

St. Luke’s International University Graduate School of Public Health Professional Degree Program (Master of Public Health)

*Admissions Guide 2024
(Application Guidelines)*

Overview of Master’s Degree Program at St. Luke’s Graduate School of Public Health	2
Degree and Area of Expertise.....	2
Program Length	2
Number of Students to Be Admitted	2
Application Schedule	3
I. Application	4
A. Applicant Eligibility	4
B. Application Documents	4
C. For Preparation of Application Documents	5
D. Application Fee.....	7
E. Submission of Application Documents.....	7
II. Entrance Examination	8
A. Entrance Examination	8
B. Notification of Examination Result.....	8
III. Enrollment Procedures	8
A. Enrollment Procedures	8
B. Tuition and Fees.....	9
C. Others to Note.....	9
V. Protection of Personal Information.....	9
VI. Medical attention.....	9
Checklist for Application Documents	10

For inquiries please contact:

Graduate School of Public Health, St. Luke’s International University
Email: sph@luke.ac.jp Tel: +81 3-5550-4101

Overview of Master's Degree Program at St. Luke's Graduate School of Public Health

St. Luke's International University Graduate School of Public Health (SLGSPH) aims to cultivate professionals who are grounded in foundational public health knowledge and competencies, able to clearly identify problems and develop solutions for the promotion of population health and well-being both domestically and globally. We aim to nurture professionals who can inspire, collaborate and innovate in advancing global efforts to promote health and prevent disease.

In line with the mission of the university, we welcome students of various backgrounds believing that diversity promotes an atmosphere of mutual respect and enhances the educational experience and environment. Regardless of background, recruitment will focus on selecting candidates with a vision for and commitment to public health and requisite qualities that demonstrate potential to excel in this academic pursuit, such as those listed here.

1. A strong interest in medicine, health or welfare, and a vision for how to improve health and well-being
2. The ability to think critically on diverse topics and learn new ideas, respect differing opinions and keep an open mind about novel multidisciplinary approaches to problem-solving
3. Appropriate fundamental knowledge in mathematics, statistics or scientific reasoning, and the ability to critically assess reports, publications and public data to make clear judgments based on their understanding
4. Experience in problem-solving, project management or other aspects of personal or professional life requiring evaluation and development of solutions to complex problems
5. Clear objectives for their academic endeavor in the context of existing or future professional goals in public health

Our aim is to provide an international learning environment and administer training in a manner consistent with global standards. Furthermore, as a professional graduate school, we acknowledge that some students may wish to maintain their professional affiliations; thus, our program is designed to accommodate scheduling for working professionals.

Degree and Area of Expertise

Area of Expertise: Public Health Sciences

Degree: Master of Public Health (MPH)

Program Length

Three curricular programs are available to meet the needs of individual students. Please indicate the program on your application. Barring extenuating circumstances, program lengths cannot be changed after application.

- 2-year MPH Program: The standard 2-year program requires completion of at least 42 units over 2 academic years.
- 3-year MPH Program: An extended 3-year program is available for students unable to complete 42 units in the standard 2-year period. The extended program may be appropriate for students with limited ability to take time off from professional obligations.
- 1-year MPH Program: Advanced students will complete at least 42 units of course work within 12 months. Eligibility for the 1-year MPH program is limited to applicants with at least a master's degree or equivalent in any of the health, medical, and welfare fields, and with at least 2 years of full-time professional work experience relevant to those fields. It is highly recommended that 1-year program students reduce their professional responsibilities to less than 32 work hours per week. Please see the Application Eligibility in p.4 for details.

Number of Students to Be Admitted

25 (through three blocks)

Application Schedule

- (1) The application may not be open in the third block, if capacity of the program is reached prior to the period.
- (2) Applications from non-Japanese citizens who plan to move to Japan for the purpose of enrolling in the Graduate School of Public Health (International Applicants) are accepted only in the first block. However, successful candidates for Japanese Government Scholarships by the Japanese Ministry of Education, Culture, Sports, Science and Technology who have been assigned to SLGSPH can apply for the second block.
- (3) The administrative office will be closed during the following periods:
 August 11 (Fri) – August 17, 2023 (Thu)
 December 30, 2023 (Sat) – January 3, 2024 (Wed)

