

Master of Science in Sustainability

# APPLICATION GUIDELINES 2026

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# I. Outline of the Master of Science in Sustainability Programme

The programme aims to produce the policymakers and researchers of tomorrow, who will be at the forefront of global efforts towards a more sustainable future. It takes a transdisciplinary approach to providing the analytical and technical skills needed to advance creative solutions to issues of sustainability. Studying at UNU-IAS brings the unique benefits of:

- Collaborative research and practical experience,
- A global university within the UN system, and
- An international and interactive learning environment in central Tokyo.

The Master of Science in Sustainability Programme is a two-year programme, which provides students with the knowledge and practical skills necessary to contribute to solving challenges of sustainability. Drawing on an innovative, interdisciplinary approach, the programme integrates methods and resources from the natural and social sciences, as well as humanities.

The programme is intended for recent graduates, professionals and practitioners who seek to meaningfully contribute to the work of governments, civil society, the private sector, and/or the UN and other international organizations in the area of sustainability.

The programme builds on UNU's strong record in research and capacity development, as well as the extensive network of scholars and academic institutions participating in UNU research. The programme is practice-oriented, user-focused and of the highest academic quality. It provides students with unique opportunities to interact with leading scholars and policymakers through lectures, international conferences and workshops.

The academic year starts in September. By July of the second year students must fulfill the course requirements, obtaining at least 30 credits and completing a thesis. Students can select courses from those offered by UNU-IAS, while also enjoying the opportunity to take courses at other leading universities in Japan such as the University of Tokyo, Sophia University and International Christian University.

## 1. A Focus on Sustainability: Our Thematic Areas

The UNU-IAS postgraduate programmes are closely interconnected with institute's research activities. Students have opportunities to gain practical experience by engaging actively in the research projects in UNU-IAS thematic areas. The courses offered correspond to these thematic areas under the overarching theme of sustainability.

- Governance for Climate Change and Sustainable Development (GCSD)
- Biodiversity and Society (BDS)
- Water & Resource Management (WRM)
- Innovation & Education (IVE)

Applicants are required to choose and apply for only one of these thematic areas and propose relevant research to conduct at UNU-IAS. Applicants are required to choose and apply for only one of these thematic areas. A description of each area is available on the [thematic areas](#) page.

Student research is expected to contribute to the project with which the student chooses to be affiliated. Students hone skills learned in the classroom by conducting research in the field alongside experts and experienced practitioners.

## 2. Faculty

The programme is taught by an expert teaching faculty comprising both UNU-IAS academic staff and invited distinguished scholars and practitioners. Please see the list of faculty members [here](#).

## 3. Programme Structure & Language

The programme is offered on a full-time basis only. The standard period to complete the degree requirements is 24 months or four academic semesters, excluding time spent on study leave or absence from the university. The Master of Science in Sustainability degree is awarded upon satisfactory completion of 30 credits and a master's thesis project.

The language of instruction is English.

## 4. Diploma Programme for Specialization on the Paris Agreement (SPA)

UNU-IAS offers the SPA Diploma Programme focusing on the implementation of the Paris Agreement mechanisms, such as the enhanced transparency framework, nationally determined contributions, national adaptation planning process, global stocktake and market mechanisms. By strengthening national capacity in these areas, it aims to become an essential means of implementation of the agreement and develop future leaders who will be at the forefront of these vital efforts. The Diploma will be granted upon satisfactory completion of the designated courses.

## 5. Double Degree with the University of Tokyo

UNU-IAS and the Department of Urban Engineering in the Graduate School of Engineering at the University of Tokyo offer a double master's degree programme. Students first spend two years at the University of Tokyo, obtaining a Master of Engineering degree. After graduating from the University of Tokyo, students enroll at UNU-IAS for one year to obtain a Master of Science in Sustainability degree. The total amount of time required for this double degree programme is three years.

If you wish to enrol in this double degree programme, you must be accepted to both master's degree programmes (the UNU-IAS MSc in Sustainability and the Master of Engineering offered by the University of Tokyo). Information on the Master of Engineering degree is available from the University of Tokyo [website](#). Please note that each university has different admission requirements and application deadlines.

