



## 2019 Admissions Guidelines

(MBA/JGDP overseas additional 3rd intake)

### Graduate School of International Management (GSIM)

- 2-year MBA Program
- 1-year MBA Program
- Japan-Global Development Program (JGDP)

Dear Applicant:

We are pleased to learn of your interest in the graduate education at the International University of Japan (IUJ).

IUJ, in accordance with the international emphasis embodied in its founding principles, welcomes well qualified students from a variety of backgrounds and from various parts of the world to join its graduate level programs taught in English.

As a graduate school chartered by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT), IUJ must operate within the government policies governing educational institutions. Therefore, some of our application requirements and procedures differ from those in other countries. This guide contains information to enable all applicants to complete the application process smoothly. Some information may not be applicable to you, so please read the "notes" sections if there is doubt, or ask the Admissions staff. Please prepare your application, online, carefully in line with all the instructions given in this guideline.

This guide, along with the IUJ brochure and website, should answer most of your questions about the admissions process. Please do not hesitate to contact us if you need further assistance.

**To apply to IUJ, please access the online application site at <http://www.iuj.ac.jp/admis/>**

### ***Master's Programs Offered by GSIM***

- **Graduate School of International Management (GSIM)** offers 3 master programs:
  - 2-year MBA program  
(MBA – Master of Business Administration)
  - 1-year MBA program  
(MBA – Master of Business Administration)
  - Japan-Global Development Program - 2 year program  
(JGDP – Master of Business Administration)

Before you apply, please read the detailed introduction about the objectives and curricula of each program in the brochure or websites. Please note, that cross-registration between programs and schools is encouraged to customize your IUJ education, but the degree you select is very important for your professional growth.

GSIR: <http://www.iuj.ac.jp/gsir/>   GSIM: <http://www.iuj.ac.jp/gsim/>   IUJ main page: <http://www.iuj.ac.jp>

*Note: IUJ does not offer any undergraduate degrees.*

## Minimum Qualifications for Admission

The International University of Japan considers individuals with one of the following qualifications to be an eligible applicant:

- A. Those who hold, or are about to receive, their bachelor's degree from an accredited four-year college or university in a country where 16 years of formal schooling is required.
- B. Those who hold, or are about to receive, their bachelor's degree from an educational institution in a country where 15 years of formal schooling is required may be regarded as eligible applicants based on their undergraduate performance.
- C. Those who hold a bachelor's degree in a country where 14 years of formal schooling is required and who have one year of research experience subsequent to their bachelor's degree at an academic institution; minimum age of 22.  
*Note: An official letter attesting to the academic research experience is required as part of the application documents.*
- D. Those who hold a bachelor's degree in a country where 14 years of formal schooling is required or an associate's degree (one of the higher tertiary degrees issued usually after 14 years of schooling by such educational institutions as junior colleges in the U.S.A., Japan or other countries that have compatible education systems), minimum age of 22, has 2 years of work experience, and whose demonstrated academic ability is recognized as equivalent to that of a bachelor's degree holder by IUJ prior to application. Those in this category, please contact the IUJ Admissions team for details.

< Minimum years of education table >

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
A	Primary + Secondary												Bachelor			
B	Primary + Secondary + Bachelor with sufficient performance															
C	Primary + Secondary + Bachelor														Research exp.	
D	Primary + Secondary + Bachelor/Associate														Full time work exp.	

### Special considerations for 1-year MBA program:

In addition to holding a bachelor's degree, the applicants for 1-year MBA program are expected to have strong work experience. A minimum of 3 years of work experience is required, five years or more work experience is preferable.

## Admissions Policy

The fundamental objectives of the Admissions Committees at IUJ is to admit to our graduate programs as many of the most competent students as possible, within the limits of the number of places available in each school (see below).

In order to select the most competent students, the committee will review all the applicants individually and on the basis of several criteria listed below, through interviews (domestic applicants) and/or documentary screening. IUJ does not use a predetermined formula for rating the content of undergraduate education, nor does it use quotas based on nationality, age, or gender.

### **【Graduate School of International Management】**

The Graduate School of International Management of IUJ is dedicated to developing tomorrow's leaders.

