

No.34/64/2008-EO(F)
Government of India
Ministry of Personnel, P.G & Pensions
(Department of Personnel & Training)

North Block, New Delhi
Dated the 23rd July, 2008.

Subject : Two years Masters Degree in Taxation Policy and Management at Keio University Japan, Sponsored by World Bank to be commenced from April, 2009.

The undersigned is directed to state that the World Bank has invited applications for a two-years Master's Degree Programme in Taxation Policy and Management at Keio University, Japan to be commenced from April, 2009. The programme is sponsored by the Joint Japan/World Bank Graduate Scholarship Programme at the Keio University, Japan. The details of the course and the application form can be drawn from the Ministry of Personnel, P.G. & Pensions website (persmin.nic.in).

2. The programme has been designed to meet the demand for the qualified specialists in the area of tax policy and administration in developing countries. The concentration areas will be - Business Economics, Japanese Economy, Domestic Tax Law, International Tax Law, International Economy, Accounting, Advanced Study of Public Finance, Advanced Study of Finance, Advanced Study of Tax Administration, Basic Business History, Academic Writing, Business Communication, Introduction to Econometrics, Advanced Study of International Relations, Advanced Study of International Finance, Advanced Study of International Economic Policy and Money and Banking.

3. The scholarship covers tuition fee, living expenses and round-trip air fare between Japan and the home country of the candidate. However, if a student fails to obtain the Masters Degree within the scholarship period of 2 years, return air fare will not be provided to him. The applicant should hold a bachelor's degree or equivalent in commerce, economics, law or a similar discipline with distinguished academic record, should have at least four years of recent full-time professional experience in the field of tax policy and administration. The candidate should be between the age of 25 and 45, be in good health both physically and mentally and not be serving in the military. He should be competent in spoken and written English.

4. The nomination details should be submitted on the prescribed application form duly authenticated by the Department concerned. The application form should be routed through the concerned Ministry/Department/State Government/UT. The application form of the eligible candidates should reach to this Department latest by 12th September, 2008. Applications received after the prescribed date will not be considered.


(Tirshaljit Sethi)
Director

1. All the Ministries/Departments of Govt. of India
2. All the State Governments/UTs
3. Sr. Tech. Director, NIC(DOPT), North Block, with the request to post the circular along with the circular of the Govt. of Japan.

(N)



KEIO 150

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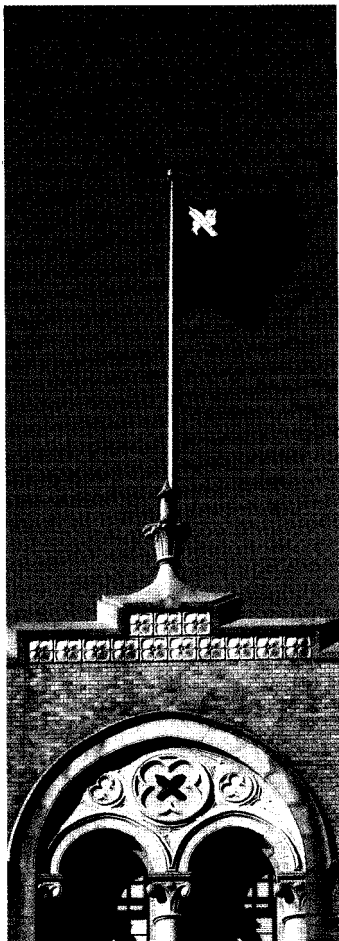
The Joint Japan/World Bank Graduate Scholarship Program



MASTER'S DEGREE PROGRAM
IN TAXATION POLICY AND
MANAGEMENT

Application Guidebook 2009

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Message from the Chairperson

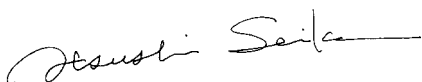
I am pleased to announce that the Graduate School of Business and Commerce of Keio University is accepting applicants for the Master's Degree Program in Taxation Policy and Management for the 2009 academic year. All courses are offered in English in a two-year program. A master's degree will be awarded to students who have successfully completed the prescribed course work, research, and practicum.

Begun in April 1996, this program is designed to meet the demand for qualified specialists in the area of tax policy and administration in developing countries. The program presumes that tax specialists are indispensable for the governance and continued development of nations.

Students admitted to this special program will be awarded a two-year scholarship from the World Bank through the Joint Japan/World Bank Graduate Scholarship Program. This scholarship covers tuition, living expenses, and round-trip airfare between Japan and the recipient's home country.

Keio University, the oldest private university in Japan, is located in Tokyo, the nation's capital. Today, 150 years since its establishment, Keio continues to seek excellence in its tradition of educating leaders in various fields, particularly those for business and industry. The Master's Degree Program in Taxation Policy and Management is characterized by a unique curriculum, which reflects Keio's expertise in the field of business administration. The professors in this program have abundant experience in teaching and research in taxation, management, and related fields. The knowledge and expertise of other experts, particularly those associated with the National Tax Agency, are also utilized in the course of studies.

The following pages provide detailed information about this exceptional program. If you believe that our program suits your professional and career objectives, I strongly encourage you to apply. If you are accepted and work diligently throughout the program, I am confident that you will find studying at Keio a challenging and fulfilling experience.



