1. Admission Requirements

Applicants for the MSc in Sustainability must meet ALL of the following requirements by the application deadline provided in Section 3 in order to be considered:

1) Strong interest in sustainability studies;

2) Demonstrated commitment to study and understand global issues;

3) A completed bachelor’s degree (or equivalent) from a recognized university or institution of higher education in the field related to sustainability*;
Those who expect to graduate and have a bachelor’s degree or its equivalent conferred before September 2019 may also apply.

4) A GPA of 3.5 or above on a 4.0 scale on the bachelor's degree earned; and

5) English language proficiency
   The minimum score requirements for English language qualifications required by UNU-IAS are:
   - 600 in TOEFL - Paper-Based Testing (PBT)
   - 100 in TOEFL - Internet-Based Testing (IBT)
   - 7.0 in IELTS - Academic format

Please refer to Section 2 below for the procedures on how to submit your TOEFL or IELTS score report to UNU-IAS. Please kindly note that we do not accept ITP test score.

2. Application Documents

List of documents to submit:
1) Application Form
2) Document validating your legal name, nationality and residence status
3) Three Essays
4) Two Letters of Reference
5) Copy of Official Transcript(s)
6) Proof of English Language Proficiency
7) Proof of Awarded Degree
8) Proof of Expected Graduation Date AND Student Registration Certificate (if applicable)

Sealed certificates and official transcript(s) will be requested upon admission acceptance.

1) Application Form
   Please submit the application form via the UNU Online Application System.

   a) The application form must be filled out in English by the applicant. Incomplete forms will not be considered.

   b) The profile photo file must be uploaded, and must have been taken within the last six months. The size must be 45mm x 35mm (passport size).

   c) Only one document can be uploaded for each required item. For applicants who wish to upload multiple documents (i.e. transcripts), please use zip compressions
to combine the files or upload any additional files at the end under Section 9 “Additional Information”.

d) Scholarship applicants should indicate his/her request to be considered for the award of the scholarships and provide his/her funding option(s) in Section 6, and provide information on his/her financial status in Section 7.

The scholarships available at UNU-IAS are:

- **Scholarship provided through Japan Foundation for United Nations University (JFUNU scholarship):** 120,000 JPY will be provided per month for subsistence allowance. Tuition fees are fully waived.
- **Scholarship provided by Asian Development Bank (ADB scholarship):** 147,000 JPY (subject to change) will be provided per month for subsistence allowance. Tuition fees are covered by the scholarship.
- **UNU Rector’s scholarship**
  130,000 JPY will be provided per month for subsistence allowance. Tuition fees are fully waived.
- **Scholarship provided by Japan Educational Exchanges and Services (JEES scholarship):** 50,000 JPY will be provided per month as subsistence allowance. Tuition fees are NOT waived.

Note: * There is no separate application form for the scholarship at the time of application.
* There are eligibility requirements to be a candidate of each scholarship and applicants must submit several additional documents for the scholarship. Please refer to “Additional Notes for scholarships” for further detail.
* The scholarships available from UNU-IAS are very limited. Only highly qualified candidates from developing countries who can demonstrate the need for financial assistance will be considered for UNU-IAS financial support. However, applicants who want to pursue a second master’s degree at UNU-IAS are not eligible for the ADB, JFUNU and UNU Rector’s scholarships.

2) Document validating your legal name, nationality and residence status

Please submit a scanned copy of official documents issued by national government listed below which certifies your nationality and residential status such as

- Passport
- Birth certificate
- Residence card (Compulsory for non-Japanese currently living in Japan)

Attach a translation if it is issued in any other language. For those who are non-Japanese and currently living in Japan, a copy of residence card MUST be submitted.

3) Three Essays

   a) The applicant must submit all three essays written in English by entering the text directly into the provided box.
b) Each essay must have approximately 500 words and they must be entirely your own work.

c) An offer of admission will be revoked in case plagiarism is detected.

4) Two Letters of Reference

a) Reference letters must be submitted to UNU-IAS directly from the referees.