Eligible applicants who meet one of the minimum qualifications described above, will be reviewed on the basis of the following criteria:

1. Well-defined motivation to pursue graduate studies; clear research and/or career goals which IUJ can support
2. Demonstrated scholastic achievement at the undergraduate level
3. Aptitude and potential to become a leader who can significantly contribute to and/or manage increasingly globalizing organizations
4. Maturity for a demanding academic experience
5. Fair sense of values to be able to become a member of our multinational and multicultural IUJ community with an interest in understanding different cultures, drive to actively communicating with others, and desire to create a world-wide human network
6. Applicants should demonstrate the aptitude and potential to understand global business and act with a socially responsible conviction
7. In addition, the applicant's skills in written and spoken English is a vital point to be evaluated as all the courses at IUJ are taught in English

## Number of Students and Time of Enrollment

### Type of Applicants

IUJ receives applications from two groups:

**Domestic Applicants** (residents of Japan, regardless of nationality. "Resident" means Japanese passport holders who are living in Japan through the Admissions deadlines, or those holding a non-Japanese passport but have a

Resident's Card or Alien Registration card, and with re-entry permissions into Japan on any type of visa at the time of application and through the Admissions deadlines), and

**International Applicants** (residents of countries other than Japan, regardless of nationality. This implies: Japanese nationals with residential permissions in a 2<sup>nd</sup> country and who are living in that country through the Application/Admissions process; or non-Japanese with no status in Japan through the Application/Admissions) Admissions guidelines and fees are slightly different for domestic and international applicants.

### Number of Students

The GSIM will admit up to 90 students for the MBAs and JGDP programs combined.

### Time of Enrollment

Fall Term (beginning in September of each year)

## **Decision Cycles and Admission Schedules**

International applicants should submit all required documents online by the stated deadline. Incomplete applications and applications received after the deadline will not be considered. Document screening will be conducted immediately following the application deadline(s). The decision whether or not to admit a candidate will be based on evaluation of all the required documents submitted.

### **Admission Schedules**

Application Deadline (Documents must reach IUJ by)	Announcement of Admission Results (at 13:00 Japan time)	Deadline for Admission Procedures
April 25, 2019(Thu)	May 29, 2019(Wed)	June 21, 2019(Fri)

## **Required Application Materials**

You need to submit the items below through online application. Incomplete applications will not be considered. **Items in BOLD are required for all applicants.** Any discrepancy found in your documentation could be means for IUJ to overturn any admissions decisions either before you begin the program or thereafter.

1. **Online application**
2. **Personal Statement**
3. **Research Topic**
4. **Scanned College Certificates** from all undergraduate and graduate schools attended:
  - a) Transcripts and b) Certificates of graduation/degrees
5. **2 Recommendation Letters**
6. **English Test Score: TOEFL, IELTS or TOEIC Score Report** (See exemption policy below)
7. **GMAT score or alternative test score**
8. **Application Fee**
9. Passport Copy (those already holding an internationally recognized passport)
10. Letter Attesting to Academic Research Experience (those under category (C) in Minimum Qualifications *only*)

### **1) ONLINE Application**

Create your application ID and Password online at <http://www.iuj.ac.jp/admission/online/>. Then, after receiving an email confirmation, return to the online site, log on and fill in all the sections in the 1<sup>st</sup> Phase (basic and required information), and then proceed to the 2<sup>nd</sup> Phase (supplemental information). Keep your ID and Password safe as you will need it each time you log on, and your ID to communicate with the IUJ Admissions staff smoothly.

#### **Sections include:**

##### **1<sup>st</sup> Phase:**

- ✓ **Personal Data:** Your basic demographics
- ✓ **Sponsorship:** Indicate if a government or company is sponsoring you or if you are privately funded
- ✓ **Academic Background:** Where you attended school showing 16 years of education
- ✓ **Full-time work experience:** Where you worked in a professional capacity full time
- ✓ **Internship and Volunteering:** Other experiences relevant to your career development
- ✓ **English Test score**
- ✓ **GMAT, GRE test score**
- ✓ **Personal Statement:** Your goals for attending IUJ

## 2019 IUJ Admissions Guidelines

- ✓ **Research Topic:** What kind of research you plan to conduct at IUJ
- ✓ **Recommendation**
- ✓ **Application Fee**
- ✓ **Identification:** Passport copy, Residence card copy etc.

### 2<sup>nd</sup> Phase:

- ✓ **Scholarship:** Optional, and for those privately funded requiring financial support
- ✓ **Questionnaire:** to help IUJ improve
- ✓ **Submit button:** to finally inform IUJ you are ready for your online information to be reviewed

Please complete each section of the online application in English as fully and accurately as possible. Please respond to all questions.

## 2) Personal Statement

Write, independent from the assistance of others, your personal statement and upload it using the online application system. We suggest you write it off line, and after careful checking, upload .doc, .docx or pdf file nicely formatted. Length: Between 400 and 600 words.

Please carefully note the topic of your statement requested by the GSIM admissions teams.