Atsushi SEIKE, Chairperson

Graduate School of Business and Commerce
Keio University



1 Program Description

Since 1996, the Graduate School of Business and Commerce of Keio University has been training promising tax personnel in the field of tax policy and administration with its Master's Degree Program in Taxation Policy and Management. This program brings together the cooperation of Keio University, the National Tax Agency of Japan, and the World Bank in an alliance between public and private institutions.

Keio University, a leading private university in Japan, established the program as one of the partnership programs of the Joint Japan/World Bank Graduate Scholarship Program (JJ/WBGSP). Funded by the Government of Japan and administered by the World Bank, the JJ/WBGS program is a personnel training project which awards scholarships to help developing countries strengthen their human resources.

The Graduate School of Business and Commerce of Keio University and the National Tax Agency have responded to this mission of the JJ/WBGSP program by training five scholars each year in the area of tax policy and management. Participants are expected to return to their home countries to become leaders in improving taxation practices.

Program Objectives

- *To demonstrate the relation between tax administration (including taxation systems) and economic growth, from the viewpoint of administration and public finance.*
- *To teach the entire taxation process, from enactment of legislation that implements tax policy, to tax law enforcement.*
- *To give students the opportunity to see theory translated into practice, through studying and evaluating the practices of the National Tax Agency.*

DEGREE REQUIREMENTS

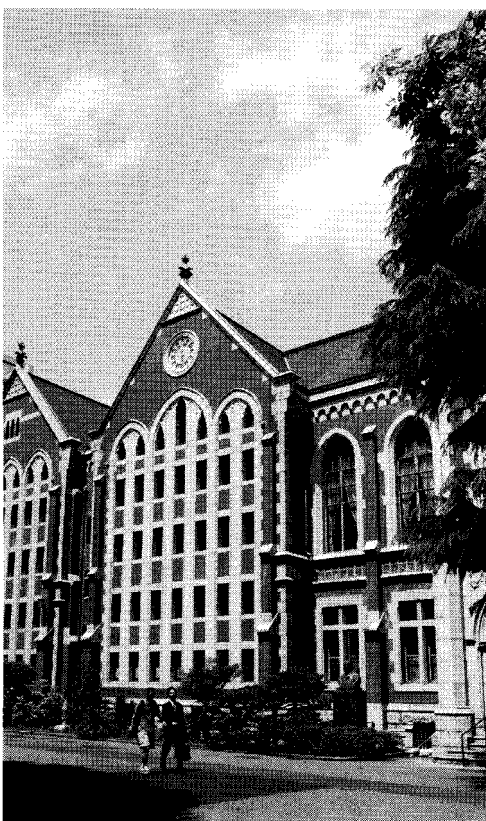
Students of the program will have the unique opportunity of earning a master's degree from a Japanese university with coursework completely conducted in English. As a culmination of their studies, students will submit an individual research thesis, written under the supervision of Keio academic staff, and take a final examination based on their thesis and seminar presentations. For the practicum portion of the program run by the National Tax Agency, students must complete at least eight credits and write a thesis (see later section for details). Upon completion of the above requirements, students will earn a Master of Arts degree in Business and Commerce from Keio University. This degree will be recognized as a completion of the JJ/WBGS program.

- There are three categories of subjects in the general curriculum: Basic subjects, Specialized subjects, and Seminars. JJ/WBGSP students have to take at least 46 credits, including 8 credits of Seminars or Joint Seminars, until graduation.
- Besides the minimum credit requirements, the program requires receiving final approval of the written thesis and passing the General Examination (oral examination on the thesis submitted) for completion.
- In addition, JJ/WBGSP students must complete the NTA practicum. Credits obtained (4) in the two-year practicum are included in the minimum credit requirements mentioned above.

COURSEWORK

The curriculum offers a wide range of courses, giving students the opportunity to investigate tax issues from various points of view. To achieve the objective of the program to develop human resources, students will take courses that have a practical and applied orientation, focusing on analysis of examples and case studies. Students will also participate in weekly seminars organized each semester to facilitate their research on various aspects of taxation policy and practice. JJ/WBGSP students may also have the opportunity to participate in intensive courses that are organized by visiting professors to the Graduate School of Business and Commerce. Outside of the regular coursework, on occasion students may also partake in special half-day seminars led by guest speakers who are distinguished individuals in the fields of taxation and economics. The goal of these seminars is to stimulate the exchange of ideas around a specific taxation issue, and to help participants identify potential research topics.

JJ/WBGSP students also have options outside the coursework of the Graduate School of Business and Commerce. They may take courses offered in English by the International Center on a wide range of subjects related to foreign and Japanese studies. Though credits from these courses do not apply towards the fulfillment of the degree program, these courses offer students the opportunity to broaden their studies beyond taxation policy and management. Students may also study Japanese in a class specially designed to give them survival knowledge in Japanese.



