



## 2025 Admission Information

### Master's Program: Peace and Conflict Studies Course

Including information on

**“PCS Course to Foster Professionals for Post-conflict Peacebuilding”**

A Special Program that conducts priority placements for MEXT scholarship students

December 2024

Master's Program: Peace and Conflict Studies (PCS) Course  
Graduate School of Global Studies  
Tokyo University of Foreign Studies (TUFS)

## Admission Information

The Peace and Conflict Studies (PCS) Course is an interdisciplinary research and study program at Tokyo University of Foreign Studies (TUFS), created to attract international students and researchers at the graduate level who are interested in exploring diverse topics that fall within the emerging discipline of PCS. In the 2004 academic year, TUFS began to offer a concentration in PCS within its 2-year Master of Arts Degree (International Studies) Program. English is the primary language of instruction for all courses within the PCS curriculum. Outstanding international and Japanese applicants are invited to apply for the Master of Arts Degree Program, PCS Course commencing in the 2025 academic year.

We would also like to note that since 2020, “PCS Course to Foster Professionals for Post-conflict Peacebuilding” within the Peace and Conflict Studies Course of the Graduate School of Global Studies, Tokyo University of Foreign Studies has been designated as “Special Program that conducts priority placements for MEXT scholarship students”(SP) for international students from conflict-affected countries worldwide. Outstanding applicants from countries that are currently, or have recently experienced major conflict are invited to apply for this program. Applicants who are interested in also applying for the SP-MEXT scholarship should read the details on pages 13-16.

### <Program Outline>

|  |   |
|--|---|
| Name of the Program                              | Master’s Program: Peace and Conflict Studies (PCS) Course<br>Graduate School of Global Studies<br>Tokyo University of Foreign Studies |
| Study Period                                     | October 2025-September 2027   |
| Graduation Requirements                          | 30 course units and a MA thesis   |
| Language of Instruction                          | English   |
| Name of the Degree to be Granted upon Completion | Master of Arts (International Studies)  |
| Intake   | 12  |

### <Fees>

|   |   |
|---|---|
| Application Fee                                     | JPY 10,000 (International applicants <sup>*1</sup> )<br>JPY 30,000 (Japanese applicants and those who do not fall under the “international applicants” category stated below) |
| Admission Fee                                       | JPY 282,000 (One-time payment in the 1 <sup>st</sup> year) <sup>*2</sup>  |
| Tuition Fee   | JPY 535,800 per year <sup>*2</sup>  |
| Estimated Cost of Living<br>(Excluding school fees) | JPY 1,700,000 per year (Assuming residence in an on-campus dormitory and not including cost for travel abroad)  |

<sup>\*1</sup> “International applicants” refer to those with a nationality other than Japanese who aim to obtain/maintain the visa status of “student” upon entrance to TUFS.

<sup>\*2</sup> In case the admission fee and tuition fee are amended at the time of entrance or during enrollment, the new price will be applied.

<Application Schedule>

|                         | Applicants for PCS Course   | Applicants for PCS Course under SP-MEXT Scholarship <sup>*3</sup>   |
|-------------------------|---|---|
| Application Period      | <b>January 6, 2025 (Mon) – May 2, 2025 (Fri)</b>  | <b>January 6, 2025 (Mon) – February 3, 2025 (Mon)</b><br>Applications that arrive after February 3, 2025 (Mon) will NOT be eligible for a SP-MEXT scholarship screening.<br><b>Please note:</b><br><u><b>Those who wish to apply for SP-MEXT scholarship must check their eligibility before starting the application process.</b></u><br><u><b>See details on page 16.</b></u> |
| Submission              | (1) Send by registered postal mail or courier service (DHL, FedEx, EMS, etc.) so that you can ensure the delivery.<br>(2) Submit to the TUFS Admissions Office in person during the application period (10:00-12:00 and 13:00-16:00).<br><br>Submit application documents to the following address:<br><div style="border: 1px solid black; padding: 10px; text-align: center;">             ADMISSIONS OFFICE, TOKYO UNIVERSITY OF FOREIGN STUDIES<br/>             3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN<br/>             Phone: +81-(0)42-330-5179           </div> <b>Please note: <u>We do NOT accept application documents sent by e-mail.</u></b> |   |
| Interview               | <b>Late May – Early June, 2025</b><br>The interview will be held through an internet video call.<br>Each applicant will be informed of the date/time by e-mail.   | <b>February 17, 2025 (Mon) Japan time</b><br>The interview will be held through an internet video call.<br>Each applicant will be informed of the date/time by e-mail.<br>Trial connection is scheduled on February 10, 2025 (Mon) Japan time.  |
| Announcement of Results | <b>Late June, 2025</b><br>Results will be announced on the website. Each applicant will be notified of the date/time of the announcement and given the URL by e-mail.   |   |

<sup>\*3</sup> To learn about the SP-MEXT scholarship, please go to page 13.

## Eligibility for Application

Applicants must meet one of the following conditions:

- (1) Those who have graduated or are expected to graduate from university by September 30, 2025 (Note 1)
- (2) Those who have obtained or are expected to obtain a bachelor's degree according to Article 104, Clause 7 of the School Education Act of Japan by September 30, 2025 (Note 2)
- (3) Those who have completed or are expected to complete 16 years of school education outside Japan by September 30, 2025 (Note 3)
- (4) Those who have obtained or are expected to obtain a bachelor's degree or a degree equivalent to a bachelor's degree by completing courses which extend over three years at a foreign university or a foreign educational institution (Note 4) by September 30, 2025 (Note 3)
- (5) Those who have completed or are expected to complete a course, which is recognized by the Minister of Education, Culture, Sports, Science and Technology – Japan (MEXT) to be equivalent to an undergraduate course in a foreign country, at a foreign educational institution in Japan (文部科学大臣指定外国大学日本校) by September 30, 2025
- (6) Those who have completed or are expected to complete a special course, which is specifically designated by the Minister of MEXT (文部科学大臣指定専修学校専門課程), at an advanced vocational school by September 30, 2025
- (7) Those designated as eligible by the Minister of MEXT (Note 5)
- (8) Those who have been screened individually for eligibility and approved by the Graduate School of TUFS as having the academic ability equivalent to or higher than a bachelor's degree holder and will be aged 22 or older by September 30, 2025 (Note 6)

(Note 1) "University" stipulated in Eligibility (1) refers to universities in Japan based on the School Education Act of Japan. Eligibility of those who are from foreign universities is judged based on Eligibility (3) or (4).

(Note 2) Those who have completed an advanced course at a junior college or technical college and have obtained a bachelor's degree by the National Institution for Academic Degree and Quality Enhancement of Higher Education 大学改革支援・学位授与機構 (formerly National Institution for Academic Degrees and University Evaluation included 旧大学評価・学位授与機構) or are applying for a bachelor's degree to the institution

(Note 3) Eligibility (3) and (4) include those who have completed correspondence courses offered by a foreign educational institution within Japan.

