Graduate School of Interdisciplinary Information Studies
The University of Tokyo

Application Guidelines

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Program Overview

[Mission Statement]

The Graduate School of Interdisciplinary Information Studies (GSII) provides a unique interdisciplinary and practical learning environment in which students can develop the broad range of knowledge and skills necessary to fulfill the demands of an advanced information society. Through close cooperation with various departments across the university concerned with education and research on information, the curriculum provides both advanced technical skills for information processing and understanding of the significance and function of information in contemporary societies. Besides fulfilling society’s need for people with practical information literacy and providing retraining opportunities for professionals, the GSII also enables its students to become researchers and artists working at the cutting edge of interdisciplinary information studies. Within the GSII, the “Information, Technology, and Society in Asia” (ITASIA) Program offers intensive graduate-level education designed to foster analytical strength and insight into Asian societies and international relations, at a time when information and communication technology is having an increasingly profound impact on the region. All instruction is conducted in English, and the academic year at ITASIA begins in September.

[Admission Policy]

<M.A.S. Program>

The M.A.S. program of the Graduate School of Interdisciplinary Information Studies (GSII) seeks students with the following abilities: (1) sufficient academic ability to pursue studies in a specialized field, (2) a broad perspective on information and technology unconstrained by traditional disciplinary boundaries, (3) advanced abilities in specialized fields ranging from socio-information and communication studies to computer science, (4) the desire to further deepen such knowledge, and (5) the ability to think in innovative and creative ways. Students are expected to become leaders in the field of information studies, who will identify and formulate solutions to yet undiscovered problems in creative and interdisciplinary ways while contributing new knowledge to the field of information studies.
The following factors will be considered in the selection process:

• whether the applicant has sufficient grasp of the fundamentals to not only attain the required level of knowledge in his/her chosen field of specialization but also to develop a broad understanding of information studies as a whole
• whether the applicant has sufficient grasp of the fundamentals to identify new problems in his/her chosen field and apply specialized knowledge and methodologies to discover solutions to those problems
• whether the applicant has the sufficient linguistic ability to be active on the international stage

<Doctoral Program>

The Ph.D. program of the Graduate School of Interdisciplinary Information Studies (GSII) seeks students with the following abilities: (1) a broad interdisciplinary perspective and curiosity about information and technology, (2) the requisite specialized knowledge to develop his/her proposed research topic, (3) the desire to further deepen that specialized knowledge, (4) the ability to think in innovative and creative ways, and (5) the steadfast ability to carry out ground-breaking research. Students are expected to become leaders in the field of information studies, who will identify and formulate solutions to yet undiscovered problems in creative and interdisciplinary ways, while making outstanding new contributions to the field of information studies.

The following factors will be considered in the selection process:

• whether the applicant has not only sufficient depth of knowledge in his/her chosen field but also the ability to contribute to the advancement of scholarship in his/her field.
• whether the applicant has sufficient ability to identify new problems in his/her chosen field and apply specialized knowledge and methodologies to discover solutions to those problems
• whether the applicant has sufficient linguistic ability to effectively communicate his/her research achievements to both a domestic and international audience

[Prospective Students]
1. Students looking for a graduate education program in Japan that is conducted entirely in English
2. Students interested in acquiring a broad interdisciplinary perspective on Asian societies and cultures through the study of media, technology, and international relations
3. Students aiming for a career in public administration, journalism, media, and business; or aiming to become researchers and academic professionals

**Introduction**

This document is written for prospective students applying for admission to the ITASIA Program in September 2019. The application deadline is **December 14, 2018 JST** (Japan Standard Time). **Applicants must take the GRE General Test and either the TOEFL or IELTS Academic Test as early as possible in order to ensure that official score/test reports arrive before the application deadline.**

The latest complete version of this document is available at [http://itasia.iii.u-tokyo.ac.jp/admissions](http://itasia.iii.u-tokyo.ac.jp/admissions). For more information about the ITASIA Program, please visit [http://itasia.iii.u-tokyo.ac.jp/](http://itasia.iii.u-tokyo.ac.jp/).