Course Sequence 2008–2009

[course offerings may change in the AY 2009–2010]

Required Subjects		1st yr.	2nd yr.
Basic Subjects	Business Economics (Spring)	4	
	Japanese Economy (Spring)	2	
	Domestic Tax Law (Spring)	2	
	International Tax Law (Fall)	2	
	International Economy (Fall)	2	
	Accounting (Spring)	2	
Specialized Subjects (1)	Advanced Study of Public Finance (Spring/Fall)	4	4
Seminars	Seminar: Public Finance (Spring/Fall)	4	4
	Seminar: Advanced Study of Taxation and Economic Policies (Spring/Fall)	4	4
	Seminar: Advanced Study of Tax Administration (NTC)	2	2
total (1)		28	14
Specialized Subjects (2)	Advanced Study of Finance (Fall)	2	
	Advanced Study of Tax Administration (Spring)	2	
total (2)		4	
total (1) + (2)		46	

Elective Subjects		1st yr.	2nd yr.
Basic Subjects	Basic Business History (Fall)	2	
	Academic Writing (Spring)	2	
	Business Communication (Fall)	2	
	Introduction to Econometrics (Spring)	2	
Specialized Subjects	Advanced Study of International Relations (Fall)	2	
	Advanced Study of International Finance (Fall)	2	
	Advanced Study of International Economic Policy (Fall)	2	
	Advanced Study of Comparative Management	2	
	Money and Banking (Fall)	2	
International Center	Japanese (Spring/Fall)	non-credit	
total (3)		16	
total (1) + (2) + (3)		62	

Course Descriptions

※Detailed course descriptions can be read at

http://www.ic.keio.ac.jp/en/study/jjwbgsp/course_description.html

Business Economics

- (1) Introduction to microeconomic concepts and principles: scarcity principle and demand curve, indifference system and choice behavior, production by firms, demand and supply, markets and incentives, uncertainty and information, investment in human capital, and capital markets.
- (2) Using game theory, the course will teach students some strategic considerations to take into account when making choices and to predict how other people or organizations behave when they are in strategic settings.

Japanese Economy

Japan's economic performance and policy debate in post war period up to now is covered with global economy perspective. Issues such as management practices, financial big-bang, foreign direct investment (FDI), bad loan problems, exchange rate, and demographic change system reforms are discussed.

Domestic Tax Law

The State and local authorities need to have their appropriate tax structure under their tax policies to meet the current situation of the public finance. From this point of view, this lecture will take up various tax issues faced by most countries and show the basic stand toward them. Concrete measures appropriate for each country will also be discussed.

International Tax Law

As countries are becoming increasingly integrated economically, the importance of the international taxation issues has mushroomed. Various taxation issues faced by countries in cross-border transactions will be discussed.

International Economy

The class covers various international economic policy issues including trade, Investment (foreign direct investment), foreign exchange policy, WTO process, FTAs (Free Trade Agreements), regional integration, competitiveness issue, economic development strategy and so on. Students will be put in the very front line of policy debate of international economy.

Accounting

In this course, students will study the history of International Accounting Standards (IASs), International Accounting Standards Committee (IASC) and International Accounting Standard Board (IASB) briefly, then Framework for the Preparation and Presentation of Financial Statements, and some significant accounting standards.

Advanced Study of Public Finance

This course provides a basic framework of public finance at microeconomic and macroeconomic levels. Microeconomic level: general theory of taxation on commodity, income and corporate profits, extending issues of tax evasion, compliance, and tax reform. Macroeconomic level: fiscal and monetary policy in standard macroeconomics, public debt in growing economy, cost-benefit analysis, public goods, international debt and international tax issues.

Advanced Study of Finance

The major aim of this course is to understand the institutional differences in corporate-governance structures of companies in major industrial countries as they have a number of implications for the performance of companies.

Advanced Study of Tax Administration

The State and local authorities need to have sufficient tax revenues to maintain their public finance in sound health. The basic premises for raising tax revenues as provided by tax laws are a fair and efficient tax administration and a high level of taxpayer compliance. From this point of view, this lecture will take up various issues faced by most countries and show the basic stand toward them. Concrete measures appropriate for each country will also be discussed.

Seminar: Public Finance

Students will be asked to write at least one research paper on topics related to public finance as a term paper or a part of Master's thesis.

Seminar: Advanced Study of Taxation and Economic Policies

This seminar will discuss concrete themes concerning relations between private-sector economy and public policies as well as various aspects of economic policy making in meeting the challenges from globalization.

Seminar: Advanced Study of Tax Administration

This seminar will take up practical measures for attaining a fair and efficient tax administration. The discussion will cover a variety of specialized fields of tax administration, by utilizing materials based on Japanese experiences.

Basic Business History

This course examines the roles of states, companies and other actors in promoting and regulating the development of science and technology. Relevant theories are introduced and illustrated with case studies from information technology.

Academic Writing

The course emphasizes development of research, writing, reading, analytical and presentation skills. This will help prepare students for writing research papers and their graduation thesis in English. Students will review current research in their field and prepare reports for presentation to the class.

Business Communication

This course focuses on development of effective leadership and management skills in order to assist students in becoming leaders in their organizations as well as understanding and initiating organizational change.

Introduction to Econometrics

This course will provide an introduction to the theory and practice of statistics. Students will also study the Classical Linear Regression Model with special respect to quantitative economic modeling and become familiar with the statistical computer language such as R. Prerequisites: basic calculus, elementary skills of handling PC including spread sheet, word processing.

Advanced Study of International Relations

This course will provide opportunities to study and understand the policy implications of globalization. It will first look at the historical aspects of globalization and then examine various aspects of policy issues that have arisen from the increased integration of economies and the emergence of many global issues. It will review the challenges imposed on policy makers from globalization and explore ways to enhance international cooperation in meeting these challenges. The course will also discuss the roles to be played by multilateral and regional institutions.