## 6. For Graduates with a Master's Degree from Sophia University: Fast-track for a Second Master at UNU-IAS

UNU-IAS and Sophia University implemented a "Fast-Track for a Second Master at UNU-IAS" initiative. This track is available to applicants who hold a master's degree from Sophia University and want to pursue a UNU-IAS MSc in Sustainability within three years of graduation. Using this track, the applicant can obtain a master's degree from UNU-IAS in one year at the earliest. The applicant will be required to meet the regular UNU-IAS graduation requirements (30 credits worth of course work and a completed thesis). Applicants who would like to participate in this scheme must apply to the MSc in Sustainability Programme in accordance with the application guidelines and pass the selection process. Please note that this track is not applicable if three years have passed since graduation from the master's programme at Sophia University.

## 7. Joint Diploma Programmes

Students in the UNU-IAS master's degree programme are also encouraged to pursue one of the two joint diplomas in sustainability science, which are offered in partnership with the University of Tokyo Graduate School of Frontier Sciences (UT-GSFS) and Sophia University. These diploma programmes require students to obtain 34 credits, eight of which must be from courses specified by UNU-IAS and the partner university under the respective joint diploma programme. A joint diploma can only be awarded to students who successfully complete the two-year UNU-IAS master's degree programme.

## 8. Learning Environment

UNU-IAS is a global university located in Tokyo, with all classes conducted in English. Sharing a building with many UN agencies, it offers a unique learning environment for its diverse and international student body. The master's degree programme includes courses featuring international guest lecturers from leading agencies and institutions, providing students with opportunities to learn from their unique expertise and experience. The class sizes are sufficiently small and students benefit from interactive and personalized teaching.

## 9. Facilities

The [UNU Library](#) offers full access to over 29,000 books and a range of electronic resources including eBooks, e-Journals and databases, and UN related materials. All students are provided with a comprehensive library orientation session at the beginning of their courses. Students also have access to the libraries of Aoyama Gakuin University, Bunkyo University, International Christian University, Ochanomizu University, Sophia University and the National Graduate Institute for Policy Studies.

## 10. Academic Calendar

The [academic calendar](#) shows important dates and university holidays for the academic year.

## II. Admission Policy and Requirements

### 1. Admissions Policy

The UNU-IAS Master of Science in Sustainability Programme seeks students with the following qualities:

- Students who possess a firm academic interest in the pressing global issues on the UN agenda, in particular those of sustainability, and a strong desire to contribute to the solving of problems concerning global environment and society through a transdisciplinary approach;
- Students who have adequate research skills and clear questions related to global issues as well as a strong desire to engage in research in UNU-IAS thematic areas, with the potential and motivation to succeed in our programme;
- Students who have the intention to proactively apply academic research findings to policymaking and aim to pursue careers in international fields in public service or private organizations, including United Nations, multinational corporations, and non-governmental organizations as well as research academic institutions.

### 2. Admissions Requirements

Applicants for the Master of Science in Sustainability are required to have met the following requirements by the application deadline in order to be considered. Those who wish to participate in the double degree programme of UNU-IAS and the University of Tokyo (Department of Urban Engineering in the Graduate School of Engineering) must be shortlisted by the University of Tokyo before applying to UNU-IAS.

- A completed bachelor's degree (or equivalent) from a recognized university or institution of higher education in a field related to sustainability in accordance with the UNU-IAS thematic areas (those who expect to receive a bachelor's degree or its equivalent conferred before the entrance period of September 2026 may also apply);
- A GPA of 2.8 or above on a 4.0 scale (equivalent to 70 % on a 100 % scale) for the bachelor's degree earned; and
- English language proficiency\*
  - 600 on TOEFL – Paper-Based Testing (PBT) OR
  - 100 on TOEFL – Internet-Based Testing (IBT) \*\* OR
  - 7.0 on IELTS – Academic format

*\* Please note that TOEFL and IELTS test scores are valid for two years. Applicants are expected to submit a valid score by the application deadline (27 February 2026). Invalid test scores will not be accepted.*

*\*\* TOEFL IBT will introduce an [updated score scale](#) (from 1-6) as informed on the website. For 2026 Admission, it will be reviewed with the scale of 0-120.*

UNU-IAS requires original TOEFL/IELTS score reports (no photocopies accepted).

