

Guidelines
Special Admission to the Division of Environmental Studies and GPSS-GLI
with
Asian Development Bank – Japan Scholarship Program
2024 October Enrollment

The Division of Environmental Studies which consists of six departments, and the Graduate Program in Sustainability Science, of the Graduate School of Frontier Sciences (GSFS) have been designated by ADB as an educational institution.

1. *Check eligibility of ADB-JSP*

Please check your eligibility decided by the ADB-JSP.

<https://www.adb.org/work-with-us/careers/japan-scholarship-program>

In order to be nominated to ADB-JSP, the candidates should:

- Be a national of an ADB borrowing member country
- Be nominated from an appointed educational institution (GSFS), and seeking for master degree
- Have at least two years of full time professional working experience in a relevant field of your bachelor course study, at the time of application
- Not be more than 35 years old at the time of application
- Agree to return and work in his/her home country for at least two years after completion of master study at GSFS (If you plan to continue your study till doctoral course, we suggest you apply for a MEXT scholarship with Embassy recommendation instead of ADB-JSP)
- Not have a master degree at the time of application. Second master seekers are ineligible to apply for ADB-JSP.

2. *Supervisor choice*

All master and doctoral courses at GSFS require students to write a thesis for graduation. Therefore, finding a suitable supervisor in advance is very important. Before filing an application to GSFS, please make sure you have found a supervisor who you wish to be supervised in the Division of Environmental Studies or GPSS-GLI. Only when you have found a preferable supervisor and you find yourself eligible to apply for ADB-JSP, please consider applying.

Faculty members' information can be found on the following websites.

(GSFS faculty search)

<https://www.k.u-tokyo.ac.jp/en/gsfs/faculty/>

(Department of Natural Environmental Studies)

<http://nenv.k.u-tokyo.ac.jp/en/>

(Department of Ocean Technology, Policy and Environment)

<https://www.otpe.k.u-tokyo.ac.jp/en/>

(Department of Environment Systems)

<https://envsys.k.u-tokyo.ac.jp/en/>

(Department of Human and Engineered Environmental Studies)

https://www.h.k.u-tokyo.ac.jp/index_e.html

(Department of Socio-cultural Environmental Studies)

https://sbk.k.u-tokyo.ac.jp/index_e.html

(Department of International Studies)

<https://inter.k.u-tokyo.ac.jp/?lang=en>

(Graduate Program in Sustainability Sciences- Global Leadership Initiative)
<https://www.sustainability.k.u-tokyo.ac.jp/people-1-1>

Applicants are suggested to contact a supervisor who he/she wishes to be supervised in order to ask for a possibility to be accepted. If you have obtained an unofficial consensus to be accepted from a member of faculty at GSFS, please indicate the member's name and his/her department name in your application form. In the application form, you can list preferable professors up to five, but you don't have to write five names.

Even if you did not contact a supervisor, or have no response from any of your preferable supervisors by the time of application, you are still able to file an application. You may list preferable supervisors up to five.

3. Application

For application, following documents are required.

(a) One (1) Application Form

The designated GSFS application form is downloadable in *5. Designated forms* on this guideline. This is the only form that will be accepted.

(b) One (1) Field of Study and Research Plan

The designated form is downloadable in *5. Designated forms* on this guideline. This is the only form that will be accepted.

(c) One (1) Official academic transcript or attested photocopy from the institute you previously attended (bachelor course)

(d) One (1) Official certificate of graduation or attested photocopy from the institute you previously attended (bachelor course)

(e) Two (2) confidential recommendation letters

If possible, please use the designated form for a recommendation letter, which is downloadable *5. Designated forms* on this guideline.

Upload all the application materials, except for (e) recommendation letters, to the following Google Form by **December 10, 2023**.

<https://forms.gle/2kwzZR1ZJ3M6Boyw6>

Recommendation letters (e) must be submitted to the International Liaison Office directly from recommenders by email by December 10, 2023. The title of email should be "ADB recommendation letter_Name (applicant's name)". Only the letters submitted from the recommenders shall be accepted.

After December 10, 2023, GSFS will assess the applications, and the result of the first screening will be notified to all applicants by mid-February. **The successful candidates will then be requested to submit 1) the original/physical documents of (a), (c), and (d) and 2) additional documents for ADB scholarship application by no later than March 20, 2024.** Please note that just printed documents or photocopies are not regarded as "original". The documents issued by the university you previously attended are original. If you cannot submit the original document, you may submit a copy of the original document that has been attested as a true copy with a stamp of your university or a local notary office.

4. Contact

<Postal mail Address>

International Liaison Office

Graduate School of Frontier Sciences, The University of Tokyo

<E-mail Address>
ilo@edu.k.u-tokyo.ac.jp

5. *Designated forms*

You can download the following designated forms at our website.

- 1) ***Application form***
- 2) ***Study Field and Research Plan***
- 3) ***Recommendation letter form***

6. *FAQs*

- (a) *My country was not in the list of ADB borrowing member countries. Can't I apply for admission through this scheme?*

No, you cannot apply for admission through this scheme. We suggest you try "MEXT scholarship with Embassy recommendation" instead. Please see this website.

https://www.k.u-tokyo.ac.jp/en/exam/master/foreign_research_students/mext_scholarship/

- (b) *I was not able to access the Google Form in 3. Application. How can I submit my application documents?*

You may submit via email. Please make your email title as "ADB-JSP Application _ Name (applicant's name)". Again, recommendation letters must be submitted to us directly from recommenders by email.

- (c) *I have uploaded a photocopy of my graduation certificate. This is a true copy, because I made a duplicate. If I post this true copy to you, do you accept it as an original document?*

No. Please check 3. *Application*. If you want to submit us a photocopy of the original documents, you must have them attested and stamped by your university or a local notary office. Only those who have been able to submit the documents that meet our criteria by March 20, 2023 can be nominated to ADB-JSP.

- (d) *My university does not issue any certificates on paper. May I send you a URL of my university so that you can download the required document from the URL?*

Yes, you may do so. In the Google Form, there is a place where you can write a comment. Please write so there.

- (e) *As I have my recommendation letter in a sealed envelope in hand, I want to send all the original application materials, instead of uploading materials. Would you accept my application if my package reaches your office by December 10?*

Yes, we will accept it.