Table 1

Block	First Block	Second Block	Third Block
Application Period	July 31 (Mon) - August 25, 2023 (Fri) (postmarked at least by Aug 25)	December 11, 2023 (Mon) - January 5, 2024 (Fri) (postmarked at least by Jan5)	January 26 (Fri) - February 9, 2024 (Fri) (postmarked at least by Feb 9)
	Applications from non-Japanese citizens who currently live overseas are accepted only in the first block. Application documents from overseas must arrive by the last day of the period.		
Notification of Examination Date and Time	September 4, 2023 (Mon)	January 15, 2024 (Mon)	February 16, 2024 (Fri)
Admission Examination	September 23, 2023 (Sat) Or September 24, 2023 (Sun)	January 21, 2024 (Sun) Or January 22, 2024 (Mon)	February 24, 2024 (Sat)
Dispatch of Results Notification	October 2, 2023 (Mon)	January 25, 2024 (Thu)	February 28, 2024 (Wed)
Enrollment Procedures	Payment of Admission Fee October 3 (Tue) - October 27, 2023 (Fri) Payment of Tuition and Facility Maintenance Fee December 8, 2023 (Fri)	Payment of Admission Fee, Tuition, and Facility Maintenance Fee January 26, 2024 (Fri) - February 16, 2024 (Fri)	Payment of Admission Fee, Tuition, and Facility Maintenance Fee February 29 (Thu) - March 8, 2024 (Fri)

I. Application

A. Applicant Eligibility

Individuals meeting any of the following criteria may be considered for admission:

1. Those who have graduated or are expected to graduate from university by March 2024 (including obtained or expected bachelor's degree-holders from National Institution for Academic Degrees)
2. Those who have completed a university degree or equivalent (at least 16 years of formal education) in another country
3. Those designated by the Ministry of Education, Culture, Sports, Science and Technology (Notification No. 5 of the Ministry of Education, Culture, Sports, Science and Technology, 1953)
4. Those designated by the Ministry of Education, Culture, Sports, Science and Technology (Article 155, Section 1, Item 5 of the School Education Act)
5. Those who are recognized by the Graduate School of Public Health to possess an academic ability that is equivalent or superior to those who meet the qualifications above, and are at least 22 years old by the day before his or her enrollment to the program.

NOTE:

- Applicants meeting criteria #3 or #4 above should inform the Admissions Office 3 weeks prior to applying.
- Applicants meeting criteria #5 above must apply for qualification screening. Please see the Application Guidelines for Qualification Screening for details.

To 1-year MPH Program Applicants:

- Eligibility for the 1-year MPH program is limited only to applicants with at least a master's degree or equivalent in any of the health, medical, and welfare fields, and with at least 2 years of full-time professional work experience relevant to those fields (see below for specific list). It is highly recommended that 1-year program students reduce their professional responsibilities to less than 32 work hours per week.

Examples of Work Experience:

- Governmental agency (e.g. health and welfare, occupational safety, environmental health)
- Public health insurance
- Private health insurance
- Hospital and clinic (junior residency is acceptable)
- Health facility for elderly people
- Pharmaceutical industries
- Healthcare-related industries
- Environment-related industries
- Other health and welfare association (NPO, NGO)
- Environmental health or occupational safety divisions
- Health policy-related or hospital management think-tank

Using the above as the basic criteria, final judgment of whether the two-year professional work experience requirement is fulfilled will take place during the interview.

B. Application Documents

- (1) Application Form
- (2) Statement of Purpose
- (3) Letters of Recommendation (in Japanese or English)
- (4) Official Academic Transcript
- (5) Certificate of Completion/Graduation
- (6) **[Optional]** Evidence of Proficiency in English
- (7) Proof of Application Fee Payment
- (8) Examination Ticket and Identification Card
- (9) Self-addressed, Stamped Envelope for Interview Ticket (ONLY for applicants residing in Japan)
- (10) Certificate of Employment (ONLY for non-Japanese citizens residing in Japan)
- (11) Copy of Resident Card (ONLY for non-Japanese citizens residing in Japan)
- (12) Copy of all pages of passport including cover page, back cover page and blank pages (ONLY for

international applicants NOT residing in Japan)

C. For Preparation of Application Documents

(1) Application Form

Complete the required application form, attaching a recent photo taken within the last 3 months (face from the shoulders up). International students should submit this information in English. Native Japanese speakers are asked to submit this application in both Japanese and English. The English and Japanese versions of the Application Form (Word file) are available for download from the SLGSPH website. (<http://university.luke.ac.jp/sph/>)

When listing your peer-reviewed publications, please use the following format:

Sato A, Suzuki B, Takahashi, C. Current issues of public health in Japan. *Jpn J Public Health*. 2022; 231(3):176-92.