- TOEFL: Please order an official score report using the institution code D317 or search for “United Nations University”. Please visit the [TOEFL website](#) for more information.
- IELTS: Please request that an official report be sent directly to United Nations University Institute of the Advanced Study for Sustainability. Please visit the [IELTS website](#) for more information.

Applicants meeting below criteria may submit a substitute document for the English language proficiency score.

- Applicants who have studied for at least two consecutive years in a degree-granting university programme taught entirely in English may submit a substitute document for the English language proficiency score. If this is your case, you must provide a certificate from your university stating that English is/was your unique language of instruction. An original of the certificate must be submitted directly to UNU-IAS by 27 February 2026.

## II. Application Procedures

All deadlines are indicated in Japan Standard Time (JST).

### 1. How to Apply

#### All applicants:

1. Review the checklist below and prepare the application materials.
2. Apply via the [online application form](https://unuehs.questionpro.eu/unu-ias2026msc): <https://unuehs.questionpro.eu/unu-ias2026msc>
3. Submit the application form by the deadline\* (Sunday, 1 February 2026 23:59 JST).  
\*Receive an automatic email confirming that the Admissions Office has received your application.
4. Arrange for the supporting documents to be delivered to UNU-IAS by the deadline (Friday, 27 February 2026 23:59 JST). Below is the list of the supporting documents. For details of each document and address, please check Section 3 Supporting Documents.

Note:

- During the application process, please ensure that our emails are not filtered into spam or junk folders. UNU-IAS will not be held responsible for unread email communication.
- Any documents that are not written in English must be accompanied by an official or certified translation in English. The translation may be provided by a school, public notary or professional translation services.
- Please ensure all documents are prepared and arranged to be delivered to the Admissions Office before the deadline.

❖ **Original document required directly from the issuing organizations, preferably by email**

- 1) Official transcripts
- 2) Proof of awarded degree
- 3) Proof of expected graduation and student registration certificate (if applicable)
- 4) Proof of English language proficiency

❖ **Digital documents required via email**

- 5) Personal identification document (submitted by applicants)
- 6) Additional documents for scholarship applications, or a letter from the sponsor (if applicable; submitted by applicants)

❖ **Two letters of recommendation (submitted directly by the referees via email)**

Referees send reference letters directly to the Admissions Office.

**Applicants who have been shortlisted for an interview will:**

1. Receive an email confirming their selection as a potential interviewee and providing the expected time frame.
2. Receive an official invitation email with the interview time slot and Zoom link once the submitted documents have been validated and cleared (expected in mid-March 2026).

## 2. Application Checklist

The Application Form may take at least 120 minutes to fill in and must be completed in English. The Application Form is composed of 12 sections of questions and essays. There are back/next buttons at the bottom of each section in the Form, which enable you to go back to previous sections to edit the answers before you click the submit button at the end of the form.

Before you start filling out the application form, please gather all necessary materials listed below and make sure to have all of them ready to fill in the form.

### Section 1. Applicant Details \*

- Personal details (name, gender, birth date, email, telephone, address etc.)
- Personal identification document number (passport number, national identification number, etc.)

Note: Nationality and country of residence should be filled in using names from the UN list available [here](#).

\* Those who wish to apply for the [Double Degree programme](#) of UNU-IAS and the University of Tokyo (Department of Urban Engineering in the Graduate School of Engineering) will be required to fill in the date of acceptance to the master's degree programme at the University of Tokyo.

Note: Nationality and country of residence should be filled in using names from the UN list available [here](#).

## Section 2. Educational Background

- Qualifications (primary, secondary and higher education, years of education, years of attendance)
- Undergraduate and postgraduate education (institution, department, subjects, start and end dates, abstract of thesis, if applicable, degree awarded, grades on a 4.0 or 100% scale, other grades)
- Lists of publications and practical accomplishments (if applicable)

## Section 3. Essays

- Choose one of the UNU-IAS thematic areas of study and research that you wish to conduct as a master's degree student at UNU-IAS.  
Note: Please carefully review and choose a thematic area that is most suitable for your application and research interests. Irrelevancy may be regarded as an incomplete application.
- Reasons why you have chosen to apply for the MSc Programme in Sustainability (word limit 500 or approx. 3,500 characters). Please relate the reasons to your background and explain your career goals.
- Research proposal (word limit 1000 or approx. 7,000 characters)  
Please explain in detail the research which you would like to undertake as part of the master's degree programme, including research topic, objectives, proposed methodology and data resources. Please also indicate how you intend to incorporate gender perspectives.
- Abstract of research proposal (word limit 250 or approx. 1,750 characters)
- Personal achievements (word limit 500 or approx. 3,500 characters)  
Please describe your personal achievements including extracurricular activities, volunteer work, leadership experience and awards you have received, as well as why you think they are important.

*Note: Essay text will be automatically cut off once the character limit is reached.*

## Section 4. Professional Background

- Number of years of full-time work experience
- Contact information of your three most recent employers (name and type of organization, email, address) \*
- Start and end dates, position title and supervisor's name
- Main responsibilities
- Description of the various aspects of your work

*\* If you have had more than three employers, you may include them in Section 10.*

## Section 5. English Language Proficiency

- Type of proof of English language proficiency with valid score within 2 years (see pages 4-5 on requirements), e.g. IELTS, TOEFL PBT or TOEFL iBT
- Test results, date and examination number of TOEFL or IELTS
- Knowledge of languages other than English

## Section 6. References (Two Letters of Recommendations)

- Contact details for two referees (type of reference — academic or professional; name, position, organization, email, address, telephone) \*

### Important Notes:

- Please register two referees, at least one of whom must provide academic reference. The academic referee is expected to assess the applicant's academic competency in pursuing a master's degree programme. The email address should be a professional one provided by the affiliated organization. (A personal email address might be acceptable in special circumstances with justification.) Referees should not be family members or friends.
- Before you apply, please make sure to contact your referees and ask for their approval to provide references when UNU-IAS requests them. As for the other information on the application form, any information about the referee/s cannot be changed after the submittal of application form and/or the registered information of referees will NOT be informed to the applicant.
- You should share all the instructions in Section 3 with each referee that the letters are submitted in the correct format. Each referee should send reference letter directly to the Admissions Office via email. Applicants are **not** allowed to send reference letters to the Admissions Office.
- UNU-IAS reserves the right to contact your referees. Your referees will **not** have access to your application form.

## Section 7. Funding

- Will you be able to fund your studies and living expenses in Tokyo for two years?
- Do you wish to apply for a scholarship and are you eligible for it?
- Type of scholarships that you wish to apply for (if applicable, choose from a [list of scholarships](#) that can be applied for through UNU-IAS or provide names of scholarships you are applying for through other organizations\*)
- Justification essay for applying for a scholarship under UNU-IAS (if applicable; word limit 500 or approx. 3,500 characters)

*Note: Essay text will be automatically cut off once the character limit is reached.*

*\* If you are applying for any other scholarships provided by other organizations on your own, there is no need to submit the justification essay.*

You do not need to submit a separate application for scholarships at this time. Each scholarship has its own eligibility requirements and applicants will be requested to provide additional documents when shortlisted for an interview.

The scholarships available at UNU-IAS are very competitive and limited.

Only highly qualified candidates from developing countries who can demonstrate financial need will be considered for financial support. If a scholarship is not available, applicants must secure their own funding to enrol.

Applicants who intend to pursue a second master's degree at UNU-IAS are **not** eligible for the ADB-JSP, JFUNDU, UNU Rector's and Resona Bank scholarships.

#### Section 8. Financial Declaration

- Declaration of family members (applicable if you wish to apply for scholarships)
  - 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)
- Personal declaration
  - 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
- ADB-JSP Scholarship (applicable if you wish to apply)
  - Number of years of full-time professional working experience (acquired after completing a university degree) at the time of application
  - Acknowledgment of [the required documents list](#) for ADB-JSP scholarship application (to be submitted if shortlisted for an interview)

#### Section 9. Health Declaration

- Your medical conditions, illness and special needs (if applicable)
- Have you received medical treatment for a serious illness or condition in the past 12 months?
- I declare I am in good health and fit to enrol in the two-year degree programme in Japan.

#### Section 10. Additional Information

- Any other additional information for your application

#### Section 11. Other Details (for administrative purposes only)

- If you have applied for a degree programme at UNU before, please specify the programme and year of your previous application.
- 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.

- How did you learn about the UNU-IAS degree programmes?
- 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)?

#### Section 12: Submit Application

- Please arrange to have all the supporting documents delivered to the Admissions Office by the deadline (Friday, 27 February 2026 JST). Incomplete or late documents will not be considered.

### 3. Supporting Documents

#### (1) All Applicants (Deadline: Friday, 27 February 2026 JST)

- Any documents that are not written in English must be accompanied by an official or certified translation in English. The translation may be provided by a school, public notary or professional translation services.
- Please ensure all documents are prepared and arranged to be delivered to the Admissions Office before the deadline.
- Incomplete or late documents will **not** be considered.

#### ❖ **Original documents required**

All documents (1–4) should be sent **directly from the issuing organization**. While digital documents are preferred, postal delivery is also accepted.

Admissions Office, Postgraduate Degree Programmes,  
United Nations University Institute for the Advanced Study of Sustainability  
Email address: [ias.admissions@unu.edu](mailto:ias.admissions@unu.edu)  
Postal address: 5-53-70 Jingumae, Shibuya-ku, Tokyo 150-8925, Japan  
Tel: +81 (0)3 5467-1212

Please ask the issuing organizations to name the file as indicated below to ensure it is not overlooked.

File name: “SURNAME, first name”, “abb. of the document”\*  
e.g. SMITH, John, Transcript

\*List of Abbreviations of the documents required

“**Transcript**” for 1) Transcript(s)

“**Degree**” for 2) Proof of Awarded Degree

“**Expected Degree**” for 3) Proof of Expected Graduation and Student Registration Certificate (if applicable)

“**English Proficiency**” for 4) Proof of English Language Proficiency

#### 1) Transcript(s)

The transcripts must list all courses/modules completed and grades received for all

undergraduate and postgraduate studies, and include the institutional seal or signature. Applicants who have transferred between institutions must submit transcripts from each institution attended.

## 2) Proof of Awarded Degree

The degree certificate must certify the awarded degree and the conferred date (bachelor's and/or higher degree).

## 3) Proof of Expected Graduation and Student Registration Certificate (if applicable)

Applicants who expect to complete a bachelor's degree or higher by mid-August 2026 must provide an official letter or certificate issued by their institution confirming their enrolment (registration) in the degree programme and the expected graduation date. Applicants are responsible for ensuring that the stated graduation date is accurate and no later than mid-August 2026.

## 4) Proof of English Language Proficiency \*

IELTS, TOEFL PBT, TOEFL iBT: Official score report

*\* Please see the requirements stated on pages 4-5.*

Official test scores must be sent directly to UNU-IAS by the testing centres. Only valid scores will be accepted; both TOEFL and IELTS scores are valid for two years. Expired scores will not be considered. Applicants are expected to submit valid scores by the application deadline.

Applicants meeting below criteria may submit a substitute document for the English language proficiency score.

- Applicants who have studied for at least two consecutive years in a degree-granting university programme taught entirely in English may submit a substitute document for the English language proficiency score. If this is your case, you must provide a certificate from your university stating that English is/was your unique language of instruction.

## ❖ Requirements for sending digital documents

Please attach all the documents in a single email and ensure that each file is named as shown below. Files not following this format will be disregarded.