### **GSIM Applicants:**

Focus your statement on your Career Plans:

- Describe your short- and long-term career plans and how the IUJ program, with a significant international emphasis, will contribute to the achievement of your career goals.
- How important is the international management component of the IUJ program to the realization of those goals?

## 3) Research Topic

In the section provided, please note the title and topic of your proposed IUJ Thesis in less than 200 words. The topic should be related to your Personal Statement.

## 4) Scanned College Certificates

- a. **Transcript of academic record**
- b. **Certificate of graduation/degree**

Through the online application system, submit scanned certificates and transcripts written in (or translated into) **English** from every undergraduate or graduate college/university you have attended. The transcripts need to include the names of all courses taken and grades received.

If you are currently enrolled in an undergraduate/graduate program, you must upload 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:

- Certificates/transcripts without the institution's stamp or signature of registrar are not acceptable.
- 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.
- Upon an offer of admission the official transcript and certificate must be submitted.

## 5) Two Recommendation Letters

Using the online application system, input the name, title and email address of two people you wish to have recommend you. The email address given must be to their professional email account, and not a gmail, hotmail, or yahoo (etc) account. Your recommender(s) should be 1) an academic advisor or professor, and 2) an immediate supervisor from your work, and/or a company official. An automatic request email will be sent to the two professionals you indicate by IUJ, with a link to receive the Recommendation Letter form. They will be requested to fill out the form and reply it to IUJ by email. We highly suggest you inform your recommenders about this process ahead of you submitting their names to IUJ.

If you are not in a position to submit confidential statements from two different types of recommenders as indicated above,

two statements provided by different individuals from the academic institution you have attended, or your workplace shall be acceptable. Every effort should be made to have the statements written in (or translated into) English.

#### **6) English Test Score:** TOEFL\*, IELTS\*\* or TOEIC\*\*\* Score Report

An official TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) score is required of applicants who do not fall into **English Test Exemption Policy** below.

\* IUJ's institution code for TOEFL score reporting is **0712**.

\*\* Note: IELTS includes General Training and Academic Modules in the reading and writing sections. You should take the **Academic Modules**.

\*\*\* Note: You may also submit an official TOEIC (Test of English for International Communication) score certificate. However, we strongly recommend you to take a TOEFL or IELTS test.

\*\*\* Note for the domestic special screening applicants: TOEIC IP TEST taken at their sponsoring organizations are acceptable. Please contact us for further instructions.

The test score is valid as part of the application documents for admission if it was obtained within the two years prior to the time of application.

Please make your test appointment early enough to allow your scores to be reported before our due date.

Approximate delivery dates required:

TOEFL iBT: 5 weeks, PBT: 7 weeks (<http://www.ets.org/toefl/>).

IELTS: 4 weeks (<http://www.ielts.org/>).

TOEIC: 4 weeks (<http://www.ets.org/toEIC/>).

Your TOEFL/IELTS/TOEIC test information must be correctly note in the appropriate section of the online application. If you are exempt from submitting a test score (see categories below), you may indicate so in that section after carefully reading our exemption policies. If you have any questions be sure to ask the Admissions staff.

#### **English Test Exemption Policy**

Those who fall into one of the following categories are exempted from submitting an English Test score (TOEFL, IELTS or TOEIC):

- Category 1:** Students whose mother tongue is English and who lived and were largely educated in one of the following countries: **the U.S.A., the U.K., Canada, Australia, New Zealand, and Ireland**, where English is the national language.
- Category 2:** Students who have formally completed or are expected to complete an undergraduate or graduate program (in English) in one of the countries of Category 1.
- Category 3:** Students who have formally completed or are expected to complete an undergraduate or graduate program in an English-medium institution in one of the following countries:  
**Asia-Pacific:** India, the Philippines, Singapore **The Americas:** Barbados, Jamaica, Trinidad and Tobago, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines **Africa:** Botswana, the Gambia, Ghana, Kenya, Liberia, Malawi, Sierra Leone, South Africa, Uganda, Zambia, Zimbabwe  
**Europe:** Malta

***Students who fall into Category 2 and 3 must submit evidence that the medium of instruction at the undergraduate or graduate university was (is) English.***

*Note: We are aware there are other countries where English is one of the official languages, and that other countries' schools may be conducted in English. However, IUJ policies do not include them. All others are required to submit a TOEFL, IELTS or TOEIC as part of their application documents.*

Priority will be given in the admissions process to applicants who have at least the following English scores:

TOEFL: Paper-based exam	550
Internet-based exam	80
IELTS:	6.5
TOEIC:	800
(No other English test score is accepted)	

Those falling below the recommended test scores, but who are admitted to IUJ, are highly recommended (or in some cases, as a condition of admissions) to attend the Intensive English Program during the summer (8 weeks) before their first term of IUJ.