**Degree Programs and Projected Numbers of Entrants**

- Master of Arts and Sciences (Information Studies), 2 years, around 12 students
- Doctor of Philosophy (Information Studies), 3 years, 8 students

**Tuition and Fees**

(As of 2018, subject to change)

**Examination Fee**

10,000 yen

* Japanese Government (Monbukagakusho: MEXT) Scholarship students are exempt from the examination fee as well as the entrance fee and annual tuition.
Those entering the Ph.D. program in September 2019 are exempt from the examination fee as well as the entrance fee if they earned a Master’s or professional degree at the Graduate School of the University of Tokyo in September 2019.

Entrance Fee
282,000 yen

Annual Tuition
535,800 yen (M.A.S. program)
520,800 yen (Ph.D. program)

* The University of Tokyo provides a limited number of need-based exemptions of entrance fee and tuition. For details, please see the following web page:
http://www.u-tokyo.ac.jp/en/prospective-students/tuition_fees.html

Scholarship Opportunities

A limited number of applicants who have exceptional academic records will be awarded scholarships or tuition waivers through the courtesy of donors at the recommendation of the University of Tokyo. To those eligible, the scholarships will be offered simultaneously with the notification of acceptance into the program. The candidates will be requested to confirm their willingness to enter the ITASIA Program by a specified date.

The successful applicants for admission can also directly apply for scholarships from the University of Tokyo as well as private sources, as described at http://www.u-tokyo.ac.jp/en/prospective-students/privateorg.html, but typically only after enrollment. We strongly recommend that those applicants seeking financial aid should also apply for other sources of funding that can be offered before enrollment by themselves, such as the Japanese Government (Monbukagakusho: MEXT) Scholarship, the Chinese Government Graduate Student Overseas Study Program (国家建设高水平大学公派研究生项目), Asian Future Leaders Scholarship Program, etc.

Qualifications for Enrollment

To be eligible for admission to the M.A.S. program, you must be a holder of a Bachelor’s degree or an equivalent status.
To be eligible for admission to the Ph.D. program, you must be a holder of a Master’s degree or an equivalent status including Ph.D. candidateship.

Applicants who expect to earn the required degree(s) between the time of application and September 19, 2019 should submit with their application an official statement that certifies anticipated graduation.

Please note that the two types of applicants detailed below must contact the ITASIA Admissions Office no later than 4:00 pm on October 31, 2018 JST before submitting their application.

1. applicants intending to apply based on the following eligibility requirement:
   “Those who are 22 years or older on September 19, 2019, whom this graduate school has recognized through individual screening of entrance qualifications, as having abilities that are at least equivalent to those who have graduated from a Japanese university”

2. applicants expecting to fulfill their prerequisites for application between September 20 and 30, 2019

For further details, please carefully read through Appendix 1 and 2 on ITASIA’s website.

Applicants must be proficient enough in English to participate in lectures and receive academic guidance in English at the graduate level.

Students applying for the Ph.D. program should have already received extensive training that will have prepared them for pursuing advanced research. If the applicants for the Ph.D. program have received a Master’s degree in a field that is not directly related to the emphasis of the ITASIA Program or to the applicants’ proposed field of study, then it is strongly encouraged that they apply instead to the M.A.S. program.

Selection top

Selection for admission is based on the evaluation of documents submitted by the applicants, and, if deemed necessary, some kind of interview (including telephone, IM, etc.). Applicants may be contacted for additional information, with final notification no later than March 31, 2019. Successful applicants will be requested to complete the entrance procedures within a specified period.
Application Procedure

For enrollment in September 2019, the application period starts on October 1, 2018. Completed applications must be submitted to the ITASIA Admissions Office by registered mail or certified delivery (such as UPS or FEDEX) by December 14, 2018. Submissions in person will not be accepted. We strongly encourage applicants to submit materials early, since delivery may take longer than expected. **We will not accept applications that arrive after December 14, 2018 JST.**

Application Documents

Please obtain the necessary forms from the Application page on the ITASIA website after mid-September 2018 and prepare the documents according to the following list. Applications must be written in English. If the other documents are not written in English or Japanese, an official English or Japanese translation should be attached unless specified otherwise.