(Note 4) This is limited to the institutions that have been evaluated highly for their overall performance in educational and research activities by an official authorized by the government or a government-affiliated agency in that country, or specifically designated as equivalent by the Minister of MEXT.

(Note 5) In Eligibility (7), "those designated as eligible by the Minister of MEXT" are the ones who fall into any of the following:

- a. Those who have graduated from a university (or have completed an undergraduate program) in

accordance with the former University Ordinance, and those who have graduated or are expected to graduate from a university in accordance with the Order for Organization of the Ministers or the Act for Establishment of the Ministers by September 30, 2025

- b. Those who have obtained a specialized certificate or first category license for teachers of elementary, junior high, or high school, or kindergarten, or a school nurse in accordance with the Education Personnel Certification Act and will be aged 22 or older by September 30, 2025
- c. Those who have graduated from 旧国立養護教諭養成所 and have obtained a specialized certificate or first category license for teachers of junior high schools or a school nurse in accordance with the Education Personnel Certification Act
- d. Those who have graduated from 旧国立工業教員養成所 and have obtained a teaching license for high school in accordance with the Education Personnel Certification Act and have a testimonial issued by a supervisor to the effect that they worked as an excellent teacher for three years or longer

(Note 6) In Eligibility (8), those who qualify for an individual eligibility check are the ones who do not fall into any of (1) to (7) and “are graduates of a junior college, a technical college, an advanced vocational school, or other types of educational institution and do not hold a bachelor’s degree.” If you wish to apply under Eligibility (8), you need to contact the Global Admissions Office before the following dates and request for an individual eligibility check:

Applicants for PCS Course under SP-MEXT Scholarship: December 23, 2024 (Mon)

Applicants for PCS Course: March 31, 2025 (Mon) .

Those who would like to check their eligibility must contact the Global Admissions Office for an individual eligibility check. Note that the deadline of the individual eligibility check is as above. It is highly recommended to contact Global Admissions Office well in advance.

#### Supplemental Information

- TUFS considers those who meet the requirements under Eligibility (1) to (5) are persons who have obtained or are expected to obtain a bachelor’s degree or a degree equivalent to a bachelor’s degree by September 30, 2025.
- In Eligibility (3), if an applicant, after completing less than 16 years of school education outside Japan (excluding those under Eligibility (4)), proceeded to a course by which they conclude 16 years of school education, they must have completed or be expected to complete the course and obtain a bachelor’s degree or a degree equivalent to a bachelor’s degree.  
E.g.) An applicant who has attended/graduated from a specialized school (専科; *Zhuanke*) must enter or transfer to and graduate from a university (本科; *Benke*), and obtain a bachelor’s degree or a degree equivalent to a bachelor’s degree by September 30, 2025 to meet the Eligibility requirement.
- Under Eligibility (3) and (4) requirements, the years referred to are the years required for completion of the course, not the years an applicant has attended the school.

- For Eligibility (5), refer to the following website for the foreign educational institutions and courses that are recognized by the Minister of MEXT (文部科学大臣指定外国大学日本校).  
[MEXT] [http://www.mext.go.jp/a\\_menu/koutou/shitu/08052204/1417852.htm](http://www.mext.go.jp/a_menu/koutou/shitu/08052204/1417852.htm)
- For Eligibility (6), refer to the following website for the special courses that are designated by the Minister of MEXT (文部科学大臣指定専修学校専門課程).  
[MEXT] [http://www.mext.go.jp/a\\_menu/koutou/shikaku/07111316/002.htm](http://www.mext.go.jp/a_menu/koutou/shikaku/07111316/002.htm)

**Please note:**

**“Additional Qualifications for an Applicant for the SP-MEXT Scholarship” is described on pages 13-16.**

■ Inquiries

**Global Admissions Office (GAO)**  
**E-mail: [gao@tufs.ac.jp](mailto:gao@tufs.ac.jp)**

## Points for Application

### <Academic Background>

Applicants for the PCS Course are expected to have an undergraduate degree in a relevant academic field in the social sciences (such as political science, international relations, economics, sociology, or anthropology) or humanities, and ideally have some related professional experience. International or cross-cultural exposure will also be highly assessed. If the undergraduate degree is from other than above, applicants are highly recommended to have taken some courses within these fields. Through the application process, applicants should demonstrate a genuine interest in and commitment to issues relating to the field of Peace and Conflict Studies and potential for future academic and professional success. This includes evidence of the applicant's motivation to work independently and capacity to design and carry out original research. Applicants may submit one additional academic or professional publication (written in English) they wish the Admissions Committee to consider. If you have a preferred academic supervisor at TUFS (PCS), please write down the professor's name on the application form. However, another professor may become your supervisor.

PCS professors: Professor SHINODA Hideaki, Professor MATSUNAGA Yasuyuki and Professor YOSHIZAKI Tomonori.

### <Language Skills>

All non-native speakers of English are required to take one of the major English proficiency tests and arrange the test score to be submitted to TUFS (taken within the last two years). Generally speaking, it would be desirable to have the following minimum score to academically succeed in our program, while it is not a requirement:

| Test                        | Preferred Minimum Score |
|-----------------------------|-------------------------|
| TOEFL                       | PBT600 / iBT95          |
| IELTS                       | 7.0                     |
| TOEIC (Listening & Reading) | 870                     |
| Cambridge English           | 180                     |

Native speakers of English and non-native speakers of English who have obtained or are expected to obtain a degree from an English-based degree program at an institute of higher education (a university or higher) are not required to submit a test score. **However, it must be clearly stated on a transcript, a certificate of (expected) graduation, or a separate certificate issued by the attended institution that the language of instruction is/was English for the said program.**

\*Find more details on “How to Submit Your English Test Score to TUFS” on page 21.

\* Note: Those who would also like to apply for the SP-MEXT scholarship are required to have the English proficiency of CEFR (Common European Framework of Reference for Language) B2 level or above. Refer to page 21 for the details.

### <Application Fees>

|                 |  |   |
|-----------------|--|---|
|                 | International applicants* <sup>1</sup> | Japanese nationals AND those who do not fall into the “International applicants” category |
| Application fee | JPY 10,000                             | JPY 30,000  |

\*<sup>1</sup> “International applicants” refers to those with nationalities other than Japanese who aim to obtain/maintain the visa status of “student” upon entrance to TUFS.

#### Please note:

- ✓ Applicants who are already recipients of a MEXT scholarship do not need to pay the application fee.
- ✓ Applicants who are undergoing selection for a MEXT scholarship and those applying for the SP-MEXT scholarship are responsible for paying the application fee.

The application fee must be paid before submitting application materials, either through Flywire (outside Japan), or domestically (within Japan) through a bank transfer.

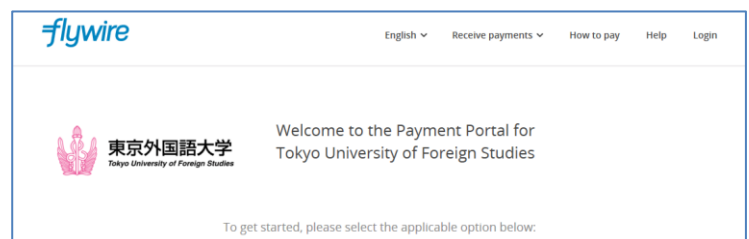
Please note that you are required to attach a print-out of the email confirming the payment or a receipt/conformation of transfer when paid through remittance or bank transfer.