Advanced Study of International Finance

The course will provide opportunities to study and understand the role played by international financial institutions, in particular the International Monetary Fund (IMF), in assisting countries address the challenges from globalization. It will first look at the historical context and the origins of the two Bretton Woods Institutions (IMF and World Bank). It will also review the role played by these institutions in the post war period. It will then take a closer look at the functions, activities and the governance structure of the IMF and discuss the challenges it is facing in the current environment. It will also provide opportunities to study the ways to enhance collaboration between the IMF and the World Bank.

Advanced Study of International Economic Policy

Students will discuss some topics of international economics, with emphasis on policy issues: trade policy, float and fixed exchange rate systems, and economic development.

Money and Banking

In this course, Japanese monetary, fiscal and industrial policies will be studied. Students will also look at the situation in Asia.

Seminar: Advanced Study of International Economic Policies

This seminar focuses on institutions and economic systems in nations and discusses the international comparison of them and institutional reforms from a global perspective.

2008-2009 Calendar

The academic calendar at Keio University starts on April 1 and ends on March 31 of the following year. The academic year is divided into two semesters, with each semester being fifteen weeks.

4	April 4	Orientation for JJ/WBGSP students
	April 8	Spring term begins
	April 23	The Anniversary of Foundation (No classes)
5	May 3-6	Golden Week Vacation
	End of May	Keio-Waseda Baseball Game
7	July 29-September 21	Summer Vacation
9	September 25	Fall term begins
10	End of October	Keio-Waseda Baseball Game
11	Mid-November	Master's thesis title due (for 2nd year student)
	November 19 (PM)-25	University Festival week (No classes)
12	December 23-January 5	Winter Vacation
1	Beginning of January	Master's thesis due (for 2nd year student)
	January 6	Classes resume
	January 10	The University Founder's Birthday (No classes)
3	Beginning of March	Interview for Master's thesis (for 2nd year student)
	March 30	Graduation Ceremonies

2 Practicum at the National Tax Agency

The Practicum at the NTA covers a broad range of topics related to tax systems and administration of a modern system from theoretical and practical aspects.

The National Tax Agency (NTA) is an external organ of Japan's Ministry of Finance and carries out the assessment and collection of domestic taxes excluding custom duties, tonnage due and special tonnage due. The NTA offers a staff training and research institute through its National Tax College (NTC), and this college offers many training programs for NTA staff as well as tax officials of developing countries. It is at this college where JJ/WBGSP students will participate in their practicum. The NTA practicum aims to give students the opportunity to attend lectures given by officials who are directly in charge of tax administration, to discuss issues with them, and to visit places where tax administration is actually carried out.

LECTURES

Japanese Tax System

Members of NTC faculty will outline the Japanese tax system and principal tax laws such as Individual Income Tax, Corporation Income Tax, and Consumption Tax (Japan's VAT) laws in their lectures. These outline lectures are essential for understanding the subsequent lectures on Japanese tax administration. They are intended to provide students with fundamental knowledge of the Japanese tax system and to introduce students to some major issues of different taxes.

Japanese Tax Administration

NTA officials, as well as NTC faculty, give lectures on specific topics, such as Administrative Work on Income Tax (Corporation Income Tax, etc.), Tax Examination, Criminal Investigation, and Revenue Management and Collection.

DISCUSSIONS WITH JAPANESE TAX OFFICIALS

To complement knowledge acquired in lectures and to deepen their understanding of actual tax administration operations, students will have opportunities to discuss and exchange views on various issues with Japanese tax officials who are responsible for tax administration.

QUASI-TAX TREATY NEGOTIATION

Students will be given an opportunity to conduct the Quasi-Tax Treaty Negotiation. In order to prepare the students for these negotiations, a one-week tax treaty intensive course will be held at the Wako Campus of the NTC in March.

RESEARCH PAPER

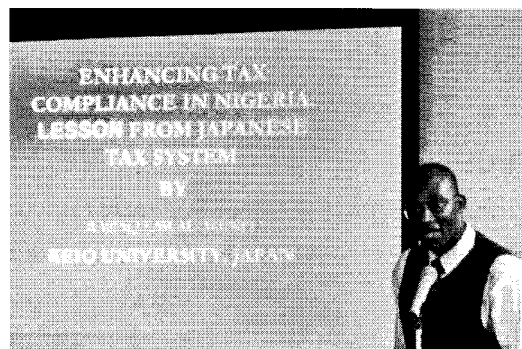
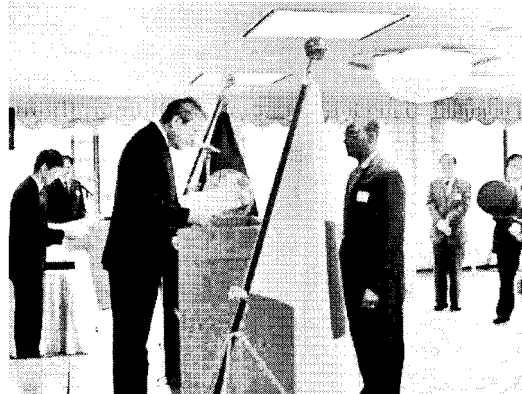
To measure students' understanding of the practicum's lectures and seminars and their analytical ability regarding tax issues, students are required to engage in research and write a paper. Students will write the paper under the supervision of the faculty of the NTC. For their paper, students will choose an issue of tax administration/system and analyze it.

Students are strongly advised to bring with them some reference materials and data from their countries.