The University may retroactively cancel admission of any student who has falsified any of his or her application documents including personal information, academic records, and research achievements.

(Items designated by (*) are not necessary for applicants who are currently enrolled in the ITASIA Program.)
(Items designated by (+) are not necessary for applicants who are graduates of the ITASIA M.A.S. program applying for the ITASIA Ph.D. program WITHIN TWO YEARS FROM GRADUATION.)

1. Application Document Checklist (Form #1)
2. Application Form for ITASIA Program (Form #2)
3. Official proof of graduation and receipt of degree (*)(+)

- One official document of graduation and receipt of degree, certified with the seal/stamp of the university from which you graduated. (Please do not send the original diploma.)
• M.A.S. program applicants must submit their Bachelor’s certificate, and Ph.D. program applicants must submit both Bachelor’s and Master’s certificates.
• If it is impossible to obtain the certificate in time by any means, please contact the ITASIA Admissions Office as early as possible.
• Those who have not yet graduated from their course of study at the time of application are requested to submit an authorized statement of anticipated graduation.
• Applicant may also submit proof of graduation and receipt of degree for any other degrees you hold.

4. Certified transcript/academic records (*) (+)

• An official transcript listing all courses and grades, certified with the seal/stamp of the university from which you graduated or its registrar
• If available, a cumulative GPA (Grade Point Average) would help the committee to assess your dossier. The GPA statement should be part of the official transcript, or, if separate, should bear an official university or registrar seal. It should include an explanation of the numerical values used to calculate the average.
• If available, an authorized certificate of class ranking may also be included.
• M.A.S. program applicants must submit their Bachelor’s transcript, and Ph.D. program applicants must submit both their Bachelor’s and Master’s transcripts. (The “first cycle” in European and other universities as specified in the Bologna Declaration is regarded as equivalent to a Bachelor’s program or course, and the “second cycle” is considered equivalent to a Master’s program or course.)
• Applicants may request that their university send transcripts directly.
• You may also submit certified transcripts/academic records for any other degrees that you hold.

5. TOEFL (Test of English as a Foreign Language) official score report or IELTS (International English Language Testing System) Academic test report (*) (+)

• The official TOEFL score report must be sent by ETS (Educational Testing Service) directly to the Graduate School of Interdisciplinary Information Studies, the University of Tokyo (Institution Code: 0440).
(The Examinee’s Score Record is not acceptable.) Applicants must explicitly request the submission early enough taking into consideration the time required for processing and handling. ETS will issue the official score report only for a PBT or iBT taken within two years. (ITP is not acceptable.)

- The IELTS Academic test report form must be sent by IELTS to the Graduate School of Interdisciplinary Information Studies at The University of Tokyo. Applicants must explicitly request the submission early enough taking into consideration the time required for processing and handling. IELTS will issue the test report form only for exams taken within two years.
- The application will not be reviewed without the arrival of either the official TOEFL score report or IELTS Academic test report form.
- The TOEFL and IELTS requirement does not apply to native speakers of English. You may identify yourself as a native speaker of English only if English is your first language or you have been educated in the English-language since early childhood.

6. GRE (Graduate Record Examinations) General Test official score report (*)(+)

- The official score report must be sent by ETS (Educational Testing Service) directly to the Graduate School of Interdisciplinary Information Studies, the University of Tokyo (Institution Code: 3560). (The examinee’s score record is not acceptable.) Applicants must explicitly request the submission early enough taking into consideration the time required for processing and handling. ETS will issue the official score report only for the tests taken within five years.
- The application will not be reviewed without the arrival of the official score report.

