

INFORMATION FOR SPECIAL STUDENTS

Graduate School of International Management (GSIM)

International University of Japan (IUJ)

SPECIAL STUDENT OF GSIM

A special student of the Graduate School of International Management (GSIM) can obtain credits from courses he/she takes.

However, a special student cannot obtain a degree. A special student shall attend not only the classes but also participate in discussion in the classes and must take examinations the same as the regular students. Courses a special student may take are limited, in principle, to non-language courses.

The period of special student status is at least one term and at most one year while it may be extended at his/her request.

ELIGIBILITY

The Graduate School of International Management considers individuals with one of the following qualifications to be eligible applicants:

- (1) Those who hold, or are about to receive, their bachelor's degree from an accredited four-year college or university and who have completed a minimum of sixteen years of formal schooling.
- (2) Those who hold a bachelor's degree in a country where less than 16 years of formal schooling is required for completion of that degree program and who have one or more years of research experience subsequent to their bachelor's degree at an academic institution; minimum age of 22. (An official letter attesting to the academic research experience is required as part of the application documents.)
- (3) In some cases, those who hold a bachelor's degree from an educational institution in a country where 15 years of formal schooling is required for completion of that degree program but have no research experience may be regarded as eligible applicants based on their undergraduate performance.
- (4) Those who have completed two years of education beyond secondary school (such as junior college or vocational school), have more than two years of work experience, a minimum age of 22, and submit an additional essay on the topic of "unique features of my work experience and how they contribute to the Graduate School of International Management at IUJ".

While there is no restriction as to the applicant's content of undergraduate education, nationality, age, or sex, the applicant's facility in written and spoken English is a vital point to be evaluated as all the courses at IUJ are taught in English.

TIME OF ENROLLMENT AND APPLICATION DEADLINES

Starting date of enrollment is at the beginning of each term. IUJ has adopted a three-term system (10 weeks + 1 examination week per term). Courses in the GSIM are completed within each term. Approximate period for each term and application deadlines are as follows:

	Period of each term	Application deadline*
Fall term	Early October – Late December	June 1
Winter term	Early January – Late March	November 1
Spring term	Early April – Middle of June	February 1

*Those non-Japanese applicants must make arrangements to obtain their "college student visa" prior to enrollment by themselves. In principle, it takes at least one month to obtain the visa as long as all documents are in order. This may vary according to the country in which the applicant lives. Therefore, they are advised to submit application documents earlier than the above-mentioned deadline.

APPLICATION ITEMS

An individual who would like to be a special student must submit the following documents by the appropriate deadline.

1. Application Form

2. Letter of Guarantee

3. GMAT Score

An official GMAT score taken within five years prior to the time of enrollment and sent directly to IUJ from Pearson VUE is required. IUJ's institution code is BV1-7F-20. The GMAT is required of all applicants. There are no exceptions under any circumstances. Nor can the applicant substitute other tests (e.g. GRE) for the GMAT.

If you have not taken GMAT, you are requested to take GMAT at least 4 weeks before the application deadline. For registration, please refer to <http://www.mba.com/>

4. TOEFL / IELTS Score

An official TOEFL or IELTS score taken within two years prior to the time of enrollment and sent directly to IUJ from ETS or the British Council (or an IELTS test center) is required. IUJ's ETS institution code is 0712. IELTS includes General Training and Academic Modules in the reading and writing sections. You should take the Academic Modules.

If applicants meet either of the exemption rules below, however, they are exempt from the TOEFL/IELTS requirement.

1. Those whose native language is English. (Australia, Canada, Ireland, New Zealand, the UK, and the USA are considered as native English speaking countries.)
2. Those who have formally completed an undergraduate or graduate program in which the medium of instruction is English in one of the following countries: Australia, Canada, India, Ireland, New Zealand, Philippines, Singapore, the UK, and the USA.

If you have not taken TOEFL/IELTS, you are requested to take TOEFL/IELTS at least 5 weeks before the application deadline. For registration, please refer to <http://www.ets.org/toefl/> or <http://www.ielts.org/>

5. College Certificates

- a. Official transcript of academic record, and
- b. Certificate of graduation/degree

You should request official English certificates/transcripts from every undergraduate or graduate college/university you have attended. The transcripts need to include the names and grades for all courses taken. The certificates must be sealed in an envelope with the college/university's name on it. The envelope must be signed across the sealed flap by an official of the institution. If you are currently enrolled in an undergraduate/graduate program, you must submit an official transcript covering courses completed by the time of application and an official letter certifying the specific date and title of the expected degree upon completion of the program.

NOTES:

- Photocopies of certificates/transcripts are not acceptable.
- Once certificates/transcripts have been opened, they are not acceptable.
- Certificates/transcripts without the institution's stamp or signature of registrar are not acceptable.
- If a college/university has a policy not to issue official transcript/certificate more than one, you may submit photocopies verified by the college/university or a notary public.
- If a college/university cannot issue an official English certificate/transcript, you are required to submit both the official certificate/transcript written in its original language and its English translation made by a professional translator. They should be in the same envelope, which must be signed across the sealed flap by a translator.

6. Three Photos

The photos should be: 1) Facing front with no hat; 2) 4cm×3cm without margin; 3) Taken within the past 3 months; and 4) Print your name on the back of your photo(s). One is to be attached on the first page of the application.

