

Graduate Program in Global Governance and Sustainable Development (G2SD)
FAQ list (as of December 6, 2022)

Application procedures (1): General

[Question 1] Can I send my application documents via email?

[Answer 1] No. You need to send all of your documents by registered mail or mail with a tracking number.

[Question 2] When should I submit my application documents?

[Answer 2] We strongly recommend that you have your application documents reach us **at least a week before** the deadline. This is important because:

1- After reviewing your documents thoroughly, we may ask you to make revisions or to submit additional documents. **Any revised documents and/or additional documents must reach us by the deadline.**

2- If an applicant resides abroad, payment of the application fee may take some time to process. If you reside abroad, we will send you a link to the website for online credit card payment after receiving all application documents, reviewing them thoroughly, and making sure they are complete. **You must successfully make payment online by the deadline.**

[Question 3] Should my graduation certificate and academic transcript be originals?

[Answer 3] Yes, they must be originals. **Photocopies will not be accepted.** If you need to have the original certificates returned to you, please let us know. We will make a photocopy and return them to you.

[Question 4] My graduate or undergraduate program did not require me to submit a thesis for its completion. What type of paper is accepted as a paper equivalent to a master's thesis or an undergraduate thesis, as mentioned in the application guidelines? Is there any format to follow?

[Answer 4] You may submit a term paper that you wrote for a course, a paper that you published in an academic journal, a paper describing your graduation project/design, or the like. There is no official format you should follow regarding the full text, but you **must attach an abstract in English** (on A4 paper) in 2,000 words or less. **Submitting an abstract alone is not allowed.**

[Question 5] I have a scholarship. Do I still need to submit a Statement of Financial Position?

[Answer 5] If you have been selected as a scholarship recipient, a certificate issued by the foundation will suffice.

[Question 6] Is there a minimum amount that I have to show in my financial statement?

[Answer 6] There is no particular amount specified. However, applicants must usually demonstrate that they will be able to afford at least their first semester. You may visit the following websites to see the cost of living at Tohoku University:

<http://www.tohoku.ac.jp/en/admissions/tuition_fees.html>

<http://sup.bureau.tohoku.ac.jp/tips/cost_en.html>

[Question 7] I live outside of Japan. How do I pay my application fee?

[Answer 7] If you reside abroad, we will send you a link to the website for online credit card payment after receiving other application documents, reviewing them thoroughly, and making sure they are complete. You must successfully make payment online by the deadline.

[Question 8] I have a MEXT scholarship. Do I still have to pay my application fee?

[Answer 8] No, you do not have to pay.

Application procedures (2): Language ability

[Question 9] Do I need to take the Japanese Language Proficiency Test?

[Answer 9] No. Scores on the Japanese Language Proficiency Test are not required.

[Question 10] What is the minimum English test score required for enrollment?

[Answer 10] There is no minimum score. In addition, we will evaluate your academic skills in general, including your English language ability, through an examination of your documents and through screening.

[Question 11] My native language is English. Do I still need to submit TOEFL/TOEIC/IELTS scores?

[Answer 11] Native English speakers are exempt from submitting a language test score. However, if you have additional inquiries, please contact the Office of Academic Affairs.

Office of Academic Affairs: int-kkdk@grp.tohoku.ac.jp

Application procedures (3): Reference letters

[Question 12] Can my **reference letter(s)** be sent to the office by email?

[Answer 12] No. You should send us the original letter(s) enclosed in an envelope and sealed by the referrer(s).

Please note that these **must reach us by the deadline**.

[Question 13] Can my reference letter(s) be sent directly by my referrer(s)?

[Answer 13] No. You must collect reference letters from your two referrers. The referrer(s) must enclose the letters in a sealed envelope. Please send the two letters to **us together with your other application documents**. Therefore, we recommend that you start preparing for your application well in advance.

[Question 14] The application guidelines say that one of my reference letters should be written by my academic supervisor. Who should write the other one?

[Answer 14] Ideally, the other one should also be written by an instructor, but a non-academic referrer is acceptable. If you have a professional career, it can be written by your supervisor.

[Question 15] I cannot contact my former (or current) academic supervisor. What should I do?

[Answer 15] If there are extenuating circumstances and you are unable to contact your supervisor, such as if your supervisor has passed away, a reference letter written by another referrer will be considered. In such an event, please contact the Office of Academic Affairs for guidance in advance.

Office of Academic Affairs: int-kkdk@grp.tohoku.ac.jp

Tuition fees and financial support

[Question 16] Can the amounts of the admission fee and tuition fees be reduced?

[Answer 16] Prospective students with economic hardships may apply for an admission fee waiver and/or a tuition fee waiver. For more information, visit:

<http://www.tohoku.ac.jp/en/admissions/tuition_fees.html>

<<http://www2.he.tohoku.ac.jp/menjo/>>

[Question 17] Are there any scholarships available?

[Answer 17] The Graduate School of International Cultural Studies (GSICS) does not offer scholarships.

Although graduate students work as teaching assistants (TAs) or research assistants (RAs) for their supervisors, the income from this work is not sufficient to cover their living expenses. However, there are other types of financial assistance programs offered by Tohoku University and other foundations, including the Japanese Government. If you are interested in the University Recommendation scheme for a Japanese Government (MEXT) scholarship, you will need to ask your prospective supervisor to prepare application documents and submit them to the university.

For more information, visit:

Scholarships for international students at

<http://www.tohoku.ac.jp/en/admissions/financial_aid.html>.

The MEXT scholarship at

<<http://www.studyjapan.go.jp/en/toj/toj0302e.html>>.

Tuition waivers

<<http://www2.he.tohoku.ac.jp/menjo/>>

Other issues

[Question 18] Should I contact your faculty members in advance?

[Answer 18] Yes, we strongly recommend that applicants contact one (or more) of our faculty members in advance to confirm that our program can accommodate your research interests. To find a prospective supervisor, you can visit the "Faculty" page of our website and check their areas of expertise.

Faculty page < <http://www.intcul.tohoku.ac.jp/g2sd/faculty/>>

[Question 19] I have never taken courses on issues concerning global governance or sustainable development.
Am I eligible to study in your graduate program?

[Answer 19] You can apply for the program even if you have not taken courses on issues concerning global governance and sustainable development. However, we strongly recommend that applicants contact one (or more) of our faculty members in advance to confirm that our program can accommodate your research interests.

[Question 20] Should I start as a "research student" (i.e., kenkyu-sei or non-degree seeking student) first, and then apply for the graduate program later?

[Answer 20] If you feel that you have insufficient knowledge regarding your research topic, you can study for 6 or 12 months as a research student if accepted. In any case, you should consult your prospective supervisor(s) about your knowledge of the topic and suitable courses. In any event, if you want to become a research student, you will need to find a supervisor who can accept you as his/her advisee.

[Question 21] How can I decide on a research topic?

[Answer 21] A research topic will be determined based both on your own research interests and on guidance from your prospective advisor. You are strongly recommended to ask your prospective adviser in advance about possible research topics.

[Question 22] I have special circumstances or other questions about the application. Who can I contact for application information?

[Answer 22] You can send an email to the Office of Academic Affairs.
Office of Academic Affairs: int-kkdk@grp.tohoku.ac.jp