availment of Scholarship Programs of the Bureau of Customs Personnel," the following additional requirements shall be imposed upon nominees for scholarship programs:
- a. Must hold a permanent position and have rendered at least two (2) years of continuous service as permanent employees in the Bureau;
  - b. Have at least Very Satisfactory performance ratings for the last two (2) consecutive rating periods preceding the period of application for scholarship program;
  - c. Have no foreign or local scholarship grant in the past two (2) years;
  - d. Have no pending service obligation from previous local or foreign scholarship; and
  - e. Have no pending criminal and/or administrative case.





- 7.0 Interested applicants must submit the following to the Interim Training and Development Division (ITDD) **on or before January 24, 2023** for evaluation of who will be nominated by the Commissioner:
- a. Duly signed Endorsement/Recommendation Letter with justification from the Deputy Commissioner, for personnel assigned under Groups, or from the District Collector, for personnel assigned in Collection Districts;
  - b. Duly accomplished Personal Data Sheet with Work Experience Sheet (Civil Service Commission Form No. 212);
  - c. Individual Performance and Commitment Review Form for the last two (2) consecutive rating periods;
  - d. Certification from the ITDD stating that the personnel has no (1) foreign or local scholarship grant in the past two (2) years; and (2) pending service obligation from previous local and foreign scholarship;
  - e. Legal Clearance and notarized Affidavit of No Pending Criminal and/or Administrative Case;
  - f. Printed accomplished GRIPS Application Form (*see attached forms attached to this memorandum*);
  - g. Official transcripts of academic record and graduation/degree certificates issued by the university and bearing the seal or signature of the registrar;
  - h. Official evidence of English ability. One of the following test scores is required: 1. TOEFL iBT: 79 or higher 2. IELTS Academic: 6.0 or higher. In lieu of TOEFL and IELTS, a waiver of the English language proficiency requirement;
  - i. Two (2) letters of recommendation written by faculty members or job supervisors who are familiar with the applicant's academic and/or professional abilities using the designated form; and
  - j. Certificate of employment using the designated form.
- 8.0 All complete set of documents that will be received from the applicants will be consolidated for submission to the Admissions Office of GRIPS by post.
- 9.0 For other details, please refer to the attached Japan-WCO Human Resource Development Programme: Public Finance Program Customs Course Brochure ([https://www.grips.ac.jp/cms/wp-content/uploads/2022/10/B\\_Customs.pdf](https://www.grips.ac.jp/cms/wp-content/uploads/2022/10/B_Customs.pdf) ) and Application Guide 2023-2024 ([https://www.grips.ac.jp/cms/wp-content/uploads/2022/10/GRIPS\\_AppGuide\\_2023.pdf](https://www.grips.ac.jp/cms/wp-content/uploads/2022/10/GRIPS_AppGuide_2023.pdf)) attached as "**Annex A.**"
- 10.0 Interested applicants may submit their completely filled-out application forms to Ms. Nicole Headerre Alarcon, Interim Training and Development Division (ITDD), IAG **on or before January 24, 2023, 05:00pm**. Please note that no application after this date will be accepted.
- 11.0 For your information.





**World Customs Organization**

Rue du Marché 30, B-1210 Brussels, Belgium  
T: +32 (0)2 209 92 11 / info@wcoomd.org  
Bank account: IBAN 210-0475126-72

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*For the attention of :*  
**WCO developing-country Members**

28.11.2022 / Brussels

22HL0557E

Dear Director General,

I am pleased to inform you that the World Customs Organization (WCO) will award a number of scholarships for the **Master's Degree Programme in Public Finance at the National Graduate Institute for Policy Studies (GRIPS)** in Tokyo, Japan. Funds for these scholarships will be provided by Japan Customs under the Japan-WCO Human Resource Development Programme (Scholarship Programme).

The Scholarship Programme is aimed at **promising young managers from the Customs administrations of developing-country Members**. Candidates should demonstrate **potential capability and commitment to contribute to the growth of the service** of their administrations and should be **fully proficient in English**. Conditions of candidacy and selection are specified in the attachment. This Master's Degree Programme will start in September 2023 and finish in September 2024.

The Master's Degree Programme comprises two segments: an academic segment and a practical segment. The academic segment provides rigorous, economics-oriented training aimed at developing a broad understanding of the theoretical, empirical and institutional aspects of Customs policy implementation and administration. The practical segment is taught in co-operation with Japan Customs, including the Japan Customs Training Institute, pursuing acquirement of enough knowledge and Customs practices applying for their home administration for further improvement of Customs procedures and modernization.

Attached to this letter, you will find a set of documents explaining the administrative provisions governing the Programme, application procedures and information for applicants from the University. If you would like to nominate a candidate or candidates from your Administration for this Scholarship Programme, please arrange for the application to be submitted with all supporting documents, including the Nomination Form from your Administration (downloadable from below-mentioned Website).

The application process for candidates is as follows:

- The nominated applicant must read carefully and consent to the ADMINISTRATIVE PROVISIONS (Annex 1)

The nominated applicant must read the GRIPS Application Guide thoroughly:  
[https://www.grips.ac.jp/cms/wp-content/uploads/2022/10/GRIPS\\_AppGuide\\_2023.pdf](https://www.grips.ac.jp/cms/wp-content/uploads/2022/10/GRIPS_AppGuide_2023.pdf)



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## World Customs Organization

Rue du Marché 30, B-1210 Brussels, Belgium  
T: +32 (0)2 209 92 11 / [info@wcoomd.org](mailto:info@wcoomd.org)  
Bank account: IBAN 210-0475126-72

The applicant fills out and submits the Registration Form ([https://webentry.grips.ac.jp/entry\\_form/](https://webentry.grips.ac.jp/entry_form/)) **by 24 February 2023** (no later than 17:00 Japan Standard Time (JST)).

- The applicant must then download the designated forms from the web page "How to Apply" (<https://www.grips.ac.jp/en/admissions/apply/>) and send a complete set of their required supporting documents **by 3 March 2023** (no later than 17:00 JST) to the GRIPS Admissions Office address as indicated on the application Web page.
- The Nomination Form, which can be downloaded from the application Web page, should be completed and submitted along with the rest of the supporting documents.

Please note that applications received after the deadlines will not be considered. As late submissions, including of supporting documents such as proof of English proficiency, are not acceptable, applicants and nominating Administrations are encouraged to prepare the required documents well in advance.

Should you have any questions regarding this Programme, a member of your staff may contact Ms. Akiko KOJIMA of the WCO Capacity Building Directorate (Tel.: + 32 2 209 96 47; or E-mail : [scholarship@wcoomd.org](mailto:scholarship@wcoomd.org)), or the GRIPS Admissions Office (E-mail : [admissions@grips.ac.jp](mailto:admissions@grips.ac.jp)).

Yours sincerely,

A handwritten signature in black ink, appearing to read "Kunio Mikuriya".

**Kunio Mikuriya**  
WCO Secretary General



**Japan-WCO Human Resource Development Programme**  
**(Scholarship Programme)**

**【Public Finance】**

**ADMINISTRATIVE PROVISIONS**

**Introduction**

1. The major objective of the Japan-WCO Human Resource Development Programme is to provide scholars with the conceptual understanding and technical competence required of leaders who lead organizations in the area of taxation and Customs. Scholars are expected to return to home Customs in order to utilize their knowledge and skills acquired through the programme and disseminate them to home Customs administrations.
2. The Japan-WCO Human Resource Development Programme (Scholarship Programme) provides a grant covering travel, subsistence, admission, tuition and other approved expenses to enable promising young Customs managers from developing countries to undertake Master's level studies at the National Graduate Institute for Policy Studies (GRIPS) in Tokyo, Japan.
3. The following administrative provisions govern this Scholarship Programme. If a nominee or a concerned person in the nominating administration has any questions, they should address them to the Capacity Building Directorate of the WCO Secretariat before the Scholarship is accepted.

Capacity Building Directorate,  
World Customs Organization (WCO)  
Rue du Marché 30, 1210 Brussels, Belgium  
Tel. : + 32 2 209 96 47  
Fax : + 32 2 209 94 96  
e-mail : [scholarship@wcoomd.org](mailto:scholarship@wcoomd.org)

**Conditions of candidacy and selection**

4. The candidates should be in good health to productively pursue studies in Japan, preferably below 35 years of age as of 1 April 2023.
5. The recipients of scholarships under this Programme will enrol for a **Master's degree in the Public Finance Program** at the GRIPS.
6. This Scholarship is for 13 months academic year starting from September. The Scholarship period cannot be extended.
7. Individuals who have already been awarded a scholarship under the Japan-WCO Human Resource Development Programme in the past will not be entitled to apply for this Scholarship Programme.
8. Candidates should be Customs officers **fully proficient in English** (Applicants are required to submit an official report of their TOEFL iBT or IELTS score. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher.) Applicants who have completed or expect to complete an undergraduate or graduate



degree at an accredited institution located in the United States, the United Kingdom, Canada, Australia, New Zealand, or Ireland will be automatically exempted from submitting an English test score. Applicants who have completed or expect to complete an undergraduate or a graduate degree at an institution where the language of instruction is English may request a waiver of the English language proficiency requirement. They should have a bachelor's degree or its equivalent. They should have at least **two-year work experience** in Customs field as of 1 September 2022, and should have assessed potential for advancement.

9. The candidates should be eligible to participate in this Programme according to the rules and regulations of the home administration and relevant authorities.
10. After the completion of the Programme, **the candidates should continue to work in their home Customs administration for 3 years at least**. For monitoring purposes, they are kindly requested to inform the GRIPS and the WCO beforehand, in the event that they plan to leave their home Customs administrations.
11. The candidates will be selected by the WCO in consultation with the GRIPS. The GRIPS shall inform the candidates about their selection or otherwise. The WCO will send an appropriate congratulatory letter to the home administration.
12. In accepting a Scholarship, the candidate:
  - Must fill out and submit Scholar Guidelines to WCO, which will be shared later.
  - Undertakes to work full time on the assigned Programme. It will not be possible to undertake other activities not related to the Programme.
  - Undertakes to comply with the laws and show due respect to the culture and life of the host country.
13. The application process for candidates is as follows:

The nominated applicant must read the GRIPS Application Guide thoroughly:  
[https://www.grips.ac.jp/cms/wp-content/uploads/2022/10/GRIPS\\_AppGuide\\_2023.pdf](https://www.grips.ac.jp/cms/wp-content/uploads/2022/10/GRIPS_AppGuide_2023.pdf)

  - The applicant fills out and submits the Registration Form([https://webentry.grips.ac.jp/entry\\_form/](https://webentry.grips.ac.jp/entry_form/) ) **by 24 February 2023** (no later than 17:00 Japan Standard Time (JST)).
  - 
  - The applicant must then download the designated forms from the web page "How to Apply" (<https://www.grips.ac.jp/en/admissions/apply/>). , and send a complete set of their required supporting documents **by 3 March 2023** (no later than 17:00 JST) to the GRIPS Admissions Office address as indicated on the application Web page.
  - 
  - The **Nomination Form**, which can be downloaded from the application Web page, should be completed and submitted along with the rest of the supporting documents.
14. **The original set of all supporting documents, including the Nomination Form from your administration**, should be submitted to :

Admissions Office  
National Graduate Institute for Policy Studies (GRIPS)  
7-22-1 Roppongi, Minato-ku,  
Tokyo 106-8677, Japan  
e-mail : [admissions@grips.ac.jp](mailto:admissions@grips.ac.jp)  
Website : <http://www.grips.ac.jp/en/admissions/index/>



with the envelope to be marked "Application for the WCO Scholarship".

15. A duplicate set will be made and forwarded to the WCO Secretariat by the GRIPS Admissions Office. Therefore, it is not necessary to send the duplicate set to the WCO Secretariat.
16. Please note that applications received after the deadlines will not be considered.

#### **FINANCIAL ARRANGEMENTS**

##### **Accommodation and living allowance**

17. An all-inclusive allowance of about 147,000 Japanese Yen per month will be granted to cover the cost of accommodation, meals and incidental expenses for the study period. The amount of the allowance is subject to change according to the decision of the Japanese Government. (The allowance will be paid in Japanese Yen.)
18. The Scholars will be offered assistance by the GRIPS to find residential accommodation at reasonable rent.
19. The Scholars should note that the allowance will not be sufficient to cover the expenses of any accompanying dependants. No family-related expenses will be paid or added to the monthly living allowance.

##### **Other**

20. If costs are incurred by failure in following application rules, such as late notification of non-acceptance, the WCO will charge the costs to candidates or to the organization to which the candidates belong.
21. If the WCO is informed by the GRIPS that a Scholar is unable to complete the course in accordance with the standard terms due, for example, to poor academic performance or suspension, the Scholarship may be terminated even during the academic year.

#### **TRAVEL ARRANGEMENTS**

##### **Travel costs**

22. The cost of travel (return trip) between the Scholar's place of residence and Tokyo will be borne by the Programme budget. For this purpose, an economy class pre-paid air ticket by the shortest and the most economical route will be provided to the selected candidate. Transportation costs between the Scholar's place of residence and departure/arrival airport should be borne by the Scholars.
23. Any additional costs entailed with the changes of the pre-arranged itineraries or cancellation of the flight without reasonable grounds after the issuance of the e-ticket should be borne by the Scholar or their home administration.

##### **Insurance**

24. No insurance coverage is provided by the WCO/Japan in respect of personal accidents or damage to or loss of personal effects during transport to or from Tokyo.

**Passports - Visas**

25. Persons entering Japan must hold a valid Passport and Visa. Vaccination requirements depend upon nationality, and the Scholar is personally responsible for complying with them. The GRIPS will provide the selected candidates with a letter certifying enrolment in the Japan-WCO Scholarship in order that they may apply to the Japanese Embassy in their home country for a **student visa**, authorizing temporary residence in Japan for the duration of the Programme.

**Health Certificate**

26. The Scholars selected will have to undergo a comprehensive medical examination and submit a certificate from a licensed physician **certifying that they are free from any medical condition that would impair their studies during the Programme.**

**COMPLETION OF PROGRAMME**

27. Scholars are expected to complete the Programme as scheduled. Early repatriation may be authorized only on medical grounds or for other similarly important reasons. If a Scholar withdraws from the Programme before the commencement of the Programme or before its scheduled completion, he/she shall not be entitled to any benefits from the date of the decision. The WCO may request for refund of any expenses that are incurred from their withdrawal to the Scholar. In case refund is requested, if the scholar cannot afford this for any reason, the organization to which the Scholar belongs should undertake the obligation.
28. On completion of the Programme, the Scholar is required to go back to their home country without delay. **In the event of no return, the WCO may request for refund of the scholarship to the Scholar or to the Organization to where the Scholar belongs.** The WCO/Japan will pay travel costs, as described above, for the Scholar's return journey from Tokyo to the point of first departure. Entitlement to return travel expenses shall cease if the Scholar does not leave Tokyo within two weeks of completion of the Programme, unless they have any compelling reason for extending their stay.
29. In the event of a Scholar's failing to complete the Programme, a request of partial refund may be sent to the Scholar. In case refund is requested, if the scholar cannot afford this for any reason, the organization to which the Scholar belongs should undertake the obligation.
30. After half a year and 3 years respectively from completion of the Programme, Scholars should report to the WCO and the GRIPS indicating the post they occupy in their home administration and how they have been utilizing the experience they acquired in Japan.
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NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES GRIPS

**LETTER OF RECOMMENDATION 2023-2024**

For GRIPS use: Application ID :

**TO THE APPLICANT:** Please complete this section ("Your name" and "Recommender's name"), and give this form to your recommender who knows you well. Have your recommender complete the form, put it in an envelope, seal the envelope, sign it across the flap, and return the letter to you. Include this letter with your application and all the other application materials when you send in your application.

Your name: \_\_\_\_\_  
As written in your passport, from left to right, top to bottom (English alphabet only)

Recommender's name: \_\_\_\_\_

**TO THE RECOMMENDER:** Please write a recommendation letter for the above applicant, sign it, enclose it in an envelope, seal the envelope, and sign it across the flap. Return the sealed envelope to the applicant or send it directly to the GRIPS Admissions Office. This recommendation letter will remain confidential and will be used for application screening purposes only. You may attach additional sheets if the space provided is insufficient.

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

2. In what capacity have you known the applicant?  
 \_\_\_\_\_

3. How often have you interacted with the applicant?  
 Daily       Weekly       Monthly       Rarely

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

- Outstanding (top 5%)
- Excellent (top 10%)
- Good (top 20%)
- Average (top 50%)
- Below average (lower 50%)
- Unable to comment

5. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall **professional** ability?

- Outstanding (top 5%)
- Excellent (top 10%)
- Good (top 20%)
- Average (top 50%)
- Below average (lower 50%)
- Unable to comment

6. Please evaluate the applicant in the areas below as excellent, average, poor, or unable to comment.

	Excellent	Average	Poor	Unable to comment
Academic performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for graduate study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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9. **For university professors and instructors only**  
Is the applicant's academic record indicative of the applicant's intellectual ability? If no, please explain.

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10. Additional comments, if any.

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11. How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at the National Graduate Institute for Policy Studies?

Outstanding       Good       Average       Poor

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Name of person completing this form: \_\_\_\_\_

Position/title: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

TEL: \_\_\_\_\_ E-mail: \_\_\_\_\_

Country code - complete number

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Month/Day/Year





NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES GRIPS

**CERTIFICATE OF EMPLOYMENT 2023-2024**

For GRIPS use: Application ID :

This form must be completed by, or under the authority of, the applicant's employer or equivalent official. Please note that the official stamp or seal of, and signature by, any person other than the above persons will be considered as invalid. This certificate must contain the same information (e.g., position, department/section, name of organization) as that stated in the applicant's Application for Admission.

**EMPLOYER DETAILS**

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

Postal code: \_\_\_\_\_

TEL: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Country code - complete number

**EMPLOYEE DETAILS**

This is to certify that \_\_\_\_\_  
Full name of applicant (as written in his/her passport)

has been employed by this organization from \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Month/Day/Year  
Please write "Present" above if the person is on a permanent contract.

Present position, department/section: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Civil servant qualification (e.g., BCS, IAS, IRS, CSS), if applicable: \_\_\_\_\_  
This applies to applicants from Bangladesh, India and Pakistan.

**LEAVE OF ABSENCE APPROVAL**

Please tick only one box below.

- I will approve a leave of absence for the above employee to study at GRIPS if he/she is admitted for a period of [ one / two / three / four / five ] year(s).  
Please circle the appropriate number of years.
- I will not approve a leave of absence for the above employee to study at GRIPS if he/she is admitted.

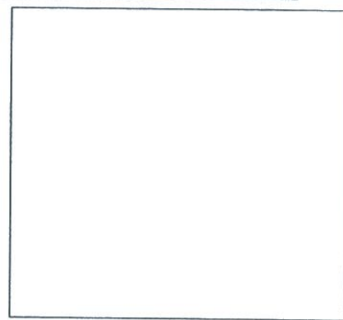
**Authorized person completing this form:**

Name: \_\_\_\_\_

Position/title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Month/Day/Year



Please put an official stamp or seal in this space. If the official stamp or seal is in your local language and an English version is not available, please write its English translation in the margin of this form.



NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

GRIPS

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**STATEMENT OF PURPOSE 2023-2024**

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For GRIPS use: Application ID:

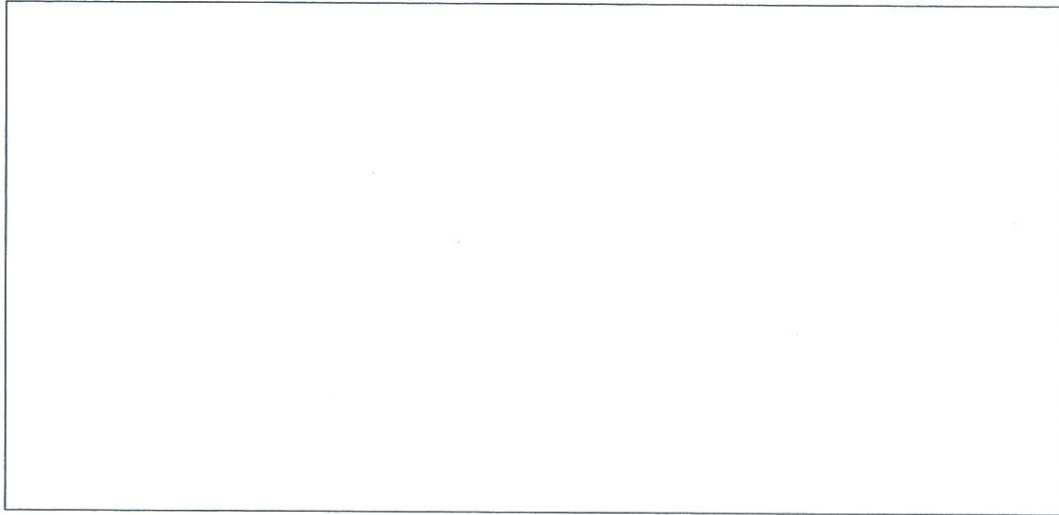
(You can change the size of the boxes.)

1. Describe what you have learnt as a college or graduate school student (could be academic contents, your thesis, or any other experiences). (Up to 300 words)

2. Summarize your present duties and responsibilities, and your accomplishments at work. If you are still in school or do not currently work, summarize your accomplishments either at prior work or at school. (Up to 300 words)



3. State your purpose for studying at GRIPS. In particular, describe what you wish to study or investigate, what social problems and/or policy issues you wish to tackle, and how your studies at GRIPS might contribute to your future career. (Up to 300 words)



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NATIONAL GRADUATE INSTITUTE  
FOR POLICY STUDIES

**APPLICATION GUIDE**  
**2023-2024**

**Important note: The GRIPS application system has been changed from online to paper-based application.**



Last Updated: October 5, 2022





GRIPS

NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

For GRIPS use: Application ID

**APPLICATION FOR ADMISSION 2023-2024**

**(Please type or print, and use normal text, NOT "ALL CAPITAL LETTERS.")**

Please complete each section as fully and accurately as possible.

Please respond to all questions.

The information you provide is essential in reviewing your application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

Paste your photograph or insert your digital image taken within the last three months, providing a clear, front view of your entire face.

(4cm x 3cm)

**PERSONAL DATA**

1. Full name: \_\_\_\_\_  
As written in your passport, from left to right, top to bottom (English alphabet only)

2. Date of birth: \_\_\_\_\_  
Month/Day/Year

3. Age (as of April 1, 2023): \_\_\_\_\_

4. Gender:  Male  Female

5. Nationality: \_\_\_\_\_

6. Program you are applying for (Please tick one box only).

**Master's Programs**

- One-year Master's Program of Public Policy (MP1)
- Two-year Master's Program of Public Policy (MP2)
- Macroeconomic Policy Program (One year Program) for externally funded or self-financed applicants only
- Macroeconomic Policy Program (Two year Program) for externally funded or self-financed applicants only
- Public Finance Program (Tax)
- Public Finance Program (Customs)
- Maritime Safety and Security Policy Program for externally funded or self-financed applicants only

**Five-year Ph.D. Programs**

- Policy Analysis Program (PA)

**Three-year Ph.D. Programs**

- GRIPS Global Governance Program (G-cube)
- Science, Technology and Innovation Policy Program (STI)

7. Funding (Please tick one box only)

How do you plan to finance your studies at GRIPS? Note: Items 1 and 2 below are only available for overseas applicants.

- 1) I would like to be considered for a scholarship allocated through GRIPS. (E.g., MEXT, ADB, WB, WCO)
- 2) I have completed JICA's entry process for the JICA Scholarship.
- 3) I will obtain funding from other institutions. (E.g., home country scholarship, MEXT extension)
- 4) I will finance myself.

If you select "I will obtain funding from other institutions." or "I will finance myself.", you are required to submit a financial statement at the time of application as proof that you have adequate funding to cover the total cost of your studies (JPY 2,800,000).

8. Present employer (name of organization): \_\_\_\_\_

(Does your organization belong to a central or regional authority?  Central  Regional  Neither)

(Upon admission to GRIPS,  I will be given study leave by my employer.  I will quit my job.)

9. Present position, department/section: \_\_\_\_\_

10. Work address: \_\_\_\_\_

Postal code: \_\_\_\_\_ Country: \_\_\_\_\_

TEL: \_\_\_\_\_  
Country code – complete number

11. Residential address: \_\_\_\_\_

Postal code: \_\_\_\_\_ Country: \_\_\_\_\_

TEL: \_\_\_\_\_  
Country code – complete number

12. Preferred mailing address:

Work  Residence  Other, namely (Fill in the following fields.)

Address: \_\_\_\_\_

Postal code: \_\_\_\_\_ Country: \_\_\_\_\_

TEL: \_\_\_\_\_  
Country code – complete number

13. E-mail 1: \_\_\_\_\_

E-mail 2: \_\_\_\_\_

\*Please use the same E-mail address(es) as in your Registration Form.



**APPLICATION INFORMATION**

14.

- List the names of the undergraduate and graduate institutions you attended or are currently attending.
- Enter the names of the degrees you received and the dates of enrollment at each institution.
- If your official transcript of academic records or graduation/degree certificate states your GPA, honors, class, or rank, enter this information as it is shown in your transcript or certificate.
- The field(s) "Year & month of graduation" must be completed in accordance with the date(s) on which your degree(s) was (were) awarded/conferred, as stated in your official graduation/degree certificate(s).
- If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

From primary to secondary education (before tertiary education)	Period of attendance		Duration of schooling
	(from)	(to)	
	Month, year	Month, year	years and months

Tertiary education	Full name of institution & location (city & country)	Year & month of enrollment	Year & month of graduation	Duration of schooling	Name of degree	GPA (if available)	Honors/class/rank/division (if available)
Undergraduate level (Bachelor's)				years and months			
				years and months			
Graduate level (Master's/ Doctoral)				years and months			
				years and months			

Total number of years and months of education * (from elementary education to undergraduate/graduate education inclusive)	years and months
---	------------------

\*Calculate and write the total number of years and months of education you will have completed (as detailed above) at the time of your enrollment at GRIPS.

15. English proficiency:

One of the following test scores is required. Please note that English test scores are valid for two years from the test date, and therefore, **tests must have been taken within two years of the time of enrollment at GRIPS.**

TOEFL iBT: \_\_\_\_\_  
 Score                      Month/Day/Year

IELTS Academic: \_\_\_\_\_  
 Score                      Month/Day/Year

Other information:  Undergraduate education instructed in English  
 Graduate education instructed in English

Location of the accredited institution where you have completed or expect to complete an undergraduate/graduate degree:

- The USA, the UK, Canada, Australia, New Zealand, or Ireland
- Other country

16. List below two persons familiar with your academic and/or professional abilities, from whom you have requested letters of recommendation.

1. \_\_\_\_\_  
Name Position and affiliation

2. \_\_\_\_\_  
Name Position and affiliation

17. List your current and previous employment (up to five positions) **in reverse chronological order**, starting with your most recent position. Exclude part-time work and internship.

Organization, type, & city	Job title and description (maximum 20 words)	Dates		Duration
		(from) Month, year	(to) Month, year	Year and months
				year and month
				year and month
				year and month
				year and month
				year and month
	Total number of years and months of work			year and month

18. Please write the following information for **applicants for five-year and three-year Ph.D. programs.**

a) Tentative title of your research proposal

\_\_\_\_\_

b) Proposed supervisor

\_\_\_\_\_

c) Title of your master's thesis or its equivalent

\_\_\_\_\_



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**CERTIFICATION**

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

---

Signature of the applicant

---

Month/Day/Year

---

**Please submit this form to the Admissions Office along with other supporting documents by courier or registered mail.**

## 1. Before You Begin

### Search for a program

There may be several different degree programs at GRIPS that can get you to your career goals. The following are the programs for which application must be made directly to GRIPS. Check which programs are available and suitable for you. Information on each program can be accessed through the links below.

### Admissions Policy, Curriculum Policy and Degree-granting Policy for each program

<https://www.grips.ac.jp/en/education/3policies/>

### Master's Programs

MP1	One-Year Master's Program of Public Policy (MP1) <a href="https://www.grips.ac.jp/en/education/inter_programs/policy/">https://www.grips.ac.jp/en/education/inter_programs/policy/</a>
MP2	Two-Year Master's Program of Public Policy (MP2) <a href="https://www.grips.ac.jp/en/education/inter_programs/policy2/">https://www.grips.ac.jp/en/education/inter_programs/policy2/</a>
MEP	Macroeconomic Policy Program (One-year Program or Two-year Program) for externally funded or self-financed applicants only <a href="https://www.grips.ac.jp/en/education/inter_programs/transition/">https://www.grips.ac.jp/en/education/inter_programs/transition/</a>
PF	Public Finance Program <a href="https://www.grips.ac.jp/en/education/inter_programs/finance/">https://www.grips.ac.jp/en/education/inter_programs/finance/</a>
MSP	Maritime Safety and Security Policy Program for externally funded or self-financed applicants only <a href="https://www.grips.ac.jp/en/education/inter_programs/maritime/">https://www.grips.ac.jp/en/education/inter_programs/maritime/</a>

### Ph.D. Programs

- **Five-year Ph.D. Program**

PA	Policy Analysis Program <a href="https://www.grips.ac.jp/en/education/phd_programs/analysis/">https://www.grips.ac.jp/en/education/phd_programs/analysis/</a>
----	--

- **Three-year Ph.D. Programs**

G-cube	GRIPS Global Governance Program (G-cube) <a href="https://www.grips.ac.jp/en/education/phd_programs/g-cube/">https://www.grips.ac.jp/en/education/phd_programs/g-cube/</a>
STI	Science, Technology and Innovation Policy Program <a href="https://www.grips.ac.jp/en/education/phd_programs/innovation/">https://www.grips.ac.jp/en/education/phd_programs/innovation/</a>

Applicants are not allowed to apply for more than one program.

You can apply to GRIPS only once in an academic year. This means that if your application to a GRIPS program has been rejected, you cannot make another application to any GRIPS program in that year, even if you choose a different funding option.

If you want to apply to one of our programs but it is not included in the list above, it may be a program for which you must file a paper application or file through a sponsoring organization. Please visit our web page "How to Apply" (<https://www.grips.ac.jp/en/admissions/apply/>) and check the application procedures for your program of interest.

This guide is intended only for applicants who are residing in countries other than Japan. If you:

1. are currently residing in Japan; or
  2. are residing in a country other than Japan and plan to move to Japan in the near future,
- you may be considered a domestic applicant. Prior to applying, you must contact the Admissions Office by e-mail for clarification and to obtain information about the application process, since (depending on your visa or other status) you may not be considered a domestic applicant.

Please note that the application materials and procedures for domestic applicants are not the same as the materials and procedures outlined in this guide. For details, please refer to the application guide for domestic applicants (i.e. applicants residing in Japan), available from [GRIPS AppGuide Domestic 2023.pdf](#).



### Tuition and Fees

What	How much	Frequency	Due date
Application Fee	30,000 yen	Once	Upon request from GRIPS
Admission Fee	282,000 yen	Once	At the time of enrollment
Tuition	642,960 yen	Yearly	In two installments, due October 31 and April 30

\*Transaction fees and other handling charges must be paid by the applicant.

\*Tuition and fees are subject to change.

You are required to provide a financial statement at the time of application. For details, please refer to Section 3, Supporting Documents.

### Obtaining a scholarship allocated through GRIPS

Full scholarships are available for exceptionally qualified candidates who have been accepted for study at GRIPS. These scholarships are provided by the Japanese government (MEXT) and international organizations.

If you wish to be considered for one of these GRIPS-allocated scholarships, you do not need to apply for the scholarship separately, but you must select the appropriate funding option when you fill out the Application for Admission. The specific scholarship will be determined by GRIPS based on the eligibility requirements imposed by the scholarship providers. Please note that scholarships are allocated on a competitive basis and that only a limited number of scholarships are available.

### Scholarship Eligibility and Details (as of August 2022)

Scholarship	Eligible Programs	Eligibility Criteria	Scholarship Coverage
Japanese Government (MEXT) Scholarship	MP1, MP2, PA, G-cube, STI	<ul style="list-style-type: none"> <li>Under 35 years of age as of April 1, 2023</li> <li>Nationals of countries with which Japan has diplomatic relations</li> <li>Non-residents of Japan</li> </ul>	<ul style="list-style-type: none"> <li>Monthly stipend:                             <ul style="list-style-type: none"> <li>-for MP1, MP2, PA (during master's course): JPY147,000;</li> <li>-for PA (during Ph.D. course), G-cube, STI: JPY148,000</li> </ul> </li> <li>Application fee, admission fee, and tuition</li> <li>An economy-class air ticket from your home country to Japan upon enrollment at GRIPS and an economy-class air ticket from Japan to your home country upon completion of your studies at GRIPS</li> </ul>
Asian Development Bank-Japan Scholarship Program (ADB-JSP)	MP1, MP2	<ul style="list-style-type: none"> <li>Under 36 years of age as of April 1, 2023</li> <li>Nationals of <a href="#">ADB's developing member countries</a></li> <li>At least 2 years of full-time professional work experience after obtaining a bachelor's degree or its equivalent at the time of the application deadline</li> <li>Must not have received a master's degree or have been enrolled in a graduate degree program</li> <li>For more details, please visit the <a href="#">ADB website</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Monthly stipend: JPY147,000</li> <li>Application fee, admission fee, and tuition</li> <li>An economy-class air ticket from your home country to Japan upon enrollment at GRIPS and an economy-class air ticket from Japan to your home country upon completion of your studies at GRIPS</li> <li>Establishment allowance: JPY25,000</li> <li>Overseas student insurance and National Health Insurance.</li> <li>Research allowance: JPY70,000 (MP1 and first year of MP2), JPY42,000 (second year of MP2)</li> <li>Book allowance: JPY75,000 (MP1 and first year of MP2), JPY65,000 (second year of MP2)</li> <li>Expenses related to travel: JPY25,000</li> </ul>
Joint Japan/World Bank Graduate Scholarship Program (JJ/WBGSP)	PF (Tax)	<ul style="list-style-type: none"> <li>Government tax officials from <a href="#">eligible developing countries</a></li> <li>Note: The eligibility status of each country is subject to change without notice</li> <li>At least 3 years' work experience (as of March 3, 2023) in tax policy and administration in their home countries after obtaining a bachelor's degree or its equivalent</li> <li>For the full details of the eligibility requirements, please visit <a href="#">our program web page</a>.</li> <li>Availability of this scholarship for AY2023 has not been announced yet. We will announce the availability on <a href="#">our program web page</a> as soon as we receive notice from WB.</li> </ul>	<ul style="list-style-type: none"> <li>Monthly stipend: JPY306,910</li> <li>Application fee, admission fee, and tuition</li> <li>An economy-class air ticket from your home country to Japan upon enrollment at GRIPS and an economy-class air ticket from Japan to your home country upon completion of your studies at GRIPS</li> <li>Travel allowance: USD500 equivalent upon arrival, USD500 equivalent upon completion of your study</li> <li>The amount of the monthly stipend is subject to change.</li> </ul>
Japan-WCO Human Resource Development Programme (Scholarship Programme)	PF (Customs)	<ul style="list-style-type: none"> <li>Preferably below 35 years of age as of April 1, 2023</li> <li>Full-time government customs officials from <a href="#">eligible developing countries</a></li> <li>Must be chosen and nominated by their Customs Administrations</li> <li>At least 2 years' work experience in customs policy and administration in their home countries at the time of enrollment at GRIPS</li> </ul>	<ul style="list-style-type: none"> <li>Monthly stipend: JPY147,000</li> <li>Application fee, admission fee, and tuition</li> <li>An economy-class air ticket from your home country to Japan upon enrollment at GRIPS and an economy-class air ticket from Japan to your home country upon completion of your studies at GRIPS</li> <li>Arrival allowance: JPY25,000</li> <li>Book allowance: JPY75,000</li> <li>Return allowance: JPY25,000</li> </ul>

**Find out the deadline for your program**

Your application and all supporting documents must reach GRIPS by the designated deadlines. Incomplete applications and applications received after the deadline will not be considered.

Deadlines differ by program so please check which deadline is applicable to you.

**Application Deadlines**

Program	Application Deadline		
	Register for entry	Supporting Documents	
Master's	MP1, MP2, MEP	November 25, 2022, 17:00 (JST)	December 2, 2022, 17:00 (JST)
	PF	February 24, 2023, 17:00 (JST)	March 3, 2023, 17:00 (JST)
	MSP	May 2, 2023, 17:00 (JST)	May 12, 2023, 17:00 (JST)
Ph.D.	PA, G-cube, STI	January 11, 2023, 17:00 (JST)	January 18, 2023, 17:00 (JST)

**Use one e-mail address for all GRIPS communications**

All communication you receive from GRIPS Admissions Office will be via e-mail.

To make our communication quick and effective, provide an e-mail address that you will check regularly. Update your spam filters to ensure that all GRIPS communications go to your inbox.

## 2. The Application Process

Selection for admission is based on an evaluation of the information and supporting documents that you submit. Before initiating your application, please carefully review the following details of the application process.

You will NOT be registered as an applicant until your Registration Form has been submitted and we have received a complete set of your required supporting documents by post.

If you have applied to GRIPS in previous years and wish to reapply this year, any supporting documents you submitted previously cannot be used for this year's application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

**Step 1**

**Register for entry**

To register, fill out and submit the Registration Form ([https://webentry.grips.ac.jp/entry\\_form/](https://webentry.grips.ac.jp/entry_form/)). Please note that applicants are not allowed to submit a Registration Form more than once in an academic year.

**Step 2**

**Supporting documents**

Download the designated forms from our web page "How to Apply" (<https://www.grips.ac.jp/en/admissions/apply/>). Send a complete set of your required supporting documents (see Section 3, Supporting Documents) by post to reach the Admissions Office no later than the designated deadline.

Your official TOEFL/IELTS test score report must be sent directly to us by post from the test center (GRIPS institution code for TOEFL is 9040).

Walk-in submissions will not be accepted.

Mailing address

**Admissions Office  
National Graduate Institute for Policy Studies (GRIPS)  
7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677, JAPAN  
TEL: +81-3-6439-6046**



Applicants are responsible for the timely delivery to GRIPS of all required documents. We strongly recommend that you send the documents by registered mail or courier service (e.g., FedEx, DHL) well ahead of the deadline.

Applicants must send all required supporting documents together in one package.

You may have your official transcripts and certificates of graduation/degree sent directly to us by the registrars of the universities you have attended.

All materials submitted by an applicant become the property of GRIPS and will not be returned. Please make sure to keep one copy of your application for your records.

#### Protection of personal information

All personal information that we receive from applicants will be used solely for the purposes of admissions screening, collecting statistical information, student registration, educational affairs, and collection of tuition. All information provided by applicants in their applications and supporting documents will remain confidential.

### 3. Supporting Documents

#### Important notes

- All documents must be in English.
- Digital copies sent by e-mail will not be accepted.
- Do not attach any additional documents apart from the items listed below.
- If your name as written in your application is different from that on the document(s) you submit, please submit a copy of the relevant pages of your passport. If there is some reason (e.g. marriage) for the difference, please also submit official documentation of that reason (e.g. marriage certificate).
- Supporting documents to be prepared solely by the applicant, should be typed on computer wherever possible (A4 size paper and single-sided printing are preferable). If circumstances require, documents legibly handwritten with a ballpoint pen are acceptable.

**Application for Admission** (use the designated form)

Make sure you choose the form on which your program of interest is listed.

**One (1) clear photograph of your face** (30 x 40 mm)

Please paste the photograph or insert the digital image (e.g. JPEG) onto the Application for Admission.

**Two (2) letters of recommendation** (use the designated form)

Your letters of recommendation must be written by faculty members or job supervisors who are familiar with your academic and/or professional abilities. Ideally, one recommendation letter should come from a former professor or academic supervisor.

You are required to obtain the letters from your recommenders using the designated form and submit them. Each of your letters must contain both of the two A4 pages provided. Letters submitted that do not use our designated forms will not be accepted. They must be submitted in sealed, unopened envelopes signed across the flap by the recommender.

**Certificate of employment** (use the designated form)

You are required to submit this if you are currently employed. New graduates and those not currently employed need not submit this document.

**Official transcripts of academic record and graduation/degree certificates**

You are advised to show the instructions below to registrars at each of the universities that you attended when you request issuance of transcripts/certificates in accordance with our requirements.

You must submit official transcripts of academic record and graduation/degree certificates from all undergraduate and graduate institutions that you attended/graduated from. These must be documents issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed,

unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.

- Official transcripts of academic record

Official transcripts should contain the following information:

- Name of the degree program/course
- Enrollment period
- Names of all courses taken and grades received
- Grading scale including the maximum grade point/score

If you are currently attending a university, please submit your most recent transcript.

- Official graduation/degree certificates

Official certificates should state the name of your degree and the date the degree was awarded. Provisional or temporary graduation/degree certificates are not acceptable. DO NOT send your original diploma, as documents will not be returned.

If you are currently attending a university, you must submit an authorized statement certifying the specific date of graduation and the title of the expected degree.

#### Important notes

- Photocopies of transcripts/certificates that have been verified by a notary public are not acceptable.
- If a university has a policy not to issue more than one official transcript/certificate, you may submit official photocopies verified by the university. To be official, these must bear the institution's official stamp or the signature of the registrar. They must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.
- If a university cannot issue an official English version of your transcript/certificate, you are required to submit both:
  - The official transcript/certificate (photocopies are not acceptable), written in its original language and bearing the institution's stamp or the signature of the registrar, and
  - An official verbatim English translation of the document, prepared by an accredited translator.

#### **Official evidence of English ability**

##### **Applicants for the Ph.D. Programs**

One of the following test scores is required:

1. TOEFL iBT: 79 or higher
2. IELTS Academic: 6.0 or higher

##### **Applicants for the Master's Programs**

You are required to submit an official report of your TOEFL iBT or IELTS score. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher.

Your official TOEFL/IELTS test score report must be sent directly to us by post from the test center (GRIPS institution code for TOEFL is 9040. There is no GRIPS institution code for IELTS.). Test score reports sent by applicants will not be accepted.

Please note that English test scores are valid for two years from the test date, and therefore, tests must have been taken within two years of the time of enrollment at GRIPS.

TOEFL PBT, revised TOEFL Paper-delivered Test and TOEFL ITP scores are not acceptable.

#### How to apply for a waiver of the English language proficiency requirement

(There are two categories in our English test exemption policy.)

Category 1: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an accredited institution located in the USA, the UK, Canada, Australia, New Zealand, or Ireland will be automatically exempted from submitting an English test score.

Category 2: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an institution where the language of instruction is English may request a waiver of the English



language proficiency requirement.

If you wish to apply for such a waiver, you must submit official documents issued by the educational institution you attended, certifying that your undergraduate or graduate education was conducted entirely in English. If the official transcript of your academic record or graduation/degree certificate includes that information, you need not submit a separate document.

This document must bear the seal or signature of the registrar, and it must be submitted in a sealed, unopened envelope with the university logo and address noted; the envelope must be signed or stamped across the flap by the issuing school authority.

You are advised to show these instructions to the registrar at the university that you attended when you request issuance of the document in accordance with our requirements.

**Statement of purpose** (use the designated form)

**Financial statement**

A financial statement is required if you select "I will finance myself" or "I will obtain funding from other institutions" when you submit your Application for Admission.

To show that you have the necessary funds to cover the total cost of your studies (tuition and living expenses in Japan; estimated at JPY 2,800,000 for the first year), please submit one of the following documents:

1. An original bank statement or an original letter from a bank dated within the past two months showing the necessary funds in Japanese yen or US dollars;
2. An original award letter from a scholarship provider showing the total sum of the scholarship in Japanese yen or US dollars as well as the general terms and conditions of the scholarship; or
3. An original statement from a sponsor (such as a relative) indicating the sponsor's ability and willingness to provide you with the necessary funds. The sponsor needs to provide proof of the necessary funds in the form of an original bank statement or an original letter from a bank dated within the past two months and showing the necessary funds in Japanese yen or US dollars.

A hard copy of a screen shot from a bank website will not be accepted.

The bank account shown in your statement must be of the type that allows you to withdraw funds upon your request.

Applicants who have completed the JICA Scholarship application process are required to provide official proof of the status of their application upon request from GRIPS.

**Application fee**

An application fee is required if you select "I will finance myself" or "I will obtain funding from other institutions" when you submit your Application for Admission. Please DO NOT pay the fee before we advise you to do so.

If the application fee has been paid and the application has been received by us, the fee will not be returned for any reason.

Upon request from GRIPS, the application fee, in the amount of JPY 30,000, must be paid by bank transfer to the account below. All applicable transfer charges will be borne by the applicant.

Bank name: Sumitomo Mitsui Banking Corporation  
Branch name: Tokyo Koumubu, Japan 096  
Account number: 151884  
Account name: The National Graduate Institute for Policy Studies  
Swift code (BIC code): SMBCJPJT

**Additional document required of applicants for two-year master's programs**

**Research proposal** (use the designated form)

**Additional documents required of applicants for five-year and three-year Ph.D. programs**

**Research proposal** (use the designated form)



**Hard copy of your master's thesis or equivalent**

If your thesis or its equivalent was written in a language other than English, please prepare and submit an English version of the abstract. In this case, you do not need to submit your master's thesis or its equivalent.

If your program does not require a thesis, you can submit a paper that you wrote during your study and that is related to your area of research.

If you are currently a student, you can submit the thesis you have been working on even if it is incomplete. If you think it is not enough, you can also submit a term paper or some other paper related to your research.

Applicants to the five-year Ph.D. program (PA) who do not have a graduate degree must submit an undergraduate thesis or a course paper.

## 4. After You Apply

### Notify GRIPS of any changes

You must notify GRIPS by e-mail as soon as possible of any changes in your personal data (e.g. address, phone number) or in your employment information (e.g., promotion, transfer) that may occur after you have completed your application.

### Admissions results

Once we have received your complete application with supporting documents, it is sent to our screening committee.

The final results of screening are announced by e-mail (See Admissions Schedule). Both successful and unsuccessful applicants receive notification e-mails.

NOTE: we do not respond to any individual inquiries about (a) the status of the screening process or (b) reasons for non-acceptance.

### Admissions inquiries

If you have any questions or need further information, please refer to the Application FAQs at <https://www.grips.ac.jp/en/admissions/faqs/>

If the answer to your question is not in the FAQs or in this Guide, please feel free to contact us by e-mail at [admissions@grips.ac.jp](mailto:admissions@grips.ac.jp)

**Admissions Schedule**

This chart gives an overall view of the admissions schedule of the programs for which application must be made directly to GRIPS by post. Schedules may vary. Screening for admission usually takes place within four months of the application deadline for each program. The final results are announced each year by the beginning of August at the latest.

		Year of Enrollment												
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
<b>For applicants seeking scholarships allocated through GRIPS</b>														
Master's Programs	MP1, MP2		Application Open	Deadline Dec 2, 2022	Screening			Result			Visa, etc.			Program starts
	PF		Application Open	Deadline Mar 3, 2023	Screening			Result		Result	Visa, etc.		Program starts Tax:Oct.; Cus:Sep.	
	PA, G-cube, STI		Application Open	Deadline Jan 18, 2023	Screening			Result			Visa, etc.			Program starts
<b>For externally funded/self-financed applicants</b>														
Master's Programs	MP1, MP2, MEP		Application Open	Deadline Dec 2, 2022	Screening			Result			Visa, etc.			Program starts
	PF		Application Open	Deadline Mar 3, 2023	Screening			Result		Result	Visa, etc.		Program starts Tax:Oct.; Cus:Sep.	
	MSP		Application Open	Deadline May 12, 2023	Screening			Result		Screening Result	Visa, etc.			Program starts
Ph.D. Programs	PA, G-cube, STI		Application Open	Deadline Jan 18, 2023	Screening			Result			Visa, etc.			Program starts



Japan-WCO Human Resource Development Programme

# Public Finance Program Customs Course



政策研究大学院大学  
NATIONAL GRADUATE INSTITUTE  
FOR POLICY STUDIES





**Contents**

1	Program Description .....	1
2	About GRIPS .....	11
3	Student Support .....	13
4	Admissions .....	15
5	Alumni .....	16

Address and Contact Information

# 1 Program Description

## Public Finance Program (Customs Course)

### Overview and Program Objectives

Since 2000, the Customs Course at GRIPS (as part of the Public Finance Master's Degree program) has cultivated promising customs officials. The major objective of the Public Finance Program is to provide students with the conceptual understanding and technical competence to become leaders in the area of taxation and customs. The curriculum is designed for government officials from developing countries, who currently work in customs or tax administration. The program is a 13-month course comprised of two segments: an academic segment common to customs and tax students, and a practicum segment that is conducted separately for customs and tax depending on the student's stream/concentration.

#### Public Finance Program

Tax Course

Customs Course

Degree offered : Master of Public Finance

#### Academic Segment

The academic segment provides a rigorous economics-oriented education aimed at developing a broad understanding of the theoretical, empirical, and institutional aspects of customs/tax policy implementation and administration, in the context of developing countries economic and social development. The academic segment culminates in the writing of a master's thesis facilitated by a course in which students develop their thesis with the input of academic supervisors and their peers, in which they have several opportunities to present their research.

#### Practicum Segment

The practicum segment of the Customs Course is provided in collaboration with Japan's Customs Training Institute (CTI: WCO Regional Training Centre), the Ministry of Finance. It involves workshops and seminars by Japan Customs experts, and field trips to regional Customs. These experiences give students opportunities to enhance their learning on practical, administrative, legal, and institutional issues, thus integrating practical experience with their theoretical learning.





## Outline of the Curriculum

### September Program

One academic year at GRIPS is composed of four terms: fall (16 weeks), winter (8 weeks), spring (16 weeks), and summer (8 weeks). Although the formal academic term starts in October, students in the Customs Course are invited to arrive in early September, and attend supplementary classes to brush up on their basic mathematical and statistical skills, which will help them grasp the micro-foundations of economics and the basis for empirical analysis. They also attend classes on basic Japanese, and special five-day program as part of the practicum in Customs Administration.

### Schedule for September-October 2022

September		
Week 1	Sep. 6 Sep. 7 Sep. 8	<ul style="list-style-type: none"> <li>•Arrival in Japan</li> <li>•Welcome party sponsored by WCO</li> <li>•Campus tour, program guidance</li> <li>•Japanese language class</li> </ul>
Week 2	Sep. 12	<ul style="list-style-type: none"> <li>•Japanese language class</li> <li>•Mathematics for Economics</li> </ul>
Week 3-4	Sep. 20	<ul style="list-style-type: none"> <li>•Mathematics for Economics</li> <li>•Lectures at Customs Training Institute (1day)</li> <li>•Courtesy visit to the Director-General of the Customs and Tariff Bureau at the Ministry of Finance, Japan</li> </ul>
October		
Week 5	Oct. 1 Oct. 3-4 Oct. 5 Oct. 6	<ul style="list-style-type: none"> <li>•Move into student residence</li> <li>•Entrance ceremony, school-wide orientation</li> <li>•Administrative formalities at GRIPS</li> <li>•Health check-up</li> <li>•Fall term classes commence</li> </ul>





**Formal Academic Program**

The formal academic segment of the master's program begins in October. It starts with focused teaching of foundational skills in micro- and macroeconomics as well as quantitative analysis. It then moves to a range of applied topics which help students understand how to design, implement, and evaluate public policies -- customs policy in particular -- in accordance with development strategies. Topics include public finance, international economics, development economics, human resource management, customs laws, and tax laws. See the list of course offerings and the flow chart for the 2022-2023 on the following pages.

In addition to the required and strongly recommended elective courses, students can choose freely throughout the year from any of the extensive list of courses offered at GRIPS. Along with economics courses, GRIPS also offers numerous courses in various academic areas that are conducted in English. These range from public administration, political science, international relations, mathematical science, data science, and social engineering, to a diverse range of interdisciplinary fields. Students can also choose to enroll in the Japanese language courses offered throughout the year at various levels of proficiency, although credits earned in these courses cannot count towards the degree.

**Practicum Program**

Practicum segment comprises Practicum in Customs Administration (PCA) I, II, III and Intellectual Property Rights (IPR) Enforcement at the Border as required courses and Customs Law (CL) as an elective. Among these, PCA I to III are interrelated and mutually complementary courses, whereby PCA I focus on the WTO and Customs-related trade rules, PCA II focus on the standards and good practices developed in the WCO and PCA III provide necessary knowledge of Customs reform and modernization building on the preceding courses and focus on how international rules and norms are being implemented in Japan Customs. CL will be focusing on how the multilateral trading system based on the GATT and the WTO evolved over the years and its implications on Customs administration. The segment begins in October with PCA I and subsequent courses will involve on-site visits to regional Customs in collaboration with the instructors at the CTI.

**Master's Thesis**

There is one required course, Thesis Seminar, that students must enroll from fall through summer term, which are devoted to producing the master's thesis (or "policy paper") on a topic related to public finance. In this course, students are provided with personal instruction in an intimate environment by a faculty advisor, and several opportunities to present both their ongoing and completed research papers. Students are supported in the writing process by mandatory Policy Proposal Writing and Thesis and Policy Proposal Writing courses, as well as through individual consultation with faculty members of the GRIPS Center for Professional Communication.





**Academic Year 2022-2023**

	Course No.	Course Name	Term	Credit	
I Required Courses	PFP2520E	International Taxation of Japan	Fall	2	
	PFP5010E	Practicum at the National Tax Agency	Fall through Spring (Session I)	8	
	PFP5110E	Practicum in Customs Administration I	Fall	2	
	PFP5120E	Practicum in Customs Administration II	Winter, Spring	2	
	PFP5130E	Practicum in Customs Administration III	Winter, Spring	4	
	PFP5210E	Intellectual Property Rights Enforcement at the Border	Spring (Session I)	2	
	ECO1000EB	Microeconomics I	Fall (Session I)	2	
	ECO3102E	Public Finance I	Winter	2	
	ECO4120E	Thesis Seminar	Fall through Summer	4	
	ECO4130E	Tutorial (PF)	Fall	1	
	GEN5020E	The World and the SDGs	Fall	1	
	Highly Recommended	ECO1060EA	Macroeconomics I	Fall (Session I)	2
		ECO2000EB	Microeconomics II	Fall (Session II)	2
		ECO2020EB	Government and Market	Winter	2
ECO2720EB		Introduction to Applied Econometrics	Fall	2	
ECO3110E		Fiscal Reform in Japan	Winter	2	
ECO3130E		Economics of Tax Policy	Winter	2	
ECO3160E		Reform of Economic Policy in Japan	Spring	2	
ECO3400E		International Trade	Spring (Session I)	2	
ECO3840EB		Development Economics	Winter	2	
PAD2560E		Human Resources Management	Spring	2	
PFP2500E		Customs Law	Winter through Spring	2	
III Elective Courses		ECO1600E	Monetary Economics (Money and Banking)	Fall	2
		ECO2060EA	Macroeconomics II	Fall (Session II)	2
		ECO2610E	Finance and Economic Growth	Spring (Session II)	2
	ECO2760E	Applied Time Series Analysis for Macroeconomics	Winter	2	
	ECO2770E	Applied Econometrics	Winter	2	
	ECO2780E	Applied Econometrics Practice	Winter	2	
	ECO3000E	Mathematics for Economic Analysis	Fall	2	
	ECO3104E	Political Economy	Spring	2	
	ECO3200E	Economics of Law	Spring	2	
	ECO3710E	Time Series Analysis	Spring (Session I)	2	
	ECO3860E	Development History of Asia: Policy, Market and Technology	Spring	2	
	PAD2670E	Public Expenditure Management	TBA	2	
	MOR1030E	Introduction to Data Science	Fall (Session I)	2	
	MOR2020E	Data Science in Practice	Fall (Session II)	2	
REG2100E	Local Government System and Finance	Fall	2		
*Selected Topics in Policy Studies I - IV					
Courses not listed in this table					

**X**

**Others**

\*\*Courses offered by the Center for Professional Communication

**Notes:**

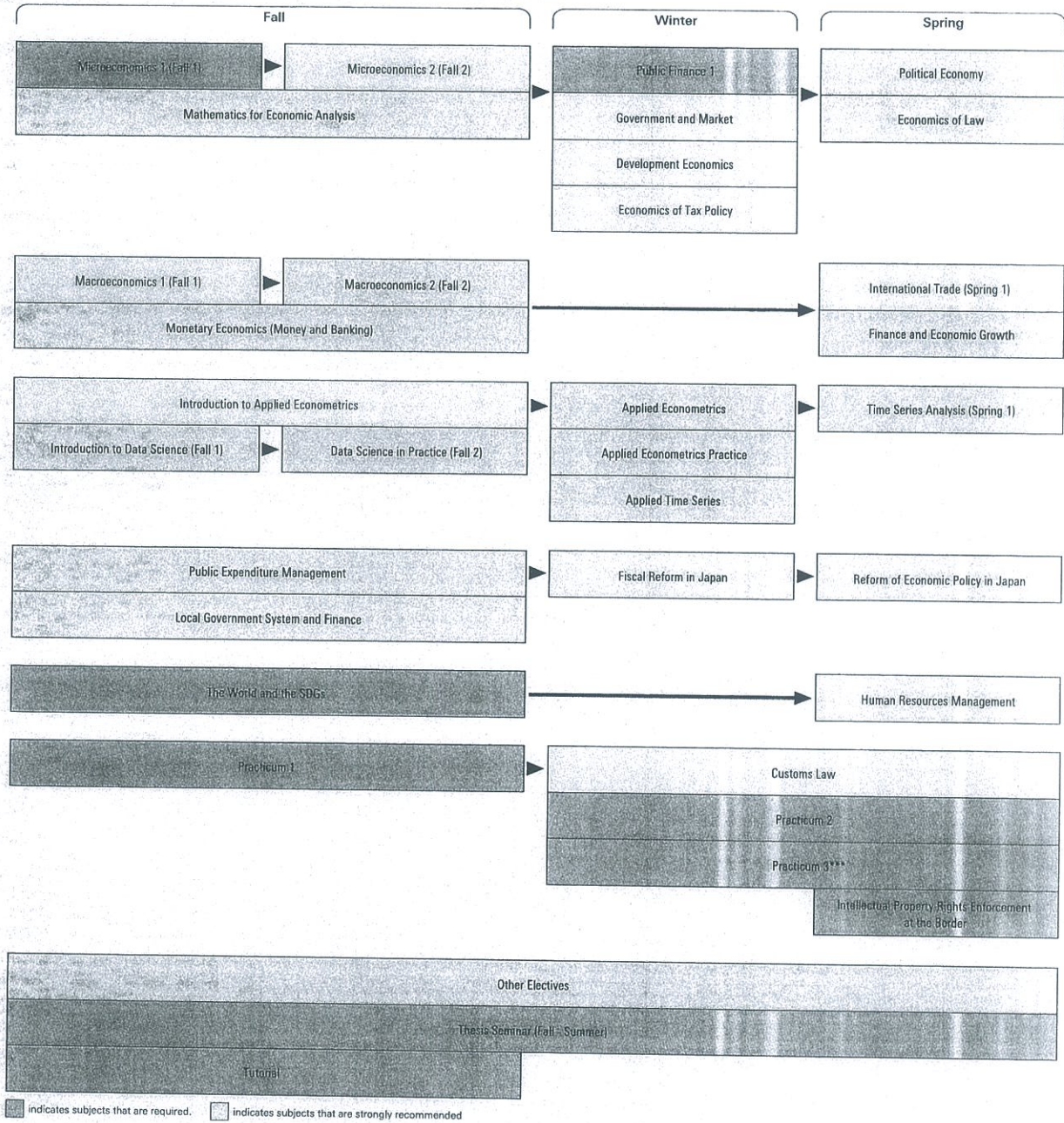
1. Graduation Requirements: Students must complete a minimum of 34 credits and meet the following requirements:  
 (a) Tax students must complete the following courses: PFP2520E, PFP5010E, ECO1000EB, ECO3102E, ECO4120E, ECO4130E and GEN5020E from Category I.  
 (b) Customs students must complete the following courses: PFP5110E, PFP5120E, PFP5130E, PFP5210E, ECO1000EB, ECO3102E, ECO4120E, ECO4130E and GEN5020E from Category I.
2. Courses offered in the Program are subject to change.
3. Students cannot take courses conducted in Japanese without Director's approval. If a student takes the same course in both English and Japanese, only one course (2 credits) will count toward the degree.
4. \*Course Number, Instructor, and Term for these courses will be announced later when the course is offered.
5. \*\*Credits earned in these courses cannot count toward the degree.
6. Students must take the courses LAN0220E, LAN0030E, and LAN0040E. Students may be exempted from taking LAN0040E depending on the result of the English Placement Test.

**Degree Requirements**

- The curriculum is comprised of two course categories: required courses and elective courses. In the elective courses, we have identified 11 courses that are highly recommended.
- Students in the Customs Course must complete a minimum of 34 credits, 20 of which are made up of required courses.
- Besides the minimum credit requirements stated above, students must complete and obtain approval for a master's thesis.



**Flow Chart for Core and Other Major Elective Courses**





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## **Brief Core Course Descriptions (Academic Segment)**

*Followings are for category I and Highly Recommended Courses only. For other courses, see <http://www.grips.ac.jp/en/education/information/syllabus/>*

### **Public Finance I**

In this course, students will learn both expenditure side and revenue side analyses of public finance theory. Topics include impact of public debt, sustainability, public capital and growth, public goods, taxation and efficiency/income distribution, amongst others.

### **The World and the SDGs**

The sustainable development goals (SDGs) adopted by the United Nations General Assembly in September 2015 present challenges that we all have to face, both globally and locally. GRIPS students are expected to play leadership roles in their respective careers, and naturally they are required to have a sophisticated understanding of the urgent but complex nature of the challenges that the SDGs present. To that end, this course, mandatory for all GRIPS students, offers an introductory overview of the state of the world in the 21st century through an examination of the historical development of the world system within the global eco-geological setting, and provides basic knowledge of the social, economic, political and ecological issues that are now being targeted by the SDGs. The world is so complex and as the SDGs cover a broad spectrum of issues, so no single course is sufficient for examination of all the important issues. However, for an understanding of the inter-related nature of the SDGs, it is useful to have a brief overview of the prospects of the SDGs and of the attendant difficulties. Throughout their participation in this course, the students are expected to think and re-think their major research focus at GRIPS within the wide perspective embodied in the SDGs.

### **Microeconomics I**

This is an introductory course on microeconomics. It covers basic economic assumptions and concepts used to define behaviors of consumers and producers in the market. The course consists of three parts: consumer theory, producer theory and the equilibrium in a competitive market. In the consumer theory, preference, utility, budget constraints, utility maximization and demand curves will be introduced. In the producer theory, production and cost functions, profit maximization, and supply curves will be discussed. Finally, the concept and the determination of the equilibrium will be analyzed.

### **Microeconomics II**

Based on certain understanding of materials taught in Microeconomics I, this course expands the basic framework. This course covers various market structure such as monopoly, oligopoly, and monopsony using the framework of game theory. Then course also introduces several cases where the market fails to achieve efficiency and how to address those market failures.

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### **Macroeconomics I**

This is a first course in the macroeconomics sequence. The course will cover broad topics relating to major macroeconomic variables; eg. money supply, inflation, unemployment, economic growth. Given that these variables can be changed over time and different across countries, we will use simple macroeconomic models to illustrate the underlying mechanism behind the change and difference. The focus of this course is on the long-run equilibrium.

### **Macroeconomics II**

This is the second course in the macroeconomics sequence. It will cover broad topics, mostly related to short-run economic behavior.

### **Introduction to Applied Econometrics**

This course helps students to understand applied econometric methods and to foster the skills needed to plan and execute their own empirical projects in economics. Topics include ordinary least squares estimation, panel data and fixed effects estimation, instrument variable estimation, difference-in-differences, and regression assessment. We study many examples and STATA package for actual estimation and application.

### **Government and Market**

The objective of this course is to acquire an in-depth understanding of the economic roles of government in a modern market-based society. We seek to understand what governments should do (or should not do), what should be left to the market and to private individuals, and what would be the consequences of government policies. This course will help you to apply the principles and knowledge of microeconomics to current policy issues.

### **Fiscal Reform in Japan**

The course discusses the current problems with Japan's public finance policy and the necessary reforms to address them. Japan's public finance faces several important issues such as huge government debt and rapid population aging. The course will discuss a fiscal consolidation plan, implementation of social security reform as well as medical care system and pension system.

### **Reform of Economic Policy in Japan**

This course covers issues related to the formulation of economic policy. The main topics discussed include the current state of the Japanese economy and its weaknesses. Japan's economy has three major weaknesses: lagging in globalization, low productivity in the service sector, and inflexibility in the labor market. Knowledge of Japan's economic structural reforms towards increased productivity and labor market reform will be useful to many Asian countries which are experiencing or will experience rapid population ageing. Also under discussion will be the role of government from the view point of economic growth.



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### **International Trade**

This course introduces the basic concepts, tools and information required for an understanding of the flow of goods across countries, i.e. international trade. We will investigate why nations trade, what they trade, and who gains from international trade. We will also analyze countries' motives for regulating international trade and the effect of regulatory policies on economic welfare.

### **Development Economics**

This course aims to familiarize students with development problems and issues that are fundamental to developing countries.

### **Human Resources Management**

Knowledge of Human Resource Management (HRM) has become critically important for the managers of public sector organizations. By working within a framework of academic analysis and through the practical experience of the instructor, students are expected to acquire managerial expertise and a practical sense of how public sector organizations are reformed.

### **Economics of Tax Policy**

In this course, the students will acquire an in-depth understanding of the principles of taxation and the economics tools for analysis of tax systems and policy. The overall goal of this course is that the students will be able to apply these principles and tools to work with current tax policy issues and fundamental policy reform options.

### **Political Economy**

This course reviews the recent development in the literature on political economy, by introducing both theoretical and empirical studies on the frontier of the literature. The goal of the course is to develop students' ability to identify interesting and important questions in the related applied economic fields and to present these ideas effectively.

## **Brief Core Course Descriptions (Practicum Segment)**

### **Customs Law**

This course will take up how the multilateral trading system based on the General Agreement on Tariffs and Trade (GATT) and the World Trade Organization (WTO) evolved over the years with focus on its implications on the Customs administration. The course will further elaborate on the basic principles of the multilateral trading system such as the Most Favored Nation (MFN), National Treatment (NT), relationship between WTO and Free Trade Agreements (FTAs)/Customs Unions (CUs)/ Preferential Trade Arrangements (PTAs), together with discussions on how WTO Members can use the trading system based on the WTO Agreements, including the Dispute Settlement System.

### **Practicum in Customs Administration I**

This course will introduce the basic principles of the multilateral trading system (MFN, NT, FTAs/ CUs/PTAs, etc.) and take up Customs-related trade rules in the context of the GATT and the WTO, focusing on how these rules are developed in trade negotiations and its implications on the Customs administration especially as the implementing authority. Topics will include trade facilitation, bound rate of duty and tariff classification, customs valuation, e-commerce, etc.

### Practicum in Customs Administration II

Knowing about policy and role of the World Customs Organization (WCO) and its tools is essential for managing Customs administration. WCO sets strategic management and four packages, namely Revenue Package, Economic Competitiveness Package (ECP), Compliance and Enforcement Package (CEP) and Organizational Development Package (ODP) as the framework of its activities. Four packages include various tools and instruments including Risk Management Compendium, Safe Framework of Standards (SAFE FOS), Authorized Economic Operator (AEO), Time Release Study and other Performance Measurement tools and others. This course provides the background and outline of the WCO activities and its tools including how member's apply these tools effectively.

### Practicum in Customs Administration III

This course aims to provide students with necessary knowledge of Customs reform and modernization, in terms of both theoretical and practical aspects, and problem-solving skills needed for strategic planning. The focus is thus placed on how a given knowledge can be applied to improve the effectiveness and efficiency of their own Customs Administrations. As generally recognized that a holistic approach is the key to successful reform and modernization, students are expected to deepen their understanding of essential components of Customs missions by referring to international standards and good practices of Japan Customs. Lectures include reviews and more practical aspects of areas which have already been taught in the Customs Law, the Practicum in Customs Administration I and II.

### Intellectual Property Rights Enforcement at the Border

Customs administrations are in the position to play a pivotal role in enforcing regulations regarding IPR infringing goods, given the fact that trade in such goods often involves cross-border transactions. IPR is one of the key issues discussed in various forums (e.g., WTO, WCO APEC, etc.), and customs administrations worldwide are expected to undertake appropriate measures. This course, consisting of classroom lectures and various field visits, aims to facilitate the students' consideration of a model of IPR border enforcement for their own customs administrations, through study of international practices of IPR border enforcement in Japan. The course also guides students towards a strong understanding of related matters such as individual IPR laws and IP rights holders' activities.