7. Academic Research Experience (if applicable)

Those who are applying for IUJ under the Eligibility category (2) must submit a letter written by an official at the academic institution where the research was conducted. This letter should include: 1) the title or topic of the research, 2) a summary of the research, and 3) the specific time period during which the research was conducted.

8. Additional Essay (if applicable)

Those who are applying for IUJ under the Eligibility category (4) must submit an additional essay on the topic of "unique features of my work experience and how they contribute to the Graduate School of International Management at IUJ".

9. Certificate of Alien Registration (*Touroku Genpyo Kisaijikou Shoumeisho*)

Applicants who are non-Japanese nationals and residents of Japan must submit a "Touroku Genpyo Kisaijikou Shoumeisho", available from the city/town where they are registered. A photocopy of the Alien Registration Card in the applicant's possession is NOT acceptable

NOTE: Application materials and supporting documents become the property of IUJ and will not be returned under any circumstances.

ADMISSION PROCEDURES

The faculty meeting will consider and decide whether to admit or reject an applicant based on their application documents submitted. Individual notification of screening results for both successful and unsuccessful applicants will be sent. 'Notification of Successful Result' does not constitute any guarantee of your admission. An official LETTER OF ADMISSION will be issued to you upon payment of the admission fee and submission of medical examination report.

It is the applicant's responsibility to make sure that all required procedures for obtaining visa are done in time.

STUDENT EXPENSES

1. Admission fee	120,000 yen (one payment only)
2. Tuition fee	85,000 yen/1credit course 170,000 yen/2credit course
3. Cost of living	
Single student dormitory (room charge*)	32,000 yen/month
(utility charge)	5,000 yen/month (Variable)
Meals in the cafeteria (three time a day)	40,000 yen/month (Variable)
Photocopies and educational materials	20,000 yen/month (Variable)

*Room rent and the basic telephone rate are included in the dormitory room charge.

NOTES:

- A special student can take up to 11credits in a term.
- IUJ does not offer any scholarships for special students.
- Cost of living expenses will vary according to individual needs.

CONTACT ADDRESS

GSIM Admission
International University of Japan
777 Kokusai-cho, Minami Uonuma-shi
Niigata 949-7277 JAPAN
Phone: 025-779-1500 <from overseas: +81-25-779-1500>
Fax: 025-779-1188 <from overseas: +81-25-779-1188>
e-mail: admgsim@uij.ac.jp

PROTECTION OF PERSONAL INFORMATION

All personal information that IUJ obtains from applicants will be used solely for the purpose of admission screening and the student registration process in subsequent admission procedures. All application information and supporting documents provided by applicants will remain confidential and will not be released to third parties without prior permission of the applicants.

APPLICATION FOR SPECIAL STUDENT

Graduate School of International Management

International University of Japan

Note: Please write all names and addresses in both the Roman alphabet and Chinese characters (if applicable).
Please type or use Block letters to fill out application.

NAME (Legal name—same name used in passport):

Last (Family)

First

Middle

PREFERRED NAME: _____ GENDER: (Please circle) Male Female

BIRTH DATE: _____ AGE: _____

Month

Day

Year

At Enrollment

BIRTH PLACE: _____ NATIONALITY: _____

Country

same one used in passport

MARITAL STATUS: (Please circle) Single Married

CURRENT ADDRESS (Valid Until: _____): _____

Month

Day

Year

State/Country

Postal Code

TEL: Home: _____ Business: _____

FAX: Home: _____ Business: _____

E-mail: Primary: _____ Secondary: _____

PERMANENT ADDRESS: _____

State/Country

Postal Code

TEL: _____ FAX: _____

PRESENT STATUS: (Please circle) Student Employed (Full-time) Employed (Part-time) Unemployed

TERM(S) OF ATTENDANCE

For what period are you applying for enrollment?

From: _____ To: _____

Term/Year

Term/Year

FIELD OF INTEREST

1. _____ 2. _____

FINANCIAL STANDING

How are you going to finance your study at IUJ?

Sponsor: Person or company/foundation responsible for your educational and living expenses at IUJ.

Name of Sponsor: _____
(If your study at IUJ will be sponsored by a company/foundation, please write also the name of the contact person.)

Relationship: _____

Address: _____

Postal Code

Telephone: _____ Fax: _____ E-mail: _____

Passport photo must be attached.
Signature on back.
4 x 3 cm
without margin.
Taken within
past 3 months.

STUDY AND RESEARCH PLAN

Explain in detail the particular study and research interests you intend to pursue at this university. You may attach an additional sheet if needed.

PLANS AFTER COMPLETING STUDY AT IUJ

You may attach an additional sheet if needed.

PLEDGE

I certify that the information given in this application is complete and accurate to the best of my knowledge, and, if admitted, I agree to comply with the rules and regulations of IUJ.

Signature

Date

A LETTER OF GUARANTEE

To: President of International University of Japan

Name of Applicant: _____

Date of Birth: _____

Nationality: _____

I shall be responsible as a guarantor for the good behavior of the above named while enrolled in International University of Japan, and I guarantee his/her conduct and all the educational expenses for him/her. In token of this pledge I affix my signature.

Name of Guarantor: _____

Address: _____

Occupation: _____

Relationship with the Applicant: _____

Date: _____
 Month Day Year

Signature: _____