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Page 1 of 14

 **Download Application Guide 2020**
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The blank online application sample pages are provided to help you prepare and complete your application off line even when you have limited internet access. Please note that UNU-IAS requires online submission of the application forms.

This online application form Master of Science in Sustainability (<http://ias.unu.edu/en/admissions/degrees/msc-in-sustainability.html>) consist of 9 sections:

SECTIONS

- Overview, page 1 (This page)
- 1. APPLICANT DETAILS, page 2
- 2A. EDUCATIONAL BACKGROUND DETAILS, page 3
- 2B. Educational qualifications, Publications and Accomplishments, page 4
- 2C. Three essays, page 5
- 3. PROFESSIONAL BACKGROUND, page 6
- 4. ENGLISH LANGUAGE LEVEL, page 7
- 5. REFERENCES, page 8
- 6. SCHOLARSHIP, page 9 - 10
 - Additional Information on scholarships
(/forms/sites/default/files/application_files/Additional_notes_for_scholarship_2020.pdf)
- 7. FINANCIAL DECLARATION, page 11
- 8. HEALTH DECLARATION, page 12
- 9. ADDITIONAL INFORMATION, page 13
 - Submit my Application, page 14

** Please make sure you have attached a recent photograph to my account profile page (/forms/?q=user).*

Please answer each question clearly and completely in English. Incomplete applications will not be considered.

All relevant information must be included with the submission of this form and if necessary, you can write or attach additional information at the end.

A successful application must complete all of the required information in each of the named sections listed above. After you click the submit button on page 14 your application will get submitted. Please note that once you submit your application, you can not review this application form again.

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Next Page >

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Page 2 of 14

SECTION 1: APPLICANT DETAILS (Page 2 of 14)

Identification of Applicant

Family Name (surname shown in your national identification document) *

First name/Middle name (shown in your national identification document) *

Date of birth *

Gender *

Country of birth *

Country of residence *

Nationality *

- Select -

Second or dual nationality

- None -

My Profile Photo *

Choose File No file chosen

Upload

Please upload a recent photograph (passport photo size 45x35mm) of your profile. The photo should be similar to the profile photo attached to your account profile page (?q=user). Please name your file as "YOUR_LAST_NAME-PHOTO.jpg" and replace YOUR_LAST_NAME with your last name before uploading. (e.g. "SMITH-PHOTO.jpg") You can upload files with the extension .gif, .jpg, .png and .pdf.

More information

Personal Identification Documents *

Choose File No file chosen

Upload

Please upload a copy of official document validating your legal name, nationality and residential status such as passport. Non-Japanese currently living in Japan, a copy of residence card must be uploaded. Please name your files as "YOUR_LAST_NAME-ID.pdf" and replace YOUR_LAST_NAME with your last name before uploading. (e.g. "SMITH-ID.pdf") You can upload files with the extension .jpg, .gif, or .pdf. Files must be less than 2 MB. Allowed file types: .jpg, .gif, or .pdf.

More information

E-mail *

Current occupation including name of the university attended or employer

Position ***Affiliation ***

Current address*

Country of residence (at the time of application) *

- Select -

Current postal address *

Telephone *

Fax

Home address - if different from above

Home address

Telephone

Fax

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Emergency contact-if different from above

Name and address of person to be notified in case of emergency

Marital status

Marital status *

- Select -

Name and address of spouse

Double Degree with the University of Tokyo (Must be shortlisted by the University of Tokyo before applying to UNU-IAS)

Do you wish to participate in a double degree programme between UNU-IAS and the Department of Urban Engineering in the Graduate School of Engineering at the University of Tokyo ? *

- Select -

Have you shortlisted by the Department of Urban Engineering in the Graduate School of Engineering, the University of Tokyo for 2020 enrolment ? *

- Select -

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< Previous Page

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Page 3 of 14

SECTION 2A: EDUCATIONAL BACKGROUND (Page 3 of 14)

1. Details about your Higher Education

Select your higher education background up until now. On the next page you will enter the details about your higher education(s).