FIELD TRIPS

To further enhance the knowledge acquired through the program, students will visit regional taxation bureaus, tax offices, and so on. These visits will include Q&A sessions with local officials.

URL: <http://www.nta.go.jp/ntc/english/index.htm>



3 Student Voices

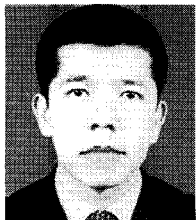


Kishor JOSHI
Cohort 2, Nepal

JJ/WBGSP in Taxation Policy & Management at Keio University has been extremely valuable experience for me because it has helped me to focus my major academic and professional interest. The classes and internships with National Tax Administration (NTA) were interesting because we had well qualified professors and officials. It was my first experience abroad and also first being exposed to such an international environment in which I got the chance to meet professionals from various countries and different backgrounds.

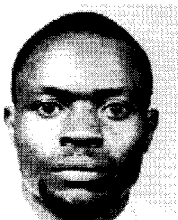
In 2007/08, I also had opportunity to participate in a research program as a Visiting Research Fellow at Keio. This was a great privilege on my part to finish my research because the facilities and the materials required for my research were available. Besides, I had access to Internet and the library, several journals for more information and related studies that helped upgrade my work.

The two years stay in Japan is an unforgettable memory and I will treasure it the rest of my life. It provided me a very good opportunity to know Japanese and experience a fascinating culture. I encourage tax professionals, who are interested in pursuing master's level study in Japan, to apply for this program.



Nazarali Norbaev
Cohort 9, Uzbekistan

Even a good tax system will not function without well-trained tax specialists. This is why training the staff is very important. In this regard, the current JJ/WBGSP scholarship program at Keio is very precious opportunity for developing countries. Academic training at Keio has enhanced my practical, analytical and implementation skills and knowledge. Keio University's superior facilities have provided a wonderful place of learning, and its library has provided an inexhaustible source of reference material. In classes, I have learned how to apply basic economic theory to investigate tax issues from various points of view and to grasp multifold effect of taxation on the economy. With advanced instruction provided by professors, my research topic has a practical and applied orientation, focusing on analysis of existing public policy issues of my country. This has proven to be a valuable experience.



George Williams RUJUMBA
Cohort 4, Uganda

The course moulds you into a different person by the time you go through the first year. The small size of the class gives you the chance to develop close relationships with your colleagues and professors, and the international composition of the students means that you have the chance to internationalize your perception of taxation issues and learn from the experience of other countries. Come and meet the friendly professors and course administrators at the International Center who are so good that you feel at home away from home. You will undoubtedly like your experience at Keio.

4 About Keio University

Keio University owes its beginnings to FUKUZAWA Yukichi (1835 -1901), a great intellectual whose mastery of the philosophies of Western civilization helped lead Japan out of feudalism and isolation into modernity. Fukuzawa commenced teaching the Dutch language in his own residence in Edo (now Tokyo). He later reorganized his school into a cooperative school with a capacity for about one hundred students, which he named Keio Gijuku, "Keio" being the name of the era of the time. The educational corporation named Keio Gijuku now operates an elementary school, three junior high schools, five senior high schools, the university, one Business school, one junior college, and other research institutions.

Currently, the undergraduate division of Keio University is made up of the faculties of Letters, Economics, Law, Business and Commerce, Science and Technology, Policy Management, Environment and Information Studies, Nursing and Medical Care, Pharmacy, and the School of Medicine. Their graduate counterparts are the graduate schools of Letters, Human Relations, Economics, Law, Business and Commerce, Science and Technology, Business Administration, Media and Governance, Health Management, Pharmaceutical Studies, Law School, Media Design, System Design and Management, and Medicine.

Students of Keio University have a wealth of resources to pursue their studies. The Mita Campus main library alone contains over two million books and journals, which includes a considerable collection of foreign books and periodicals. Finally, students have the use of many computers found in several different locations on campus.

GRADUATE SCHOOL OF BUSINESS AND COMMERCE

The curriculum of the Graduate School of Business and Commerce is designed to fulfill different objectives. The curriculum can prepare students for academic research and teaching positions in commerce and marketing, economics, management or accounting. For those students who desire to pursue successful administrative careers, it gives the necessary knowledge and skills for leadership roles in business management, accounting or security market analysis. Pursuant to these objectives, the school offers two majors, Commerce, and Business Administration and Accounting, with the curriculum covering a wide range of areas in both micro and macroeconomics.

A master's degree is conferred upon students who have obtained all the require credits in their major field during prescribed two-year period of graduate study and satisfactorily completed a master's thesis. Lecture courses are normally conducted by regular faculty members of the graduate school; however, there are several lectures delivered by professors from other graduate schools of Keio University as well as by eminent visiting scholars. Most seminar courses are taught by regular faculty members who are responsible for supervising students in the writing of their theses.

