Instructions to shortlisted applicants:

HOW TO PAY THE EXAMINATION FEE →

Shortlisted applicants for IPADS are required to pay the non-refundable examination fee to further proceed the application to IPADS. However, the payment is waived for current students in any Master's program of the University of Tokyo who will graduate the summer in 2020. Please contact IPADS Office for the details.

DOCUMENTS TO BE SUBMITTED BY SHORTLISTED APPLICANTS TO IPADS OFFICE:

- Application form →

- Proof of Bachelor's degree (MSc application) or both Bachelor's degree and Master's degree (PhD application) Original document with the official seal of the institution such as Degree Certificate. For applicants who have not been awarded the degree at the time of application, an official certificate from the academic institution stating the expected date of completion should be submitted.

- Official transcripts. Original transcripts from all universities and colleges the applicant has previously attended, with the official seal of the institution. Transcripts must clearly demonstrate the marking system of the institution. In the case the applicant arrange the institution to directly forward the transcripts to the IPADS Office, indicate this in Application Checklist.

- Proof of English proficiency. Either a TOEFL Score Report or an IELTS Test Report Form. For TOEFL, applicants must arrange for the ETS (Educational Testing Service) to electronically forward the report to IPADS, Graduate School of Agricultural and Life Sciences, the University of Tokyo (DI Code C351). Both normal test date score and “My Best Score” can be accepted as part of the application document. For IELTS, applicants must arrange for their IELTS Test Centre to send the report to the IPADS Office. In both cases, a photocopy of the examinee’s copy of the score report must also be submitted with other application
materials. Only reports showing the same scores and test date as those declared at the prescreening will be accepted. Scores from TOEFL-ITP (Institutional Testing Program) are not accepted. This requirement is waived for applicants who were previously granted with exemption for English test score submission by IPADS Office.

- **Research work conducted by the applicant.** Please send the full copy (not abstract or excerpt) of a published article, Bachelor’s thesis, Honor’s thesis, Master’s thesis or equivalent. For those who have not yet completed their degrees, the abstract and the thesis in progress must be sent to IPADS office. If the work is written in a language other than English, an English summary must be attached. For those who are applying to MSc and have graduated or graduating from Bachelor’s programs with no research component, two examples (minimum 1,000 words each) of recent works written in English can be submitted as a substitute of their thesis. These may be assignments undertaken for a university course, original essays on agricultural development or any other work of academic nature.

- **Proof of citizenship.** A document issued by an official authority such as a Citizenship Certificate, a copy of passport ID page or Certified Copy of Family Registration. (Please do not send the original passport). If the document is in a language other than English or Japanese, an English translation must be attached.

- **Two letters of recommendation by university academics.** These should be written by university academics who were nominated at the prescreening and are familiar with the applicant’s academic achievement such as supervisors for the Bachelor’s/Master’s thesis. Letters may be in either English or Japanese. They must be written on the letterhead of referee’s institution with date and be enclosed inside a sealed envelope with the referee’s signature across the seal. They can be mailed to the IPADS Office by the applicant with other application materials or by the referees separately. In case of the latter, indicate this on Application Checklist. No application materials will be reviewed without letters of recommendation. Alternatively, the signed letters in electronic form (eg. PDF) can be directly sent by the referees to the IPADS Office. An electronic form sent from the applicant cannot be accepted.
- **Two photographs of the applicant.** These must be taken within 6 months prior to the application deadline; 4.5cm x 3.5cm, upper body only, full face without hat. Write your name on the back of each photo.

- **Proof of Examination Fee payment.**

- **Application Checklist.**

Above mentioned documents must arrive at the IPADS Office no later than **April 10, 2020**. The documents should be submitted by a traceable method such as registered mail or international courier (e.g. UPS, DHL, and FedEx) as the IPADS Office will not consider late application. Please note that documents submitted will not be returned.

Please avoid using stapler for Original copy or Certified copy.

**IPADS Admission**

**Graduate Student Section (DAIGAKUIN)**

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