### <Payment from outside Japan>

#### Payment through Flywire

Access to <https://www.flywire.com/pay/tufs/>

Flywire is a system that allows easy payments from overseas eliminating operational obstacles of international transfers.



Download the Flywire instruction from here: [http://www.tufs.ac.jp/english/admission/degree/pg/master/m\\_pcs.html](http://www.tufs.ac.jp/english/admission/degree/pg/master/m_pcs.html)

If you find any trouble using Flywire to pay the application fee, please contact Global Admissions Office ([gao@tufs.ac.jp](mailto:gao@tufs.ac.jp)) to seek instructions.



### <Payment within Japan>

#### Bank Transfer

Applicants residing in Japan shall transfer the application fee to the following bank account:

\* All fees charged in relation to the remittance must be paid by the applicant.

|        |                          |
|--------|--------------------------|
| Amount | JPY 10,000 or JPY 30,000 |
| 銀行     | 三井住友銀行                   |
| 支店     | 東京第一支店                   |
| 口座の種類  | 普通                       |
| 口座番号   | 9796090                  |
| 名義     | 東京外国語大学                  |

### <Submit Your Application Documents>

All documents listed on the “List of Application Documents” must arrive at the Admissions Office of TUFS before the specified deadline. Alterations to the content of application documents will not be allowed once they are accepted by the university. The application fee paid is non-refundable. Additionally, all materials submitted must contain only factual and honest information and include the applicant’s own work only (i.e. any sort of plagiarism will immediately disqualify an applicant). An applicant who is found to have misrepresented any information or documents in applicant’s application after having commenced applicant’s studies at TUFS will be asked to leave the university.

Application documents will then be evaluated by faculty members to gauge the overall suitability and potential of each applicant to benefit from and contribute to graduate study in the PCS Course.

#### Please note:

**Please be reminded that application documents, once submitted, will not be returned for any reason. Take utmost care in submitting your academic certificates. If you need to keep the original, you must submit a true copy of such certificates.**

### <Interview>

An interview will be held through an internet video call.

### <Announcement of Results>

Results will be announced on the website (applicants will be e-mailed the URL where they can view the results once they are available). We do not answer any questions regarding the results.

### <Entrance Procedure>

#### (1) Period for the Entrance Procedure

Between late June – late July, 2025

Details will be provided to successful applicants after the Announcement of Results. Successful applicants who fail to complete the entrance procedure during the designated period will not be allowed to matriculate.

Successful applicants residing in Japan will receive a formal admission notification letter through registered postal mail along with relevant information concerning enrollment, registration, and other procedures. Those residing outside Japan will receive an e-mail containing the same information along with instructions on immigration procedures. Successful applicants residing abroad who have decided to enroll in TUFS will be requested to submit a Pledge of Entrance (stating that they will complete the entrance procedure by September 30, 2025) by a specified date in July 2025 to promise their matriculation. Details will be provided in the documents mentioned above.

#### (2) Admission Fee

JPY 282,000 (as of 2024 admission)

Recipients of the MEXT scholarship as of and after October 1, 2025 are exempted from the admission fee payment. Please note that successful applicants who were recipients of the MEXT scholarship at the time of application but who will lose their scholarship status as of October 1, 2025, are responsible for payment of the admission fee.

#### (3) Additional Information

- Details on the entrance procedure will be announced to each successful applicant.
- Successful applicants who were expected to graduate from a university at the time of application but who fail to do so will not be allowed to matriculate even if they have completed the entrance procedure.
- The payment of JPY 267,900 tuition (as of 2024 admission) for the first half of one academic year is due in October. Another payment of JPY 267,900 for the second half is due in May.
- If the tuition is revised at the time of enrollment or during the academic year, the new tuition will be charged.
- Successful applicants are required to make a payment for the Personal Accident Insurance for Students Pursuing Education and Research "Gakkensai", Comprehensive Insurance for Students Lives Coupled with "Gakkensai" and other miscellaneous fees, in addition to the admission fee, during the entrance procedure.
- Successful applicants who will continue to work or be enrolled in another school must submit a "Letter of Approval to be Enrolled in TUFS Master's Program" issued by their employer in any form of paper during the entrance procedure.

### <Accommodation>

Successful applicants may apply for a room in the on-campus dormitory. Please note, however, that a room is not guaranteed, and even if a room has been allocated, the duration of residence is, in principle, limited to six months. Details on housing will be provided to successful applicants after the Announcement of the Results.

### <Classes and Research Guidance for Working Adults>

To proactively promote graduate school education for working adults while maintaining its research and education standards, the Master's Program of TUFS takes the following expedient measures for employed persons (those who have worked for two years or longer at the scheduled admission) pursuant to the special measures in Article 14 of the Standards for the Establishment of Graduate Schools.

- (1) Employed persons take classes and research guidance normally in their first year and can take research guidance in their second year while working at their workplace.
- (2) Employed persons who will apply for the special measures shall, in principle, acquire 26 credits, excluding 4 credits for MA Thesis Guidance taken in the second year, of the 30 credits required for completing the program, by taking classes during normal school hours in the first year.
- (3) Employed persons shall take research guidance within a specific time or period in the second year according to the special measures.
- (4) Those who wish to apply for the special measures must submit a “Request Form for Classes and Research Guidance for Working Adults (Request Form for the Special Measures in Article 14 of the Standards for the Establishment of Graduate Schools) 社会人の授業及び研究指導の特別申請（大学院設置基準第 14 条の特例適用希望申請書）” (designated form). (Download the form from our website.)

### <Consultation with Physically Challenged Applicants>

Applicants with a disability or developmental disorder, as specified in Article 22, Clause 3 of the Order for Enforcement of the School Education Act of Japan, who need special adjustment and support in accordance with the degree of their difficulty during the examination and after being admitted to TUFS must consult with GAO prior to their application.

In case an applicant has become in need of such care after the deadline, contact GAO immediately.

#### (1) Consultation Period

Applicants for PCS Course under SP-MEXT Scholarship: Until Monday, December 23, 2024.

Applicants for PCS Course: Until Friday, April 18, 2025.

#### (2) What to Submit

Prepare the following documents in any form of paper. Bring them in person or send them by registered postal mail, courier service, or via e-mail to GAO. We may request a meeting with the applicant or their representative at TUFS if needed.