Undergraduate degree *

- Select -

2nd Undergraduate degree (if applicable) *

- Select -

Postgraduate degree (if applicable) *

- Select -

Years of education (from elementary to last institution of education) *

years

2. Educational qualifications (1-6)

List all schools attended in chronological order, starting with primary school. If the input fields are not sufficient for the information required, please attach under Section 9: Additional information.

Education 1: Elementary/Primary School

Name of School and Location (City/Country) *

Start date * **End date ***

Day ▼	Day ▼
Month ▼	Month ▼
Year ▼	Year ▼

Field of study

Degrees

Education 2: Junior High/Secondly/Middle School

Name of School and Location (City/Country) *

Start date * **End date ***

Day ▼	Day ▼
Month ▼	Month ▼
Year ▼	Year ▼

Field of study

Degrees

SAMPLE

Education 3: High School or Equivalent

Name of School and Location (City/Country)

Start date

End date

Field of study

Degrees

Education 4: Undergraduate

Name of School and Location (City/Country) *

Start date *

End date *

Field of study *

Degrees *

SAMPLE

Education 5: Other University Degree (including postgraduate degree)

Name of School and Location (City/Country)

Start date

End date

Day ▼

Day ▼

Month ▼

Month ▼

Year ▼

Year ▼

Field of study

Degrees

SAMPLE

Education 6: Other University Degree (including postgraduate degree)

Name of School and Location (City/Country)

Start date

End date

Day ▼

Day ▼

Month ▼

Month ▼

Year ▼

Year ▼

Field of study

Degrees

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Page 4 of 14

SECTION 2B: EDUCATIONAL BACKGROUND DETAILS (Page 4 of 14)

Undergraduate Education

Name of Institution (include City/Country) ***Name of Department *****Subject / Major Field *****Start date *****End date ***

Day ▼
Month ▼
Year ▼

Day ▼
Month ▼
Year ▼

**Degree Awarded ***

Title of Thesis (if available)**GPA scale *****Please describe any other GPA scale here****Grade Point Average or class rank (e.g. "3.68 on a 4.0 scale") *****Official transcript *** No file chosen

Please refer to Application Guide for what documents are required. Please name your file with "YOUR_LAST_NAME-DEGREE-TRANSCRIPT.pdf" and replace YOUR_LAST_NAME with your last name and DEGREE with your degree before uploading. (e.g. "SMITH-BS-TRANSCRIPT.pdf")

[More information](#)

Proof of graduation (or expected graduation and student registration certificate) including graduation date * No file chosen

Please refer to Application Guide for what documents are required. Please name your file with "YOUR_LAST_NAME-DEGREE-CERTIFICATE.pdf" and replace YOUR_LAST_NAME with your last name and DEGREE with your degree before uploading. (e.g. "SMITH-BS-CERTIFICATE.pdf")

[More information](#)

Principal publications and practical accomplishments

Please list articles, books, or other material published under your name, if any, with the name and address of the publisher and the date of publication. If necessary, please attach an additional sheet under Section 9: Additional Information.

Principal publications and practical accomplishments (start with the most recent) *

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Page 5 of 14

SECTION 2C: THREE ESSAYS (Page 5 of 14)

Please write three short essays, each on a separate sheet or field, and submit them here. The essays must be typed and entirely your own work. An offer of admission will be revoked in case plagiarism is detected. All submitted works are subject to screening procedure and plagiarism test.

Essay 1

Please explain why you have chosen to apply for the Master of Science in Sustainability. Please relate this to your background, and explain your career goals. (Approximately 500 words)

Write here *

SAMPLE

Essay 2

Please explain in detail the research which you would like to undertake as part of our degree programme, including research topic, objectives, proposed methodology and data resources. Please also indicate how you intend to incorporate gender perspectives. (Approximately 500 words)

Research Proposal Title ***Write here *****Which Sustainable Development Goals (SDGs) would you like to work on during your study at UNU-IAS?
You may choose a maximum of three goals. ***

