

***St. Luke’s International University Graduate School of Public Health
Doctoral Program in Public Health***

*Admission Guide 2023 [Spring Enrollment]
(Application Guidelines)*

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I. Admission Policy

In order to maintain and promote human health and welfare, we will educate future researchers who aim to generate cutting-edge scientific knowledge for solving public health problems, show leadership in development of program and policy initiatives, and become future educators. Our school promotes an atmosphere of mutual respect and accepts students from diverse backgrounds who have a strong ethical commitment to improving human health and have:

1. A strong interest in advanced research and methods for solving problems in human health and well-being
2. The ability to develop new ideas and concepts, synthesize diverse opinions to form new perspectives and develop multidisciplinary approaches to problems in health
3. Fundamental knowledge in public health, social science or health care, and the ability to combine knowledge from across these disciplines to assess complex problems
4. Clear objectives to turn academic knowledge and skills into improvements in human health and welfare

We accept students from diverse backgrounds in order to provide an enriching academic environment of the highest global standard to solve problems inside and outside Japan in human health and welfare.

II. Degree and Eligibility

A. Degree Conferred and Area of Expertise Offered

Area of Expertise: Public Health

Degree: Doctor of Philosophy in Public Health

B. Applicant Eligibility

- (1) A person who has been awarded a master's degree or a post graduate professional degree.
- (2) A person who has completed a master's degree program, a professional master's degree program or the equivalent and received the equivalent of a master's degree or a professional degree outside Japan.
- (3) A person designated by the Minister of Education, Culture, Sports, Science and Technology (under the Public Notice of the Ministry of Education No. 118, 1989)
- (4) A person approved by the SLGSPH as having at least the equivalent academic ability as those persons mentioned in 1 to 3 above.

NOTE:

- Applicants meeting criteria #3 or #4 above must apply for qualification screening. Please see the Application Guidelines for Doctoral Program Admission Qualification Screening for details.

C. Program Length

The Standard Term: Three years

III. Application Schedule and Procedures

A. Entrance Examination Schedule [Spring Enrollment]

- (1) 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.
- (2) The administrative office will be closed during the following periods:
 August 11 (Thu) – August 17, 2022 (Wed)
 December 30, 2022 (Fri) – January 3, 2023 (Tue)

Table 1:

Block	(Spring) First Block	(Spring) Second Block	(Spring) Third Block
Application Period	August 1 (Mon) - August 26, 2022 (Fri) (postmarked at least by Aug 26)	December 12, 2022 (Mon) - January 6, 2023 (Fri) (postmarked at least by Jan 6)	January 27 (Fri) - February 10, 2023 (Fri) (postmarked at least by Feb 10)
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 5, 2022 (Mon)	January 16, 2023 (Mon)	February 17, 2023 (Fri)
Admission Examination	September 24, 2022 (Sat) Or September 25, 2022 (Sun)	January 22, 2023 (Sun) Or January 23, 2023 (Mon)	February 25, 2023 (Sat)
Dispatch of Results Notification	October 3, 2022 (Mon)	January 26, 2023 (Thu)	March 1, 2023 (Wed)
Enrollment Procedures	Payment of Admission Fee October 4 (Tue) - October 28, 2022 (Fri) Payment of Tuition and Facility Maintenance Fee December 9, 2022 (Fri)	Payment of Admission Fee, Tuition, and Facility Maintenance Fee January 27, 2023 (Fri) - February 17, 2023 (Fri)	Payment of Admission Fee, Tuition, and Facility Maintenance Fee March 2 (Thu) - March 10, 2023 (Fri)

B. Number of Students to Be Admitted

3 (through all blocks and all enrollment periods)

(Reference) Number of enrollments in the previous three years

Year of Enrollment	Number of Enrollments
2020	6
2021	(Spring Enrollment) 1 (Fall Enrollment) 3
2022	(Spring Enrollment) 2

C. 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]** Proof of English Proficiency
- (7) Summary of Master's Thesis, Capstone Project, or Research Conducted in Master's Program (200 - 300 words)
- (8) Research Proposal (300 - 500 words)
- (9) Proof of Application Fee Payment
- (10) Examination Ticket and Identification Card
- (11) Self-addressed, Stamped Envelope for Examination Ticket (only for applicants residing in Japan)
- (12) Copy of Both Sides of Residence Card (only for non-Japanese citizens residing in Japan)
- (13) Certificate of Employment (only for non-Japanese citizens residing in Japan)
- (14) Copy of all pages of passport including cover page, back cover page and blank pages (only for international applicants NOT residing in Japan)

D. 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 data in both Japanese and English. The English and Japanese versions of the Application Form (Word file) are available for download from the St. Luke's International University Graduate School of Public Health (GSPH) website. (<http://university.luke.ac.jp/sph/>)

When listing peer-reviewed publications, please write in APA Style.

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 same format.

(2) Statement of Purpose

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

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

(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 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 for download in the SLGSPH website.

To those who are currently in or have graduated from St. Luke's International University Graduate School of Public Health:

One of the recommenders can be your Capstone Supervisor. If you don't have a current contact address of the supervisor, please make an inquiry to the administrative office.

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

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

[NOTES]

- If your current name is different from the one in the certificate, please submit the official document which certifies your identification. In case the documentation is difficult to submit, please consult with the 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.
- Graduates from St. Luke's International University should submit all the required documents as well.
- 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 from the National Institution for Academic Degrees in March 2022 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] Proof of English Proficiency

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) Summary of a Past Research Project (200 – 300 words)

Summary of a past research project you have conducted, such as a Master's thesis, a capstone project or some other major research project verifiable by a published report or journal article. The summary must contain motivation and objective of the research, procedures of data collection (primary or secondary), methods used, and outcome of the research.