Email address: [ias.admissions@unu.edu](mailto:ias.admissions@unu.edu)

File name: SURNAME, first name, abb. of thematic area\*, abb. of the document\*\*

e.g. SMITH, John, WRM, Personal Identification Document

\* List of Abbreviations for Thematic Areas

“**GCSD**” for Governance for Climate Change and Sustainable Development

“**BDS**” for Biodiversity and Society

“**WRM**” for Water & Resource Management

“**IVE**” for Innovation & Education

\*\* List of Abbreviations for the documents required

“**ID**” for 5) Personal Identification Document

“**Scholarship**” for 6) Additional Documents for Scholarship Application, or a Letter from the Sponsor (if applicable)

### 5) Personal Identification Document

The document must be issued by a national government (e.g., passport, birth certificate, Japanese residence card, if applicable) and must verify your legal name, date of birth, nationality and residential status. If you are applying for a scholarship, this document must also confirm that your nationality meets the scholarship's eligibility requirements.

### 6) Additional Documents for Scholarship Application, or a Letter from the Sponsor (if applicable)

- All applicants who wish to apply for scholarships are required to submit a CV.
- Please check the other documents required for each scholarship on our [website](#).
- Especially, if you would like to apply for the ADB-JSP, please carefully check the eligibility and required documents. ([Scholarships in Asia and the Pacific | Asian Development Bank](#))

### 7) Letter of Recommendation (LoR)

Two letters of recommendation must be sent directly by each referee to the email address provided below. Applicants are not permitted to send letters of recommendation themselves. Each letter should include the required information as indicated below and follow the designated format. Please send the instructions below to each referee and request that the letter be submitted by the deadline (27 February 2026 JST). Incomplete or late letters will not be considered.

**Email address:** [ias.admissions@unu.edu](mailto:ias.admissions@unu.edu)

**Title of the email:**

2026 MSc Admission\_LoR\_Name of Applicant\_Name of Referee

#### **Letter of Recommendation (LoR)**

- How to submit:
  - Please send your letter in a PDF file. Please avoid sending Word and other editable files.
  - Kindly make sure that the letter is written in English on the official letterhead of your institution (if it is not possible to use the official letterhead, please let us know with justification).
  - Please send the letter from an email address provided by your institution (a personal email address might be acceptable in special circumstances with justification).
- What to include in your letter:
  - The applicant's name and programme
  - How long you have known the applicant and in what capacity
  - How you assess the applicant's academic competencies in pursuing a master's degree in sustainability (or professional achievements and the relevance of the programme to the applicant's career path if professional)
  - Recommender's name, institution, position, address, and email
  - Date and signature

## 4. Application Deadline

- Online application form: Sunday, 1 February 2026 (23:59 JST)
- Supporting documents: Friday, 27 February 2026 (23:59 JST)

Inquiries regarding unsuccessful submissions due to personal circumstances, including technical difficulties, will **not** be accepted after the deadline. Please ensure that you begin your application well in advance.

## 5. Key Dates \*

- 1 February 2026: Application form submission deadline
- 27 February 2026: Deadline for submission of supporting documents
- Mid-March 2026: Interview invitation email (shortlisted applicants only)
- Late March to early April 2026: Interviews (shortlisted applicants only)
- Late April 2026 onwards: Application results announcement to **successful applicants only**

6. *Dates are subject to change.*

## 6. Receipt of Application

Applicants will receive an automatic email from the Admissions Office within 24 hours confirming receipt of their online application form. The Admissions Office may at any time request verification of the information and documents provided in the application form and/or during interviews.

## 7. Selection and Announcement of Results

After the deadline, **only shortlisted applicants** will be contacted by email regarding the next steps. Please do **not** contact the Admissions Office to inquire about the status of your application unless you have been individually contacted.

- Successful applicants who are offered a place in the MSc degree programme will be notified by email at the address provided on the online application form. The letter of acceptance will list the necessary documents for the admission procedure. To secure admission, successful applicants will be required to submit the necessary documents stated under the Conditions of Admission on page 14, and to pay at least 50% of the tuition fees for the first academic year (6,000 USD, non-refundable) by the due date as stated on the invoice issued after the result announcement. Please see further information in section IV. Enrolment Procedures as below.
- Unsuccessful applicants will **not** be individually notified via email or telephone by the Admissions Office. If you do not receive any emails from the Admissions Office regarding your application by the end of May 2026, your application has been unsuccessful. The Admissions Office does not provide individual feedback on unsuccessful applications.

- Emails will be the primary method of contact. Therefore, it is essential for all applicants to list a valid email address in the online application form and regularly check their email. Please ensure that emails from UNU-IAS ([ias.admissions@unu.edu](mailto:ias.admissions@unu.edu)) are not filtered into the spam or junk folder. UNU-IAS will not be held responsible for unread emails.

### III. Enrolment Procedures (successful applicants only)

#### 1. Date of Enrolment

**Tuesday, 1 September 2026 (JST)**

The date of enrolment cannot be delayed, regardless of any special circumstances.

#### 2. Admission Conditions and Procedures

Successful applicants must submit all required official documents to the Admissions Office by the matriculation deadline. Failure to submit the documents listed below will result in the offer being incomplete, and the applicant will not be permitted to enrol at UNU-IAS. Any offer of enrolment or scholarship nomination (if applicable) will become invalid.

1. Submit a completed Acceptance of Offer form or a request for Deferral of Admission\* by the deadline indicated on the offer letter, which is usually a week after the offer letter issuance.

*\*UNU-IAS allows deferral of admission to the next enrollment in September 2027 by submitting a Request Form for the Deferral of Admission. To enroll in 2027, you must contact us by the date specified on the form. Requests received after this date will be considered invalid. Please note that scholarships **cannot** be deferred; if you defer your admission, any scholarship will be reallocated to an applicant on the waiting list.*

2. Submit the following documents **via post by the designated deadline:**

- Medical report (format will be provided by the Admissions Office)
- For nominated scholars for ADB-JSP: additional documents as requested
- Signed Student Contract and Student Conduct Document
- Signed document of the Term of Reference for the Scholarship (if applicable)

#### 3. Fees

##### (1) Tuition Fee

Application processing fee: None

Tuition Fee: USD 12,000 per year \*

To secure admission, successful applicants will be required to pay at least 50% of the tuition fee for the first academic year (USD 6,000, non-refundable) by the due date on the invoice issued after the result announcement and prior to enrolment. Students who choose to pay annually must make a full one-year tuition payment before the commencement of the academic year. Successful applicants are required to submit all documents and pay the tuition fees by the deadline.\*\*

\* *The fee is subject to change.*

\*\* *UNU holidays are listed in the [UNU-IAS Academic Calendar](#).*

## (2) Other Costs

The estimated total expenses for living and studying in Tokyo for two years are approximately USD 56,000, including tuition fees. Applicants must ensure adequate financial resources to meet the full costs of educational and living expenses.

In addition to the tuition fee and living costs mentioned above, applicants should budget for travel expenses to Japan and the initial living costs for settling into a new environment. Scholarship recipients should also ensure they have sufficient funds to cover travel and living expenses for first one to two months. Scholarship conditions are available [here](#).

## IV. Important Notes

### 1. Important Notes for Application Procedures

- All Application Forms must be typed and filled out in English. No handwritten or incomplete application documents will be considered.
- 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 from previous years who reapply for admission must submit a completely new set of application documents, including letters of recommendation. Materials from previous applications cannot be used as supporting documents.
- All applicants must choose one thematic and submit the application form only once.
- Those who wish to withdraw from the application process must immediately contact the Admissions Office immediately via the [Inquiry Form](#).

### 2. Inquiries

Before contacting the 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](#).

Please note that due to the high volume of inquiries and limited resources, it may take 1–2 weeks to receive a reply. Applicants are strongly encouraged to start the process early and submit questions well in advance, as replies cannot be guaranteed by the application deadline (1 February 2026 JST).