- After the applicant has submitted the application, the UNU-IAS Admissions Office will directly contact the referees by e-mail within 24 hours and provide information regarding the submission procedures for the reference letters.
- Reference letters that are not submitted according to the required procedures will not be considered. The referees’ e-mail addresses should be institutional or professional e-mail address. E-mails from Hotmail, Gmail, Yahoo or other types of free e-mail addresses are not acceptable. However, in case the referee only has a free e-mail address, he or she may use the address if the applicant provides the reason under section 9 “Additional Information” of the application form.

b) Letters must be written by individuals who have directly supervised the applicant’s work in an academic or professional setting. At least one letter must be from a university faculty member familiar with the applicant’s academic work. Referees should not be family members or friends. The letters should include the referees’ signature and the date.

c) Please ensure that our e-mails are not filtered into spam or junk folders. UNU-IAS will not be held responsible for unread e-mail communication. Applicants should inform their referees to expect an e-mail from the UNU-IAS Admissions Office. It is applicants’ responsibility to confirm with referees regarding submission of reference letters. Please note that UNU-IAS will not send receipt confirmation of reference letters to the applicants. In case the e-mail is not delivered to the referee within 24 hours after the submission of the online application form, the applicant should contact UNU-IAS Admissions Office with the referee’s name and the e-mail address.

5) Copy of Official Transcript(s)

a) A Scanned Copy of Official Transcript(s)*

- The applicant must submit a scanned copy of their official transcript(s) — official documents setting out details of subjects studied and grades obtained — for all undergraduate (Bachelor’s degree) and postgraduate (Master’s degree) studies to date.
- The academic transcripts must include the school’s official seal or signature.
- Official transcripts not in English must be accompanied by an official (or certified) translation**, and must not be translated by the applicant.
• For those who have transferred between institutions, transcripts from both institutions must be submitted unless the main transcripts clearly show the name of the institution they transferred from, the period of enrolment, and the names and grades received for all coursework.

*Sealed official transcript(s) will be requested upon admission acceptance.

** It can be provided by a school, public notary, professional translator or other recognised service.

6) **Proof of English Language Proficiency**
The minimum score requirements for English language qualifications required by UNU-IAS are:
• 600 in TOEFL paper-based assessment
• 100 in TOEFL internet-based assessment
• 7.0 in IELTS academic version

*The original score reports must be submitted to the Admissions Office at the time of application. The test score which was obtained more than 2 years ago will not be accepted.

UNU-IAS requires official TOEFL/IELTS score reports.
• TOEFL:
  Please order an official score report using the institution code 6991.
  For more information on TOEFL, please visit [http://www.ets.org/toefl/](http://www.ets.org/toefl/)
• IELTS:
  Please request that an official report be sent directly to UNU-IAS.
  For more information on IELTS, please visit [http://www.ielts.org/](http://www.ielts.org/)

Exemptions:
a) Applicants whose first language is English.
b) Applicants who graduated from a university or a postgraduate school located in an English-speaking country.
c) Applicants who completed an undergraduate or postgraduate degree programme where the language of instruction and examination was English. In this case, an official statement from the academic institution will be required, confirming the use of English as the language of instruction and examination.

7) **Proof of Awarded Degree with Conferred Date**
If the applicant has already earned a Bachelor’s degree or higher, s/he must submit One Photocopied Undergraduate/Postgraduate Degree Certificate (scanned in PDF format).

• Please do not send original degree certificates as we will not return any application document.
• Degree certificates not in English must be accompanied by an official (or certified) translation,* and must not be translated by the applicant.

* It can be provided by a school, public notary, professional translator or other recognised service.

8) If the applicant expects to earn a Bachelor’s degree or higher no later than the end of August 2019, s/he must submit:
   a) Proof of Expected Graduation Date AND
   b) Student Registration Certificate (official letter scanned in PDF format)
      • The Certificate issued by the registrar of his/her college or university stating that s/he is currently enrolled in an undergraduate/postgraduate programme AND the date (month and year) that his/her degree will be conferred.
      • It is the applicant’s responsibility to check that the expected graduation date on the letter is accurate and is no later than the end of August 2019.
      • Certificates not in English must be accompanied by an official (or certified) translation*, and must not be translated by the applicant.
* It can be provided by a school, public notary, professional translator or other recognised service.

