



## 2023 Admissions Guidelines

### Graduate School of International Relations

- International Relations Program (IRP)
- International Development Program (IDP)
- Public Management and Policy Analysis Program (PMPP)
- Japan-Global Development Program (JGDP)
- International Public Policy Program (IPPP)

### Graduate School of International Management

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

Dear Applicant:

We are pleased to learn of your interest in 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 governmental policies regulating 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 following 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 at <https://www.iuj.ac.jp/admis/>

### Master's Programs Offered by IUJ

IUJ has 2 *graduate* schools:

- **Graduate School of International Relations (GSIR)** offers 5 master's programs and 7 degrees:
  - International Relations Program - 2 year program (IRP: MA in International Relations or MA in Political Science)
  - International Development Program - 2 year program (IDP: MA in International Development or MA in Economics)
  - Public Management and Policy Analysis Program – 2 year program (PMPP: MA in Public Management or MA in Public Policy)
  - Japan-Global Development Program - 2 year program (JGDP: MA in International Relations, MA in International Development, MA in Economics, or MA in Public Management)
  - International Public Policy Program - 1 year program (IPPP: Master of International Public Policy)
- **Graduate School of International Management (GSIM)** offers 4 master's programs and 2 degrees:
  - 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)
  - Digital Transformation Program (Master of Digital Management)

Before you apply, please read the detailed introduction about the objectives and curricula of each program in the brochure or on the websites listed below. 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: <https://www.iuj.ac.jp/gsir/> GSIM: <https://www.iuj.ac.jp/gsim/> IUJ main page: <https://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 eligible applicants:

- A. Those who hold, or are expected 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 expected 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 >

	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

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

**1-year IPPP:** In addition to holding a bachelor's degree, applicants should have professional experience in government or in the public sector for 5 years or more.

## Admissions Policy

The fundamental objective of the Admissions Committee at IUJ is to admit to our graduate programs as many of the most competent students as possible, limited by 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 based on 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 Relations]**

The purpose of the GSIR screening is to find applicants who can contribute to creating a stimulating academic environment for studying important practical policy issues, especially those related to enhancing understanding among different cultures and nations, increased economic performance, good governance, establishing peace and improving living conditions throughout the world.

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' skills in written and spoken English are a vital point to be evaluated as all the courses at IUJ are taught in English.

### **[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. Applicants' skills in written and spoken English are 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 Residence Card or Special Permanent Resident Certificate), 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 GSIR will admit up to 110 students for its 5 programs per year.

The GSIM will admit up to 75 students for its 4 programs per year.

### **Time of Enrollment**

Fall Term (beginning of September of each year) in principle

## ***Decision Cycles and Admission Schedules***

### **For Domestic Applicants:**

It is mandatory for residents of Japan to sit for an online exam (an interview for all applicants and a math test for GSIM applicants who do not have GMAT/GRE scores) conducted by IUJ faculty members in English. Each program offers several opportunities for admission interviews throughout the selection cycle. These online interviews are scheduled between February and June. IUJ bases each applicant's admission decision on evaluation of the interview, test results, and application materials submitted. Applicants will be notified of the results according to the Admission's Schedule (See "Admission Schedules").

#### **Exam Site: Online**

Applicants will be informed of details relevant to the entrance examination after submission of the online application.

### **For International Applicants:**

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 and the entrance exam. Those applicants who choose to take an IUJ Math test need to be interviewed after the test. The Math test and Interview will be arranged individually after the application deadline(s).

## 2023 Admission Schedules (for both GSIR and GSIM)

### International Applicants

Round	Application Deadline	Announcement of Admission Results (at 13:00 JST)	Deadline for Admission Procedure
1st	Jan. 25 (Wed)	Mar. 17 (Fri)	Apr. 11 (Tue)
2nd	Feb. 14 (Tue)	Mar. 17 (Fri)	Apr. 11 (Tue)
3rd	Mar. 23 (Thu)	Apr. 21 (Fri)	May 14 (Sun)

#### Important Notes for International Applicants (Residents of countries other than Japan):

##### Full Scholarship Consideration Priority

1. If you would like to be considered for full scholarships such as those offered by ADB, JERA, Mitsui, etc., apply for the 1st or 2nd round. Applicants in the 3rd round have less chance for full scholarship consideration
2. If you would like to be considered for a MEXT scholarship by University Recommendation, you are requested to apply for the 1st round

##### IUJ Math test and Interview (GSIM IUJ Math Test Takers only)

IUJ Math tests and Interviews will be arranged individually for GSIM IUJ Math test takers after the application deadlines. See page 7 for details of the IUJ Math Test

### Domestic Applicants

Round	Application Deadline	Interview (Online)	Announcement of Admission Results (at 13:00 JST)	Deadline for Admission Procedure
1st	Feb. 15 (Wed)	Feb. 25 (Sat)	Mar. 16 (Thu)	Apr. 6 (Thu)
2nd	Mar. 22 (Wed)	Apr. 4 (Tue)	Apr. 20 (Thu)	May 12 (Fri)
3rd	May 1 (Mon)	May 12 (Fri)	May 25 (Thu)	Jun. 16 (Fri)
4th	Jun. 7 (Wed)	Jun. 14 (Wed)	June 26 (Mon)	Jul. 21 (Fri)

#### Important Notes for Domestic Applicants (Residents of Japan):

##### Full Scholarship Consideration Priority

If you would like to be considered for full scholarships, apply in the 1st or 2nd round. Applicants in the 3rd and 4th rounds have less chance for full scholarship consideration.

##### IUJ Math test (GSIM IUJ Math Test Takers only)

IUJ Math tests are offered online on the interview days

##### The interview serves two purposes

1. to judge the applicant's academic and professional readiness to succeed in the IUJ programs, including career goals and research interests
2. to judge the applicant's English proficiency levels and cultural adaptability skills to adjust to the diverse campus environment and thrive in it.

## 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 discrepancies 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. English Test Score: TOEFL, IELTS or TOEIC Score Report (See exemption policy below)
6. GMAT/GRE score or IUJ Math test (GSIM applicants only, see page 7 for details)
7. **Application Fee**
8. **Passport Copy or Photograph**
9. Residence Card Copy (Non-Japanese Domestic Applicants *only*)
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 <https://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 them 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:** List the educational institutions you have attended, showing 16 years of education
- ✓ **Full-time work experience:** List the organizations/companies you have worked for in a full-time professional capacity
- ✓ **Internship and Volunteering:** List other experience relevant to your career development
- ✓ **English Test score: TOEFL, IELTS, or TOEIC**
- ✓ GMAT, GRE, or IUJ Math test score (*GSIM only*)
- ✓ **Personal Statement:** Describe your goals for attending IUJ
- ✓ **Research Topic:** What kind of research you plan to conduct at IUJ
- ✓ **Recommendation:** