



OCOM Memo No. 2-2025

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

*A modernized and credible customs administration that upholds good governance and is among the world's best*

**MEMORANDUM**

**TO :** ALL BOC OFFICIALS AND EMPLOYEES

**FROM :** BIENVENIDO Y. RUBIO  
Commissioner

**SUBJECT :** CALL FOR APPLICATION FOR MASTER'S DEGREE PROGRAMME IN PUBLIC FINANCE AT THE NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

**DATE :** 23 December 2024

This has reference to the Invitation Letter dated 14 November 2024 from the World Customs Organization (WCO) for the upcoming **Master's Degree Programme in Public Finance** at the **National Graduate Institute for Policy Studies (GRIPS)** in Tokyo, Japan. (Annex A)

The Scholarship Programme focuses on developing 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. This Master's Degree Programme will begin in **September 2025** and conclude in **September 2026**.

The Master's Degree Programme is comprised of 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 cooperation with Japan Customs, including the Japan Customs Training Institute, pursuing the acquirement of sufficient knowledge and customs practices applicable to their home administration to further improve customs procedures and modernization.

Conditions for Candidacy and Selection

- a) Candidates should be in Good Health, preferably below 35 years of age as of 1 April 2025;
- b) The recipients of scholarships under this Programme will enroll for a Master's Degree in the Public Finance Program at the GRIPS;
- c) The Scholarship is for 13 months of academic year starting in September. The scholarship period cannot be extended;



- d) Individuals who have already been awarded a scholarship under the Japan-WCO Human Resource Development Programme in the past will not be eligible to apply;
- e) Candidates should be Customs Officers fully proficient in English. (Applicants are required to submit official report of their TOEFL iBT or IELTS score);
- f) Should have at least 2 years of work experience in Customs field as of 1 September 2025 and should have assessed potential for advancement;
- g) Candidates should continue to work in their home Customs administration for at least 3 years;
- h) Have at least Very Satisfactory performance ratings for the last two (2) consecutive rating periods preceding the period of application for scholarship program;
- i) Have no foreign or local scholarship grant in the past two (2) years;
- j) Have no pending service obligation from previous local or foreign scholarship;
- k) Have no pending criminal and/or administrative case.

#### Financial Arrangements

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.

#### Travel Arrangements

- a) **Travel Costs:** An economy class pre-paid air ticket by the shortest and most economical route will be provided to the selected candidate.
- b) **Insurance:** No Insurance coverage is provided by the WCO/Japan in respect of personal accidents or damage to loss of personal effects during transport to or from Tokyo.
- c) **Passports – Visa:** Persons entering Japan must hold a valid Passport and Visa. The GRIPS will provide the selected candidates with a letter certifying enrollment in the Japan-WCO Scholarship so that they may apply for a Student Visa, authorizing temporary residence in Japan for the duration of the Programme.
- d) **Health Certificate:** 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.*



In accepting the Scholarship, the candidate:

- a) Must fill out and submit Scholar Guidelines to WCO;
- b) Undertakes to work full time on the assigned Programme;
- c) Undertakes to comply with the laws and show due respect to the culture and life of the host country.

The application process for candidates is as follows:

- a) Applications will be reviewed and selected by the Personnel Development Committee (PDC) and shall be endorsed by the PDC Chairperson to the Commissioner;
- b) Once endorsed, the Commissioner or their authorized representative will decide whether to approve the endorsement and nominate the selected applicant to the WCO.
- c) The nominated applicant must read carefully and consent to the Administrative Provisions. **(Annex B)**;
- d) The nominated applicant downloads the GRIPS Application Guide and Application Forms from the Web page "How to Apply" (<https://www.grips.ac.jp/en/admissions/apply/>) and completes the application forms;
- e) The nominated applicant must read the GRIPS Online Application Guide thoroughly: [https://www.grips.ac.jp/uploads/admissions/2024/07/GRIPS Application Guide 2025](https://www.grips.ac.jp/uploads/admissions/2024/07/GRIPS_Application_Guide_2025)
- f) The nominated applicant fills out and submits the Online Registration Form (<https://webentry.grips.ac.jp/entryform/>) by 14 February 2024, 17:00 (JST);
- g) Nomination form, which can be downloaded from the application webpage, should be completed and submitted along with the rest of the supporting documents; and
- h) The candidates will be selected by the WCO in consultation with GRIPS.

Upon acceptance of the scholarship program, grantee/s shall execute a **Scholarship Service Contract** with the Bureau of Customs (BOC), stating the terms and conditions of his/her scholarship grant.

Depending on the length of the program, the grantee **shall be covered by a service obligation** and **shall submit to the Secretary of Finance**, through the Customs Commissioner, the following **within sixty (60) days after completion of his or her study**:

- a. Completion report on the scholarship enjoyed, including brief description of the program, insights or knowledge gained and practical application in the agency, problems encountered and recommendations;
- b. Re-entry plan or proposal for the application of newly acquired skills and expertise to the BOC;



- c. Copy of Transcript of Records of Grades; and
- d. Term Paper and/or thesis, if applicable.

All aspiring applicants shall submit the following documentary requirements **(Annex C)** to Ms. Nicole Anne D. Atienza, Acting Assistant Head, Learning and Development Management Office (LDMO) at [atienzan@customs.gov.ph](mailto:atienzan@customs.gov.ph) cc: [LDMO@customs.gov.ph](mailto:LDMO@customs.gov.ph) on or before **10 January 2024 (Friday)**:

- a. **Nomination Form;**
- b. **Application for Admission;**
- c. **Statement of Purpose;**
- d. **Letter of Recommendation, Certificate of Employment;**
- e. **Research Proposal (only for applicants for the two year master's and PhD Programs);**
- f. **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;
- g. **Duly accomplished Personal Data Sheet with Work Experience Sheet** (Civil Service Commission Form No. 212);
- h. **Individual Performance and Commitment Review Form** for the last two (2) consecutive rating periods preceding the period of application;
- i. **Certification from the LDMO** stating that the personnel have no (1) foreign or local scholarship grant in the past two (2) years and (2) pending service obligation from previous or foreign scholarship; and
- j. **Legal Clearance** and **notarized affidavit** of no pending and/or administrative case.

All submitted applications and shall be forwarded to the PDC pursuant to Customs Memorandum Order No. 31-2021 together with the matrix of the credentials of all the applicants for evaluation and recommendation to the Commissioner or his authorized representative.

For more information, please read the Administrative Provisions and Application Guide **(Annex D)** or you may visit the GRIPS Website at <https://www.grips.ac.jp/en/>

For 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

### For the Attention of WCO Developing Country Members

14.11.2024 / Brussels  
24HL0424E

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 focuses on developing **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 being are specified in the attachment. This Master's Degree Programme will begin in September 2025 and conclude in September 2026.

The Master's Degree Programme is comprised of 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 the acquirement of sufficient knowledge and customs practices applicable to their home administration to further improve 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 the Website mentioned below after online registration).



.../...

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 downloads the GRIPS Application Guide and Application Forms from the web page "How to Apply" (<https://www.grips.ac.jp/en/admissions/apply/>) and completes the application forms.
- The nominated applicant must read the GRIPS Online Application Guide thoroughly:  
[https://www.grips.ac.jp/uploads/admissions/2024/07/GRIPS\\_AppGuide\\_2025.pdf](https://www.grips.ac.jp/uploads/admissions/2024/07/GRIPS_AppGuide_2025.pdf)
- The nominated applicant fills out and submits the Online Registration Form ([https://webentry.grips.ac.jp/entry\\_form/](https://webentry.grips.ac.jp/entry_form/)) by **14 February 2025**, 17:00 (JST).
- The nominated applicant must then send a complete set of the required supporting documents by post to reach the Admissions Office by **21 February 2025**, 17:00 (JST).
- 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 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 Mr. Tetsuo MIZUNUMA of the WCO Capacity Building Directorate: (Tel.: + 32 2 209 94 36; 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,



**Ian Saunders**  
Secretary General





## Organisation mondiale des douanes

Rue du Marché 30, B-1210 Bruxelles, Belgique  
T: +32 (0)2 209 92 11 / info@wcoomd.org  
Compte bancaire: IBAN 210-0475126-72

A l'attention de  
**Administrations membres des douanes des pays en développement**

Bruxelles, le 14 novembre 2024  
24HL0424F

Madame, Monsieur le Directeur général,

Par la présente, j'ai le plaisir de vous informer que l'Organisation mondiale des douanes (OMD) attribuera un certain nombre de bourses d'études pour le **Programme d'études universitaires supérieures en Finances publiques du « National Graduate Institute for Policy Studies (GRIPS) »** de Tokyo, Japon. Les bourses d'études seront financées par la Douane japonaise dans le cadre du Programme de bourses Japon-OMD pour le développement des ressources humaines.

Ce Programme s'adresse à de **jeunes cadres supérieurs à haut potentiel venant d'administrations membres des douanes des pays en développement**. Les candidats doivent avoir fait preuve **d'une capacité à progresser et à s'investir** au service de leur administration et **maîtriser parfaitement la langue anglaise**. Les conditions à remplir par le candidat, ainsi que les critères de sélection sont spécifiés dans le document en annexe (disponible en anglais uniquement). Ce Programme d'études universitaires supérieures commencera en septembre 2025 et s'achèvera en septembre 2026.

Le Programme d'études universitaires supérieures comprend deux parties : une partie théorique et une partie pratique. La partie théorique propose une formation rigoureuse, orientée vers les aspects économiques, visant à développer une large compréhension des aspects théoriques, empiriques et institutionnels de la gestion et de la mise en œuvre de la politique douanière. La partie pratique est enseignée en coopération avec la Douane japonaise, ainsi que l'Institut de formation douanière du Japon, et vise à poursuivre l'acquisition de connaissances et de pratiques douanières suffisantes pouvant s'appliquer à leur administration nationale et apporter ainsi de nouvelles améliorations aux procédures et à la modernisation douanières.

Vous trouverez ci-joint les documents décrivant les dispositions d'ordre administratif régissant ce Programme, les procédures de candidature et des informations fournies aux candidats par l'Université. Si vous souhaitez désigner un candidat ou des candidats de votre Administration pour ce Programme de bourses d'études, veuillez introduire la demande, avec tous les documents justificatifs, y compris le formulaire de candidature de votre Administration (téléchargeable à partir du site Web mentionné ci-dessous après inscription en ligne).

.....

[www.wcoomd.org](http://www.wcoomd.org)

.../...

La procédure à suivre par le candidat est la suivante :

- Il convient que le candidat désigné lise attentivement les DISPOSITIONS ADMINISTRATIVES (Annexe 1) et y apporte son consentement.
- Le candidat désigné télécharge le guide de candidature GRIPS et les formulaires de candidature à partir de la page web « How to Apply » (<https://www.grips.ac.jp/en/admissions/apply/>) et remplit les formulaires de candidature.
- Il convient que le candidat désigné lise attentivement le Guide de candidature en ligne du GRIPS accessible via le lien suivant  
[https://www.grips.ac.jp/uploads/admissions/2024/07/GRIPS\\_AppGuide\\_2025.pdf](https://www.grips.ac.jp/uploads/admissions/2024/07/GRIPS_AppGuide_2025.pdf)
- Le candidat désigné complète et soumet le formulaire d'entrée en ligne (Online Entry Form) ([https://webentry.grips.ac.jp/entry\\_form/](https://webentry.grips.ac.jp/entry_form/)) pour le **14 février 2025** avant 17 heures (heure du Japon).
- Le candidat devra ensuite compléter et soumettre le formulaire de candidature en ligne (Online Application Form) et renvoyer tous les documents justificatifs au Bureau des admissions du GRIPS (*Admissions Office*) à l'adresse indiquées sur la page Web de candidature pour le **21 février 2025** avant 17 heures (heure du Japon).
- Il conviendra également de compléter et de renvoyer le formulaire de candidature, qui peut être téléchargé à partir de la page Web de l'application, avec le reste des documents justificatifs au Bureau des admissions du GRIPS.

Veillez prendre note que les actes de candidature reçus après les dates limites ne seront pas pris en compte. Dans la mesure où la présentation tardive des pièces justificatives, telles que la preuve du niveau de connaissance de la langue anglaise, n'est pas acceptable, les candidats et les administrations proposant les candidatures sont encouragés à préparer les documents exigés bien à l'avance.

Pour toutes questions relatives à ce programme, votre personnel peut contacter Monsieur Tetsuo MIZUNUMA de la Direction du renforcement des capacités de l'OMD (Tél : + 32 2 209 96 36, Courriel : [scholarship@wcoomd.org](mailto:scholarship@wcoomd.org)) ou le Bureau des admissions du GRIPS (Courriel : [admissions@grips.ac.jp](mailto:admissions@grips.ac.jp)).

Veillez agréer, Madame, Monsieur le Directeur général, l'assurance de ma parfaite considération.



Ian Saunders  
Secrétaire général

**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 the organizations in the area of taxation and Customs. Scholars are expected to return to home Customs to utilize their knowledge and skills acquired through the programme and disseminate them to the 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 94 36  
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 2025.
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 of academic year starting in 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 years of work experience** in the Customs field as of 1 September 2025 and should have assessed potential for advancement.

9. After completing 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.
10. 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.
11. 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.
12. The application process for candidates is as follows:
  - The nominated applicant downloads the GRIPS Application Guide and Application Forms from the web page "How to Apply" (<https://www.grips.ac.jp/en/admissions/apply/>) and completes the application forms.
  - The nominated applicant must read the GRIPS Online Application Guide thoroughly: [https://www.grips.ac.jp/uploads/admissions/2024/07/GRIPS\\_AppGuide\\_2025.pdf](https://www.grips.ac.jp/uploads/admissions/2024/07/GRIPS_AppGuide_2025.pdf)
  - The nominated applicant fills out and submits the Online Registration Form ([https://webentry.grips.ac.jp/entry\\_form/](https://webentry.grips.ac.jp/entry_form/)) by 14 February 2025, 17:00 (JST).
  - The nominated applicant must then send a complete set of the required supporting documents by post to reach the Admissions Office by 21 February 2025, 17:00 (JST).
  - 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.
13. **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  
TEL: +81-3-6439-6046  
e-mail : [admissions@grips.ac.jp](mailto:admissions@grips.ac.jp)  
Website : <https://www.grips.ac.jp/en/admissions/index/>

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

14. 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.

15. Please note that applications received after the deadlines will not be considered.

### FINANCIAL ARRANGEMENTS

#### Accommodation and living allowance

16. 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.)
17. The Scholars will be offered assistance by the GRIPS to find residential accommodation at reasonable rent.
18. 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

19. If costs are incurred by failure to follow 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.
20. 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

21. 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 most economical route will be provided to the selected candidate. Transportation costs between the Scholar's place of residence and the departure/arrival airport should be borne by the Scholars.
22. 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

23. 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

24. 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 so 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

25. 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

26. 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 commencement of the Programme or before its scheduled completion, they shall not be entitled to any benefits from the date of the decision. The WCO may request for a refund of any expenses that are incurred from their withdrawal to the Scholar. In case the refund is requested, if the scholar cannot afford this for any reason, the organization to which the Scholar belongs should undertake the obligation.
27. 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 a refund of the scholarship from the Scholar or the Organization to which 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 he/she has any compelling reason for extending his/her stay.
28. In the event of a Scholar's failing to complete the Programme, a request for a partial refund may be sent to the Scholar. In case the refund is requested, if the Scholar cannot afford this for any reason, the organization to which the Scholar belongs should undertake the obligation.
29. 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.

JAPAN-WCO HUMAN RESOURCE DEVELOPMENT PROGRAMME [Public Finance]

**NOMINATION FORM (2025/26)**

**INSTRUCTIONS**

- (1) To be completed by, or under the authority of, the Head of the nominating administration e.g. Director General, Commissioner or equivalent official. Please note that signature by any person other than the Head will be considered as invalid.
- (2) Please type or print clearly. The nominating administration and the candidate must read the WCO administrative provisions before filling in the form.

**THE CUSTOMS ADMINISTRATION OF** (name of the country)

.....

**NOMINATES - Mr./Ms.** .....

**For**

**The Japan-WCO Human Resource Development Programme (Public Finance) at the National Graduate Institute for Policy Studies, Tokyo, Japan**

**AND CERTIFIES THAT :**

- (A) The studies to be made under this Programme are necessary for the advancement of the Customs administration of the country, and that in the event of the Scholarship being granted, full use will be made of the candidate in the field covered by his/her Programme;
- (B) All information supplied by the candidate for the application is complete and correct;
- (C) The candidate is fully proficient in English.
- (D) The candidate is eligible to participate in this Programme according to the rules and regulations of nominating administration and relevant authorities.

**ON RETURN FROM THE PROGRAMME IT IS PROPOSED TO EMPLOY THE CANDIDATE AS FOLLOWS :**

TITLE OF POST : .....

DUTIES AND RESPONSIBILITIES : .....

.....

DATE AND PLACE : .....

*Signature of the authorized official + Name and designation below.*

.....

**CONTACT ADDRESS OF THE CANDIDATE :**

.....

.....

**Tel. :** .....

**E-mail :** .....



NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

For GRIPS use: Application ID

**APPLICATION FOR ADMISSION 2025-2026**

**(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.  
  
(30 mm wide x 40 mm high)

**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, 2025): \_\_\_\_\_

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)
- Economics, Planning and Public Policy Program (EPP)
- Maritime Safety and Security Policy Program **for externally funded or self-financed applicants only**

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

- GRIPS Global Governance Program (G-cube)
- Policy Analysis Program (PA)

**Three-year Ph.D. Program**

- 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).

Note: Scholarship applicants who are willing to pay for their own admission if they do not receive a scholarship must provide a financial statement at the time of application.

8. Employment status:  Employed  Unemployed

9. 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. )

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

11. Work address: \_\_\_\_\_

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

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

12. Residential address: \_\_\_\_\_

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

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

13. Preferred mailing address:

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

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

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

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

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

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

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

**APPLICATION INFORMATION**

15.

- List the names of the undergraduate and graduate institutions you attended or are currently attending in **chronological order**.
- 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. If your GPA is 2.9 and the maximum GPA is 4, you should enter 2.9/4. If your GPA is 1.25 and the maximum GPA is 1, you should enter 1.25/1. If your university does not use a GPA system, provide the graduating evaluation in the system used by your university (e.g., A:55, B:3, C:0, Excellent:3, Good:10, etc.). If nothing is available, enter N/A. Please note that we will verify it with the official transcripts that you will send us by post.
- 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) Month, year	(to) 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	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.

16. 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

17. 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 \_\_\_\_\_

18. 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
				year and month
	Total number of years and months of work			year and month

19. Work experience for applicants for the Public Finance Program

Please indicate the number of years you have worked as a government official in your home country.

Tax course: ( ) years of work experience in tax policy and administration as of February 21, 2025

Customs course: ( ) years of work experience in customs policy and administration at the time of enrollment at GRIPS

20. 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

---

---

**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.**



**LETTER OF RECOMMENDATION 2025-2026**

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="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intellectual potential	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creativity & originality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Motivation for graduate study	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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.

---

---

---

---

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

---

---

---

---

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

---

---

---

---

10. Additional comments, if any.

---

---

---

---

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

---

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

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

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

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Country code - complete number

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

Month/Day/Year



**CERTIFICATE OF EMPLOYMENT 2025-2026**

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 Form.

**EMPLOYER DETAILS**

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

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

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Country code - complete number

**EMPLOYEE DETAILS**

This is to certify that \_\_\_\_\_  
Full name of applicant (as written in the applicant's 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**

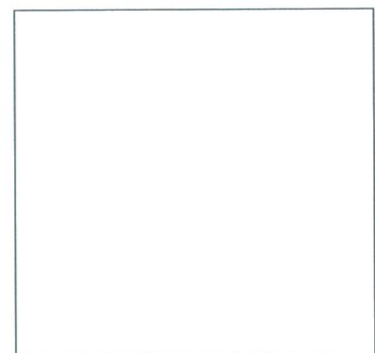
Please select one of the two options below.

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 select 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.



**RESEARCH PROPOSAL 2025-2026**  
**for a Two-year Master's Program**

For GRIPS use: Application ID:

(You can change the size of the boxes.)

Name of applicant:

1. What is the research question you wish to answer? What are the gaps in academic knowledge and/or policy that you intend to fill with your research? You may include references. (Up to 250 words)

2. Describe the hypotheses of your research as concretely as possible. (Up to 350 words)

3. Indicate the methodology you plan to use. More specifically, explain the materials/data as well as the analytical framework you plan to use. Explain how and where you will obtain your data. Please provide sufficient detail so that we can determine the feasibility of your research plan. (Up to 500 words)



---

**RESEARCH PROPOSAL 2025-2026**  
**for a Ph.D. Program**

---

For GRIPS use: Application ID:

(You can change the size of the boxes.)

Name of applicant:	<input type="text"/>
--------------------	----------------------

1. What is the research question you wish to answer? What are the gaps in academic knowledge and/or policy that you intend to fill with your research? You may include references. (Up to 500 words)

2. Describe the hypotheses of your research as concretely as possible. (Up to 700 words)



3. Indicate the methodology you plan to use. More specifically, explain the materials/data as well as the analytical framework you plan to use. Explain how and where you will obtain your data. Please provide sufficient detail so that we can determine the feasibility of your research plan. (Up to 1,000 words)

4. Simply lay out the chapter titles of your proposed thesis without explanations.

- 5. Explain clearly what expertise your proposed advisor has that will be essential to your study. (Up to 300 words)



---

**STATEMENT OF PURPOSE 2025-2026**

---

For GRIPS use: Application ID:

(You can change the size of the boxes.)

Name of applicant:	
--------------------	--

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)

NATIONAL GRADUATE INSTITUTE  
FOR POLICY STUDIES

**APPLICATION GUIDE**  
**2025-2026**



# 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.

### Admission 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)  
[https://www.grips.ac.jp/en/education/inter\\_programs/policy/](https://www.grips.ac.jp/en/education/inter_programs/policy/)
- MP2 Two-Year Master's Program of Public Policy (MP2)  
[https://www.grips.ac.jp/en/education/inter\\_programs/policy2/](https://www.grips.ac.jp/en/education/inter_programs/policy2/)
- MEP Macroeconomic Policy Program (One-year Program or Two-year Program) for externally funded or self-financed applicants only  
[https://www.grips.ac.jp/en/education/inter\\_programs/transition/](https://www.grips.ac.jp/en/education/inter_programs/transition/)
- PF Public Finance Program  
[https://www.grips.ac.jp/en/education/inter\\_programs/finance/](https://www.grips.ac.jp/en/education/inter_programs/finance/)
- EPP Economics, Planning and Public Policy Program  
[https://www.grips.ac.jp/en/education/inter\\_programs/economic/](https://www.grips.ac.jp/en/education/inter_programs/economic/)
- MSP Maritime Safety and Security Policy Program for externally funded or self-financed applicants only  
[https://www.grips.ac.jp/en/education/inter\\_programs/maritime/](https://www.grips.ac.jp/en/education/inter_programs/maritime/)

#### Ph.D. Programs

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

- G-cube GRIPS Global Governance Program (G-cube)  
[https://www.grips.ac.jp/en/education/phd\\_programs/g-cube/](https://www.grips.ac.jp/en/education/phd_programs/g-cube/)
- PA Policy Analysis Program  
[https://www.grips.ac.jp/en/education/phd\\_programs/analysis/](https://www.grips.ac.jp/en/education/phd_programs/analysis/)

- **Three-year Ph.D. Program**

- STI Science, Technology and Innovation Policy Program  
[https://www.grips.ac.jp/en/education/phd\\_programs/innovation/](https://www.grips.ac.jp/en/education/phd_programs/innovation/)

Applicants may only apply to GRIPS once in an academic year.

It is not permissible under any circumstances to apply for more than one GRIPS program (including external applications such as YLP and MEP) in one academic year.

If you wish to apply to one of our programs but that program is not included in the list above, it may be a program for which you must (a) file a paper application based on an application guide other than this one, or (b) file through a sponsoring organization. Please visit our "How to Apply" web page at <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, 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 2025.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 2024)**

Scholarship	Eligible Programs	Eligibility Criteria	Scholarship Coverage
Japanese Government (MEXT) Scholarship	MP1, MP2, G-cube, PA, STI	<ul style="list-style-type: none"> <li>Under 35 years of age as of April 1, 2025</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, G-cube, PA (during master's course): JPY147,000;</li> <li>-for G-cube, PA (during Ph.D. course), 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, 2025</li> <li>Nationals of <u>ADB's developing member countries</u></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 <u>ADB website</u>.</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 <u>eligible developing countries</u> Note: The eligibility status of each country is subject to change without notice</li> <li>Applicants must be employed full-time in <u>tax policy or administration</u>, have at least three years of relevant work experience, and hold a bachelor's degree earned at least three years prior to the application deadline.</li> <li>For the full details of the eligibility requirements, please visit <u>our program web page</u>.</li> <li>Availability of this scholarship for AY2025 has not been announced yet. We will announce the availability on <u>our program web page</u> 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 and travel allowance 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, 2025</li> <li>• Full-time government customs officials from <u>eligible developing countries</u></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	
		Online Registration Form	Supporting Documents
Master's	MP1*, MP2*, MEP	November 22, 2024, 17:00 (JST)	November 29, 2024, 17:00 (JST)
	PF	February 14, 2025, 17:00 (JST)	February 21, 2025, 17:00 (JST)
	EPP	February 21, 2025, 17:00 (JST)	February 28, 2025, 17:00 (JST)
	MSP	May 2, 2025, 17:00 (JST)	May 9, 2025, 17:00 (JST)
Ph.D.	G-cube, PA, STI*	November 22, 2024, 17:00 (JST)	November 29, 2024, 17:00 (JST)
	G-cube (only for those who have completed the JICA Scholarship application process)	March 14, 2025, 17:00 (JST)	March 21, 2025, 17:00 (JST)

\* For MP1/2 and STI students who have been selected by JICA as candidates for JICA's 'GX Human Resource Development Program', the application deadlines are May 2, 2025, 17:00 JST (Online Registration Form) and May 9, 2025, 17:00 JST (Supporting Documents).  
Deadlines for all other applicants are listed in the table above.

**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

Before initiating your application, please carefully review the following details of the application process.

You will NOT be registered as an applicant until your Online 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: Application Forms**

- a) Download the designated forms listed below from our "How to Apply" web page at <https://www.grips.ac.jp/en/admissions/apply/>.



1. Application for Admission 2025-2026
2. Statement of Purpose 2025-2026
3. Research Proposal 2025-2026 (This applies only to applicants for Two-year Master's and Ph.D. programs.)

b) Complete the forms and make pdf files of them so that you can upload them in the Online Registration Form.

### Step 2: Online Registration Form

Fill out and submit the Online Registration Form at [https://webentry.grips.ac.jp/entry\\_form/](https://webentry.grips.ac.jp/entry_form/). Please note that you may only submit the Online Registration Form once in an academic year.

The Online Registration Form must contain the same information as that stated in your Application for Admission.

### Step 3: Supporting Documents

Send a complete hard copy 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, except for the original TOEFL/IELTS test score(s), together in one package. In extenuating circumstances you may have the registrar at your universities send your official transcripts and certificates of graduation/degree directly to us by post.

NOTE: In such cases, please enclose a memo explaining the circumstances with your application.

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.
- Photocopies will not be accepted.
- 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)

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

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.
- Alternatively, you may submit scanned official transcripts of your academic record and graduation/degree certificate(s) online via the Online Registration Form. When you receive an offer of admission, you must submit your official transcript(s) and certificate(s) by post, in line with GRIPS submission guidelines.

**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.

Important notes

If you wish to apply for a waiver of the English language proficiency requirement in accordance with Category 2, you may alternatively submit scanned copies of official documents online via the Online Registration Form. When you receive an offer of admission, you must submit your official documents by post, in line with GRIPS submission guidelines.

**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.



Note: Scholarship applicants who are willing to pay for their own admission if they do not receive a scholarship must provide a financial statement at the time of application.

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 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.

### Screening of applications for admission

Selection for admission is based on an evaluation of the information and supporting documents that you submit. Once we have received your complete application with supporting documents, it is sent to our screening committee. If our screening committee requests, an E-mail invitation to a video interview will be sent to applicants.

The final results are announced by e-mail (see Admissions Schedule below). 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

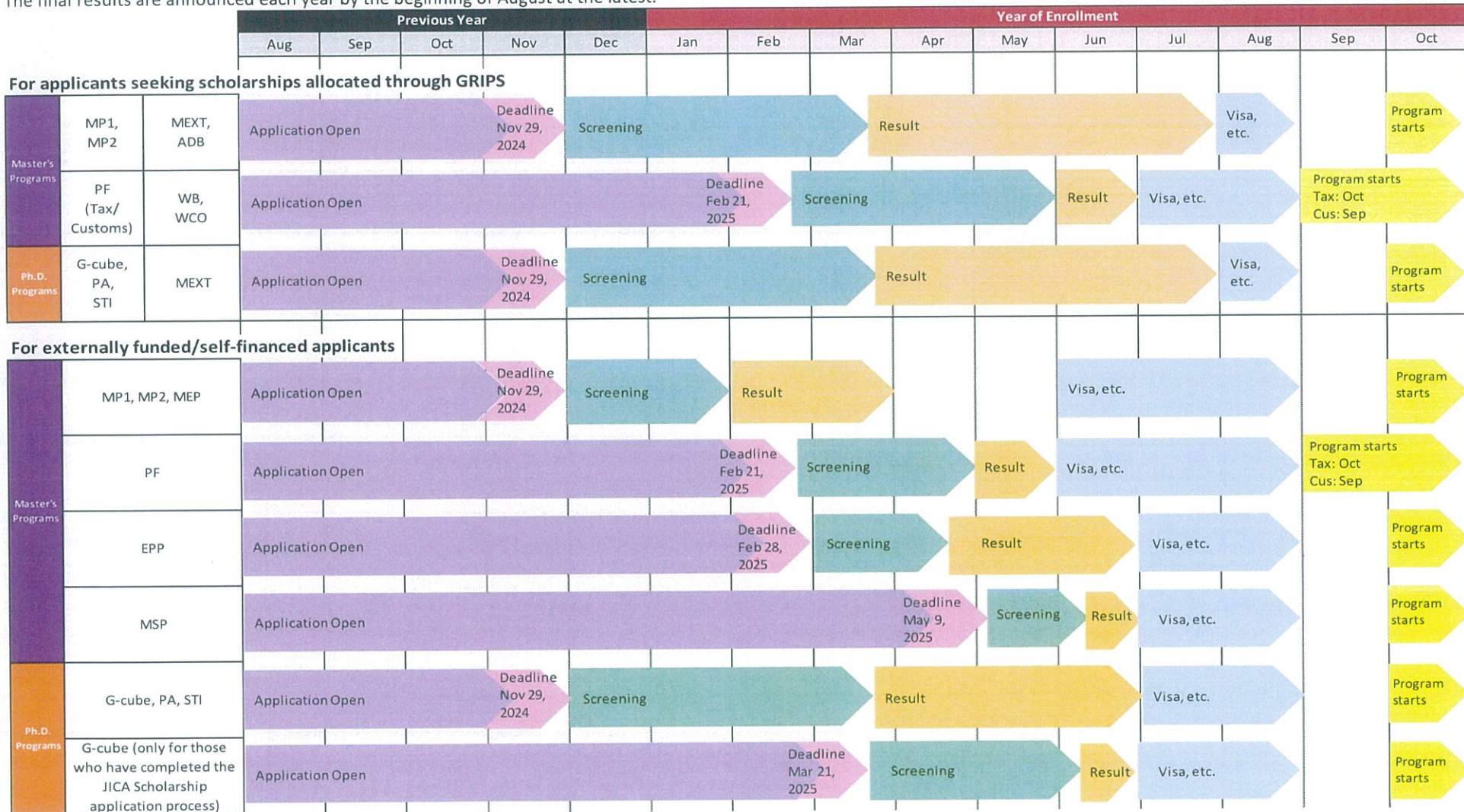
If you have any questions or need further information, please refer to the Application FAQs at <https://www.grips.ac.jp/en/admissions/faqs/>

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 by program 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.



OCOM Memo No. 2-2025 P. 38

### NOMINATION FORM (2025/26)

**INSTRUCTIONS**

- (1) To be completed by, or under the authority of, the Head of the nominating administration e.g. Director General, Commissioner or equivalent official. Please note that signature by any person other than the Head will be considered as invalid.
- (2) Please type or print clearly. The nominating administration and the candidate must read the WCO administrative provisions before filling in the form.

**THE CUSTOMS ADMINISTRATION OF** (name of the country)

.....

**NOMINATES - Mr./Ms.** .....

**For**

**The Japan-WCO Human Resource Development Programme (Public Finance) at the National Graduate Institute for Policy Studies, Tokyo, Japan**

**AND CERTIFIES THAT :**

- (A) The studies to be made under this Programme are necessary for the advancement of the Customs administration of the country, and that in the event of the Scholarship being granted, full use will be made of the candidate in the field covered by his/her Programme;
- (B) All information supplied by the candidate for the application is complete and correct;
- (C) The candidate is fully proficient in English.
- (D) The candidate is eligible to participate in this Programme according to the rules and regulations of nominating administration and relevant authorities.

**ON RETURN FROM THE PROGRAMME IT IS PROPOSED TO EMPLOY THE CANDIDATE AS FOLLOWS :**

**TITLE OF POST :** .....

**DUTIES AND RESPONSIBILITIES :** .....

.....

**DATE AND PLACE :** .....

*Signature of the authorized official + Name and designation below.*

.....

**CONTACT ADDRESS OF THE CANDIDATE :**

.....

.....

**Tel. :** .....

**E-mail :** .....





# NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

For GRIPS use: Application ID

## APPLICATION FOR ADMISSION 2025-2026

**(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.

(30 mm wide x 40 mm high)

### 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, 2025): \_\_\_\_\_

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)
- Economics, Planning and Public Policy Program (EPP)
- Maritime Safety and Security Policy Program **for externally funded or self-financed applicants only**

#### Five-year Ph.D. Programs

- GRIPS Global Governance Program (G-cube)
- Policy Analysis Program (PA)

#### Three-year Ph.D. Program

- 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).

Note: Scholarship applicants who are willing to pay for their own admission if they do not receive a scholarship must provide a financial statement at the time of application.

8. Employment status:  Employed  Unemployed
9. 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. )
10. Present position, department/section: \_\_\_\_\_
11. Work address: \_\_\_\_\_  
Postal code: \_\_\_\_\_ Country: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Country code – complete number
12. Residential address: \_\_\_\_\_  
Postal code: \_\_\_\_\_ Country: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Country code – complete number
13. Preferred mailing address:  
 Work  Residence  Other, namely (Fill in the following fields.)  
Address: \_\_\_\_\_  
Postal code: \_\_\_\_\_ Country: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Country code – complete number
14. E-mail 1: \_\_\_\_\_  
E-mail 2: \_\_\_\_\_

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



- 15.
- List the names of the undergraduate and graduate institutions you attended or are currently attending **in chronological order**.
  - 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. If your GPA is 2.9 and the maximum GPA is 4, you should enter 2.9/4. If your GPA is 1.25 and the maximum GPA is 1, you should enter 1.25/1. If your university does not use a GPA system, provide the graduating evaluation in the system used by your university (e.g., A:55, B:3, C:0, Excellent:3, Good:10, etc.). If nothing is available, enter N/A. Please note that we will verify it with the official transcripts that you will send us by post.
  - 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	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.

16. 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

17. 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

18. 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

19. Work experience for **applicants for the Public Finance Program**

Please indicate the number of years you have worked as a government official in your home country.

Tax course: ( ) years of work experience in tax policy and administration as of February 21, 2025

Customs course: ( ) years of work experience in customs policy and administration at the time of enrollment at GRIPS

20. 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

\_\_\_\_\_

OCOM Memo No. 2-2025 P-44  
c) Title of your master's thesis or its equivalent

---

---

**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.**





NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

GRIPS

**LETTER OF RECOMMENDATION 2025-2026**

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="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intellectual potential	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creativity & originality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Motivation for graduate study	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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.

---

---

---

---

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

---

---

---

---

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

---

---

---

---

10. Additional comments, if any.

---

---

---

---

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

---

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

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

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

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Country code - complete number

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

Month/Day/Year





NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES

GRIPS

**CERTIFICATE OF EMPLOYMENT 2025-2026**

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 Form.

**EMPLOYER DETAILS**

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

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

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Country code - complete number

**EMPLOYEE DETAILS**

This is to certify that \_\_\_\_\_

Full name of applicant (as written in the applicant's 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 select one of the two options 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 select 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.



---

**RESEARCH PROPOSAL 2025-2026**  
**for a Two-year Master's Program**

---

For GRIPS use: Application ID:

(You can change the size of the boxes.)

Name of applicant:

1. What is the research question you wish to answer? What are the gaps in academic knowledge and/or policy that you intend to fill with your research? You may include references. (Up to 250 words)

2. Describe the hypotheses of your research as concretely as possible. (Up to 350 words)

3. Indicate the methodology you plan to use. More specifically, explain the materials/data as well as the analytical framework you plan to use. Explain how and where you will obtain your data. Please provide sufficient detail so that we can determine the feasibility of your research plan. (Up to 500 words)



---

**RESEARCH PROPOSAL 2025-2026**  
**for a Ph.D. Program**

---

For GRIPS use: Application ID:

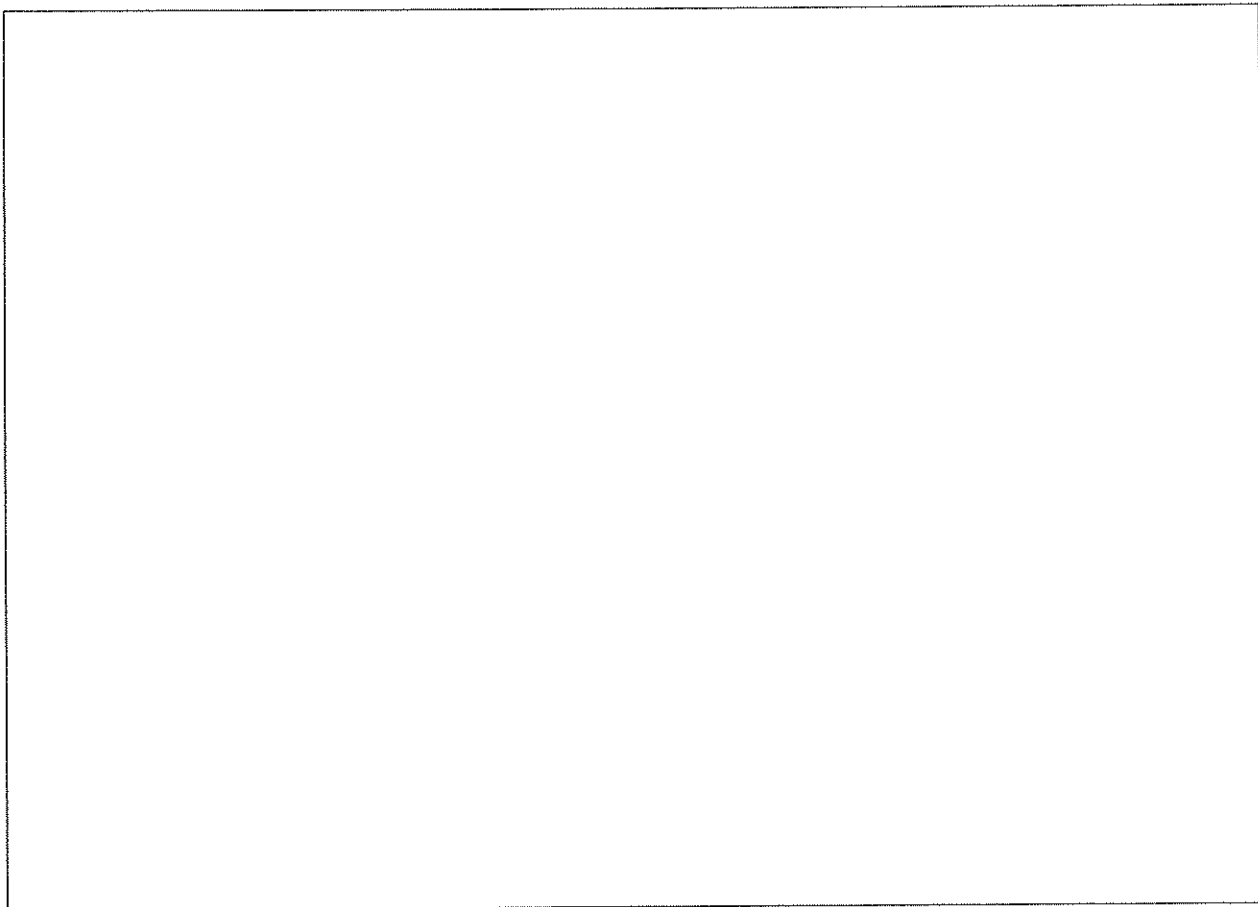
(You can change the size of the boxes.)

Name of applicant:

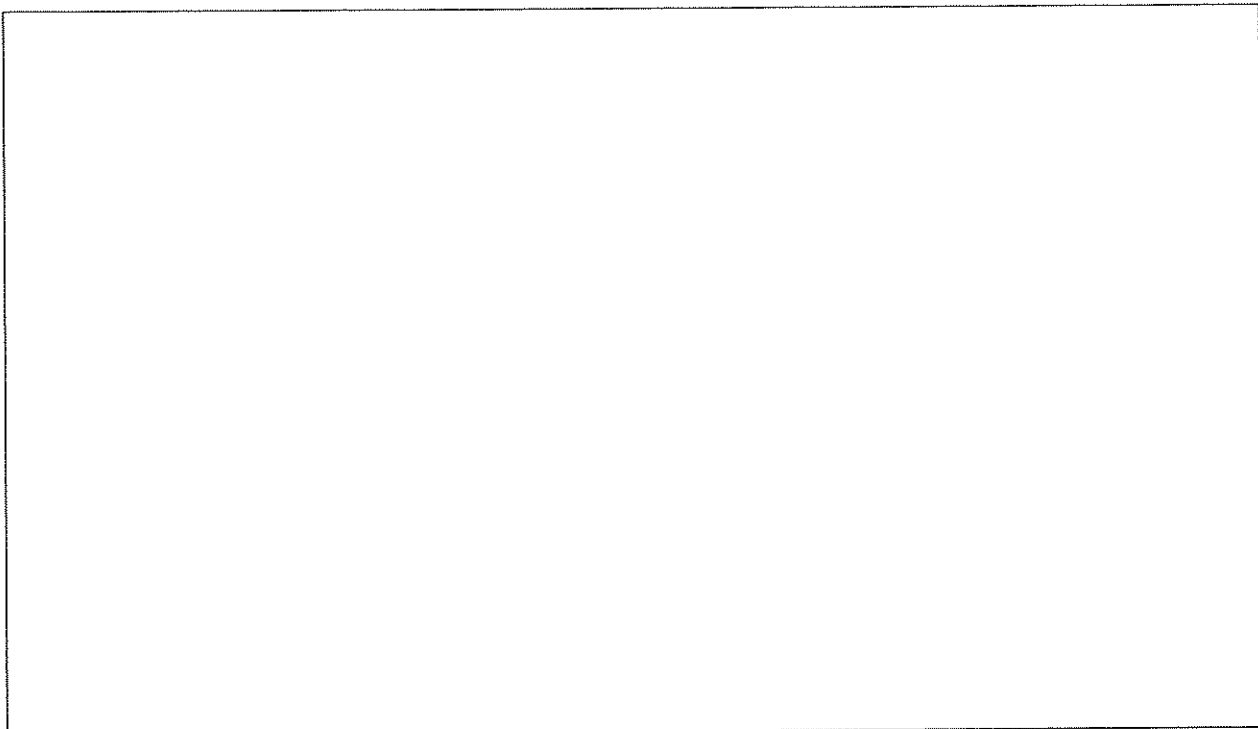
1. What is the research question you wish to answer? What are the gaps in academic knowledge and/or policy that you intend to fill with your research? You may include references. (Up to 500 words)

2. Describe the hypotheses of your research as concretely as possible. (Up to 700 words)

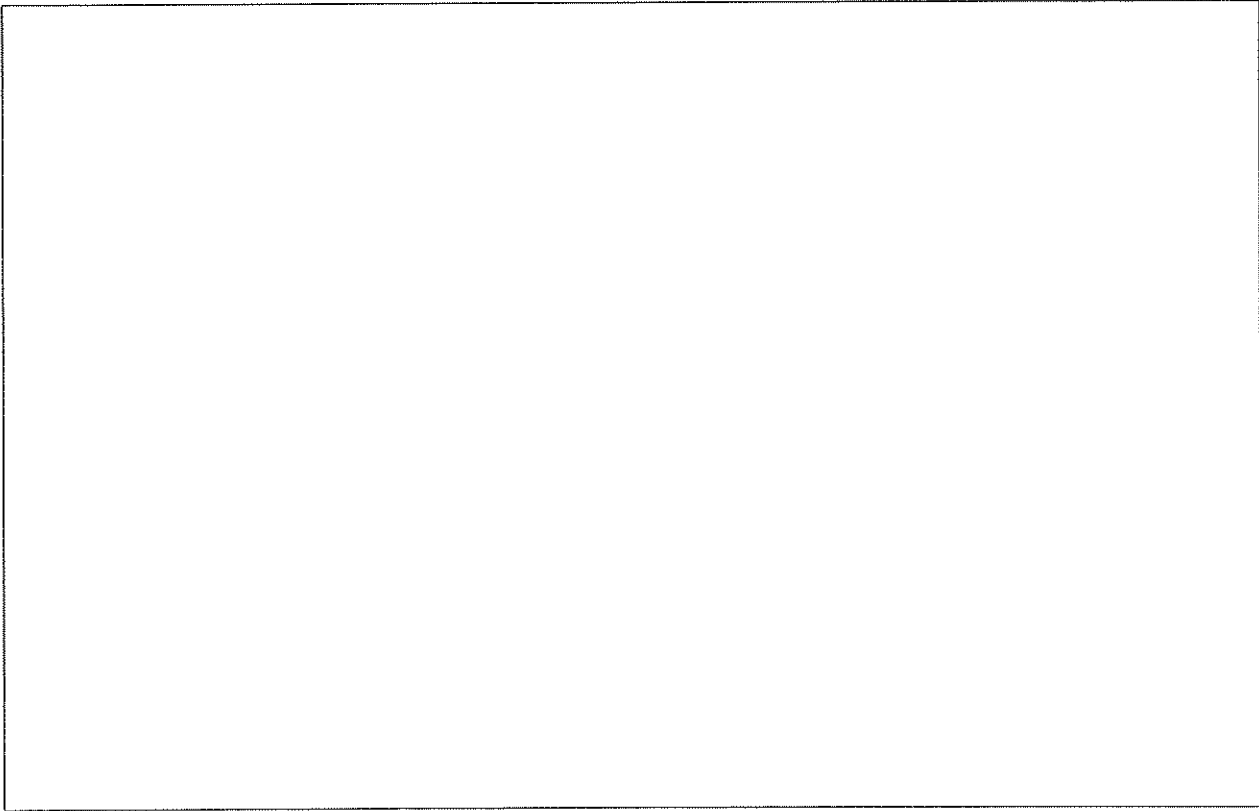
3. Indicate the methodology you plan to use. More specifically, explain the materials/data as well as the analytical framework you plan to use. Explain how and where you will obtain your data. Please provide sufficient detail so that we can determine the feasibility of your research plan. (Up to 1,000 words)



4. Simply lay out the chapter titles of your proposed thesis without explanations.







5. Explain clearly what expertise your proposed advisor has that will be essential to your study. (Up to 300 words)

OCOM Marketing  
2-2025 p. 52



---

**STATEMENT OF PURPOSE 2025-2026**

---

For GRIPS use: Application ID:

(You can change the size of the boxes.)

Name of applicant:

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)



World Customs Organization

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

For the Attention of WCO Developing Country Members

14.11.2024 / Brussels  
24HL0424E

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 focuses on developing 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 being are specified in the attachment. This Master's Degree Programme will begin in September 2025 and conclude in September 2026.

The Master's Degree Programme is comprised of 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 the acquirement of sufficient knowledge and customs practices applicable to their home administration to further improve 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 the Website mentioned below after online registration).



...

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 downloads the GRIPS Application Guide and Application Forms from the web page "How to Apply" (<https://www.grips.ac.jp/en/admissions/apply/>) and completes the application forms.
- The nominated applicant must read the GRIPS Online Application Guide thoroughly:  
[https://www.grips.ac.jp/uploads/admissions/2024/07/GRIPS\\_AppGuide\\_2025.pdf](https://www.grips.ac.jp/uploads/admissions/2024/07/GRIPS_AppGuide_2025.pdf)
- The nominated applicant fills out and submits the Online Registration Form ([https://webentry.grips.ac.jp/entry\\_form/](https://webentry.grips.ac.jp/entry_form/)) by **14 February 2025**, 17:00 (JST).
- The nominated applicant must then send a complete set of the required supporting documents by post to reach the Admissions Office by **21 February 2025**, 17:00 (JST).
- 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 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 Mr. Tetsuo MIZUNUMA of the WCO Capacity Building Directorate: (Tel.: + 32 2 209 94 36; 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,



Ian Saunders  
Secretary General



Organisation mondiale des douanes

Rue du Marche 30, B-1210 Bruxelles, Belgique  
T: +32 (0)2 209 92 11 / info@wcoomd.org  
Compte bancaire: IBAN 210-0475126-72

A l'attention de  
Administrations membres des douanes des pays en développement

Bruxelles, le 14 novembre 2024  
24HL0424F

Madame, Monsieur le Directeur général,

Par la présente, j'ai le plaisir de vous informer que l'Organisation mondiale des douanes (OMD) attribuera un certain nombre de bourses d'études pour le **Programme d'études universitaires supérieures en Finances publiques du « National Graduate Institute for Policy Studies (GRIPS) »** de Tokyo, Japon. Les bourses d'études seront financées par la Douane japonaise dans le cadre du Programme de bourses Japon-OMD pour le développement des ressources humaines.

Ce Programme s'adresse à de **jeunes cadres supérieurs à haut potentiel venant d'administrations membres des douanes de pays en développement**. Les candidats doivent avoir fait preuve **d'une capacité à progresser et à s'investir** au service de leur administration et **maîtriser parfaitement la langue anglaise**. Les conditions à remplir par le candidat, ainsi que les critères de sélection sont spécifiés dans le document en annexe (disponible en anglais uniquement). Ce Programme d'études universitaires supérieures commencera en septembre 2025 et s'achèvera en septembre 2026.

Le Programme d'études universitaires supérieures comprend deux parties : une partie théorique et une partie pratique. La partie théorique propose une formation rigoureuse, orientée vers les aspects économiques, visant à développer une large compréhension des aspects théoriques, empiriques et institutionnels de la gestion et de la mise en œuvre de la politique douanière. La partie pratique est enseignée en coopération avec la Douane japonaise, ainsi que l'Institut de formation douanière du Japon, et vise à poursuivre l'acquisition de connaissances et de pratiques douanières suffisantes pouvant s'appliquer à leur administration nationale et apporter ainsi de nouvelles améliorations aux procédures et à la modernisation douanières.

Vous trouverez ci-joint les documents décrivant les dispositions d'ordre administratif régissant ce Programme, les procédures de candidature et des informations fournies aux candidats par l'Université. Si vous souhaitez désigner un candidat ou des candidats de votre Administration pour ce Programme de bourses d'études, veuillez introduire la demande, avec tous les documents justificatifs, y compris le formulaire de candidature de votre Administration (téléchargeable à partir du site Web mentionné ci-dessous après inscription en ligne).

.../...

.../...


La procédure à suivre par le candidat est la suivante :

- Il convient que le candidat désigné lise attentivement les DISPOSITIONS ADMINISTRATIVES (Annexe 1) et y apporte son consentement.
- Le candidat désigné télécharge le guide de candidature GRIPS et les formulaires de candidature à partir de la page web « How to Apply » (<https://www.grips.ac.jp/en/admissions/apply/>) et remplit les formulaires de candidature.
- Il convient que le candidat désigné lise attentivement le Guide de candidature en ligne du GRIPS accessible via le lien suivant  
[https://www.grips.ac.jp/uploads/admissions/2024/07/GRIPS\\_AppGuide\\_2025.pdf](https://www.grips.ac.jp/uploads/admissions/2024/07/GRIPS_AppGuide_2025.pdf)
- Le candidat désigné complète et soumet le formulaire d'entrée en ligne (Online Entry Form) ([https://webentry.grips.ac.jp/entry\\_form/](https://webentry.grips.ac.jp/entry_form/)) pour le **14 février 2025** avant 17 heures (heure du Japon).
- Le candidat devra ensuite compléter et soumettre le formulaire de candidature en ligne (Online Application Form) et renvoyer tous les documents justificatifs au Bureau des admissions du GRIPS (*Admissions Office*) à l'adresse indiquée sur la page Web de candidature pour le **21 février 2025** avant 17 heures (heure du Japon).
- Il conviendra également de compléter et de renvoyer le formulaire de candidature, qui peut être téléchargé à partir de la page Web de l'application, avec le reste des documents justificatifs au Bureau des admissions du GRIPS.

Veillez prendre note que les actes de candidature reçus après les dates limites ne seront pas pris en compte. Dans la mesure où la présentation tardive des pièces justificatives, telles que la preuve du niveau de connaissance de la langue anglaise, n'est pas acceptable, les candidats et les administrations proposant les candidatures sont encouragés à préparer les documents exigés bien à l'avance.

Pour toutes questions relatives à ce programme, votre personnel peut contacter Monsieur Tetsuo MIZUNUMA de la Direction du renforcement des capacités de l'OMD (Tél : + 32 2 209 96 36, Courriel : [scholarship@wcoomd.org](mailto:scholarship@wcoomd.org)) ou le Bureau des admissions du GRIPS (Courriel : [admissions@grips.ac.jp](mailto:admissions@grips.ac.jp)).

Veillez agréer, Madame, Monsieur le Directeur général, l'assurance de ma parfaite considération.



Ian Saunders  
Secrétaire général

**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 the organizations in the area of taxation and Customs. Scholars are expected to return to home Customs to utilize their knowledge and skills acquired through the programme and disseminate them to the 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 94 36  
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 2025.
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 of academic year starting in 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 years of work experience** in the Customs field as of 1 September 2025 and should have assessed potential for advancement.

9. After completing 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.
10. 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.
11. 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.
12. The application process for candidates is as follows:
  - The nominated applicant downloads the GRIPS Application Guide and Application Forms from the web page "How to Apply" (<https://www.grips.ac.jp/en/admissions/apply/>) and completes the application forms.
  - The nominated applicant must read the GRIPS Online Application Guide thoroughly: [https://www.grips.ac.jp/uploads/admissions/2024/07/GRIPS\\_AppGuide\\_2025.pdf](https://www.grips.ac.jp/uploads/admissions/2024/07/GRIPS_AppGuide_2025.pdf)
  - The nominated applicant fills out and submits the Online Registration Form ([https://webentry.grips.ac.jp/entry\\_form/](https://webentry.grips.ac.jp/entry_form/)) by 14 February 2025, 17:00 (JST).
  - The nominated applicant must then send a complete set of the required supporting documents by post to reach the Admissions Office by 21 February 2025, 17:00 (JST).
  - 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.
13. **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  
TEL: +81-3-6439-6046  
e-mail : [admissions@grips.ac.jp](mailto:admissions@grips.ac.jp)  
Website : <https://www.grips.ac.jp/en/admissions/index/>

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

14. 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.

15. Please note that applications received after the deadlines will not be considered.

## FINANCIAL ARRANGEMENTS

### Accommodation and living allowance

16. 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.)
17. The Scholars will be offered assistance by the GRIPS to find residential accommodation at reasonable rent.
18. 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

19. If costs are incurred by failure to follow 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.
20. 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

21. 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 most economical route will be provided to the selected candidate. Transportation costs between the Scholar's place of residence and the departure/arrival airport should be borne by the Scholars.
22. 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

23. 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



24. 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 so 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

25. 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

26. 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 commencement of the Programme or before its scheduled completion, they shall not be entitled to any benefits from the date of the decision. The WCO may request for a refund of any expenses that are incurred from their withdrawal to the Scholar. In case the refund is requested, if the scholar cannot afford this for any reason, the organization to which the Scholar belongs should undertake the obligation.
27. 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 a refund of the scholarship tfrom the Scholar or the Organization to which 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 he/she has any compelling reason for extending his/her stay.
28. In the event of a Scholar's failing to complete the Programme, a request for a partial refund may be sent to the Scholar. In case the refund is requested, if the Scholar cannot afford this for any reason, the organization to which the Scholar belongs should undertake the obligation.
29. 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.