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Information for International Students

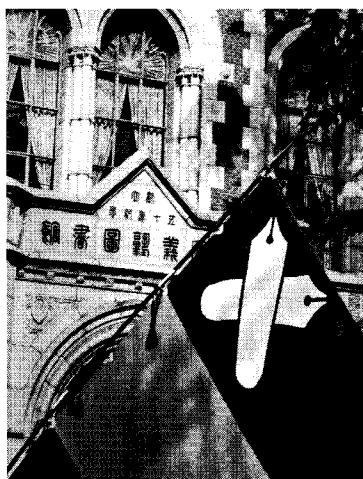
VISA INFORMATION

Students in the Master's Degree Program in Taxation Policy and Management must obtain a college student visa in order to study in Japan. College student visas, in turn, require a Certificate of Eligibility. The International Center of Keio University will serve as a proxy in Japan to submit an application for this certificate at a regional Immigration Bureau office in Japan on behalf of the student. The Ministry of Justice then reviews the application based on the documents presented. After the Certificate of Eligibility is issued, Keio University will send it and other necessary documents to the student, whereupon the student will apply for a visa at the Japanese embassy or consulate in his/her home country.

HOUSING

Traditionally, Japanese universities do not offer housing facilities to students, requiring international students to rent private apartments or rooms. Yet renting an apartment in Japan is often prohibitively expensive because in addition to high rent, landlords often require several months of rent before the renter can move in. Keio University maintains rented accommodations for JJ/WBGSP students so that they do not have to confront these difficulties. The rooms are furnished, and students can rent them at a reduced price. These accommodations are for single occupant use only; they are not family housing. In the event that the student intends to live with family, he/she will have to seek alternative housing and be prepared to shoulder the full costs of living outside university-sponsored housing.

Accordingly, if students of the program wish to invite family members to Japan during their studies at Keio University, we recommend the students first grow accustomed to the course of studies and the complexities of living in Tokyo. Careful consideration must then be given to how the student will plan to provide housing and finance the additional costs needed for family support before actually inviting family members. No extra funds will be available for family members. It should be also noted that although communicating in English is possible within the university, it is not widely used in daily living of Japanese people.



6

Admission Information

TERMS OF THE JOINT JAPAN / WORLD BANK GRADUATE SCHOLARSHIP

Number of scholarship awards: Five awards for the 2009 academic year

Scholarship period: Two years (April 2009 to March 2011)

The scholarship provides benefits for the recipient only, covering:

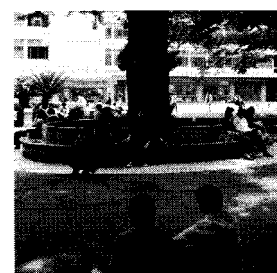
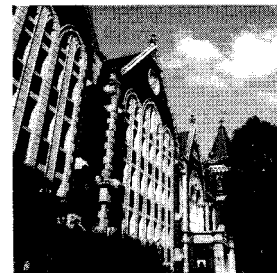
- Tuition, related fees, and required medical insurance for the scholar only, payable directly to Keio University;
- Monthly stipend of JPY 170,000.
This amount is paid on a quarterly basis, and covers living expenses, including rent, and books;
- Economy-class travel in both directions between the home country and Tokyo;
- Travel allowance of US\$500 for each direction.

APPLICATION CRITERIA

- Be a national of a World Bank member country. For a list of World Bank member countries eligible to borrow, see the following URL <http://go.worldbank.org/S2ADVPZVX0>
- Be between the age of 25 and 45.
- Hold a bachelor's degree or equivalent in commerce, economics, law, or a similar discipline, with evidence of a distinguished academic record.
- Have at least four years of recent full-time professional experience in the field of tax policy and administration in the applicant's home country or in another developing country.
- Demonstrate proficiency in the English language at the level of a TOEFL score of 550 (PBT), 213 (CBT) or 79-80 (ITB) or better, or an IELTS score of 6.0 or better.
- Meet any other criteria for admission established by Keio University.
- Applicants must not be currently pursuing a Master's or Ph.D. program in industrialized countries.
- Applicants must not have had one or more years of training/studies and/or residency in an industrialized country.
- Applicants must not be permanent residents/nationals of industrialized countries.

Notes:

1. All students admitted to the Master's Degree Program in Taxation Policy and Management at Keio University will receive a Joint Japan/World Bank Graduate Scholarship.
2. The maximum period of funding is two years.
3. The award may not be deferred or extended for any reason.
4. At the conclusion of the program, recipients of the JJ/WBGSP scholarship must return to their home countries, where they will apply their enhanced knowledge and skills to help accelerate the pace of economic and social development.
5. If a student fails to obtain the master's degree within the above scholarship period, return airfare will not be provided.
6. The JJ/WBGSP does not duplicate awards from other funding agencies. If awarded a partial scholarship from other funding agencies or universities, the student must provide the JJ/WBGSP with detailed information about this scholarship.
7. Applicants should have demonstrable assurance of re-employment by an appropriate tax-related public body in their home country upon program completion.
8. Priority consideration will be given to applicants who are officials of tax administration on active service.



Graduate School of Business and Commerce
**MASTER'S DEGREE PROGRAM
IN TAXATION POLICY AND MANAGEMENT**
APPLICATION FOR ADMISSION - 2009

Keio University



Application Deadline: September 26 2008

Application documents should be sent to the following address:

JJ/WBGSP

c/o International Center, Keio University

2-15-45 Mita, Minato-ku, Tokyo 108-8345 JAPAN

APPLYING

- Application materials must be submitted by mail, and reach the International Center within the designated period.
- Applications faxed will NOT be accepted.
- No exceptions will be made for late applications. Incomplete applications will NOT be accepted.
- Applications that are copies will not be accepted.
- Application forms may also be downloaded from the homepage of the Master's Degree Program in Taxation Policy and Management: <http://www.ic.keio.ac.jp/en/study/jjwbgsp/index.html>

LETTERS OF RECOMMENDATION

The recommendation letters must be filled out by the applicant's current work supervisor, and a professor of the university from which the application graduated. The letters should be submitted, signed and sealed, together with the other materials, or it may be sent by the person making the recommendation to the International Center of Keio University.