[Necessary Information and Documents]

- ① Applicant's name, age, and gender
- ② Applicant's address, phone number, and e-mail address
- ③ Name of school attended/attending, (expected) graduation date (year and month)
- ④ Type and degree of disability or disorder
- ⑤ Care needed during the entrance examination
- ⑥ Care needed after being admitted to TUFS
- ⑦ Submit the following documents
  - Medical Certificate written by a doctor
  - Copy of a handbook for the people with disabilities, if applicable

### <Handling of Personal Information>

In accordance with the “Act on Protection of Personal Information held by Incorporated Administrative Agencies, etc.” and “Regulations on Personal Information Protection by National University Corporation, Tokyo University of Foreign Studies,” we handle personal information submitted by applicants at the time of application, such as an applicant’s name, address, phone number, academic grades, and test scores, as follows:

- Information provided by the applicants is used for the purpose related to selection, admission, and enrollment.
- Information used in selection process such as test results can be used as data in a way that does not identify an individual to improve education and selection process in this university.
- Information of successful applicants who have completed the entrance procedure is used for the purpose related to educational matters (e.g., creating a student registry), student affairs, and collecting tuitions.
- When information is used for purposes above, some part of business can be outsourced to outside companies (contractors). In such cases, we sign contract about proper handling of personal information with contractors and provide whole or part of personal information we have to contractors to the extent necessary for business outsourced.

### <Precautions>

- (1) Application fee is not refundable once application has been accepted. Documents will not be returned once application has been accepted.
- (2) If the information submitted is detected to be false or does not include facts that must be presented to TUFS, we have all the right to cancel the applicant’s matriculation even after they have completed the entrance procedure.
- (3) If a successful applicant, after completing the entrance procedure, decides to decline their matriculation, they must submit a Request Form for Withdrawal from Enrollment (form provided) to the Admissions Office by Tuesday, September 30, 2025. If they fail to submit the request form by the deadline, they will be registered in our university system, be required to make a tuition payment, and may be subject to face other problems. Make sure to submit the request form as soon as possible.

\*Obtain the Request Form from the Admissions Office as soon as you decide to withdraw.

### <Inquiries>

**Inquiries regarding the application shall be sent to the Global Admissions Office (GAO) at [gao@tufs.ac.jp](mailto:gao@tufs.ac.jp).**

Please refer to the PCS website for more information about the course, faculty and students, academic degree programs, research activities, fees and scholarships, and student life.

PCS Website:

<http://www.tufs.ac.jp/common/pg/pcs/index.html>

(If the link is broken, please copy/paste the above URL to the address bar of your browser)

Inquiries regarding the PCS course shall be sent to PCS office:

E-mail address for the PCS Office: [pcs@tufs.ac.jp](mailto:pcs@tufs.ac.jp)

### <Useful Links>

- Study in Japan by Japan Student Services Organization (JASSO)  
<https://www.studyinjapan.go.jp/en/>
  
- Organizations that provide Standardized English Tests
  - TOEFL: Test of English as a Foreign Language by ETS (Education Testing Service)  
<http://www.ets.org/toefl>
  - IELTS: International English Language Testing System by the British Council  
<https://www.ielts.org/>
  - TOEIC: Test of English for International Communication by ETS (Education Testing Service)  
<https://www.ets.org/toeic>
  - Cambridge English:  
<https://www.cambridgeenglish.org/>



## MEXT Scholarship Program adopted under a “Special Program that conducts placements for MEXT scholarship students” (SP-MEXT)

**Please note: Those who wish to apply for SP-MEXT scholarship must check their eligibility before starting the application process. See details on page 16**

To promote the recruitment of outstanding international students, the MEXT offers universities with appealing, distinguished graduate programs for international students a preferential allocation of MEXT scholarships. Programs approved by the MEXT as appealing and academically distinguished are referred to as “Special Program that conducts priority placements for MEXT scholarship students (SP).”

Since 2020, “PCS Course to Foster Professionals for Post-conflict Peacebuilding” within the Peace and Conflict Studies Course at the Graduate School of Global Studies, Tokyo University of Foreign Studies has been designated as “Special Program that conducts priority placements for MEXT scholarship students” for international students from conflict-affected countries worldwide. **Outstanding applicants from countries that are currently, or have recently experienced major conflict who are also willing to engage in post-conflict peacebuilding process are invited to apply for this program.**

|                             |   |
|-----------------------------|---|
| Number of Grantees          | Master’s Program: 3 students  |
| Enrollment Date             | October 2025  |
| Scholarship Benefits        | <p>(1) Monthly scholarship amount:<br/>✓ JPY 147,000 *The amount is subject to change.</p> <p>(2) Exemption of Admission fee and tuition</p> <p>(3) Travel expense to/from Japan (upon entering and graduating from TUFS)<br/>* In principle, from/to the country of nationality of the grantee</p>   |
| Duration of the Scholarship | <p>The scholarship period shall be the necessary period for the completion of the respective regular course (October 2025-September 2027)</p> <p>However, if the university term begins (the acquisition of student status) in the middle of the month, the scholarship will not be paid for the month.</p>   |
| Screening Method            | <p>TUFS recommends to the MEXT <b>the 3 applicants</b> with the <u>outstanding results</u> who have applied for the PCS Course during the designated period and also meet the eligibility of the SP-MEXT scholarship. These three applicants must meet the eligibility/qualifications for the PCS Course as well as those of the SP-MEXT scholarship.</p> |

### <Additional Qualifications for an Applicant for the SP-MEXT Scholarship>

Applicants for the PCS Course under the SP-MEXT scholarship must meet all of the following qualifications, along with the eligibility requirements for the PCS Master's Program stated on pages 3-5.

- (1) Eligibility: International students with outstanding academic achievements of graduate school level who enter Japan as new students.  
“International students with outstanding academic achievements” must have earned a Grade Point Average (GPA based on MEXT calculation) of 2.30 or above in their degreed (for those who are employed) or currently enrolled courses, and be able to maintain that GPA while receiving the scholarship. **Applicants must check their MEXT GPA with Global Admissions Office before sending their application.** Furthermore, applicants must meet any one of the language requirements stated in (6) Language Proficiency.
- (2) Nationality: Applicants must have the nationality of a country that has diplomatic relations with Japan. Applicants who have Japanese nationality at the time of application are not eligible. However, persons with dual nationality who hold Japanese nationality and whose place of residence at the time of application is outside of Japan are eligible to apply as long as they choose the nationality of the other country and renounce their Japanese nationality by the date of their arrival in Japan (the acquisition of student status).
- (3) Age: Applicants, in principle, must be born on or after April 2, 1990.
- (4) Academic background: Applicants must satisfy the conditions for admission to either a master's or doctoral course at a Japanese graduate school. (Applicants who will certainly satisfy them at the time of enrollment are eligible.)
- (5) Majors: Applicants should apply for the field of study they majored in at university or its related field. Moreover, the fields of study must be subjects which applicants will be able to study and research at the accepting universities.
- (6) Language proficiency: Applicants must satisfy any one of the following conditions to prove that they have sufficient English language ability.
  - ① Applicants must pass or achieve scores in English language proficiency tests that correspond to B2 or higher level in the Common European Framework of Reference for Languages (CEFR) at the time of application.
  - ② Applicants must complete school curriculums that meet the conditions for admission in masters' or doctoral courses at a Japanese graduate school by using English as the main language.
  - ③ Applicants are regarded by the accepting universities as having English language ability equivalent to or better than ①.
- (7) Health: Applicants who are judged by the university to have no physical or mental conditions hindering the applicant's study in Japan
- (8) Arrival in Japan: In principle, applicants must be able to arrive in Japan during the period specified by the accepting university within two weeks before and after the starting date (September or October) of the university's relevant academic term for that year.  
Excluding cases in which MEXT deems as unavoidable circumstances, the applicant must withdraw from this scholarship program if the applicant cannot arrive in Japan by the end of the specified period above. If an applicant will arrive in Japan before or after the specified period due to personal circumstances, travel expenses will not be paid.
- (9) Visa Requirement: An applicant shall, in principle, newly obtain a “Student” visa at the Japanese diplomatic mission located in the applicant's country of nationality, and enter Japan with the residence status of “Student.”  
Please also note that if a grantee arrives in Japan without newly obtaining a “Student” visa, scholarship payments will be cancelled. Moreover, as the Japanese government requires pre-arrival tuberculosis screening for some countries, applicants obtaining a visa shall follow guidance at the overseas establishment of Japan located in the applicant's country of nationality.