7. One sample of representative research work/writing in English (for M.A.S. program applicants, Bachelor’s thesis or a research/term paper; for Ph.D. program applicants, Master’s thesis or some other relevant academic publication)
• If a prospective M.A.S. program applicant has not yet completed his/her undergraduate thesis at the time of application, an interim thesis report or draft is acceptable.
• If a prospective Ph.D. program applicant has not yet completed his/her Master's thesis, then an interim thesis report or draft is acceptable.
• If the applicant has a more suitable paper related to the intended research, then it may be submitted instead.
• Include one print copy of the writing sample with your application. You will be required to upload a copy of the same writing sample as a text-searchable PDF (the submitted PDF must not be a scanned copy). Instructions on how to upload the file will be sent to your e-mail address upon receipt of the application documents.

8. One list of publications (if applicable).

9. One copy of your passport ID page or other some other proof of citizenship. (Please do not send the original.)

10. Three “Evaluation Form for the ITASIA Program” (Form #3) (*)(+) 

• These evaluations should be written by individuals who can evaluate your academic potential for post-graduate study, including your skills, accomplishments and character.
• Part 1 of the form must be completed first by the applicant before forwarding to the referee.
• The referee should directly send the completed form to the ITASIA Admissions Office as instructed on Form #3.
• They may be completed in either English or Japanese.
• At least two recommenders must be from outside of the GSII.
• **The application will not be reviewed without the receipt of the evaluation forms.**

11. One copy of Japanese-Language Proficiency Test Result (JLPT) (optional)

12. One passport-style photograph (please write your name on the back.)

• height: 4cm x width: 3cm
• a color photograph taken within the last six months
• upper frontal view without hat, sunglasses, mask, etc.

13. One original of the Certificate of Remittance (Portion C of Form #4)

• All applicants must pay the examination fee before sending their application, unless they are Japanese Government (Monbukagakusho: MEXT) Scholarship students or expect to earn a Master's or professional degree in a Graduate School of the University of Tokyo (including the ITASIA Program) in September 2019.

• Applicants with a Japan bank account may submit one copy of the original Certificate of Remittance (Portion C of Form #4) OR a copy of the printed "Result" page from the online payment system if paying by credit card (see Form #5).

Please note that none of the processed documents and materials will be returned.

Important Notices top

(1) It is not possible to enroll in this program at the same time as being enrolled in a program offered in another department at the University of Tokyo.
(2) Application documents are essential to the selection process and must therefore be prepared in strict accordance to the specified guidelines. Incomplete application documents will not be accepted. After processing of application documents, revisions to them cannot be considered nor is the examination fee refundable.
(3) Applicants with disabilities who require special consideration should notify the ITASIA Admissions Office of their wishes when submitting their application, so that appropriate arrangements can be made to facilitate them.
(4) Non-Japanese applicants must have a visa that will allow admission to a Japanese graduate school, as stipulated in the Immigration Control and Refugee Recognition Act (Cabinet Order No. 319, 1951) by the time of entrance procedures.
(5) When conducting entrance procedures, those planning to pursue their studies while retaining a position of employment in a public office or private company or organization must submit a letter from their employer or superior giving permission to concentrate on their studies while enrolled in the program.
(6) Application procedures, application periods, and other details may, in certain
circumstances, be subject to change.

(7) Under no circumstances will the processed application documents be returned to the applicants.

(8) Under no circumstances will the entrance fee be returned after the completion of entrance procedures.


(10) The examination results used in the selection of entrants may be used in future studies for the improvement of both the entrance examination and the education at the University of Tokyo.

(11) The University may retroactively cancel admission of any student who has falsified personal information or academic record in his or her application documents.