**Academic Calendar for 2022-2023**

Term	Month	SUN	MON	TUE	WED	THU	FRI	SAT	Note	
Fall	OCTOBER							1		
		2	3	4	5	6	7	8	Oct. 3 - 4 Entrance Guidance and Orientation	
		9	10	11	12	13	14	15	Oct. 3 - 17 Registration for Fall Term & Fall (Session I)	
		16	17	18	19	20	21	22	Oct. 6 Classes for Fall Term & Fall (Session I) begin	
	23	24	25	26	27	28	29	Oct. 18 - 24 Withdrawal for Fall Term & Fall (Session I)		
	NOVEMBER	30	31	1	2	3	4	5		
		6	7	8	9	10	11	12		
		13	14	15	16	17	18	19		
		20	21	22	23	24	25	26		
	DECEMBER	27	28	29	30	1	2	3	Nov. 29 - Dec. 12 Registration for Fall (Session II)	
		4	5	6	7	8	9	10	Dec. 1 Classes for Fall (Session II) begin	
		11	12	13	14	15	16	17	Dec. 13 - 15 Withdrawal for Fall (Session II)	
		18	19	20	21	22	23	24		
	JANUARY	25	26	27	28	29	30	31	Dec. 29 - Jan. 3 New Year holidays	
		1	2	3	4	5	6	7		
		8	9	10	11	12	13	14		
		15	16	17	18	19	20	21		
Winter	FEBRUARY	22	23	24	25	26	27	28		
		29	30	31	*1	*2	*3	*4	Feb. 1 - 14 Registration for Winter Term [*Interterm Period: Feb. 1 - 2]	
		5	6	7	8	9	10	11	Feb. 3 Classes for Winter Term begin	
		12	13	14	15	16	17	18		
	MARCH	19	20	21	22	23	24	25		
		26	27	28	1	2	3	4	Mar. 2 Grade release (Fall Term)	
		5	6	7	8	9	10	11		
		12	13	14	15	16	17	18	Mar. 23 Graduation Ceremony for domestic programs	
	Spring	APRIL	19	20	21	22	23	24	25	*[Interterm Period: Mar. 31]
			26	27	28	29	30	*31	1	Apr. 3 Entrance Guidance for domestic programs
2			3	4	5	6	7	8	Apr. 3 - 18 Registration for Spring Term & Spring (Session I)	
9			10	11	12	13	14	15	Apr. 5 Classes for Spring Term & Spring (Session I) begin	
16		17	18	19	20	21	22	Apr. 19 - 25 Withdrawal for Spring Term & Spring (Session I)		
MAY		23	24	25	26	27	28	29	Apr. 28 Grade release (Winter Term)	
		30	1	2	3	4	5	6		
		7	8	9	10	11	12	13		
		14	15	16	17	18	19	20		
JUNE		21	22	23	24	25	26	27		
	28	29	30	31	1	2	3			
	4	5	6	7	8	9	10	Jun. 2 - 14 Registration for Spring (Session II)		
	11	12	13	14	15	16	17	Jun. 5 Classes for Spring (Session II) begin		
JULY	18	19	20	21	22	23	24	Jun. 15 - 19 Withdrawal for Spring (Session II)		
	25	26	27	28	29	30	1			
	2	3	4	5	6	7	8			
	9	10	11	12	13	14	15			
Summer	AUGUST	16	17	18	19	20	21	22		
		23	24	25	26	27	28	29		
		30	31	*1	*2	*3	*4	*5	Aug. 1 - 14 Registration for Summer Term	
		6	7	8	9	10	11	12	*[Interterm Period: Aug. 1 - 2]	
	13	14	15	16	17	18	19	Aug. 3 Classes for Summer Term begin		
	20	21	22	23	24	25	26	Aug. 30 Grade release (Spring & Summer Terms)		
	SEPTEMBER	27	28	29	30	31	1	2		
		3	4	5	6	7	8	9	Sep. 6 Faculty Meeting for Judgment (tentative)	
		10	11	12	13	14	15	16	Sep. 13 Graduation Ceremony	
		17	18	19	20	21	22	23	*[Interterm Period: Sep. 28 - 29]	
24	25	26	27	*28	*29	30				

Course Registration (Please note that schedules are subject to change.)

Registration
  Withdrawal
  No class (Sundays, National Holidays, and New Year Holidays)



## 2 About GRIPS

### Message from the Dean

GRIPS was founded in 1997 as a stand-alone national graduate university focusing on policy studies. Future policy leaders and policy researchers from around the world gather here, making GRIPS an international hub for public policy research and education.

We offer Master's and Doctoral programs covering a broad range of areas, from economics, political science, public administration, and international relations to social engineering and mathematical science, and we encourage students and faculty to engage in interdisciplinary research.

GRIPS has a very international character in every respect, with more than two thirds of our students coming from overseas, from over 110 nations to date. Our faculty is also international and includes academics, public officials, and executives from private companies. The diverse backgrounds of our faculty create an ideal environment for students pursuing policy studies.

Reflecting the diverse backgrounds of our students and faculty, GRIPS aspires for cross-fertilization of academic disciplines and their application to real policy making and policy analysis. We welcome young people from all over the world to come to GRIPS to learn more about Japan and to engage in productive communication with each other. GRIPS' mission is to train and educate young, talented people to become national leaders with a genuine sense of social responsibility.

The Public Finance Program is an integral part of this mission. I hope you will join us.

Dean and Vice President  
Nobuhiro Hosoe

*N. Hosoe*





## GRIPS at a glance

The educational mandate of GRIPS is to cultivate high-level policy professionals and researchers. Our degree programs are designed to train students to envision a wide range of solutions to various policy issues.

### OUR MISSION

- Cultivate future leaders in policymaking
- Serve as an international center for policy research

### STUDENT LIFE

- Numerous scholarships available
- Spacious campus located in the heart of Tokyo (Roppongi)
- Modern & comfortable dormitories
- Global community and network (about 60 countries)
- Field trips and various cultural programs offered

### ACADEMIC

- 1- and 2-year master's programs
- Integrated 5-year doctorate programs
- Various doctorate programs
- Distinguished faculty
- Classes taught fully in English

### FUTURE CAREERS

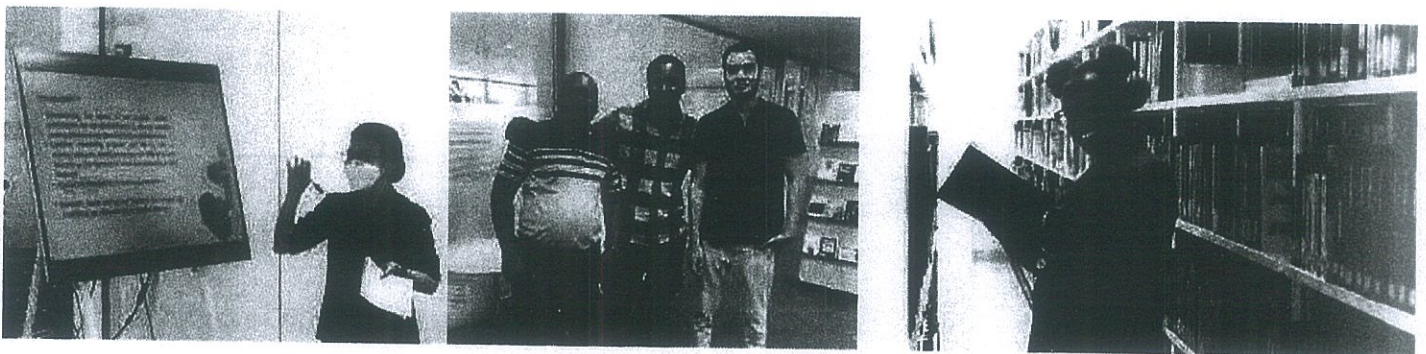
- Policy-making career tracks  
(government official, private sector, international organizations, academia, etc.)
- Active alumni for international networking

## Programs offered at GRIPS for international students

For details, visit: [http://www.grips.ac.jp/en/education/inter\\_programs/](http://www.grips.ac.jp/en/education/inter_programs/)

## Brief History of GRIPS

- 1977 Graduate School of Policy Science (GSPS) established at Saitama University; the predecessor of GRIPS
- 1997 National Graduate Institute for Policy Studies (GRIPS) established
- 1999 Relocated to Wakamatsu-cho campus in Tokyo (Shinjuku)
- 2005 Relocated to current campus in Roppongi



# 3 Student Support

One unique aspect of GRIPS is our extensive support system for assisting students in their daily living. We consider this aspect of your lives to be every bit as important as your academic life, especially for foreign scholars unfamiliar with Japan. As international students have comprised, on average, about 60% of the GRIPS student body over the last 20 years, we have developed comprehensive services to assist students in their day-to-day living.

The Student Office organizes orientation programs for incoming students and assists arriving international students in getting organized and settled in Japan. It also organizes a number of social events and activities, including field trips and concerts. The Student Office also functions as a hub to promote meaningful interaction and understanding between Japanese and foreign nationals.

## Faculty

GRIPS boasts a nearly 200-member faculty from a variety of backgrounds. Many of them hold doctorate degree from outside of Japan, and many have served as central and local government officials, diplomats, bankers or business executives. This enables an effective combination of rigorous academic courses complemented by professional expertise and experience.

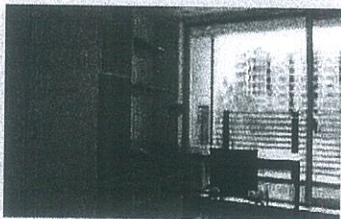
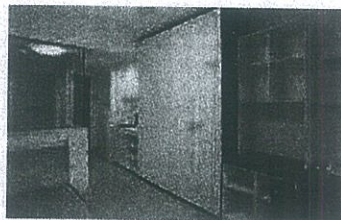
For more on our faculty members, please see <http://www.grips.ac.jp/en/about/directory/>

## Accommodation

Accommodation is provided in the Tokyo International Exchange Center (TIEC), operated by the Japan Student Services Organization (JASSO), in GRIPS International House, or in private apartments recommended by the GRIPS Student Office.

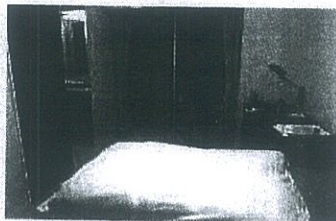
### Tokyo Academic Park Residence Halls

In the bayside area, built in 2001 by the Ministry of Education, Culture, Sports, Science and Technology (MEXT)  
Room Types: Single, Couple, Family



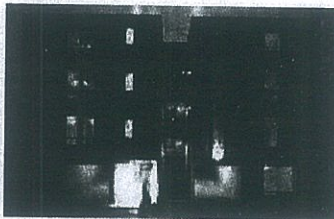
### GRIPS International House I

In Nakano, built in 2009  
Room Types: Single, Couple



### GRIPS International House II

In Nakano, built in 2009  
Room Types: Single, Couple





## Resources

### Center for Professional Communication

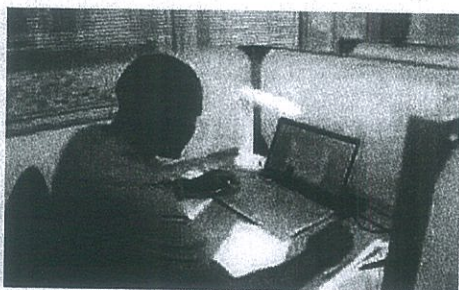
The mission of the Center for Professional Communication is to support GRIPS students, faculty, and staff in developing effective professional communication skills and competencies needed to communicate productively in an environment of multiple stakeholders. To this end, we offer a range of instruction and support



in fundamental areas of professional communication in English and Japanese, including policy paper writing, professional speaking, grant proposal writing, and digital communications. We also provide opportunities for cultural and academic exchanges through a self-access learning center, organize seminars and special events related to all aspects of professional communication, and prepare customized materials for students and staff on academic and professional writing and language learning.

### Library

- Extensive collection of publications in the field of policy studies, collected from around the world
- Collection contains over 190,000 volumes, including reference books, statistical collections, working papers, and government documents
- Large collections of periodicals that include more than 12,000 journals, many of which are available online
- Well-trained staff are equipped to respond to research-related requests



## Facilities

### Student Rooms and IT Support Center

- Each student is provided with a study space, accessible 24 hours a day
- A computer help desk is open to all students during regular working hours



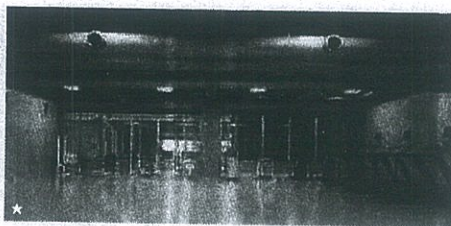
### Health Services Center

- In-house health clinic
- Nurse on duty daily, doctor available several days a week
- Provides medical advice, basic medical examinations
- Will refer to an appropriate hospital or specialist when necessary



### Gym

- Running machines and training equipment
- Showers and washing machines
- Free use by students, faculty, and staff



### Tea Ceremony room

### Prayer room

# 4 Admissions

Each year the Secretary General of the WCO invites nominations from a select number of WCO member customs administrations. Although the number of admissions is limited, the program may also admit students who obtain another source of funding (i.e other than WCO scholarships), including scholarships provided by the student's home country.