- (10) Non-Eligibility: Those who meet any one of the following conditions are ineligible. If identified ineligible after being selected as a scholarship student, he/she must withdraw from the scholarship.
- ① Those who are military personnel or military civilian employees; at the time of their arrival in Japan or during the period of the payment of the scholarship;
  - ② Those who cannot arrive in Japan by the date specified by MEXT or the accepting university;
  - ③ Those who are previous grantees of Japanese Government (MEXT) Scholarship programs (including those who withdraw from the scholarship program after acquisition of student status). However, this does not apply to those who wish to apply for Research Students program and meet any one of the following conditions. In addition, since the Monbukagakusho Honors Scholarship for Privately-Financed International Students does not apply to the Japanese Government (MEXT) Scholarship programs, the previous grantees can apply.
    - those who have at least three years of educational or work experience following the end of the payment of the previous scholarship and the start of this scholarship;
    - the past grantees of Japanese Studies Students program who have graduated or are going to graduate from universities in their home countries, Japan-Korea Joint Government Scholarship Program for the Students in Science and Engineering Departments and Young Leaders' Program;
    - those who have obtained or are expected to obtain a degree as undergraduate students of the Japanese Government (MEXT) Scholarship programs (university recommendation/special selection).
  - ④ Those who are currently also applying to another program under the Japanese Government (MEXT) Scholarship system. This includes the programs for which scholarship payments will begin in FY2025;
  - ⑤ Those who are planning to receive scholarship or fellowships from Japanese government, a Japanese government-related organization and others after the start of the scholarship period;
  - ⑥ Those who are expected to graduate at the time of application and cannot satisfy the condition of academic background by the deadline given;
  - ⑦ Holders of dual nationality at the time of application who cannot verify that they will give up Japanese nationality by the time of the arrival in Japan (the acquisition of student status);
  - ⑧ Those who plan to, from the time of application for the MEXT scholarship program, engage in long-term research (such as fieldwork or internship) outside Japan or plan to take a long-term leave of absence from the university;
  - ⑨ Those who have no intention to obtain a degree.
- (11) Others: MEXT Scholarship will be granted those who are willing to contribute to mutual understanding between Japan and their home country by participating in activities at schools and communities during their study in Japan while contributing to the internationalization of Japan. They shall also make efforts to promote relations between the home country and Japan by maintaining close relations with the university attended after graduation, cooperating with the conducting of surveys and questionnaires, and cooperating with relevant projects and events conducted by the Japanese diplomatic mission after they return to their home countries.

**<Note>**

**Unavoidable Circumstances**

In the event of unavoidable or unforeseen circumstances, Japanese Government reserves the right to change or cancel the arrival date, scholarship, and contents of the application guidelines here within, at any time before or after notification of the results of the final selection.

Unavoidable Circumstances are defined as events whose effects could not reasonably be prevented or controlled by MEXT or Ministry of Foreign Affairs (including Embassies and Consulate generals of Japan) including but not



limited to acts of God, acts of government (including local government, hereafter referred to as government), acts of government authorities (including limitations on travel or immigration enacted by the Japanese government or other foreign countries' government due to the event of infectious disease), compliance with law, regulations or orders, fire, flooding and torrential rain, earthquakes, acts of war (regardless of a declaration of war), revolt, revolution or rebellion, strike, or lockout.

<Others>

- Priority will be given to applicants from countries in conflict for the recommendation of SP-MEXT Scholarship.
- The recipient's academic performance will be checked every year. If a recipient's grade points calculated according to a formula specified by MEXT is found to be lower than 2.30 (full mark being 3.00), the student will lose its status as a scholarship student, and the scholarship will be canceled from then onward.
- Please note that once it is decided that you will be recommended to the MEXT, you will be asked to submit your Certificate of Health as soon as possible.

**Please note:**

- ✓ Those who wish/plan to apply to the PCS Course under the SP-MEXT scholarship **must** notify **Global Admissions Office** <[gao@tufs.ac.jp](mailto:gao@tufs.ac.jp)> to check their average grade points **before starting the application procedure.**
- ✓ When contacting **Global Admissions Office**, send the following:
  - a. your name, nationality, birthdate (YY, MM, DD)
  - b. attach your most recent academic transcript  
Those who already graduated: Academic transcript that covers all the years of the program you graduated.  
Those who are currently enrolled: most recent academic transcript that covers all the years up to point  
Transcripts should include all classes taken, credits and grades earned during each academic year and the university's grading scale. If the grading scale is not included, please obtain a document containing the relevant information from your university.
  - c. attach the copy of the English proficiency score (if applicable)

**Note: Calculation of your average grade points take time. Make sure to contact the Global Admissions Office with plenty of time.**

