

【Additional Documents for GRIPS Applicants】

In addition to completing JDS online application form, those who apply for GRIPS are required to submit **the original hard copies** of the following documents to **JICE JDS Project Office** by **November 11th, 2026.**

Especially, 1) ~ 2) are required for GRIPS applicants only, and it takes time to obtain/fill out the documents, so please make sure to start preparing them well in advance. If you cannot submit any of the following documents by the deadline due to unavoidable reason, please contact JICE JDS Project Office (+976-9549-5902, +976-9978-5902).

1) Letter of Recommendation (GRIPS prescribed form)

You are required to submit two (2) original hard copies. It is recommended that one be written by a supervisor of your organization, and the other by either a former professor or an academic supervisor.

It must be submitted in a sealed, unopened envelope signed across the flap by the recommender.

*Please leave “GRIPS ID” section on the right top blank.

2) Statement of Purpose (GRIPS prescribed form)

Fill out the prescribed form.

*Please leave “Application ID” section on the right top blank.

3) Official Transcripts of Academic Record and Graduation/Degree Certificates

You must submit an official (not a copy) transcript of your academic record and your graduation/degree certificates from all undergraduate and graduate institution that you attended/graduated from. These must be documents issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes with the university logo and address; the envelopes must be signed or stamped across the flap by the issuing school authorities.

- Official transcripts of academic record should contain the following information:
 - Name of the degree program/course
 - Enrollment period
 - Names of all courses taken and grades received
 - Grading scale including the maximum grade point/score

If you are currently attending a university, please submit your most recent transcript.

- Official graduation/degree certificates should state the name of your degree and the date the degree was awarded. Provisional or temporary graduation/degree certificates are not acceptable. DO NOT send your original diploma, as documents will not be returned.

If you are currently attending a university, you must submit an authorized statement certifying the specific date of graduation and the title of the expected degree.

➤ **In case a university has a policy not to issue more than one official transcript/certificate:**

You may submit **official photocopies verified by the university (not by a notary public)**. To be official, these must bear the institution's official stamp or the signature of the registrar. They must be submitted in sealed, unopened envelopes with the university logo and address; the envelopes must be signed or stamped across the flap by the issuing school authorities.

* Photocopies of transcripts/certificates that have been verified by a notary public are NOT acceptable.

➤ **If a university cannot issue an official English version of your transcript/certificate:**

➤ you are required to submit both:

- The official transcript/certificate (photocopies are not acceptable), written in its original language and bearing the institution's stamp or the signature of the registrar
- An official verbatim English translation of the document, prepared by an accredited translator

4) Official evidence of English ability

You are required to submit an official report of your TOEFL iBT or IELTS score. (Exams taken on or after October 1st, 2025) Admission priority will be given to applicants who have either a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher. Please note that TOEFL ITP and IELTS General Training scores are not acceptable.

If you do not have a score, you must book and take TOEFL iBT or IELTS exam and submit original score to JICE by the deadline. It takes time to receive the score (ex. IELTS issues the score in 13days), please prepare well in advance. Please submit your invoice along with the application documents. JICE will refund the cost of the exam.

*For those who have taken TOEFL iBT, you must complete the following process:

1. Print and submit your Test Taker Score Report
2. Select the institutional DI code of GRIPS (9040) on your TOEFL account (My TOEFL Home) and ensure that your TOEFL score is sent directly to GRIPS through the TOEFL website

【The following 2 types of applicants will be exempted from English test.】

- Applicants who have completed an undergraduate or a graduate degree at accredited institution located in the USA, UK, Canada, New Zealand, Ireland, please submit the original graduation certificate instead of English score.

- Applicants who have completed or expect to complete an undergraduate or a graduate degree at an institution where the language of instruction is English, please submit official documents issued by the educational institution you attended, certifying that your undergraduate or graduate education was conducted entirely in English. If the official transcript of your academic record or graduation/degree certificate includes that information, you need not submit a separate document.

This document must bear the seal or signature of the registrar, and it must be submitted in a sealed, unopened envelope with the university logo and address; the envelope must be signed or stamped across the flap by the issuing school authority.