(8) Research Proposal (300 - 500 words)

Research proposal can be one to two paragraphs and must have a project title. The proposal may contain brief descriptions of motivation (background/rationale and public health significance), objectives (research question and hypothesis), methods (study design, data collection procedures, and data analysis plan), anticipated outcome, and timeline.

(9) 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 documents confirming payment of the Application Fee is acceptable.

International Applicants: Please contact the GSPH Admissions Office if there are any difficulties in arranging a wire transfer payment.

(10) Examination Ticket and Identification Card

Please attach an identical photo to that attached to the 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 the entrance exam.

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

(11) Self-addressed, Stamped Envelope for Interview 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 GSPH Admissions Office will use this envelope to send applicants the Examination Ticket.

Applicants not residing in Japan do not need to send an envelope, as they will be notified electronically.

(12) Copy of Both Sides of Residence Card (only for non-Japanese citizens residing in Japan)

Non-Japanese applicants who are already living in Japan need to submit a set of copies of both sides of their Residence Card.

(13) 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.

(14) Copy of all pages of passport including cover page, back cover page and blank pages

(only for international applicants NOT residing in Japan)

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

E. Application Fee

40,000 JPY

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 their 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 "DP" in front of the payer name (which must match applicant's name)

F. 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

G. Entrance Examination

Evaluation for admission employs a comprehensive evaluation process based on submitted materials and interview and exam performance. After the application period ends, an Examination Ticket will be sent to all the applicants by postal mail (or electronically for international applicants).

(1) Date and Place

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

Date:

1st Block September 24 (Sat) or September 25, 2022 (Sun)
2nd Block January 22 (Sun) or January 23, 2023 (Mon)
3rd Block February 25, 2023 (Sat)

Detailed information will be provided with the examination ticket.

Place: OMURA Susumu & Mieko Memorial
St. Luke’s Center for Clinical Academia
3-6-2, Tsukiji, Chuo-ku, Tokyo, Japan 104-0045

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.

(2) Contents of Examination

- Written Examination
- Interview including discussion of research field

The entrance examination consists of a written examination and an interview component.

The 90-minute written examination will include a general public health question answered by all applicants, followed by a question chosen by the applicant from one of the topics of epidemiology, biostatistics, environmental health and behavioral health.

During the 30-minute interview, applicants will need to describe their previous research experience, explain their doctoral research proposal, discuss future plans and personal motivation, and explain their reasons for studying at St. Luke’s.

IV. Notification and Admissions Procedure

A. Notification of Application Result

Applicants will be notified of their results by postal mail by the date indicated in Table 1. Except in extenuating circumstances, results will not be provided by telephone.

B. Enrollment Procedures

1st Block

(1) Period of Payment of Admissions Fee: October 4 (Tue) - October 28, 2022 (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 Fall Semester in 2023 academic year (AY): December 9, 2022 (Fri)

2nd Block

Period of Payment of Admission Fee, Tuition and Facility Maintenance Fee for Spring Semester in 2023 AY: January 27 (Fri) - February 17, 2023 (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 2023
AY: March 2 (Thu) – March 10, 2023 (Fri)

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

Expenses for enrolling into the GSPH are as follows:

Admissions Fee (one time at admission)	400,000 JPY
Tuition (per year)	1,200,000 JPY
Facility Maintenance Fee (per year)	300,000 JPY

Notes:

1. Tuition for the semester and half of the facility maintenance fee should be paid by the beginning of each new semester.
2. Tuition and other fees are reviewed annually by the University Board of Trustees and are subject to change.

C. Other notes

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 may take a long leave of absence.
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, 2023.
7. The school year will commence on April 1, 2023.

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.

Contact Address

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

Checklist for Application Documents for the Doctoral Program Admissions

Required for All Applicants		
1	Application Form	<input type="checkbox"/> Japanese version (only native Japanese speakers) <input type="checkbox"/> English version (all applicants) <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 in English)	<input type="checkbox"/> Two letters <input type="checkbox"/> Enclosed in an envelope sealed by the recommender * The document which is sent directly from the recommender will be accepted
4	Official Academic Transcript	<input type="checkbox"/> All institutions that you have attended after high school (excl. high school) <input type="checkbox"/> Enclosed in an envelope sealed by the institution * The document which is sent directly from the institution will be accepted
5	Certificate of Completion/Graduation	<input type="checkbox"/> All institutions that you have attended after high school (excl. high school) <input type="checkbox"/> Enclosed in an envelope sealed by the institution * The document which is sent directly from the institution will be accepted
6	Evidence of Proficiency in English	<input type="checkbox"/> Optional
6-2	Document which indicates that English is the medium of instruction	<input type="checkbox"/> Optional
7	Summary of a Past Research Project	<input type="checkbox"/> 200~300 words in English
8	Research Proposal	<input type="checkbox"/> 300~500 words in English
9	Proof of Application Fee Payment	<input type="checkbox"/> (International Applicants) Confirmation of the amount of the fee with the admissions office <input type="checkbox"/> Transfer charge of the remitting bank should be paid by the applicant
10	Examination Ticket and Identification Card	<input type="checkbox"/> Two same photos as the one on the application form <input type="checkbox"/> Written signatures
Required for Specific Applicants		
11	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
12	Copy of Resident Card	<input type="checkbox"/> ONLY for non-Japanese citizens residing in Japan <input type="checkbox"/> Both sides of the card
13	Certificate of Employment	<input type="checkbox"/> ONLY for non-Japanese citizens residing in Japan who have a work visa
14	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