WORLD CUSTOMS ORGANIZATION

## Eligibility Criteria

Before you apply for GRIPS, please carefully read the full description of eligibility criteria on the Public Finance Program web page at [http://www.grips.ac.jp/en/education/inter\\_programs/finance/](http://www.grips.ac.jp/en/education/inter_programs/finance/). Details of WCO scholarships are also available on that page.

Irrespective of the funding source, to be eligible for admission to the Public Finance Program (Customs Course), the applicant must meet the following criteria:

1. Have a bachelor's degree or its equivalent from a recognized, accredited university of the highest standard.
2. Be proficient in English (admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher).
3. Be an active government official in a developing country, with at least 2 years' work experience in customs policy and administration in the home country at the time of enrollment, and preferably below 35 years of age as of April 1st in the year of enrollment. Preference will be given to those who show promise of continuing their career in customs policy and administration upon returning to their home countries.

## For Those Seeking a WCO Scholarship

Those seeking a WCO scholarship must first apply for admission to GRIPS.

GRIPS will make a short list of candidates and send it to the WCO for the final selection.

Additional Criteria for WCO Scholarship	Scholarship Coverage
<ul style="list-style-type: none"> <li>● Be a national of an eligible developing country member of the WCO</li> <li>● Be chosen and nominated by their Customs Administration</li> <li>● Have never before been awarded a scholarship under the Japan-WCO Human Resource Development Programme</li> </ul>	<ul style="list-style-type: none"> <li>● Monthly stipend: JPY147,000.</li> <li>● Application fee, admission fee, and tuition</li> <li>● An economy-class air ticket from your home country to Japan upon enrollment at GRIPS and an economy-class air ticket from Japan to your home country upon completion of your studies at GRIPS</li> <li>● Book allowance: JPY75,000</li> <li>● Arrival allowance: JPY25,000</li> <li>● Return allowance: JPY25,000</li> </ul>
<p>For full description, please refer to the Public Finance Program web page at <a href="http://www.grips.ac.jp/en/education/inter_programs/finance/">http://www.grips.ac.jp/en/education/inter_programs/finance/</a></p>	

## How to Apply

We accept applications for the Public Finance Program (Customs Course) online at the GRIPS website. The online entry deadline is February 24th, 2023, 17:00(JST), and the online application deadline is March 3, 2023, 17:00(JST). For details, please refer to the Admissions web page at <http://www.grips.ac.jp/en/admissions/index/>



# 5 Alumni

One of the greatest resources and joys of studying at GRIPS is the diversity of the student community. The connections you make at GRIPS are a valuable part of your degree. The GRIPS Alumni Network will ensure they are lifetime bonds by keeping you in touch with fellow alumni and the school.

As a GRIPS graduate, you join an impressive network of around 5,400 alumni who are actively shaping future policies in more than 115 countries around the world. We offer a variety of ways to remain engaged with GRIPS and strengthen your ties with fellow alumni. These include alumni reunions, seminars, a searchable alumni directory and online networking opportunities utilizing social media such as Facebook and LinkedIn.

## Alumni of the Public Finance Program (Customs Course)

Since its launch in 2000, two hundred fifteen (215) students have graduated from the Public Finance Program's Customs Courses with Master's degree. This year, eleven students are expected to get a degree by the end of September 2022.

All were mid-career customs officials when admitted into the program. The majority of WCO scholars who graduate return to their home countries and pursue careers in the field of customs.





## Voices of the Alumni

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### **Dashgin Aliyev (Azerbaijan, 2009)**

**Current Position: Regional Development Manager for the WCO Europe region**

**Affiliation: World Customs Organization**

Currently I am holding a position of a Regional Development Manager in the WCO Secretariat, in charge of coordination of the capacity building activities and support to the development of Customs Administrations, in the biggest region of the WCO. Back in 2008 I was honored, as a first customs officer from my Customs Administration, to be awarded a scholarship for the Public Finance Programme at GRIPS. The Public Finance Program provides a fantastic opportunity that any customs officers may desire, to develop conceptual understanding and technical competence in Customs and related topics. The curriculum is specifically designed for customs officials and GRIPS does not stop to keep it up-to-date by continuously reviewing it in the light of the emerging trends and considering of what students actually need to study to add value to their service in Customs. From my own experience I can tell what an immense role the Programme, which is aiming at academic and career growth of its students, played in my career growth. After I returned to my Customs Administration, I served for 3 years, as per the requirement of the Programme, and in 2012 joined the WCO Career Development Program to undertake work at the WCO Secretariat for 10 months. This career path continued with the position of Customs Attaché in the Embassy of Azerbaijan to Belgium, and later on secondment to the WCO Secretariat, where currently I am functioning as a Regional Development Manager. During my time at the Secretariat, I have observed that GRIPS graduates always have comparative advantages when they apply to WCO fellowship, career development and other programs. The practical knowledge and experience gain at GRIPS helped me a lot in my job at the WCO, with a smooth transition and immediate report for duty. I heartily welcome all prospective students and sure that your enrollment in the program will be a big step toward the next stage in your career development.



### **Tsendsuren Davaa (Mongolia, 2011)**

**Current Position: Senior State Customs Officer of International Cooperation Division**

**Affiliation: Customs General Administration of Mongolia**

I had selected the Customs Course in the Public Finance Program at GRIPS (WCO – Japan CCF Scholarship) in 2010/2011 Academic year. It was one of the most memorable moment of my educational and social life enriching my personal experiences. The Public Finance Program enhanced my knowledge of economic and statistical principles that affected the performance of Mongolian Customs. The educational program empowered me to improve my analytical skills, particularly my ability to use socioeconomic and statistical methods. Besides academic lectures, the degree program also included the study of best practices and visits to Japan Customs to experience real-time field operations. After completion of my Master's Degree Program, I felt that I had strengthened my skills as a data analyst. On my return to Mongolian Customs, I was promoted to the post of Deputy Director of the Customs Control and Risk Management Department. After completion of my Master's Degree in Japan, I continued my research work in Mongolia and received my Ph.D. of Business Administration in 2015 from the Mongolian National University. My Master's thesis primarily concerned about Customs Risk Management, so Ph.D. thesis based on it. I would like to state that, without comprehensive economic and Customs knowledge which I gained from the GRIPS, it would have been difficult to study in a Doctorate. Therefore, I am grateful for the opportunities it has afforded me. Also, I would like to express my sincere thanks to the GRIPS which motivated and encouraged my further career development.



### **Lazzat Daniyarova (Kazakhstan, 2016)**

**Current position: Senior Expert, Risk Management Unit,**

**Affiliation: State Revenue Committee, Ministry of Finance, Republic of Kazakhstan**

When I commenced my studies at GRIPS I was only 23 years old Customs officer having 2 years of experience and yet GRIPS and WCO believed in me and gave me the chance to learn and explore so many things, so I could return as another person with a wide expertise in Customs matters. That one year in Japan was full of experiences from academic and professional angles. When I continued my work with Kazakhstan Customs I was promoted to the Senior Expert of the Risk Management Unit. Thanks to my obtained Degree and knowledge, in 2018 I was accepted as a Professional Associate assigned to Compliance and Facilitation Directorate of the World Customs Organization under the sponsorship of Japan Customs. While working for the WCO I was directly involved in organization of major meetings also as a speaker and a moderator, including Permanent Technical Committee, Trade Facilitation Working Group, and finally the IT/TI Conference.



### **Hector Kenzo Horiuti Kitahara (Brazil, 2018)**

**Current Position: Deputy Director**

**Affiliation: São Paulo Customs**

During the Public Finance Program, students learn the economic impacts of Public Policies, while learning the latest trends and best practices from WCO and Japan Customs. This skillset is extremely useful for making decisions based on evidence and economic principles, very important traits to having high impact as Customs Policy Makers when going back to our countries.

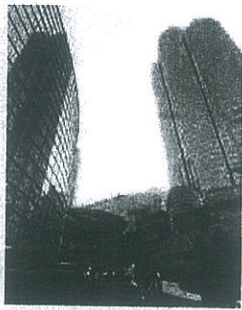
During the Program, you will grow not only at a professional level, but also at a personal level. GRIPS staff works very hard to make our life as comfortable as possible during the study period. This Program has definitely been the best experience I have had in my life, and I cherish all the friends I have made during my stay in Japan!



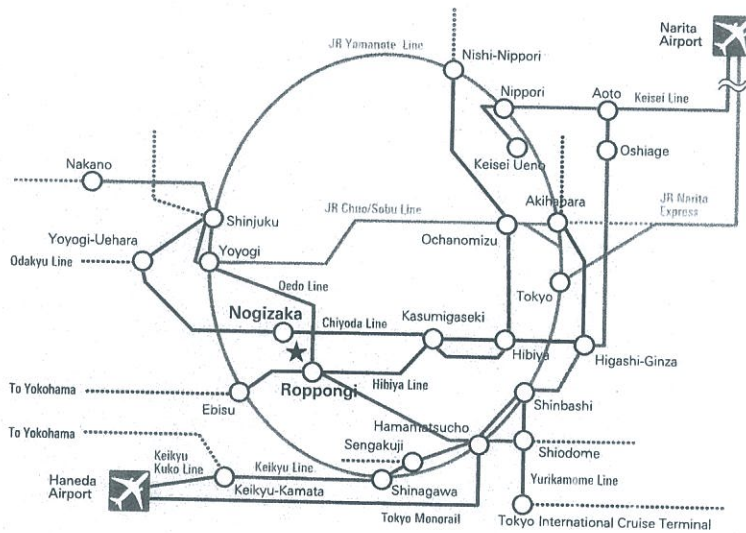
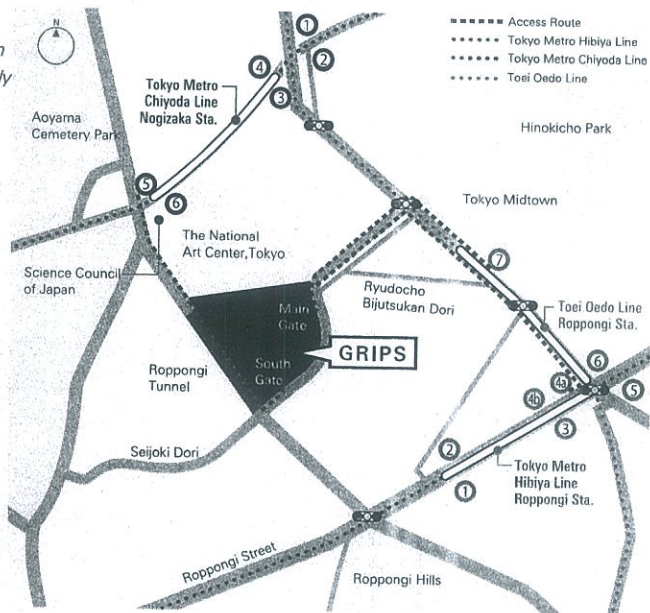
## Address and Contact Information

### Getting to GRIPS

The GRIPS building is located in the center of Tokyo, conveniently accessible by public transport. Both Nogizaka Station on the Chiyoda Line and Roppongi Station on the Oedo and Hibiya Lines are within 10 minutes walking distance.



Roppongi Hills



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### Admissions Office

[admissions@grips.ac.jp](mailto:admissions@grips.ac.jp)



Gateway to  
Global Leadership