- 1. No Poverty
- 2. Zero Hunger
- 3. Good Health and Well-being
- 4. Quality Education
- 5. Gender Equality
- 6. Clean Water and Sanitation
- 7. Affordable and Clean Energy
- 8. Decent Work and Economic Growth
- 9. Industry, Innovation and Infrastructure
- 10. Reduced Inequalities
- 11. Sustainable Cities and Communities
- 12. Responsible Consumption and Production
- 13. Climate Action
- 14. Life Below Water
- 15. Life on Land
- 16. Peace, Justice and Strong Institutions
- 17. Partnerships for the Goals

Essay 3

Please describe a personal achievement (e.g. extracurricular activities, volunteer work, awards you have received, etc.) and explain why you think it is important. (Approximately 500 words)

Write here *

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< Previous Page

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Page 6 of 14

SECTION 3: PROFESSIONAL BACKGROUND (Page 6 of 14)

Career history and position details (1-5) if applicable

Please list any full-time positions, starting with the most recent employment. If the fields provided below are not sufficient for the information required, please attach the information under Section 9: Additional Information.

Career history with position details 1 (start with the most recent)

Name and address of your employer

Type of organization

From date

To date

Day ▼

Day ▼

Month ▼

Month ▼

Year ▼

Year ▼

Title of your Position

SAMPLE

Name of supervisor

Main responsibility

Description of various aspects of your work

Career history with position details 2

Name and address of your employer

Type of organization

From date

To date

Day ▼

Day ▼

Month ▼

Month ▼

Year ▼

Year ▼

Title of your Position

Name of supervisor

Main responsibility

SAMPLE

Description of various aspects of your work

Career history with position details 3

Name and address of your employer

Type of organization

From date

To date

Day ▼

Day ▼

Month ▼

Month ▼

Year ▼

Year ▼

Title of your Position

Name of supervisor

Main responsibility

Description of various aspects of your work

SAMPLE

Career history with position details 4

Name and address of your employer

Type of organization

From date

To date

Title of your Position

Name of supervisor

Main responsibility

Description of various aspects of your work

Career history with position details 5

Name and address of your employer

Type of organization

From date

To date

Day ▼

Day ▼

Month ▼

Month ▼

Year ▼

Year ▼

Title of your Position

Name of supervisor

Main responsibility

Description of various aspects of your work

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Page 7 of 14

SECTION 4: ENGLISH LANGUAGE LEVEL (Page 7 of 14)

1. English language requirements

Are you required to provide proof of English language proficiency? *

- Yes
 No

Please refer to Application Guide about exemptions.

Explain reason if you are exempt from providing proof of English language proficiency

Proof of English language proficiency

Enter score of TOEFL or IELTS

Proof of English language proficiency (TOEFL/IELTS)

Choose File No file chosen

Upload

Upload your official language test score result or other proof of English language proficiency. Please name your file with "YOUR_LAST_NAME-ENG.pdf" and replace YOUR_LAST_NAME with your last name before uploading. (e.g. "SMITH-ENG.pdf")

More information

2. Languages (1-5)

Language 1 (list mother tongue first)

Indicate all of your language abilities in each of the Language 1-5 fields listed below. Click to open the closed fields.

Language *	Read *	Write *	Listening *	Speak *
<input type="text"/>	- Select - ▼	- Select - ▼	- Select - ▼	- Select - ▼

Language 2

Language	Read	Write	Listening	Speak
<input type="text"/>	- None - ▼	- None - ▼	- None - ▼	- None - ▼

Language 3

Language	Read	Write	Listening	Speak
<input type="text"/>	- None - ▼	- None - ▼	- None - ▼	- None - ▼

Language 4

Language	Read	Write	Listening	Speak
<input type="text"/>	- None - ▼	- None - ▼	- None - ▼	- None - ▼

Language 5

Language	Read	Write	Listening	Speak
<input type="text"/>	- None - ▼	- None - ▼	- None - ▼	- None - ▼

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Page 8 of 14

SECTION 5: REFERENCES (Page 8 of 14)

After submission of Application Form, your referee will receive email from UNU-IAS Admissions Office within 24 hours regarding how to submit their reference letters for your application. Please note that they will NOT have access to view your Application Form. A reference letter must be submitted by the application deadline.

