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 **Download Ph.D. Online Application Sample 2019** (/forms/sites/default/files/application_files/Application-Sample-PhD2019.pdf)

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 for Ph.D. in Sustainability Science (<http://ia.unu.edu/en/admissions/degrees/phd-in-sustainability-science.html>) consist of 9 sections:

SAMPLE

SECTIONS

- Overview, page 1 (This page)
- 1. APPLICANT DETAILS, page 2**
- 2A. EDUCATIONAL BACKGROUND, page 3**
- 2B. EDUCATIONAL BACKGROUND DETAILS, page 4**
 - Principal publications, Conference presentations & Professional achievements, page 4
- 2C. STATEMENT PURPOSE & RESEARCH PROPOSAL ,page 5**
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(/forms/sites/default/files/application_files/UNU-IAS_PhD_SP_2019.docx)
 - Research Proposal, page 5 -  Download Word file
(/forms/sites/default/files/application_files/UNU-IAS_PhD_RP_2019.docx)
- 3. PROFESSIONAL BACKGROUND, page 6**
- 4. ENGLISH LANGUAGE LEVEL, page 7**
- 5. REFERENCES, page 8**
- 6. SCHOLARSHIP, pages 9 - 10**
- 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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A partially-completed form was found. Please complete the remaining portions. ✕



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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 *

- Select -

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 file 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 postal address above

Home address

Telephone

Fax

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

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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 Education *

2nd Undergraduate degree (if applicable) *

Postgraduate degree (Required) *

2nd Postgraduate degree (if applicable) *

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

years

2. Educational qualifications

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/Secondary/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

Day ▼

Day ▼

Month ▼

Month ▼

Year ▼

Year ▼

Field of study

Degrees

Education 4: Undergraduate

Name of School and Location (City/Country) *

Start date *

End date *

Day ▼

Day ▼

Month ▼

Month ▼

Year ▼

Year ▼

Field of study *

Degrees *

Education 5: Master's Degree

Name of School and Location (City/Country) *

Start date *

End date *

Day ▼

Day ▼

Month ▼

Month ▼

Year ▼

Year ▼

Field of study *

Degrees *

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

Education 7 : 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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SECTION 2B: EDUCATIONAL BACKGROUND DETAILS (Page 4 of 14)

Undergraduate Education (Required)*

Name of Institution (include City/Country) *

Name of Department *

Subject / Major Field *


Start date *

End date *

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](#)

Certificate of graduation * 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](#)

Postgraduate Education 1 Required ***Name of Institution (include City/Country) *****Name of Department *****Subject / Major Field ***

Start date **End date**


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

Degree Awarded ***Title of Thesis (if available)****Abstract of thesis ***

[If the master's thesis was not required to obtain the master's degree (and thus you did not submit a master's thesis), please upload/input abstracts of academic articles such as research/term papers and indicate that the master's thesis was not required in the master's degree.]

Upload abstract of thesis here No file chosen

Please upload any abstracts of thesis or academic articles such as research/term papers. Please name your file as lastname-TA.pdf and replace lastname with your last/family name before uploading. (e.g. "SMITH-TA.pdf")

 [More information](#)


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-MSc-TRANSCRIPT.pdf")

 [More information](#)

Certificate of graduation (or expected graduation) * 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-MSc-CERTIFICATE.pdf")

 [More information](#)

PRINCIPAL PUBLICATIONS & CONFERENCE PRESENTATIONS & PROFESSIONAL ACHIEVEMENTS**Principal publications**

Please list articles, books, or other material published under your name. Please include 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) *

SAMPLE

Upload principal publication here No file chosen


Please upload a sample of your recent publication here, if available. Please name your file as "YOUR_LAST_NAME-publications.pdf" before uploading. You can upload files with the extension .doc, .docx and .pdf. (e.g. "SMITH-publications.pdf")

 [More information](#)

Conference presentations**Recent conference presentations (start with the most recent) ***

Upload recent conference here No file chosen

Please upload a draft of your most recent conference here, if available. Please name your file as "YOUR_LAST_NAME-presentations.pdf" before uploading. You can upload files with the extension .doc, .docx and .pdf. (e.g. "SMITH-presentations.pdf")

 [More information](#)

Contribution to professional community


List your major achievements from your professional field. (e.g. Student supervision, teaching, contribution of work etc.)

Major professional achievements (start with the most recent) *

SAMPLE

Upload major professional achievements here No file chosen

Please name your file as "YOUR_LAST_NAME-achievements.pdf" before uploading. You can upload files with the extension .doc, .docx and .pdf. (e.g. "SMITH-achievements.pdf")

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2C: STATEMENT OF PURPOSE & RESEARCH PROPOSAL (Page 5 of 14)

Please upload one file with the two essays and the other file with your research proposal using the forms provided below for download.

These essays and proposal must be 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 tests.