**The application deadline for those who wish to enroll under the SP-MEXT scholarship is**

**February 3 (Mon), 2025**

**Please make sure that your application arrives at the TUFSS Admissions Office by this date.**

**Please note: We do NOT accept application documents through e-mail.**

## List of Application Documents

|   |                                       | Applicants for PCS Course   | Applicants for PCS Course<br>under SP-MEXT Scholarship |
|---|---------------------------------------|---|--|
| 1 | <b>Application Form<br/>(4 pages)</b> | <ul style="list-style-type: none"> <li>✓ Download the “Application Form” from our website.</li> <li>✓ Specify whether or not you are applying for the SP-MEXT scholarship.</li> <li>✓ Fill in the form and <b><u>attach a photograph of yourself</u></b>. <u>Do not edit your photograph</u>. The person in the picture should look the same as the person who appears in the interview.</li> <li>✓ Regarding Academic Background, write the same date of graduation as stated on your certificate of graduation.</li> <li>✓ Attach an application fee payment receipt.</li> <li>✓ Sign by hand on page 4.</li> </ul>   |  |
| 2 | <b>Personal Statement</b>             | <ul style="list-style-type: none"> <li>✓ Download the “Personal Statement Form” from our website.</li> <li>✓ Be concrete and detailed. Stay within three pages (maximum 1,000 words).</li> <li>✓ Address some of the following points/questions within your statement: <ul style="list-style-type: none"> <li>➤ Describe your academic, professional, and relevant personal experience, highlighting anything you have done or been involved in related to Peace and Conflict Studies.</li> <li>➤ Why would you like to study Peace and Conflict Studies in Japan? Why at TUFS?</li> <li>➤ How do you intend to use what you learn at TUFS in the future, both personally and professionally?</li> <li>➤ Specifically, what do you see yourself doing five to ten years after having graduated from the PCS Course at TUFS?</li> </ul> </li> </ul>  |  |
| 3 | <b>Research Proposal</b>              | <ul style="list-style-type: none"> <li>✓ Download the “Research Proposal Form” from our website.</li> <li>✓ Include the contents below: <ul style="list-style-type: none"> <li>➤ On the first page, clearly <u>state the title of your research</u>.</li> <li>➤ Write up a short proposal outlining your intended research topic for the thesis component of the MA Degree Program. The proposal should identify and provide background information about a specific topic or question that you are interested in researching at TUFS, clearly explain why you think this topic is important to explore, and suggest a preliminary research design specifying any case(s) you plan to focus on and the type of research method(s) you plan to utilize.</li> <li>➤ Be as concrete and detailed as possible, but stay within five pages (maximum 1,500 words), excluding a bibliography.</li> </ul> </li> </ul> |  |

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| 4 | <p><b>Copy of One Academic or Professional Publication</b></p>  | Optional   |  |
| 5 | <p><b>Two Letters of Recommendation</b></p>   | <ul style="list-style-type: none"> <li>✓ Download the “Letter of Recommendation – Cover Letter (1) and (2)” from our website.</li> <li>✓ <u>At least one letter must be written by a former academic professor.</u></li> <li>✓ Respondents must fill out a cover letter, sign both the cover letter and the letter of recommendation, enclose them in an envelope, seal the envelope, and sign across the seal. They can either (1) return the envelope to the applicant or (2) forward the envelope to the TUFS Admissions Office via registered postal mail or courier service (DHL, FedEx, EMS, etc.).</li> <li>✓ Respondents must sign by hand or stamp the letters. We do not accept e-signatures.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Download the “Letter of Recommendation – Cover Letter (1) and (2)” from our website.</li> <li>✓ <u>At least one letter must be written by a former academic professor.</u></li> <li>✓ <b><u>One letter must be written and signed by the Dean or a person of higher authority with attention to “Professor HAYASHI Kayoko the President of Tokyo University of Foreign Studies.” These requirements are by Japanese government to provide scholarship.</u></b></li> <li>✓ Respondents must fill out a cover letter, sign both the cover letter and the letter of recommendation, enclose them in an envelope, seal the envelope, and sign across the seal. They can either (1) return the envelope to the applicant or (2) forward the envelope to the TUFS Admissions Office via registered postal mail or courier service (DHL, FedEx, EMS, etc.).</li> <li>✓ Respondents must sign by hand or stamp the letters. We do not accept e-signatures.</li> </ul> |
| 6 | <p><b>Academic Transcript(s) of Grades of Most Recently Attended University</b></p> <p><b><u>*MA degree holders should consult with the Global Admissions Office.</u></b></p> | <ul style="list-style-type: none"> <li>✓ <b>1 set</b></li> <li>✓ Only an original or a true copy* is accepted. Photocopies are not accepted.</li> <li>✓ We do not accept e-signatures. School authorities must sign by hand or stamp the document.</li> </ul> <p>*A true copy is a photocopy verified by the university, a notary public, or the embassy. It should have the official</p>  | <ul style="list-style-type: none"> <li>✓ <b>2 sets</b></li> <li>✓ <u>At least one must be an original or a true copy*</u></li> <li>✓ <u>Transcripts should include all classes taken, credits and grades earned during each academic year and the university’s grading scale. If the grading scale is not included, please obtain a document containing the relevant information</u></li> </ul>  |

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|  |  | <p>stamp and signature of the authority that has verified the photocopy.</p> <ul style="list-style-type: none"> <li>✓ Applicants who are scheduled to graduate from a university or complete a program shall submit the most recent academic transcript.</li> <li>✓ If the transcript(s) are written in a language other than English or Japanese, you are required to <b><u>attach an English (or Japanese) translation</u></b> to the official transcript(s).</li> </ul>  | <p><u>from your university.</u></p> <ul style="list-style-type: none"> <li>✓ We do not accept e-signatures. School authorities must sign by hand or stamp the document.</li> <li>*A true copy is a photocopy verified by the university, a notary public, or the embassy. It should have the official stamp and signature of the authority that has verified the photocopy.</li> <li>✓ Applicants who are scheduled to graduate from a university or complete a program shall submit the most recent academic transcript.</li> <li>✓ If the transcript(s) are written in a language other than English or Japanese, you are required to <b><u>attach an English (or Japanese) translation</u></b> to the official transcript(s).</li> </ul> |
|  |  | <p><b>&lt;Precaution Regarding the Translation of Original Documents&gt;</b></p> <p>It is highly recommended to have the translation done or certified by a public institution, such as embassies/consulates, and educational institutions such as universities. If the public institutions in your country are unable to provide translation and authentication services, referral should be made to embassy-recommended translation services. In the absence of embassy-appointed translation services, a translated document (private document) will be accepted without authentication. Translation should be genuine, also see page 11 Precautions (2). TUFs neither proves nor confirms the contents of translated documents.</p> |   |