Arrange referees who are familiar with your character and academic/professional performance. UNU reserves the right to contact your referees.

Referees should not be family members or friends.

Referee 1 (Required)

Name of the referee *

Position held *

Affiliation *

Address *

Telephone *

Fax

Email *

Referee 2 (Required)

Name of the referee *

Position held *

Affiliation *

Address *

Telephone *

Fax

Email *

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Page 9 of 14

SECTION 6A: SCHOLARSHIP (Page 9 of 14)

6a. Financing your studies

Would you be able to fund your studies and living in Tokyo for 2 years if a scholarship is not granted? *

- Yes
- No

Do you wish to apply for a scholarship, and are you eligible for it? - Please click here for the requirements to apply for the scholarship (<https://ias.unu.edu/en/admissions/degrees/msc-in-sustainability-2020.html#scholarships>) *

- Yes (proceed to Section 6b)
- No (proceed to Section 7b)

Depending on the selection you will proceed to the relevant Section when you click Next Page button.

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< Previous Page

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Page 10 of 14

SECTION 6B: SCHOLARSHIP (Page 10 of 14)

6b. Scholarship

Do you wish to apply for a ADB-JSP scholarship? *2 years of full time work experience acquired after university degree is required *

- Yes
- No

Make sure to check the ADB-JSP Information Sheet (<https://www.adb.org/sites/default/files/page/41935/jsp-information-sheet.doc>) and submit your completed *ADB-JSP Information Sheet* along with any other required documents on the next page before the given deadline.

Type of Scholarship - Please click the name of the scholarship for the eligibility requirements. *


- JFUNU Scholarship (<https://ias.unu.edu/en/admissions/degrees/msc-in-sustainability-2020.html#scholarships>)
- ADB Scholarship (<https://ias.unu.edu/en/admissions/degrees/msc-in-sustainability-2020.html#scholarships>)
- JEES Scholarship (<https://ias.unu.edu/en/admissions/degrees/msc-in-sustainability-2020.html#scholarships>)
- UNU Rector's Scholarship (<https://ias.unu.edu/en/admissions/degrees/msc-in-sustainability-2020.html#scholarships>)

Multiple answers are allowed

Justification for applying for a scholarship *

Your Curriculum Vitae or resume * No file chosen

Please upload your CV or resume. Please name your file with "YOUR_LAST_NAME-CV.pdf" and replace YOUR_LAST_NAME with your last name before uploading. (e.g. "SMITH-CV.pdf")

 [More information](#)

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SECTION 7: FINANCIAL DECLARATION (Page 11 of 14)

7a. Financial declaration of family members

In addition to your academic merit, you will need to demonstrate your need for financial support. Please provide information about your family and household members.

Please fill out the following form below on your families current financial status.

Family and household members *

Name	Relation to you	Occupation	Annual Income

Family annual income total *

	\$
	USD

7b. Financial declaration (personal)

If admission is granted, how do you plan to cover the tuition fees and living expenses for two years in Japan (approximately 56,000 USD)?

For this Section, please provide any information regarding sponsored fund you may receive OTHER THAN the scholarship that might be offered by UNU-IAS.

Personal resources/income *

\$		USD
----	--	-----

Support from individual donor(s) (including family or guardian) *

\$		USD
----	--	-----

Support from sponsor (government/sponsoring agency/company) *

- Awarded
- Haven't applied
- Applying - Result to be notified by (Date: dd/mm/yyyy) Provided below
- Will not apply


Date

Day	▼
Month	▼
Year	▼

Letter from your sponsor

<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
---	---------------------------------------

Please submit a photocopy of a letter from your sponsor, which shows the amount and period of funding. Please name your file with "YOUR_LAST_NAME-FUNDS.pdf" and replace YOUR_LAST_NAME with your last name before uploading. (e.g. "SMITH-FUNDS.pdf")

 More information

Awarded amount *

\$		USD
----	--	-----

Other resources: Please specify in detail

--

Other resources: Amount *

\$		USD
----	--	-----

Total financial resources *

\$		USD
----	--	-----

7c. Application for ADB-JSP

Upload a completed ADB-JSP Information sheet (<https://www.adb.org/sites/default/files/page/41935/jsp-information-sheet.doc>) and make sure to submit all of the required documents for ADB-JSP here.