The following is an example of a reference for a Japanese publication:

佐藤灯, 鈴木文, 高橋千. 日本における公衆衛生学上の問題点. *ジャパン公衆衛生雑誌社*. 2022; 231(3):176-92.

Please provide the reference in the original language in the appropriate format.

(2) Statement of Purpose

The Statement of Purpose should be typed in 12-point font, within a maximum of 1,000 words on the following topic (below). We encourage all applicants to have the English reviewed (e.g. by native English speakers, professional editors, etc.), as necessary, to ensure its readability.

Topic:

Please explain your interests in public health, educational goals, and career direction. Please include descriptions of any experiences and events that have influenced your decision to pursue training in public health.

[1-year MPH applicants only] *In addition to the above, please explain your reasons for applying for the one-year program, how you think you will manage the pressure of study, work and life while studying intensively. Please describe a research or intervention plan you intend to implement as part of the Master's capstone project during the year of your study, if you have one.*

(3) Letters of Recommendation (in Japanese or English)

Applicants should submit at least 2 Letters of Recommendation. Recommendations can be requested from academic faculty, supervising professionals, or any individual who can meaningfully evaluate their academic and/or professional capabilities. Letters written in English should be written on institutional letterhead and signed; letters written in Japanese should be marked with the appropriate institutional official stamp or the recommender's stamp in addition to the recommender's signature. The letters will be accepted if they are either 1) **sealed and signed on the envelope by the recommender**, 2) mailed directly to the university by the recommender, or 3) sent directly to the university by the recommender in PDF format after putting the recommender's signature. The letters submitted by any other means will not be evaluated. Please use the English and/or Japanese version of the recommendation form, as appropriate, available through the SLGSPH website.

(4) Official Academic Transcript and (5) Certificate of Completion/Graduation

Please provide official academic transcripts and certificate of completion for all institutions that you have attended after high school. All documents should be prepared by the appropriate office of the institutions/organizations described in the Applicant Eligibility section above and **either 1) sent in an envelope sealed by them, or 2) provided through the URL which offers e-transcript, as unsealed. The documents in any other means will not be evaluated.**

[NOTE]

- If your current name is different from the one in the certificates, please submit the official document which certifies your identification. In case this certificate is difficult to provide, please consult with administrative office.
- If you cannot submit the original certificate issued by an institution outside of Japan, please prepare an

officially certified copy of the original.

- For the applicants who applied for the qualification screening for admissions, Academic Transcripts and/or Certificate of Completion/Graduation previously submitted as part of the Admission Qualification Screening will be used. Re-submission is not necessary.
- Those who obtained a degree through the National Institution for Academic Degrees should send a certificate of degree, as well as an academic transcript from the junior college or vocational college from which the applicant graduated.
- Those who expect to obtain a degree certified by the National Institution for Academic Degrees in March 2024 should send a certificate of expected graduation from the National Institution for Academic Degrees, as well as the most recent academic transcript from the junior college or vocational college from which the applicant expects to graduate.

(6) **[Optional]** Evidence of Proficiency in English

In order to make sure that the students fully participate in academic activities and attain a fruitful program experience, the SLGSPH evaluates their English proficiency through the entrance examination. However, the results of any English proficiency tests taken prior to the time of application would be appreciated for reference. Submission of the results is optional and whether submitting them or not will not be taken into account in the evaluation of the entrance examination. Any type of examination, such as TOEFL, TOEIC, IELTS, Eiken, GTEC, Cambridge English, is acceptable.

[For Applicant's Reference]

Applicants should have sufficient English skill in order to fully participate in academic activities and attain a fruitful program experience. The following scores are suggested as the standard.

TOEFL (iBT) ≥ 80 , TOEFL (PBT) ≥ 550

TOEIC ≥ 800

IELTS ≥ 6.0

(7) Proof of Application Fee Payment

After payment of the application fee (details given later), the proof of payment (one of the following documents listed below) must be attached to the application fee payment slip.

1. Proof of remittance
2. Transaction statement
3. Copy to show the payment by bank transfer was completed

※Any document confirming payment of the Application Fee is acceptable.

International Applicants: The application fee varies depending on the country where applicants reside. Please contact the administrative office before the application.

(8) Examination Ticket and Identification Card

Please attach an identical photo to that attached to your Application Form to this form as well.

Those who reside overseas should put a photo only on the Identification Card. It will be used for an identification check at an entrance examination.

The photo will be used as a student ID card photo when you are admitted to SLGSPH.

