

UNU Intensive Core Courses (UNU-IC)

Course Application Checklist

September 2025

Application Process

Please carefully review the following information before starting the application process. The deadline for submitting applications is **13 July 2025 (23:59 JST/UTC+9)**.

All applicants:

1. Review the checklist below and prepare your application materials.
2. Submit your Application Form (<https://forms.office.com/r/LEjicNvpvT>) by **13 July 2025 (23:59 JST/UTC+9)**.
3. **[Referee]** Receive an email request for references.
[Referee] Submit a letter of reference via email by **13 July 2025 (23:59 JST/UTC+9)**.

NOTE: Those applicants who have not yet obtained a bachelor's degree will be required to provide a name, affiliation and email address of a referee. The referee will receive a request for a reference letter to be submitted to UNU-IAS IC Secretariat via email by **13 July 2025 (23:59 JST/UTC+9)**.

Application Form

The application form may take up to 30–60 minutes to fill out and it must be completed in **English**. The form is composed of 6 sections. There are back and next buttons at the bottom of each section, which enable you to go back and forth between sections and edit your answers **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, please make sure to prepare all the information listed below and have it ready to fill in the application form.

** Required fields*

1. Selection of the course
2. Explanation about the programme fee
3. Currency of the payment

Section 1. Personal Information

4. First name*
5. Middle name
6. Family name (Surname) *
7. Date of birth *
8. Gender * (Female, Male, Others, prefer not to say)
9. Nationality *
10. Country of residence at the time of application *
11. Email address *
12. Current address at the time of application (Street, Town/City, State/Ward, Country, Postal code) *
13. Reachable telephone number *

Section 2. Current Affiliation

14. Are you currently affiliated with any degree programme? (Yes / No – Go to Q 22)*
15. Degree programme in which you are enrolled (BA BS/ Master/ Doctoral / Other) *
16. If you choose "Other," please provide details.
17. Year (1, 2, 3, 4, Other) *
18. If you choose "Other," please provide details.
19. Name of university / Graduate school / Institution *
20. Department *
21. Major / Area of study *(Go to Q23)
22. Please fill in your current affiliation / position *

Section 3. Educational History

23. Completed undergraduate education (Name of university) (1)
24. Department (1)
25. Major / Area of study (1)
26. Degree awarded (1)
27. Years attended (mm/yyyy - mm/yyyy) (1)
28. Completed postgraduate - Master education (Name of university / Graduate school) (2)
29. Department (2)
30. Major / Area of study (2)
31. Degree awarded (2)
32. Years attended (mm/yyyy - mm/yyyy) (2)

33. If you have obtained more degrees, please provide details. (3)

Section 4. English Proficiency

34. Are you a native English speaker?

35. Did you receive a bachelor's degree from an institution at which English is the language of instruction?

36. English test

Applicants whose first language is not English and whose bachelor's degree is not from an institution at which English is the language of instruction need to specify their English language proficiency.

(TOEIC / TOEFL iBT / TOEFL PBT / IELTS / Other)

37. If you choose "Other," please provide details.

38. Score

39. Test date

Section 5. Professional Experience

40. Name and address of institution or agency which employs you (1) (Most recent)

41. Period of employment (mm/yyyy - mm/yyyy) (1)

42. Type of occupation / responsibility (1)

43. Name and address of institution or agency which employed you (2)

44. Period of employment (mm/yyyy - mm/yyyy) (2)

45. Type of occupation / responsibility (2)

46. If you have more professional history to be highlighted, please provide details.

Section 6. Your Goals for Participation

47. Please choose courses that you would like to attend.

- UNU System and Sustainable Development (On-site Only at UNU HQ, Tokyo, Japan)
- Global Change and Planetary Boundaries (On-site Only at UNU HQ, Tokyo, Japan)
- Principles of International Development Project (Hybrid: On-site at UNU HQ, Tokyo, Japan or Online)

48. How do you plan to participate in the programme?

- On-site (UNU Headquarters, Tokyo, Japan),
- Online; only for Principles of International Development Project)*

49. Reason why you apply for this programme (Motivation) for the first course (about 300 words)*

50. Reason why you apply for this programme (Motivation) for the second course if applicable (about 300 words)

51. Reason why you apply for this programme (Motivation) for the third course if applicable (about 300 words)

52. Your targets / goals that you expect from this programme (about 300 words) *

53. Relevant courses or training programmes attended before

54. (Only for applicants who have not yet completed their bachelor's degree) Name of the referee

55. (Only for applicants who have not yet completed their bachelor's degree) Position and organization of the referee
56. (Only for applicants who have not yet completed their bachelor's degree) Referee's phone number
57. (Only for applicants who have not yet completed their bachelor's degree) Referee's email address
58. Please acknowledge the fees JPY200,000 per one programme will be requested to pay once your application is accepted. (JPY 400,000 per two courses, JPY 600,000 per three courses)
59. How did you find out about this programme? (My university / My teacher / UNU-IAS social media / UNU-IAS website / Former participants / Other) *
60. If you choose "Other," please provide details.
61. Please be informed that all sessions will be recorded or photographed for record-keeping, quality assurance, and public promotion purposes. If you do not agree with your image or voice being used for the report to the donors or public promotion, kindly let us know.
- Use of Images, Audio, and Video:** Attendees and participants of UNU events may appear in event-related photography, screen captures, videos and/or audio. By attending an event organized by UNU, you are giving consent for UNU to use these images, audio and video for purposes related to UNU's work, including publications, websites, and digital and social media platforms. If you do not wish for UNU to use your image, audio or video, please contact UNU prior to your attendance at the event.*
62. **For participants who do not reside in Japan:** It is the participant's sole responsibility to apply for and obtain a Japan visa to participate in the programme. UNU-IAS issues offer letters to successful candidates, but we are unable to provide any further documents such as invitation letters, Letters of Guarantee, etc. In principle, participants are expected to leave Japan upon completion of the programme.
63. By submitting this application form, I hereby agree to be bound by the Application Procedures and Special Considerations. *
64. Due to the high volume of course-related correspondence we receive daily, UNU-IAS is not able to either acknowledge the receipt of your application or respond to queries about the result.*

Inquiries

Email will be the primary method of communication with UNU-IAS IC Secretariat. It is essential that you provide a valid email address on the Application Form. Please ensure that your email provider does not direct emails from icsec@unu.edu to spam or junk folders. UNU-IAS will not be held responsible for unread email communication.

Before contacting UNU-IAS IC Secretariat, please check our [website](https://www.unu.edu/) to see if your question has been answered. For any other questions, please contact us at icsec@unu.edu.