



Application Checklist - PhD in Sustainability Science (2021)

The UNU-IAS Application must be done in one sitting, as applications cannot be saved and continued at a later time. The deadline for submitting application is **9 April 11:59pm (JST) 2021**. Make sure to complete the following steps to proceed with your application.

All applicants:

1. Review the checklist below and prepare your application materials.
2. Register Online
<https://forms.office.com/Pages/ResponsePage.aspx?id=3Yr8uZFfzEGmyPACFOAdSzLYKqgOSWtKjwGMV0bAlIbUQVg0U0dOOUtXT09aWVVHVkJTV0MxUDZNTC4u>
3. Receive an email within 24 hours from UNU-IAS Admissions Office with a link to the Application Form.
4. Submit your Application Form by **9 April 2021**.
5. Receive an email to confirm that UNU-IAS Admissions Office has received your application.
6. **[Referees]** Receive an email regarding the notification of reference registration.

The applicants who are shortlisted for an interview:

7. Receive an email regarding when and how to submit the following supporting documents.
8. Submit the supporting documents via email by **the deadline (Expected in mid-May 2021)**.
 - Personal Identification Document
 - Copy of Official Transcript(s)
 - Abstract of thesis or academic articles such as research/term papers (if applicable)
 - Principal publications, recent conferences, professional achievements (if applicable)
 - Proof of Graduation, or Expected Graduation and Student Registration Certificate (if applicable)
 - Proof of English Language Proficiency
 - Scholarship required documents including CV or letter from your sponsor (if applicable)
 - Three Letters of Reference (to be submitted by referees)
9. **[Referees]** Receive an email regarding the request for providing references.
10. **[Referees]** Submit a letter of reference via email by **the deadline (Expected in mid-May 2021)**.

Key dates This timeline may be subject to change.

9 April: Deadline for the submission of Application Forms

Mid-May: Announcement of screening results via email **to the applicants who are shortlisted for interviews**

Mid-May: Deadline for submitting supporting documents (Applicants who are shortlisted for interviews will be notified via email.)

Mid to late-May: Interviews

Checklist

The Application Form may take you 90-120 minutes to fill in and it must be completed in English. The Application Form is composed of 12 sections of short questions and three essays (Section 3). There is the back/next button at the bottom of each section, which enables you to go back to previous sections to edit the answered boxes **before** you hit the submit button at the end of the form. However, please note that the application must be done in one sitting – **you cannot save your application and continue it later.** Before you start your Application Form, please gather all necessary materials that are outlined in the list below and make sure to have all of them ready to be provided in the Application Form.

Section 1. Applicant Details

- Personal details (name, gender, birth date, email, telephone, address etc)
- Number of your personal identification document (Passport number, national identification number etc)

Section 2. Educational Background

- Qualifications (from primary, secondary to higher education)
- Undergraduate and postgraduate education (institution, department, subjects, start and end dates, degree awarded, grades on a 4.0 or 100% scale, other grades)
- 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, starting with the most recent. You may also provide a web link of your publication(s) wherever possible.
- Recent conference presentations (if any)
Please present your experiences of conference presentations, starting with the most recent. You may provide a web link of the recent presentations wherever possible.
- Contribution to professional community
Please provide the major professional achievements, starting with the most recent.

Section 3. Essays (word limit)

- Explain why you have chosen to apply for the PhD programme in Sustainability Science. Please relate this to your background, and explain your career goals. (500 words)
- Describe your personal achievements (extracurricular activities, volunteer work, leadership experience, awards you have received etc) and explain why you think it is important. (500 words)
- Research proposal (1,500 words) and abstract (300 words)
Please explain as concretely as possible the research plan that you would like to undertake in the PhD Programme, including research questions, objectives, methodology, data resources 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.

Any essays which exceed the word limit will not be reviewed.

- Choose your UNU-IAS thematic areas (1. Biodiversity and Society 2. Water and Resource Management 3. Innovation and Education 4. Others)

Section 4. Professional Background

- Years of full-time working experiences
- Employer's details (name, email, address and type of organisations)
- Start and end dates, position and name of supervisor
- Main responsibility
- Description of various aspects of your work

Section 5. English Language Level

- Are you required to provide a proof of English language proficiency? (Find [more](#))
- A reason why you are exempt from providing English language proficiency (if applicable)
- Proof of English language proficiency (IELTS, IELTS Indicator*, TOEFL PBT, TOEFL iBT or TOEFL iBT Home Edition*)
- Your test result, test date, examination number of TOEFL or IELTS
- Knowledge of other languages than English

* In response to the COVID-19 Pandemic, UNU-IAS accepts scores of IELTS Indicator and TOEFL iBT Home Edition.