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ITASIA Admissions Office
Graduate School of Interdisciplinary Information Studies
The University of Tokyo
7-3-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan
Phone / Fax: +81-3-5841-0539 / +81-3-3811-5970
E-mail (For inquiries only; not for submission of application materials): itasiaao2019(AT)iii.u-tokyo.ac.jp [replace “(AT)” with “@”).
Website: http://itasia.iii.u-tokyo.ac.jp/

Appendix 1. Requirements for Eligibility: M.A.S. program of ITASIA top

* The terms “university” and “Bachelor’s degree” below are narrow legal concepts defined within Japan’s education system, which do not include the equivalents abroad unless explicitly specified otherwise.

** Those who expect to fulfill their prerequisite below (Bachelor’s degree or the equivalent) between September 20 and September 30, 2019 are required to
contact the ITASIA Admissions Office by email no later than 4:00 pm on October 31, 2018 JST.

Persons must fulfill at least one of the following requirements in order to be considered eligible to apply to M.A.S. program of ITASIA:
(1) Those who have graduated from a Japanese university or are expected to graduate by September 19, 2019. (Note 1)
(2) Those who have completed, or are expected to complete by September 19, 2019, 16 years of school education abroad. (Note 2)
(3) Those who have been conferred a degree equivalent to that of a bachelor’s degree or are expected to be conferred on or before September 19, 2019 from a foreign university or other foreign institution (limited to those whose comprehensive status of education and research activities have been assessed by the government of the said foreign country or a related organization), having completed a program with a completion period of 3 years or more. (Note 2)
(4) Those designated by the Minister of Education, Culture, Sports, Science and Technology or those who have graduated or are expected to graduate by September 19, 2019 from an educational institution designated by the Minister. (Note 3)
(5) Those who have been conferred a bachelor’s degree, or who expect to be conferred a bachelor’s degree, on or before September 19, 2019 by the National Institution for Academic Degrees and Quality Enhancement of Higher Education (NIAD).
(6) Those who are 22 years or older on September 19, 2019, whom this graduate school has recognized through individual screening of entrance qualifications, as having abilities that are at least equivalent to those who have graduated from a Japanese university. (Note 1) (Note 4)

(Note 1)
Japanese universities mentioned in Eligibilities (1) and (6) above are universities within the boundaries of Japan and as prescribed in Article 83 of the School Education Law.

(Note 2)
Eligibilities (2) and (3) above includes the case of having completed a correspondence program provided by a foreign school of said country while residing in Japan.

(Note 3)
Those as mentioned in Eligibility (4) above referred to any who have graduated from the following schools or educational institutions.

• The Japan branch of a foreign school as designated by the Minster of Education, Culture, Sports, Science and Technology.

• Specialized training college designated by the Minister of Education, Culture, Sports, Science and Technology (limited to programs where the program duration is at least 4 years and which satisfies standards determined by the Minister)

• Universities under the old university ordinances, or higher educational institutions (daigakko) under the national/provincial/independent administrative agency ordinances

(Note 4)
• Those mentioned in Eligibility (6) above refers to those who do not fall into any of the Eligibilities (1) through (5) above but have graduated from an educational institution equivalent to a 4-year university, and whom this graduate school has recognized, through individual screening of entrance qualifications, as having abilities that are at least equivalent to those who have graduated from a Japanese university.

• Those who wish to apply based on Eligibility (6) above must submit all the documents specified by the administrative department of this graduate school by October 31, 2018 as the eligibility for application is confirmed individually in advance by document screening. Please inquire the administrative department of the graduate school in advance about the eligibility for application and the documents to be submitted.

• Those who are recognized as having abilities that are at least equivalent to those who have graduated from a Japanese university through screening of entrance qualification will be permitted to apply and take the entrance
examination. The results of this screening will be notified directly around November, 2018.

Appendix 2. Requirements for Eligibility: Ph.D. program of ITASIA

* The terms "university", "Master's degree", and "professional degree" below are narrow legal concepts defined within Japan’s education system, which do not include the equivalents abroad unless explicitly specified otherwise.