Essays


Essay 1: Please explain why you have chosen to apply for the Ph.D. in Sustainability Science. Please relate to this to your background, and explain your career goals. **Essay 2:** 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)

 [Download Word file \(30KB\) \(/forms/sites/default/files/application_files/UNU-IAS_PhD_SP_2019.docx\)](/forms/sites/default/files/application_files/UNU-IAS_PhD_SP_2019.docx)

Upload here *

 No file chosen

Please name your file as "YOUR_LAST_NAME-Essays.doc" before uploading. You can upload files with the extension .doc, .docx and .pdf. (e.g. "SMITH-Essays.doc")

 [More information](#)

Research Proposal

Please explain as concretely as possible the research plan that you would like to undertake in the Ph.D. programme, including research questions, objectives, methodology, data resource and how you would like to take an interdisciplinary approach to the issue. Please also indicate policy relevance of your proposed research and how you plan to incorporate gender perspectives. (1000-1500 words)

Research Proposal Title ***Abstract of research proposal ***

 **Download Word file (30KB)** (/forms/sites/default/files/application_files/UNU-IAS_PhD_RP_2019.docx)

Upload here * No file chosen

Please name your file as "YOUR_LAST_NAME-RP.doc" before uploading. You can upload files with the extension .doc, .docx and .pdf. (e.g. "SMITH-RP.doc")

 [More information](#)

**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

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SECTION 3: PROFESSIONAL BACKGROUND (Page 6 of 14)

Career history

Years of working experience *

years

Career history and position details (5)

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 *

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 ▼

SAMPLE

Title of your Position

Name of supervisor

Main responsibility

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

SAMPLE

Main responsibility

Description of various aspects of your work

Career history with position details 4

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 5

Name and address of your employer

Type of organization

From date

To date

Day ▼
Month ▼
Year ▼

Day ▼
Month ▼
Year ▼

Title of your Position

Name of supervisor

Main responsibility

Description of various aspects of your work

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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)

No file chosen

Upload your official language test score result or other proof of English language proficiency. Please name your file as "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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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 *

SAMPLE

Referee 3 (Required)

Name of the referee *

Position held *

Affiliation *

Address *

Telephone *

Fax

Email *

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SECTION 6A: SCHOLARSHIP (Page 9 of 14)

6a. Financing your studies

Scholarship available at UNU-IAS: A limited number of scholarships are available for outstanding applicants from **developing countries** who can demonstrate a **need for financial assistance**. Please note that these scholarships are extremely competitive and offered to a very small number of students who are granted admission to UNU-IAS.

Would you be able to fund your studies and living in Tokyo for 3 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/phd-in-sustainability-science-2019.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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SECTION 6B: SCHOLARSHIP (Page 10 of 14)

6b. Scholarship

Type of Scholarship *

- Full Scholarship (Are very competitive and only offered to a few excellent candidates.)
- Partial Scholarship

A limited number of partial scholarships may be available in the form of student assistantships.

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")

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SECTION 7: FINANCIAL DECLARATION (Page 11 of 14)

7a. Financial declaration of family members

Please provide information about your family and household members.

In addition to your academic merit, you will need to demonstrate your need for financial support. Please fill out the following form below on your families current financial status.

Family and household members *

Empty text area for listing family and household members.

Family annual income total *

Input field for family annual income total, with a dollar sign (\$) symbol.

Input field for family annual income total.

Input field for family annual income total, with a USD symbol.

7b. Financial declaration (personal)

If admission is granted, how do you plan to cover the tuition fees and living expenses for three years in Japan (approximately 84,000 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) Provide below
- Will not apply

Date

Day ▼
Month ▼
Year ▼

Letter from your sponsor

Choose file No file chosen	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" before uploading. (e.g. "SMITH-FUNDS.pdf")

i More information

Awarded amount

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

Other resources: Please specify in detail

--

Other resources: Amount *

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

Total financial resources *

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

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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 enrol in the three-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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SECTION 9: ADDITIONAL INFORMATION - OPTIONAL (Page 13 of 14)

Any additional information (optional)

Please use this area to provide any additional information with your application.

Additional information

SAMPLE

Additional information

Choose file No file chosen

Upload

Please name your file as "YOUR_LAST_NAME-Add.pdf" before uploading. (e.g. "SMITH-Add.pdf")

More information

Other Questions (For administrative purposes only)

1. Have you ever been arrested, indicted, or summoned into court as a defendant in criminal proceedings, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? *

- Yes
 No

2. Please list your previous stays in Japan (For non-Japanese only)

3. Do you have any relatives or acquaintances who are currently working at UNU? *

- Yes (Please provide his or her name below)
- No

Name of relatives or acquaintances who are currently working at UNU**4. Have you applied for UNU-IAS master's/PhD programme before? ***

- Yes (Please enter the academic year and the programme below)
- No

Year of previous application**Which programme did you apply before?**

- Master's degree
- PhD degree

5. How did you find out about UNU-IAS PhD programme? Please check all that apply. *

- UNU-IAS website
- UNU website
- Other website (please enter below)
- University (Name, include City, Country, please enter below)
- Friend/Family
- UNU-IAS brochure
- Other (please enter below)

Please describe any other sources here Save Draft

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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 Document (For non-Japanese currently living in Japan, a copy of residence card must be uploaded)
3. * Official transcripts and certificates of graduation (proof of expected graduate date and student registration certificate) including graduation date
4. * Abstract of thesis or academic articles such as research/term papers
5. * Principal publications
6. * Recent conference(s)
7. * Major professional achievements
8. * Statement of Purpose - One file with two completed essays
9. * Research Proposal
10. * Proof of English language proficiency
11. * Your CV and Letter from your sponsor (if applicable)

12. * 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 pages before submitting and notice that once you click the 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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