#### **Note on IUJ English Classes Exemptions**

Please be aware that on-campus English exemption tests will be administered in late September for the purpose of deciding which new students need to enroll in English classes that are held in the regular terms. Information concerning which new students are exempted from these on-campus tests is contained in the document, 'English Exemption Policies for IR & IM Students' which is included in the packet of documents sent to all admitted students.

## 2019 IUJ Admissions Guidelines

**Note on Japanese Language requirements:** Applicants are not required to know any Japanese language because the medium of instruction at IUJ is English

### 7) GMAT or alternative test score\*

A GMAT (The Graduate Management Admission Test) score is required of all GSIM applicants. **The test score is valid as part of the application documents for admission if the score is obtained within five years prior to the time of application.** Priority will be given to applicants who have higher GMAT score (550 in principal) for scholarship considerations.

Please make your test appointment early enough to allow your scores to be reported before our due date.

IUJ's institution code for GMAT score reporting is **BV1-7F-20**.

**\*Alternative:** If for logistical reasons taking the GMAT is not possible for you, you may submit a GRE (general) test score. The IUJ GRE Designated Institution code is **0712**

Your GMAT/GRE result must be indicated in the appropriate section online. In addition to indicating your results online, the original test scores must be sent from the testing body to IUJ by the deadlines.

### 8) Application Fee

**5,000 yen**

All applicants are required to submit a non-refundable application fee. There are **no exceptions**.

**Payment options** (The online application system will guide you to your payment options)

**International applicants:** Bank transfer or Flywire\*

\*Online platform that enables international students to make educational payments. In case Flywire is unavailable in your country, you can pay by Credit card (VISA, MASTERCARD, American Express, JCB, UC).

<Bank Information>

Name of the Bank:	Hokuetsu Bank (Bank No. 0141)	北越銀行 (銀行番号: 0141)
Branch Name:	Yamato Branch (Branch No. 510)	大和支店 (支店番号: 510)
Account Name:	Kokusai Daigaku Kenteiryō-guchi	学校法人国際大学検定料口
Savings Account No:	111130	111130 普通預金
Routing No. (SWIFT code):	HETSJPJT	
Bank Address:	996 Urasa, Minamiuonuma-shi, Niigata-ken 949-7302 JAPAN	
	TEL: +81-25-777-3145	FAX: +81-25-777-4129

Notes:

- 1) Payer's name must be APPLICANT'S NAME.
- 2) **Applicants are responsible for all the remittance charges incurred.**

### 9) Passport Copy

If you have an international passport, submit a copy of the pages showing your full name, nationality, date of birth, photograph, passport number and expiration date. Include any and all visas relevant to Japan.

### 10) Letter Attesting to Academic Research Experience (those under Category (C) in Minimum Qualifications *only*)

Those applying to IUJ under the **Minimum Qualifications for Admission Category (C)** must submit a signed letter attesting to your academic research experience written by an official at the academic institution where the research was conducted. The letter must include 1) the title or topic of research, 2) a summary of the research, and 3) the specific time period during which the research was conducted.

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## Application for Scholarship

IUJ selects scholarship candidates from the pool of successful applicants at the time of admissions decisions. Those requiring financial support fill in the required online section, in the 2<sup>nd</sup> phase of the online application process, or indicate that no scholarship is needed in that section.

Scholarships available in this supplemental intake are as follows.

### **For Non-Japanese Applicants**

IUJ grants S. Nakayama Memorial Scholarships to qualified non-Japanese applicants. All non-sponsored applicants are

eligible to apply for this scholarship. IUJ also recommends qualified Non-Japanese applicants to scholarship programs provided by our affiliated organizations such as AEON (AEON 1% Club), etc.

For more details, please refer to the “**IUJ Scholarship Guidelines for Non-Japanese Applicants**” on the website at <http://www.iuj.ac.jp/admis/scholarship/>

### ***For Japanese Applicants***

IUJ grants S. Nakayama Memorial Scholarships or a loan program to qualified Japanese applicants. All non-sponsored applicants are eligible to apply for them. Those who would like to apply for this financial aid should fill out the “Scholarship Application for Japanese Applicants” by the deadlines, and mail it to the Admissions Office attaching a “Certificate of Income” “Gensen Choshusho”, “Kakutei Shinkokusho” etc.