Once you are shortlisted for an interview, you will be required to submit one of the following reports as part of the supporting documents.

- An official score report of IELTS, TOEFL PBT, TOEFL iBT or TOEFL iBT Home Edition;
- A screenshot of your account page on the IELTS Indicator website or an email from the IELTS Indicator that indicates your score result and the 15 digit Indicator Score ID.

Section 6. References

Three referees' details (Type of reference – academic or professional, name, position, organisation, email, address, telephone) *

*Your referees will be required to submit reference letters **when you are shortlisted for an interview**. Register three referees who are familiar with your character and academic/professional performance to assess your competency in pursuing the PhD Programme. At least one letter must be from a faculty member at universities. Referees should not be family members or friends. After you submit your application, your referees will receive an email from UNU-IAS Admissions Office and they will be informed of when and how to submit references for your application. Please note that your referees will NOT have access to view your Application Form. **Before you apply, make sure to contact your referees to ask for their approval of providing references.** UNU reserves the right to contact your referees.

Section 7. Funding

- Would you be able to fund your studies and living in Tokyo for 3 years?
- Do you wish to apply for a scholarship and are you eligible for it?
- Type of scholarship you wish to apply for (Full scholarship, partial scholarship) (Find [more](#))*
- Justification for applying for a scholarship

- * There is no separate application 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.
- * Full scholarship is very competitive and only offered to few excellent candidates. A limited number of partial scholarships may be available.

Section 8. Financial Declaration

- Declaration of family members (applicable if you wish to apply for a scholarship)
Number of people in your family and/or household members other than yourself
Name, relation to you, occupation, and annual income
Total family income in USD (yearly)
- Declaration of yourself
How will you be financing your studies at UNU-IAS? (Personal resources, family resources, scholarships, employer, sponsorship, loan, others)
Personal resources/Income in USD
Support from individual donor(s) (including family or guardian) in USD
Support from sponsors – governments, sponsoring agencies, and companies (Awarded, haven't applied, applying, or none)
Date to be notified of result and amount of sponsorship (applicable if you are applying)
Other financial sources and amount; total financial resources in USD

Section 9. Health Declaration

- Your medical conditions, illness and special needs
- Have you received medical treatment for a serious illness or condition within the past 12 months period?
- I declare I am in good health and fit to enroll in the three-year degree programme in Japan.

Section 10. Additional Information

Any other additional information for your application

Section 11. Other Details (For administrative purposes only)

- 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)?
- If you are not a Japanese national, please list your previous stays in Japan.
- If you have any relatives or acquaintances who are currently working at UNU please provide their names.
- If you have applied for the Degree Programme within UNU before, please specify the programme and year of your previous application.
- How did you learn about the Degree Programme at UNU-IAS?

Section 12: Submit My Application

- Confirmation of a list of the following supporting documents to be required when shortlisted for an interview
 - Personal Identification Document
 - Copy of Official Transcript(s) *

- Abstract of thesis or academic articles such as research/term papers (if applicable)
- Principal publications, recent conferences, professional achievements (if applicable)
- Proof of Graduation, or Expected Graduation and Student Registration Certificate (if applicable) *
- Proof of English Language Proficiency
- Scholarship required documents including CV or letter from your sponsor (if applicable)
- Three Letters of Reference (to be submitted by referees)
 - * Sealed certificates and official transcript(s) will be requested upon admission acceptance.

More details of the supporting documents will be announced on the [website](#).

Inquiries

Emails will be the primary method of communication with UNU-IAS Admissions Office. Therefore, it is essential that you provide a valid email address in the Application Form. Please ensure that your email provider does not direct emails from ias.admissions@unu.edu to spam or junk folders. UNU-IAS will not be held responsible for unread e-mail communication. Before contacting UNU-IAS Admissions Office, please read through the [Frequently Asked Questions](#) to see if your question has been answered. For any unanswered questions, please use the [Inquiry Form](#).