TRANSCRIPTS, CERTIFICATES AND DIPLOMAS

Official transcripts from the University (and Graduate school, if applicable), certified copies of passport or birth certificate, as well as certified copies of diplomas, are required. A certified copy is a photocopy of the original document, and has the signature and official of the registrar or notary public. A photocopy of a certified copy is not acceptable. Documents issued in languages other than English and Japanese must be accompanied by a certified English or Japanese translation. Keio will not return any original documents submitted with an application.

PROOF OF ENGLISH PROFICIENCY

As proof of the applicant's English ability, Keio University will only accept an official TOEFL or IELTS score report.

TOEFL: Have the score report sent directly to Keio University. The TOEFL Educational Testing Service code for Keio University is 0773, and the department code for the JJ/WBGSP is 82.

IELTS: The score report should be sent directly to the International Center of Keio University.

SCREENING RESULTS

Keio will notify applicants by mail of the admission process outcome by late-December 2008.

Unfortunately, Keio University cannot respond to any inquiries before the above date. As a rule, results of the application will not be given by e-mail, phone, or fax.

Graduate School of Business and Commerce
**MASTER'S DEGREE PROGRAM
IN TAXATION POLICY AND MANAGEMENT**
APPLICATION FOR ADMISSION - 2009

Keio University



Please fill out this checklist, sign it and send it together with your application.

Application deadline: September 26, 2008

APPLICATION CHECKLIST

- Application forms (3 pages)*
- Letters of Recommendation (2) *(Recommendation from employer and Recommendation from university professor)
- Medical Certificate*
- TOEFL or IELTS results (Other certifications are not acceptable)
Date of Examination. _____
Date of arrival of score at Keio University _____
- Transcript of records (Original or certified by the university)
- Diploma/certificate of graduation (Original or certified by the university)
- True copy of passport, birth certificate or any official document showing the date of birth of the applicant
* prescribed form

Where did you hear about this program? (Check one.)

- Academic Institution Workplace
- World Bank homepage World Bank office
- Graduate of JJ/WBGSP Keio homepage
- Others: _____

Please read the following points on how application materials shall be handled:

1. Be informed that name, addresses, and other personal information shall be used for the selection process, announcement of results and other necessary procedures.
2. If necessary, Keio University may check with the university or employer regarding the validity of the certificates and recommendation letters you have submitted.

ACKNOWLEDGEMENT AND DECLARATION

I acknowledge what is written above and accept all the terms.

I also declare that to the best of my knowledge the information herein is correct and complete. I acknowledge that provision of incorrect information or the withholding of relevant information in relation to my academic and professional records may result in the withdrawal by the university of any place which may be offered. I also pledge that if selected, I can begin the program according to the academic calendar of the year for which I am accepted and can attend classes without disruption for the duration of the scholarship period.

Signed:

Date:

Name

Country

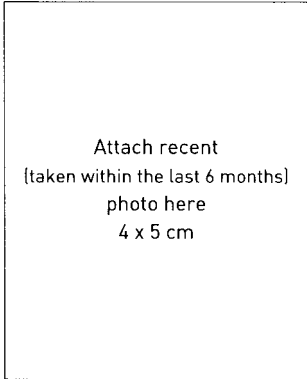
Graduate School of Business and Commerce
**MASTER'S DEGREE PROGRAM
 IN TAXATION POLICY AND MANAGEMENT**
 APPLICATION FOR ADMISSION - 2009



Type or print legibly with black or blue ink. Application due: **September 26, 2008**

1. PERSONAL DATA *Write your name as it appears in your passport or on birth certificate.

Family / Last name				
First / Given name			Middle name	
Country of citizenship				
Date of birth	Month	Day	Year	
Age	Sex M F		Marital Status Married Single	
Address for correspondence (good until April 2008)				
Home				
Address for correspondence (good until April 2008)				
Office				
Phone* () country code		Fax* () country code		e-mail address*
Home				
Phone* () country code		Fax* () country code		e-mail address*
Office				



Please list any other programs which you are applying for:

* Please give us a contact number / e-mail in case we need to contact you. As much as possible, do not use a PO box as a mailing address.

2. EDUCATION

PRIMARY / SECONDARY EDUCATION					
Type of school	Name	Country	From (mo/yr)	To (mo/yr)	No. of years

2. EDUCATION, CONTINUED

UNDERGRADUATE EDUCATION

Degree awarded		[major]
Institution/ Country		Period of enrollment (yy-yy)
Honors/ Distinction (if any)		Number of years

GRADUATE EDUCATION

Degree awarded		[major]
Institution/ Country		Period of enrollment (yy-yy)
Honors/ Distinction (if any)		Number of years

ADDITIONAL STUDIES

Other relevant subjects/courses	Institution / Country
Enrolled from: (mm/yy) to: (mm/yy)	

Have you ever studied outside your country? Yes No

If yes, please list the name and location of the institution, and any degree attained.

3. LETTERS OF RECOMMENDATION

Please provide the following information on your referees.