For more details, please refer to the IUJ Scholarship Guidelines for Japanese Applicants.

To be considered for the above-mentioned scholarships, complete the online application form in the 2<sup>nd</sup> phase of the online system.

Applicants are strongly encouraged to seek alternative sources of funding on their own, as not all those admitted to IUJ programs can be supported through IUJ administered processes.

Financial planning is especially important for non-Japanese applicants in obtaining a Certificate of Eligibility (CE) needed to obtain a College Student Visa. You will be required to prove to the consular officer and the Japanese Ministry of Justice that you have sufficient funds to cover expenses for study in Japan, such as the university's tuition and fees and living expenses (housing, food, clothing, etc.).

Notes:

- Application for scholarships does not affect IUJ's consideration of a student's application for admissions.
- If you do not submit a scholarship application, you will not be considered for a scholarship.
- Deadlines for scholarship applications are the same as admission application deadlines. A scholarship application must be submitted online along with the complete set of application materials for admission.
- There are no chances to apply for financial aid to cover tuition after entering IUJ, except the MEXT scholarships which are highly competitive. Students may have an opportunity to apply for some scholarships that cover only partial living expenses after enrollment, such as offered by JASSO. The selection process is competitive.

## ***Application Acknowledgment***

As IUJ receives your completed online application forms, and other required application materials/test scores and the supporting documentation, IUJ will send you acknowledgment messages explaining your application status, usually by E-mail. The acknowledgement will contain the same unique application ID number you were given when you started your application online.

**We ask you, too, to use your Application ID number in all correspondence you may make with IUJ to help us identify you and provide timely support.**

## ***Admissions Results***

You can confirm your admission result online with your online application account on the dates of announcement of admissions results listed in the table on the previous page. For successful applicants, we will send the admission package by express registered mail to each applicant. If you do not receive the documents from IUJ in a timely manner (appropriate to your location and express mail services) contact us. A list of successful applicants will also be posted at IUJ's Urasa campus at 13:00 Japan time on those dates. Admission decisions cannot be released by telephone or email, in principle.

**Announced decisions are final. IUJ will not answer any inquiries about unsuccessful results.**

## ***Admission Procedures***

If you are accepted, A Notification of Successful Result will be sent to you by postal mail. It does not constitute a guarantee of admissions. Successful applicants will be requested to inform us of their intention to enroll, and will be asked to submit some additional documents and pay the Admissions Fee. These actions are referred to as “Admission Procedures”. Details of admission procedures are mailed to successful applicants along with the admissions results. Only those who complete the admission procedures will be issued an official LETTER OF ADMISSIONS. This letter, along with a Certificate of Eligibility which IUJ will help you obtain, is used to apply for your College Student Visa from the applicant's local Japanese embassy or consulate. Those who fail to complete these procedures will be considered to have declined IUJ admissions.

**Deferred admission is not offered at IUJ.**

### ***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 any third party without prior permission of the applicants.

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### ***School Expenses***

**Admission Fee:** 300,000 yen

**Tuition:** GSIM: 2,200,000 yen per year      MBA, JGDP (2-year programs)  
3,400,000 yen      MBA (1-year program)

**Monthly Dormitory Fees** (including LAN):  
39,000 yen (Single Rooms)  
53,000 yen (Married Student Apartment)

**Monthly Living Expenses** (rough estimates):  
5,000 yen (Utilities)  
30,000 yen (Meals)

**Educational Materials** (rough estimates):  
GSIM: 90,000 yen per year

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### ***For more information and support***

**Contact Address for GSIM Applicants:**

Admissions

Master of Business Administration (MBA regular track)  
Master of Business Administration (MBA 1-year track)  
Japan-Global Development Program (JDP)

Graduate School of International Management (GSIM)  
International University of Japan (IUJ)  
777 Kokusai-cho, Minami-shi,  
Niigata 949-7277 JAPAN

E-mail: admgsim@iuj.ac.jp  
(Please use your Application ID number in every email)

Phone: 025-779-1500 (in Japan)  
+81-25-779-1500 (from overseas)



**Website Support and Resources**

Online Application: <http://www.iuj.ac.jp/admission/online/>

FAQ site: <http://www.iuj.ac.jp/faq/admission/>

Includes Application and Admissions information, and Career and Placement information

Admissions One-Point Advice site: <http://www.iuj.ac.jp/admission/advice/>

Career Counseling and Services site: <http://www.iuj.ac.jp/career/>

Alumni Information and Showcases: <http://www.iuj.ac.jp/alumni/>

Information Sessions and Open Campuses: <http://www.iuj.ac.jp/admission/opencampus/>