

## Comparative Studies of Politics and Administration in Asia (CSPA)

### *Application Guidelines (Fall 2017 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, Political Sciences 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 (iBT 80, CBT213), 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 May 26, 2017** (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 213+ (computer-based), 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, between in the last week of May and in the first week of July 2017.

Applicants will be informed of the outcome of application to the CSPA, by the end of July, 2017.

Formal confirmation of a place on the programme will be informed to the candidate by mid-July 2017.

## **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,  
6-19-1 Hakozaki, Higashi-ku, Fukuoka 812-8581, Japan.

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

Fax: +81[Japan]-92-642-4162

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

## Application Form

**1. Basic Information**

1) Name:

2) Address:

Tel:

E-mail:

<p>Photograph</p> <p>(size: 4.5cm x 3.5cm)</p> <ul style="list-style-type: none"> <li>-Bare-headed,full-faced</li> <li>-Displaying upper body</li> <li>-Taken within the past 6 months.</li> </ul>
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\* Please indicate the most accessible number as this will be used for your interview.

3) Nationality:

4) Date of birth & age:

5) Sex :            Male            Female

6) Current Affiliation/Position

**2. Educational Background** (Please write from your elementary school)

Month/Year of enrolment and graduation	Name of school	Subject	Degree
From to		-	-
From to		-	-
From to			
From to			
From to			

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From			
to			
From			
to			

Total year of schooling:                      years (as of October 1,2016)

### 3. Employment record

Month/Year and Period of employment	Name and Place of employment	Position	Job description
From			
to			
From			
to			
From			
to			

### 4. English Ability (Please indicate your English score)

### 5. Research Proposal (Two A4 pages, Separate sheet)

Topic:

### 6. Do you wish to be considered for a Japanese Government Scholarship?

Yes             No

**If you do not receive a Japanese Government Scholarship, are you willing to privately finance your studies at Kyushu University?**

Yes             No

## Comparative Studies in Politics and Administration in Asia (CSPA)

### 7. Financial Plan during you study

**8. References** (Indicate two persons with name, position, institution and the relationship with the applicant. Please use the prescribed form)

1)

2)

### 9. Emergency Contact in Your Home Country

Name:

Address:

Tel/Fax:

Email:

Relationship with the Applicant:

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to my enrolling at Kyushu University, I understand that false or misleading information in this application may result in my enrollment at Kyushu University being terminated.

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

# Comparative Studies in Politics and Administration in Asia (CSPA)

## Reference letter (1)

To: President of Kyushu University

\*Please write a statement concerning the applicant, stating how long and in what capacity you have known him/her, your evaluation of his/her intellectual capability and personal character, your appraisal of the applicants's promise of completing the graduate program in English.

Name:

Affiliation:

Intellectual capacity:	<input type="checkbox"/>	excellent	<input type="checkbox"/>	good	<input type="checkbox"/>	average	<input type="checkbox"/>	below
Reading and writing skills:	<input type="checkbox"/>	excellent	<input type="checkbox"/>	good	<input type="checkbox"/>	average	<input type="checkbox"/>	below
Presentation skills:	<input type="checkbox"/>	excellent	<input type="checkbox"/>	good	<input type="checkbox"/>	average	<input type="checkbox"/>	below
Overall potential:	<input type="checkbox"/>	excellent	<input type="checkbox"/>	good	<input type="checkbox"/>	average	<input type="checkbox"/>	below

We appreciate the time and effort that you have taken to provide us with these comments.

Please return this letter directly to Kyushu University OR place in sealed envelope and return to the candidate.

Address: Admission Office of International Programs

Faculty of Law, Kyushu University 6-19-1 Hakozaki, Higashi-ku, Fukuoka, 812-0061 JAPAN

# Comparative Studies in Politics and Administration in Asia (CSPA)

## Reference letter (2)

To: President of Kyushu University

\*Please write a statement concerning the applicant, stating how long and in what capacity you have known him/her, your evaluation of his/her intellectual capability and personal character, your appraisal of the applicants's promise of completing the graduate program in English.

Name:

Affiliation:

Intellectual capacity:	<input type="checkbox"/>	excellent	<input type="checkbox"/>	good	<input type="checkbox"/>	average	<input type="checkbox"/>	below
Reading and writing skills:	<input type="checkbox"/>	excellent	<input type="checkbox"/>	good	<input type="checkbox"/>	average	<input type="checkbox"/>	below
Presentation skills:	<input type="checkbox"/>	excellent	<input type="checkbox"/>	good	<input type="checkbox"/>	average	<input type="checkbox"/>	below
Overall potential:	<input type="checkbox"/>	excellent	<input type="checkbox"/>	good	<input type="checkbox"/>	average	<input type="checkbox"/>	below

We appreciate the time and effort that you have taken to provide us with these comments.

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