

Comparative Studies of Politics and Administration in Asia (CSPA)

Application Guidelines (Fall 2020 Admissions)

For Self-Financing Students

1. Admission Requirements

For admission to the CSPA programme, students must meet the following requirements:

- An undergraduate degree in Politics, International Relations, Public Policy or a related field in Social Sciences from an accredited university;
- A thorough proficiency in English language. If English is not your first language you must demonstrate English competence with TOEFL, IELTS, or equivalent. A TOEFL score of 550+ (paper-based), or 80+ (Internet-based), IELTS score of 6.0 or above is required for admission; and
- Sufficient financial support for the duration of the programme. You are required to provide a letter of your financial plans.

2. Programme Duration

The CSPA is taught on a full time basis and takes 24 months for completion, beginning in October and ending in early September.

3. Application Materials

Applicants are required to submit by registered airmail or equivalent (i.e. Federal Express, DHL etc.), **an original** of the following documents to the Faculty of Law, Kyushu University **by January 31, 2020** (applications arriving after the given date will not be accepted):

1. Completed **CSPA Application Form**. Please note: (1) It is very important that the name that you include in Section 1 of the Application Form is the same as the name in your passport. The Student Visa of successful applicants will be issued with the name provided in Section 1, and it can cause problems at immigration when entering Japan if the names are different. (2) Nationality. You must indicate if you have dual nationality or Japanese nationality.

2. A photocopy of **Graduation Certificate** of the last undergraduate university and graduate school(s) attended, OR a **Certified Letter** from the university at which the applicant is currently attending, stating the expected graduation date.
3. **Official School Transcript** of the last university from which the applicant graduated or the university where the applicant is currently attending.
4. **Two Letters of Reference (forms attached below)** from the Dean, the applicant's academic supervisors or other teaching staff who have had direct contact with the applicant; or from a supervisor in the employing body with personal knowledge of the applicant.
5. **Research Proposal** of your master's thesis in two A4 pages (free format).
6. For applicants whose first language is not English, **Proof of English proficiency** must be provided. A TOEFL score of 550+ (paper-based), or 80+ (Internet-based), an IELTS score of 6.0+ or equivalent is required for non-native English speakers.
7. **Certificate of Citizenship** or **Proof of Residence** in the applicant's home country, i.e., census register, passport (photocopy), or another positive proof of citizenship.
8. **One photograph** taken within the past 6 months (4.5 cm X 3.5 cm).

All the application materials should be typed **in English** on the attached forms or additional sheets of A-4 paper. In the case that the required materials are prepared in a language other than English or Japanese, a translation into one of these languages must be attached.

Application materials will **not** be returned to applicants.

4. Application Procedure

The applicants will be selected through a 24 hour-take-home-examination which will be sent to you by email. It is followed by a Skype or in-person (if convenient) interview. The exact dates of these examinations will be notified after we have received the application.

Interviews will be held either by Skype, phone or (if it is convenient) in person, in early or mid-February 2020.

Formal confirmation of a place on the programme will be informed to the candidate by mid-March2020.

5. Warning

Successful applicants will have their enrolment at Kyushu University withdrawn immediately in the event of **any** of the following:

- If the applicant is found to have made false statements on his/her application.
- If the applicant is subject to disciplinary measures or has been found to have no promise for academic achievement by the University.
- If the applicant is absent from University for a prolonged period of time without permission.
- If the student has insufficient resources to finance their studies in Kyushu University.

6. Inquiries

Inquiries by phone cannot be accepted. Written inquiries regarding this programme and submitted materials should be addressed to:

Admission Office of the CSPA Programme,
Graduate School of Law, Kyushu University,
744 Motoooka, Nishi-ku, Fukuoka 819-0395, Japan.

Alternatively, candidates may correspond by fax or e-mail:

Fax: +81[Japan]-92-802-5407

E-mail: *admission@law.kyushu-u.ac.jp*