** Those who expect to fulfill their prerequisite below (Master's degree or the equivalent) between September 20 and September 30, 2019 are required to contact the ITASIA Admissions Office by email no later than 4:00 pm on October 31, 2018 JST.

Persons must fulfill at least one of the following requirements in order to be considered eligible to apply to the Ph.D. program of ITASIA:
(1) Those who are expected to obtain by September 19, 2019 a Master's or professional degree from this graduate school of the University of Tokyo.
(2) Those who are expected to obtain by September 19, 2019 a Master's or professional degree from other graduate schools of the University of Tokyo.
(3) Those who have obtained a Master's or professional degree from the University of Tokyo.
(4) Those who have obtained or are expected to obtain by September 19, 2019 a Master's or professional degree from a Japanese university other than the University of Tokyo. (Note 1)
(5) Those who have been conferred a Master's degree, or are who expect to be conferred a Master's degree, on or before September 19, 2019 from the National Institution for Academic Degrees and Quality Enhancement of Higher Education (NIAD).
(6) Those who have been conferred or are expected to be conferred on or before September 19, 2019 a degree equivalent to a Master’s or a professional degree abroad. (Note 2)
(7) Those who have completed or are expected to complete by September 19, 2019 a program in an educational institution in Japan that is designated by the Minister of Education, Culture, Sports, Science and Technology, which provides program of a foreign graduate school within the school education system of a foreign country, and have conferred or are expected to be conferred a degree...
equivalent to a Master’s or a professional degree.

(8) Those who have completed or are expected to complete a program at the United Nations University and have been conferred a degree equivalent to that of a Master’s degree or are expected to be conferred on or before September 19, 2019.

(9) Those who have passed or are expected to pass by September 19, 2019 a screening for the fundamental ability for doctorate dissertation research as specified in Article 16-2 of the Standards for Establishment of Graduate Schools at a school abroad, an educational institution mentioned in eligibility (7) above, or the United Nations University, shall be recognized by this graduate school as having abilities at least equivalent to those who have a Master’s degree. (Note 3)

(10) Those who have graduated from a Japanese university or have completed at least 16 years of academic education overseas, and have been engaged in research at a university, research institute or other institution in Japan or abroad for at least 2 years, or are expected to have been engaged in research for at least 2 years by September 19, 2019, and shall be recognized by this graduate school as having abilities at least equivalent to those who have a Master’s degree or a professional degree as a result of said research. (Note 1) (Note 2) (Note 3)

(11) Those who are 24 years or older as of September 19, 2019, whom this graduate school has recognized, through individual screening of entrance qualifications, as having abilities that are at least equivalent to a Master’s degree or professional degree holder. (Note 4)

(Note 1)
Japanese universities mentioned in Eligibilities (4) and (10) above are universities within the boundaries of Japan and as prescribed in Article 83 of the School Education Law.

(Note 2)
Eligibilities (6) and (10) above includes the case of having completed a correspondence program provided by a foreign school of said country while residing in Japan.

(Note 3)
Those who wish to apply based on Eligibilities (9) or (10) above shall contact
the administrative department of this graduate school by October 31, 2018 prior to the application as the eligibility for entrance will be confirmed individually in advance.

(Note 4)

· Those covered under Eligibility (11) above include those who are not covered under Eligibilities (1) through (10) above shall be recognized by this graduate school through individual screening of entrance eligibility as having abilities at least equivalent to that of a Master’s degree or a professional degree holder.

· Those who wish to apply based on Eligibility (11) above must submit all the documents specified by the administrative department of this graduate school by October 31, 2018 as the eligibility for application is confirmed individually in advance by document screening. Please inquire at the administrative department of the graduate school in advance about the eligibility for application and the documents to be submitted.

· Those who are recognized as having abilities at least equivalent to a Master’s degree or professional degree holder through screening of qualifications will be permitted to apply and to take the entrance examination. The results of this screening will be notified directly around November 2018.