Full name	Title/Position	Institution



MASTER'S DEGREE PROGRAM
IN TAXATION POLICY AND MANAGEMENT
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4. EMPLOYMENT

Employment Record (List your present employment first)

Period	Name and address (city/country)	Job title and description
From: (mm/yy): To: (mm/yy): years		
From: (mm/yy): To: (mm/yy): years		
From: (mm/yy): To: (mm/yy): years		
From: (mm/yy): To: (mm/yy): years		

5. FUTURE PLANS

Please describe your future career plans after completing the program.
(Please do not write more than can fit in the space provided on this page.)

Name

Country

6. STUDY PLAN

Describe the field of interest in which you hope to develop expertise, and your plan for doing so. You should also discuss the practical applications such study would have after you complete the program.

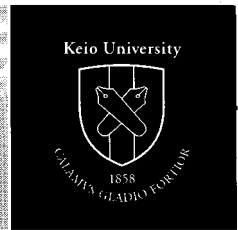


Keio University
**MASTER'S DEGREE PROGRAM
IN TAXATION POLICY AND MANAGEMENT**
APPLICATION FOR ADMISSION - 2009

7. PERSONAL STATEMENT (OPTIONAL)

Discuss your strengths as an applicant to this program. You should explain your academic and professional background, your motivation for undertaking this program, and any other things you would like the reviewer to know. In discussing your professional background, you should describe your responsibilities, projects undertaken, and other professional accomplishments that demonstrate your experience in taxation. (Use the back side if necessary.)

Graduate School of Business and Commerce
**MASTER'S DEGREE PROGRAM
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 APPLICATION FOR ADMISSION - 2009



Recommendation Letter (From applicant's university or graduate school) Due September 26, 2008

Applicant's Family name, First name, Middle name	Applicant's country
--	---------------------

1. How long, and under what circumstances have you known the applicant?

2. Please rate the applicant according to the categories listed below.

	weak lower 50%	fair top 50%	good top 25%	very good top 15%	excellent top 5%	not known
Intellectual potential						
Analytical ability						
Creativity						
Motivation						
Independence						
Maturity						
Cooperation with others						
English skill (written)						
English skill (oral)						

Please provide additional comments on the applicant.

Give your opinion on the applicant's potential for success in the course and afterwards.
 Describe the applicant's academic strengths, and any weaknesses. Use the back side if necessary.

Indicate your overall evaluation of the applicant.

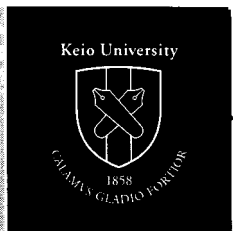
- Strongly recommended
 Recommended with reservation
 Not recommended

Signature:	Date
Name:	Title:
Institution/Address:	

To referee: Please seal this form in an envelope, signing your name across the seal. This letter should be submitted to the university unopened by the applicant with other application materials. Alternatively, you may send the letter directly to:

JJ/WBGSP
c/o International Center, Keio University, 2-15-45 Mita, Minato-ku, Tokyo 108-8345, Japan

Graduate School of Business and Commerce
**MASTER'S DEGREE PROGRAM
 IN TAXATION POLICY AND MANAGEMENT**
 APPLICATION FOR ADMISSION - 2009



Recommendation Letter (From applicant's place of employment) Due September 26, 2008

Applicant's Family name, First name, Middle name	Applicant's country
--	---------------------

1. How long, and under what circumstances have you known the applicant?

2. Please rate the applicant according to the categories listed below.

	weak lower 50%	fair top 50%	good top 25%	very good top 15%	excellent top 5%	not known
Intellectual potential						
Analytical ability						
Creativity						
Motivation						
Independence						
Maturity						
Cooperation with others						
English skill (written)						
English skill (oral)						

Please provide additional comments on the applicant.

Give your opinion on the applicant's potential for success in the course and afterwards.
 Describe the applicant's professional strengths, and any weaknesses. Use the back side if necessary.

Indicate your overall evaluation of the applicant.

- Strongly recommended
 Recommended with reservation
 Not recommended

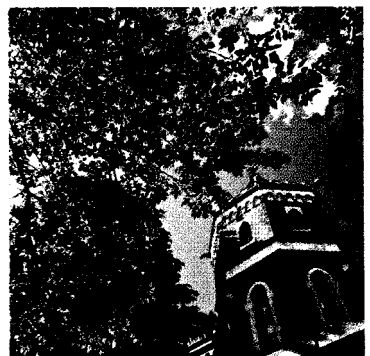
Signature:	Date
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JJ/WBGSP
c/o International Center, Keio University, 2-15-45 Mita, Minato-ku, Tokyo 108-8345, Japan

....We wish to assure the government and good people of Japan, the World Bank, Keio University, and our professors, that with the know ledge acquired in Japan, we are in a better position to contribute more meaningfully to the development of our respective countries. We hope that the bond offriendship between our governments and Japan would further grow and glow....

John GASINU, Cohort3
Ghana





Keio University

Master's Degree Program in Taxation Policy and Management, JJ/WBGSP

c/o International Center, Keio University

2-15-45 Mita, Minato-ku, Tokyo 108-8345 JAPAN

Tel: +81 (3) 5427-1616

Fax: +81 (3) 5427-1638

e-mail: ic-jjwbgsp@adst.keio.ac.jp

<http://www.ic.keio.ac.jp/en/study/jjwbgsp/index.html>