(9) Self-addressed Stamped Envelope for Examination Ticket (ONLY for applicants residing in Japan)

Applicants residing in Japan should enclose a self-addressed stamped (84 JPY postage) envelope (23cm x 12cm). The SLGSPH Admissions Office will use this envelope to send applicants the Examination Ticket. Applicants who are not currently living in Japan do not need to send an envelope, as they will be notified electronically.

(10) Certificate of Employment (ONLY for non-Japanese citizens residing in Japan)

Applicants who are certified by the Japanese immigration bureau as being employed in Japan need to submit a Certificate of Employment from the employer.

(11) Copy of Resident Card (ONLY for non-Japanese citizens residing in Japan)

Applicants who are already living in Japan need to submit a copy of both sides of the Resident Card.

(12) Copy of All Pages of Passport Including Cover page, Back Cover Page

(ONLY for international applicants NOT residing in Japan)

International applicants who do not live in Japan should submit a copy of **all pages** of their current valid passport, including blank pages.

D. Application Fee

JPY 40,000

The application fee must be paid to the specified bank account by wire transfer. Name of the payer must match that of the applicant. Proof of payment must be included in the submitted application materials.

All the international applicants should contact the administrative office prior to the application to confirm the eligibility for an application fee waiver.

All charges including a transfer charge for a remitting bank should be paid by the applicant.

Payment can be made via one of the bank transfer options below:

- (1) At a bank counter
- (2) ATM (Automated Teller Machine)
- (3) Internet bank

Bank Account for payment of the Application Fee:

Bank name: MUFG Bank, Ltd. Tsukiji Branch

Bank address: 1-10-6 Tsukiji Chuo-ku Tokyo, 104-0045 Japan

SWIFT code: BOTKJPJT

Destination of remittance country: Japan

Deposit type: Ordinary deposit

Bank account number: 025-0575678

Bank account name: St. Luke's International University

University address: 10-1 Akashi-cho Chuo-ku Tokyo, 104-0044 Japan

University telephone number: +81-3-3543-6391

Fee: JPY 40,000

Name of payer: Put "MP" in front of the payer name (which must match applicant's name)

(Ex) MP Luke Tsukiji

E. Submission of Application Documents

Only applications sent by postal mail will be accepted. Please send the application in an envelope by registered mail, with the phrase "Enclosed Application for GSPH" written in red ink on the outside of the envelope.

Mailing Address: Graduate School of Public Health Admissions Office
St. Luke's International University
10-1 Akashi-cho, Chuo-ku, Tokyo, 104-0044 Japan

II. Entrance Examination

A. Entrance Examination

(1) Examination Schedule

The date and time is notified among the following candidates when the examination ticket is sent to the applicant.

1st Block September 23 (Sat)[National Holiday] or September 24, 2023 (Sun)

2nd Block January 21 (Sun) or January 22, 2024 (Mon)

3rd Block February 24, 2024 (Sat)

Detailed information will be provided with the examination ticket.

- The dates above are based on Japan Standard Time.
- The application may not be open in the third block, if capacity of the program is reached prior to the period.

(2) Venue

Center for Clinical Academia, St. Luke's International University

(3-6-2 Tsukiji, Chuo-ku, Tokyo 104-0045, Japan)

For those who are not able to come to the university in order to take the examination, the examination will be conducted by online video conference system.

(3) Methods of Examination

Reading and Writing (60 minutes)

- read a short excerpt on a public health topic and provide a summary and your thoughts on the topic in the article,
- a short essay on a topic that will be provided on the day, to assess your writing ability

Interview (approximately 30 minutes)

- talk with interviewers about the topic related to the article mentioned above and your professional experiences, interests and motivation for applying to the SLGSPH

Past questions are not published, but an example article similar to that used in the actual exam is provided for reference. If you wish to obtain it, please contact the administrative office at sph@luke.ac.jp.

B. Notification of Examination Result

Applicants will be notified of their results by postal mail which is scheduled to be posted on the date indicated in Table 1 (p.3). Except for extenuating circumstances, results will not be provided by telephone.

III. Enrollment Procedures

A. Enrollment Procedures

1st Block

(1) Period of Payment of Admission Fee: October 3 (Tue) - October 27, 2023 (Fri)

After confirmation of the payment, a Certificate of Admission is issued and sent to the applicant with a bank transfer request form for tuition and a facility maintenance fee.