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| <p>7</p> | <p>Certificate(s) of (Expected) Graduation</p> <p><u>*MA degree holders should consult with the Global Admissions Office.</u></p> | <p>✓ <b>1 set</b></p> <p>✓ Only an original or a true copy* is accepted. Photocopies are not accepted.</p> <p>✓ We do not accept e-signatures. School authorities must sign by hand or stamp the document.</p> <p>* A true copy is a photocopy verified by the university, a notary public, or the embassy. It should have the official stamp and signature of the authority that has verified the photocopy.</p> <p>✓ Applicants who are scheduled to graduate from a university or complete a program should submit a “Certificate of Expected Graduation.” <b><u>Such applicants must submit a Certificate of Graduation during the entrance procedure.</u></b></p> <p>✓ <u>If the degree granted or expected to be granted and (expected) date of graduation (month and year) are stated on Academic Transcript(s) of Grades, you are NOT required to submit Certificate(s) of (Expected) Graduation.</u></p> <p>✓ In case the name of the degree granted or expected to be granted and (expected) date of graduation (month and year) are not clearly stated on the certificate, a separate document certifying the aforementioned information must also be submitted.</p> <p>✓ If the certificate(s) are written in a language other than English or Japanese, you are required to <b><u>attach an English (or Japanese) translation</u></b> to the official certificate(s).</p> | <p>✓ <b>2 sets</b></p> <p>✓ <u>At least one must be an original or a true copy*</u></p> <p>✓ We do not accept e-signatures. School authorities must sign by hand or stamp the document.</p> <p>*A true copy is a photocopy verified by the university, a notary public, or the embassy. It should have the official stamp and signature of the authority that has verified the photocopy.</p> <p>✓ Applicants who are scheduled to graduate from a university or complete a program should submit a “Certificate of Expected Graduation.” <b><u>Such applicants must submit a Certificate of Graduation during the entrance procedure.</u></b></p> <p>✓ <u>If the degree granted or expected to be granted and (expected) date of graduation (month and year) are stated on Academic Transcript(s) of Grades, you are NOT required to submit Certificate(s) of (Expected) Graduation.</u></p> <p>✓ In case the name of the degree granted or expected to be granted and (expected) date of graduation (month and year) are not clearly stated on the certificate, a separate document certifying the aforementioned information must also be submitted.</p> <p>✓ If the certificate(s) are written in a language other than English or Japanese, you are required to <b><u>attach an English (or Japanese) translation</u></b> to the official certificate(s).</p> |
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|   |   | <p><b><u>Refer to the &lt;Precaution Regarding the Translation of Original Documents&gt; on page 19.</u></b></p> <p><b>Please note:</b><br/>In case applicants residing in Japan cannot arrange a true copy, they may request for verification at the TUFs Admissions Office. Please contact Global Admissions Office for further details.</p>  | <p><b><u>Refer to the &lt;Precaution Regarding the Translation of Original Documents&gt; on page 19</u></b></p> |
| 8 | <p><b>Online Verification Report of HEQC</b></p>  | <p>✓ Those who have graduated from a university in China must also submit an English version of the “Online Verification Report of HEQC (教育部学历证书电子注册备案表)” issued by the China Higher Education Student Information and Career Center (CHESICC) (<a href="http://www.chsi.com.cn/">http://www.chsi.com.cn/</a>).</p> <p>✓ A verification report is issued only after you officially graduate from a school. Therefore, applicants who are expected to graduate from a university in China by September 30, 2025 are not able to obtain this document at the time of the application. <b><u>Such applicants must submit a verification report along with a certificate of graduation during the entrance procedure.</u></b></p>   |   |
| 9 | <p><b>Evidence of English Proficiency (TOEFL, IELTS, TOEIC, or Cambridge English)</b></p> | <p>Applicants whose native language is not English are required to submit an official English Test Score to TUFs. Please take the test if you haven’t taken it within the last two years and <b><u>arrange the test score to arrive at TUFs before the application deadline. TUFs accepts the four proficiency tests listed below.</u></b></p> <p>Native speakers of English and <u>non-native speakers of English who have obtained or are expected to obtain a degree from an English-based degree program at an institute of higher education (a university or higher)</u> are not required to submit a test score. <b><u>However, it must be clearly stated on a transcript, a certificate of (expected) graduation, or a separate certificate issued by the attended institution that the language of instruction is/was English for the said program.</u></b></p> <p><b>&lt;How to Submit Your English Test Score to TUFs&gt;</b></p> <ul style="list-style-type: none"> <li>- The test must have been taken within two years prior to the application.</li> <li>- Be sure to make the arrangement early enough so that your test score arrives at TUFs by the due date.</li> </ul> |   |

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|  | <p><b>- Required score for SP-MEXT applicants:</b></p> <p>Must hold the official score of English Proficiency test covering all “four English skills” (Listening, speaking, reading and writing). Overall/total score as well as scores of each skill shall correspond to CEFR B2 level or above. Refer to the score comparison chart on the last page.</p> <p><b>TOEFL</b></p> <p>Arrange with the TOEFL center to send your “Official Score Report” directly to the TUFS Admissions Office. (Institution Code: 3059)</p> <p>Note: TOEFL ITP score is not acceptable</p> <p><b>IELTS (Academic Module)</b></p> <p>There are two ways to send your score. Choose one.</p> <ol style="list-style-type: none"> <li>(1) Arrange with the IELTS center to send your “Test Report Form” directly to the TUFS Admissions Office (TUFS is listed in IELTS organizations); or</li> <li>(2) Arrange with the IELTS center to send your “Test Report Form” to you. Do NOT open the envelope and include it in your application packet.</li> </ol> <p><b>TOEIC L&amp;R / TOEIC S&amp;W</b></p> <p>Those who wish to apply also for SP-MEXT scholarship must take both TOEIC L&amp;R and TOEIC S&amp;W and send us both scores.</p> <p>(For applicants for PCS course only, TOEIC L&amp;R score will be acceptable)</p> <p>The TOEIC center sends an “Official Score Certificate” only to test takers. Receive your score and do NOT open the envelope, and include it in your application packet.</p> <p><b>Cambridge English</b></p> <p>There are two ways to send your score. Choose one.</p> <ol style="list-style-type: none"> <li>(1) Arrange with the Cambridge Assessment English to send your “certifying statement” directly to our Admissions Office. Our address is “3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534 JAPAN” or</li> <li>(2) Arrange with the Cambridge Assessment English to send your “certifying statement” to you. Receive your statement, do NOT open the envelope, and include it in your application packet.</li> </ol> |
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| 10 | <b>Additional Photographs</b>                              | <p>The photographs must be:</p> <ul style="list-style-type: none"> <li>✓ 2 sets for PCS applicants, 3 sets for PCS under SP-MEXT scholarship applicants</li> <li>✓ 4cm by 3cm in size</li> <li>✓ Portrait-style, facing front with no hat or sunglasses</li> <li>✓ Taken within three months</li> <li>✓ With your full name written on the back</li> </ul> <p><b><u>Please do not edit your photograph. The person in the picture should look the same as the person who appears in the interview.</u></b></p>  |  |
| 11 | <b>Proof of Citizenship or Proof of Residence in Japan</b> | <p>&lt;International Applicants&gt;</p> <ul style="list-style-type: none"> <li>✓ A copy of your passport (the page(s) that show your photo, name, and passport number)</li> </ul> <p>&lt;International Applicants residing in Japan&gt;</p> <ul style="list-style-type: none"> <li>✓ A copy of your residence (<i>Zairyu</i>) card (both sides)</li> </ul> <p>&lt;Japanese Nationals&gt;</p> <ul style="list-style-type: none"> <li>✓ No need to submit any document</li> </ul>   | <p>A copy of your passport (the page(s) that show your photo, name, and passport number)</p> |
| 12 | <b>Application Fee</b>                                     | <p>See the directions on pages 7-8.</p> <p><b>&lt;Payment from outside Japan&gt;</b></p> <ul style="list-style-type: none"> <li>✓ Payment through Flywire</li> <li>*Payment through Flywire is limited to applicants residing outside Japan.</li> </ul> <p><b>&lt;Payment within Japan&gt;</b></p> <ul style="list-style-type: none"> <li>✓ Bank Transfer (振込み)</li> </ul> <p><b>Please note:</b></p> <ul style="list-style-type: none"> <li>✓ Applicants who are already recipients of a MEXT scholarship do not need to pay the application fee.</li> <li>✓ Applicants who are undergoing a selection for a MEXT scholarship are responsible for paying the application fee.</li> </ul> |  |



