

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

*Admission Guide 2019  
(Application Guidelines)*

## I. Mission of the Graduate School of Public Health

Applicants must have a Master's degree (Public Health) or Public Health master's (professional degree), and plan to:

1. engage in advanced research in the public health field in governmental bodies, medical institutions, research institutions, or companies
2. improve public health practice by taking a leadership role in actual practice

To be specific, it is expected that applicants for this course will be:

- medical doctors, dentists, or nurses with previous clinical/practical experience who wish to take leadership roles in the field of clinical research/clinical trials at core research hospitals and medical institutions
- biostatisticians who wish to take leadership roles at organizations involved in the collection of statistical data necessary for medical policy formulation
- pharmacists/CRCs with previous experience in pharmaceutical administrative bodies/ clinical trials who wish to take leadership roles in those fields.
- persons who wish to be involved in managerial positions (so-called D posts) in the international health and welfare field in international institutions

Our aim is to provide an international learning environment for people with these goals, by proactively accepting international students who have an MPH degree in order to cultivate their ability to find solutions to problems in the medical care, health and welfare fields in a manner consistent with global standards.

## II. Degree and Eligibility

### A. Degree Conferred and Area of Expertise Offered

Area of Expertise: Public Health

Professional Degree: Doctor of Public Health (DrPH)

### B. Applicant Eligibility

Medical doctor, nurse, public health nurse, pharmacist, hospital administrator, or a statistician, governmental administrator, or pharmaceutical company employee with 3 years or longer experience in public health-related fields in medicine, health, or welfare, who is in possession of a master's degree in Public Health

### C. Program Length

The Standard Term: Three years

## III. Application Schedule and Procedures

## A. Entrance Examination Schedule

Number of Students to be Admitted	3
Application Period	January 8 (Tue) – January 25(Fri), 2019 (Application documents must arrive by Jan 25)
Admission Examination	February 9 (Sat), 2019
Notification of Examination Results	February 15 (Fri), 2019
Enrollment Period	February 16 (Sat) - February 28 (Thu), 2019

## B. Application Documents

- (1) Application Form
- (2) Statement of Purpose
- (3) Letters of Recommendation (in Japanese or English: 2 or more letters)
- (4) Official Academic Transcript
- (5) Certificate of Completion/Graduation
- (6) 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) Interview Ticket and Identification Card
- (11) Self-addressed, Stamped Envelope for Interview 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)

## C. 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 (SLGSPH) website. (<http://university.luke.ac.jp/sph/>)

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

Fukui T, Takahashi O, Rahman M: Japanese representation in leading general medicine and basic science journals: a comparison of two decades. *Tohoku J Exp Med.* 2013; 231(3):187-91. (peer-reviewed)

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

福井 次矢, 高橋 理, 徳田 安春, 大出 幸子, 野村 恭子, 矢野 栄二, 青木 誠, 木村 琢磨, 川南 勝彦, 遠藤 弘良, 水嶋 春朔, 篠崎 英夫:【医学教育の現状と展望】新臨床研修制度の影響 臨床研修の現状 大学病院・研修病院アンケート調査結果. *日本内科学会雑誌.* 2007; 96(12):2681-2694.

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 from institutions outside of Japan should be written on institutional letterhead and signed; letters from Japanese institutions should be marked with the appropriate institutional official stamp or the recommender's signature or stamp. All letters should be sealed in an envelope by the recommender, as unsealed letters 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.

(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 sent in an envelope sealed by them, as unsealed documents will not be evaluated.

- a. 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.
- b. Those who expect to obtain a degree from the National Institution for Academic Degrees in March 2018 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.

(Note: Please indicate applicants' maiden name on the application form if their last name on the transcript is different.)

(6) Proof of English Proficiency

Any of the certificates from the exams (taken within 3 years from the date of filing) listed below will serve as acceptable proof of English proficiency. Please submit the original copy of the scores:

TOEFL (iBT)  $\geq 80$ , TOEFL (PBT)  $\geq 550$   
TOEIC  $\geq 800$   
IELTS  $\geq 6.0$

For TOEFL Examinees:

Applicants who decide to take TOEFL should have their official score sent directly from ETS to us by selecting the following TOEFL destination code before the test:

St. Luke's International University's TOEFL destination code: B517

For further information please refer to <https://www.ets.org/jp/toefl/ibt/scores/send/>

Evidence of proficiency in English is required for all applicants. However, those who have obtained an academic degree from an institution in which the sole language of instruction was English may be exempted from this rule. If applicants have questions regarding their eligibility for a language test waiver please feel free to consult the faculty and staff in the SLGSPH Admissions Office.

(7) Summary of Master's Thesis, Capstone Project, or Research Conducted in Master's Program (200 – 300 words)

Summary of research conducted in Master's program, which could be a thesis or a capstone project. The summary must contain motivation and objective of the research, procedures of data collection (primary or secondary), methods used for data analysis, and outcome of the research.

(8) Research Proposal (300 - 500 words)

Research proposal can be one to two paragraphs and must have a title of the project. It 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 SLGSPH Admissions Office if there are any difficulties in arranging a wire transfer payment.

(10) Interview Ticket and Identification Card

Please attach an identical photo to that attached to the Application Form to this form as well.  
The photo will be used as a student ID card photo when you are admitted to SLGSPH.

(11) Self-addressed, Stamped Envelope for Interview Ticket (only for applicants residing in Japan)

Applicants residing in Japan should enclose a self-addressed, stamped (82 JPY) envelope (23cm x 12cm).  
The SLGSPH Admissions Office will use this envelope to send applicants the Interview 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.

#### D. Application Fee

40,000 JPY

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.

International students who have questions regarding international application fees or eligibility for an application fee waiver should consult the SLGSPH Admissions Office as soon as possible.

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: Bank of Tokyo-Mitsubishi UFJ, Limited 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: 025-0000745

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: JPY40,000

Name of payer: (must match the applicant's name)

#### 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 Master of Public Health Program" 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

#### F. Entrance Examination

Evaluation for admission employs a comprehensive evaluation process based on submitted materials and interview and exam performance. After the application screening stage, the applicant may be invited for an interview examination and will be sent an Interview Ticket by postal mail (or electronically for international applicants).

##### (1) Date and Place

Date: See Table (P.3) (Time will be notified individually)

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

For overseas applicants, interview activities will be conducted by online video software (Skype™ or similar) on an individual basis considering time differences.

##### (2) Contents of Examination

Written Examination  
Interview including research field

The entrance examination consists of a written examination and an interview component. The 90-minute written examination will be based on the introductory topics of general public health, epidemiology, and biostatistics. During the 30-minute interview, applicants will need to describe their previous research experience, explain their DrPH research proposal, discuss future plans and personal motivations, 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 (P.3). Except for extenuating circumstances, results will not be provided by telephone.

##### B. Admissions Procedure

The SLGSPH Admissions Office will request that applicants pay the admission fee by the enrollment period. A bank transfer request form will be enclosed with the Notification of Admission.

After receiving applicants' admission fee payment, the SLGSPH Admissions Office will send applicants a Certificate of Admission. The SLGSPH Admissions Office will request that applicants pay tuition for the first semester, and half of the facility maintenance fee by the date specified in the bank transfer request document. They must be paid at the same time as the admission fee payment.

Expenses for enrolling into the SLGSPH are as follows:

Admission 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, 2019.
7. The school year will commence on April 1, 2019.

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.