3. Application Deadline

   **February 28 2019 (23:59 Japan Standard Time)**

   A complete application involves submitting all of the required documents listed above online, and it must be received by the UNU-IAS Admissions Office by the deadline.

4. Receipt of Application

   The Admissions Office will acknowledge receipt of applications within three business days by e-mail. Applicants are responsible for ensuring that they have read and understood the application requirements for the programme in Section 1 (page 1), and that they have gathered all of the necessary documents for their application package listed in Section 2 (page 2) of this Guide. Please check your junk e-mail folder in case you do not receive receipt notification from us.

5. Selection and Announcement of Results

   Only shortlisted candidates will be contacted via e-mail for interview after the application deadline. The process of reviewing applications and making admission decisions will take approximately six to eight weeks. Please do not contact the Admissions Office until at least eight weeks have elapsed to check the application status.
UNU-IAS may at any time require applicants to provide verification of the information and documents submitted as part of their application and/or additional information including, but not limited to, an interview.

1) The successful applicants will be notified by email to the address provided on the Application Form.

2) Unsuccessful applicants will be notified by e-mail to the address provided on the Application Form. The Admissions Office does not provide individual feedback on unsuccessful applications.

E-mail will be the primary method of contact. Therefore, it is essential that applicants provide a valid e-mail address in the Application Form and that he/she regularly checks his/her e-mail. Please ensure that our e-mails are not filtered into spam or junk folders. UNU-IAS will not be held responsible for unread e-mail communication.

Please refrain from contacting the UNU-IAS Admissions Office by telephone for application results since we do not provide information on application status and admission decisions by telephone.

6. Admission Procedure (For successful candidates)

The matriculation date: early September 2019
The date cannot be extended, regardless of any special circumstances on the part of the student.

1) Successful applicants will be asked to submit the following documents by post
   a) Sealed Official Transcript
   b) Certified Photocopy of Undergraduate/Postgraduate Degree Certificate
      • Applicants who have not yet graduated from/completed their university/graduate school at the time of application also should submit the official degree certificate and transcript by the deadline.
   c) A medical report
      • The form will be provided by UNU-IAS

2) Payment of the 50% of the tuition fee for the first academic year: 5,000 USD (non-refundable). Successful applicants should pay the fee within 10 UNU working days after the result announcement.

Please refer to the calendar of UNU Holidays: http://ias.unu.edu/en/academic-calendar

• The result for the scholarship will be informed with admission result.
• JEES scholarship recipient are required to pay full tuition fees for 2 years.
The submission and the payment by the deadline is required to secure your admission.

7. Important Notes

- All application forms must be typed and completed in English. Incomplete application documents will not be considered. Documents which are not in English must be accompanied by an official (or certified) English translation, and must not be translated by the applicant.
- All materials and documents submitted as part of an application become the property of UNU-IAS and cannot be returned.
- If any falsification is discovered in any of the documents presented for application, admission will be revoked.
- Unsuccessful applicants of previous years who reapply for admission must submit a completely new set of application documents. No previous application materials will act as a supporting resource.
- Those who wish to withdraw from the application process should contact the Admissions Office through the online inquiry form. When submitting the form, please ensure that “MSc Degree” is selected as the topic of your inquiry, and please use the same email address you used when submitting your application.

8. Further Information and Inquiries

Before contacting the Admissions Office, please read through our Frequently Asked Questions page (http://ias.unu.edu/en/admissions/degrees/msc-in-sustainability.html#faq) to see if your question has been answered.

For any unanswered questions, please use the Online Inquiry Form (http://ias.unu.edu/en/about/contact-us#overview). When sending an Inquiry Form, please enter/select the below data:

- **E-mail**: (Please enter the same e-mail address you provided on the Application Form)
- **Topic**: MSc Degree