(2) Deadline for Payment of Tuition and Facility Maintenance Fee for Spring Semester in 2024 academic year (AY): December 8, 2023 (Fri)

2nd Block

Period of Payment of Admission Fee, Tuition and Facility Maintenance Fee for Spring Semester in 2024 AY: January 26 (Fri) - February 16, 2024 (Fri)

After confirmation of the payment, a Certificate of Admission is issued and sent to the applicant.

3rd Block

Period of Payment of Admission Fee, Tuition and Facility Maintenance Fee for Spring Semester in 2024 AY: February 29 (Thu) - March 8, 2024 (Fri)

After confirmation of the payment, a Certificate of Admission is issued and sent to the applicant.

International applicants should be aware that it takes at least 3 months to obtain a student visa allowing you to

study in Japan. As such, we strongly recommend that you begin the visa application process immediately after you have been notified of your admission to the GSPH. Please contact the Admissions Office for further details.

B. Tuition and Fees

Expense	1-year MPH	2-year MPH	3-year MPH
Admission Fee (one time at admission)	400,000 JPY	400,000 JPY	400,000 JPY
Tuition (per year)	1,700,000 JPY	1,200,000 JPY	800,000 JPY
Facility Maintenance Fee (per year)	300,000 JPY	300,000 JPY	300,000 JPY

NOTE:

- i) Tuition for the semester and half of the facility maintenance fee should be paid at the beginning of each new semester.
- ii) Tuition and other fees are reviewed annually by the University Board of Trustees and are subject to change.
- iii) Alumni of St. Luke’s International University and/or those who have work experience as a permanent employee for 3 years or more at St. Luke’s International Hospital are eligible to receive a one-time grant of 400,000 JPY after their enrollment.

C. Others to Note

- 1. Incomplete application documents may not be accepted.
- 2. The application fee is non-refundable.
- 3. The admission fee is non-refundable.
- 4. Application documents will not be returned to the applicant.
- 5. Faculty members are entitled to take sabbaticals and there may be long absences of individual faculty.
- 6. Those who expect to graduate and/or obtain a degree from an academic institution after submission of application materials must submit their graduation diploma or certificate of degrees by April 1, 2024.
- 7. The school year will begin on April 1, 2024.

V. Protection of Personal Information

The University is committed to responsibly handle all personal information included in applications in accordance with all applicable laws and regulations. Documents containing personal information of unsuccessful applications will be stored in a secured area for a certain period of time before secure disposal.

VI. Medical attention

If you have a medical condition that may require special consideration in order to use the classes and facilities of the University, please notify the Admissions Center at least one month prior to the date of the examination.

Checklist for Application Documents

Required for All Applicants		
1	Application Form	<input type="checkbox"/> English version (all applicants) <input type="checkbox"/> Japanese version (only native Japanese speakers) <input type="checkbox"/> Photo <input type="checkbox"/> Signatures (the first page and the last page)
2	Statement of Purpose	<input type="checkbox"/> Written in English <input type="checkbox"/> 1000 words or less
3	Letters of Recommendation (in Japanese or English)	<input type="checkbox"/> Two letters <input type="checkbox"/> Enclosed in an envelope sealed by the recommender or submitted directly to the university by the recommender
4	Official Academic Transcript	<input type="checkbox"/> All institutions that you have attended after high school (excluding high school) <input type="checkbox"/> Enclosed in an envelope sealed by the recommender or submitted directly to the university by the recommender
5	Certificate of Completion/Graduation	<input type="checkbox"/> All institutions that you have attended after high school (excluding high school) <input type="checkbox"/> Enclosed in an envelope sealed by the recommender or submitted directly to the university by the recommender
6	Evidence of Proficiency in English or Document which indicates that English is the medium of instruction	<input type="checkbox"/> Optional
7	Proof of Application Fee Payment	<input type="checkbox"/> Transfer charge of the remitting bank should be paid by the applicant.
8	Examination Ticket and Identification Card	<input type="checkbox"/> Same photos as the one on the application form <input type="checkbox"/> Signatures
Required for Specific Applicants		
9	Self-addressed, Stamped Envelope	<input type="checkbox"/> ONLY for applicants residing in Japan <input type="checkbox"/> Applicant's name, post-code, and address written <input type="checkbox"/> 84 JPY postage stamp
10	Certificate of Employment	<input type="checkbox"/> ONLY for non-Japanese citizens residing in Japan
11	Copy of Resident Card	<input type="checkbox"/> ONLY for non-Japanese citizens residing in Japan
12	Copy of Passport	<input type="checkbox"/> ONLY for international applicants NOT residing in Japan <input type="checkbox"/> All pages of passport including cover page, back cover page and blank pages