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| 13 | <b>Confirmation of Financial Award(s)</b>                    | Applicants who have received funding for graduate study, such as a MEXT scholarship, should submit a copy of official documents detailing the amount and the type of funding. |   |
| 14 | <b>Application Form for MEXT Scholarship</b>                 |   | Download the Application Form for MEXT scholarship from our website.<br>Please type in the form.<br>*Apart from paper form, also send the PDF data to Global Admission Office (gao@tufs.ac.jp)  |
| 15 | <b>Field of Study and Research Plan for MEXT scholarship</b> |   | Download the form from our website.<br>Please type in the form.<br>*Apart from paper form, also send the PDF data to Global Admission Office (gao@tufs.ac.jp)   |
| 16 | <b>Abstract of thesis</b>                                    |   | Write up the abstract of the thesis you had written (or currently writing) for your most recent degree program. In case a thesis was not a requirement, write the abstract of the research you conducted.<br>- In A4 1~ 2 pages<br>*Apart from paper form, also send the PDF data to Global Admission Office (gao@tufs.ac.jp) |
| 17 | <b>Application Checklist</b>                                 | Download the “Application Checklist” from our website.  |   |

**Please note:**

**Please be reminded that application documents, once submitted, will not be returned for any reason. Take utmost care in submitting your academic certificates. If you need to keep the original, you must submit a true copy of such certificates.**

**Please note: Attention to Applicants for the PCS Course under the SP-MEXT Scholarship**

Once you are selected and recommended to the MEXT for the scholarship, you will be asked to submit a Certificate of Health to TUFs. Detailed instructions will be given during the selection process.

Application documents must be sent by registered postal mail or courier service (DHL, FedEx, EMS, etc.) so that you can ensure the delivery.

- ✓ Applications for the PCS Course must arrive at TUFS between **January 6, 2025 (Mon) and May 2, 2025 (Fri)**.
- ✓ Applications for the PCS Course under the SP-MEXT scholarship must arrive at TUFS between **January 6, 2025 (Mon) and February 3, 2025 (Mon)**.

Applications that arrive after February 3, 2025 (Mon) will NOT be considered for the SP-MEXT scholarship.

Send your application documents to the following address:

ADMISSIONS OFFICE, TOKYO UNIVERSITY OF FOREIGN STUDIES

3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN

Phone: +81-(0)42-330-5179

**Please note: We do NOT accept application documents through e-mail.**

**Please note: for those applying for PCS Course under the SP-MEXT scholarship**

- ✓ Those who wish/plan to apply to the PCS Course under the SP-MEXT scholarship must notify **Global Admissions Office** <gao@tufs.ac.jp> to check their average grade points and receive the most updated information and detailed instructions **before starting the application procedure.**
- ✓ When contacting Global Admissions Office, send the following:
  - a. your name, nationality, birthdate (YY, MM, DD)
  - b. attach your most recent academic transcript
    - Those who already graduated: Academic transcript that covers all the years of the program you graduated.
    - Those who are currently enrolled: most recent academic transcript that covers all the years up to pointTranscripts should include all classes taken, credits and grades earned during each academic year and the university's grading scale. If the grading scale is not included, please obtain a document containing the relevant information from your university.
  - c. attach the copy of the English proficiency score (if applicable)

**Note: Calculation of your average grade points may take time. Make sure to contact Global Admissions Office with plenty of time.**

## **Instructions for Filling out Your Application Form**

### **Page 1 <Legal Name>**

Check your passport when filling out your name. Make sure to fill out your legal name exactly the same way as it appears on your passport. ([Surname], [Given names], capital letters, etc.)

### **Page 2 <English Proficiency>**

All applicants except those whose first language is English and the non-native speakers of English who have obtained or

are expected to obtain a degree from an English-based degree program at an institute of higher education (a university or higher) are required to submit a proof of English proficiency in the form of a score report of TOEFL, IELTS, TOEIC, or Cambridge English taken within the last two years. Please indicate which type of test you are providing a score report, the date the test was taken (year and month), and the overall score that you achieved.

### **Page 2 <Proficiency of Other Language(s)>**

List other languages that you have studied or are able to communicate in and your levels of proficiency (Beginner, Intermediate, Advanced, or Fluent) in reading, writing, listening, and speaking.

### **Page 3 <Academic Background>**

Provide names, locations (city and country), dates of attendance (year and month), duration of attendance (including long recesses like summer break, etc.), required years for graduation, degree received, and total years of duration of attendance and required years for graduation.

### **Page 4 <Academic Honors>**

List any academic honors, awards, scholarships, or substantial research grants that you have received since you have completed your secondary education.

### **Page 4 <Academic Works and Publications>**

List any academic works and publications, including unpublished theses or dissertations completed as part of a university degree program, published articles, papers, books, and so forth that you have authored, co-authored, or edited. For unpublished work, list the title, the language used, and the type of work (BA or MA thesis, PhD dissertation, working paper, article, book, etc.). For published work, list the title, the language used, the type of work, the name of the publication, and the date of the publication in which it officially appeared. For books, list the title, the language used, the type of work, the name of the publication, the date of the publication in which it officially appeared, and the name and the location (city and country) of the publisher. Attach a separate sheet titled “Academic Works and Publications,” if necessary. Finally, if you list one or more works, submit a copy of one work with your other application materials.

### **Page 4 <Professional History>**

Provide the following information about your three most recent employments (including internships): titles, names of organization, locations (city and country) of organizations, language used, duration of employment (year and month), and the total years of employment to date (including years not listed on the form).

### **Page 4 <Other Information>**

List any professional titles, certifications, and memberships that you have obtained or professional training courses that you have completed. Include the name of the certifying/training organization if applicable as well as relevant dates. Also, note any other positions you currently hold or have held in the past, for example, on the board of an organization or a member or volunteer of an NGO or other types of groups.

# CEFR Comparison Chart

Your score=  
TOEIC L&R + (TOEIC S&W × 2.5)  
e. g L&R=820, S&W=300  
820+300×2.5=1,570

| CEFR | TOEFL<br>iBT | IELTS     | TOEIC L&R/<br>TOEIC S&W | Cambridge<br>English |
|------|--------------|-----------|-------------------------|----------------------|
| C2   |              | 8.5 - 9.0 |                         | 200 - 230            |
| C1   | 95 - 120     | 7.0 - 8.0 | 1845 - 1990             | 180 - 199            |
| B2   | 72 - 94      | 5.5 - 6.5 | 1560 - 1840             | 160 - 179            |
| B1   | 42 - 71      | 4.0 - 5.0 | 1150 - 1555             | 140 - 159            |
| A2   |              |           | 625 - 1145              | 120 - 139            |
| A1   |              |           | 320 - 620               | 100 - 119            |

※参考：各資格・検定試験とCEFRとの対照表（文部科学省、平成30年3月）