Years of working experience -Please provide total years of full-time professional working experience acquired after a university degree *
years

Each item below are files that MUST be uploaded. Please use zip file compression to upload multiple files.


- **Required:** Submit ADB-JSP Information Sheet. *Name file with "YOUR_LAST_NAME-ADB-JSP.pdf"*
- **Required:** Certificate of Annual Income (Applicant.) *Name file with "YOUR_LAST_NAME-ADB-JSP-INCOME.pdf"*
- **Required:** Certificate of Annual family Income (parents' income if single or income of the spouse if married). If your family members (parents/spouse) are unemployed or deceased, please submit official documents to prove. *Name file with "YOUR_LAST_NAME-ADB-JSP-INCOME-FAMILY.pdf"*
- **Required:** Employment certificate that demonstrates two years of full-time work experience. *Name file with "YOUR_LAST_NAME-ADB-JSP-EMPLOYMENT.pdf"*
- Any Other File(s) for the ADB-JSP Application. *Name file with "YOUR_LAST_NAME-ADB-JSP-OTHER.pdf"*

Please name your files so they can be easily identified. I.e with "YOUR_LAST_NAME-ADB-JSP.pdf" and replace YOUR_LAST_NAME with your last name before uploading. (e.g. "SMITH-ADB-JSP.pdf")

Submit ALL ADB-JSP files within a ZIP file *

 No file chosen

Please name your zip file with "YOUR_LAST_NAME-ADB-JSP.zip" and replace YOUR_LAST_NAME with your last name before uploading. (e.g. "SMITH-ADB-JSP.zip")

 More information

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Page 12 of 14

SECTION 8: HEALTH DECLARATION (Page 12 of 14)

Health Declaration

All applicants must fill out this Declaration of Health form.

The information supplied will help UNU to ensure that suitable arrangements can be made for you as far as possible. If an offer is made, you may be required to have a medical examination and chest X-ray.

Read the statement and confirm by selecting the box below *

I declare I am in good health and fit to enroll in the two-year degree programme in Tokyo, Japan

Do you have any medical conditions or illness that would prevent you from fulfilling all of the course and scholarship requirements, if your application was successful? * Yes No

Do you have a disability (including difficulties with mobility)? * Yes No

I have received medical treatment within the past 12 months period? * Yes No

For each question(s) you selected Yes please give brief detail(s) below

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Page 14 of 14

SUBMIT MY APPLICATION (Page 14 of 14)

Before you submit your application

Please make sure you have completed each of the given items as provided below and mark the checklist as proof of you have completed the submissions and uploaded all of the required documents for this application

1. * Application Form (this form) with all required sections in English and uploaded a Profile Photo under My account profile page
2. * Personal Identification Documents (For Non-Japanese currently living in Japan, a copy of residence card must be uploaded)
3. * Copy of Official Transcript(s)
4. * Proof of graduation (or expected graduation and student registration certificate) including graduation date
5. * Proof of English Language Proficiency
6. * Scholarship required documents including CV (if applicable) or letter from your sponsor.
7. * Additional information

By submitting this application form, I accept the terms set out in the application guidelines.

I hereby declare that all information provided is true and correct, that the submitted documents contain no forgeries, and that the essays are entirely my own work. If my application is accepted, I agree to comply with the rules and regulations of the United Nations University. If any falsifications or forgeries are discovered before or after enrolment, I understand that my acceptance may be revoked, and that no appeals will be allowed under any circumstances.

Please be sure to review all of your application before submitting and notice that once you click the "Finish and Submit" button your application will be sent to the UNU-IAS Postgraduate Degree Programme. You will receive a receipt confirmation email from UNU-IAS regarding your application. After this your application

will be in the hands of UNU-IAS and you will no longer have access to this application.

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Finish and Submit

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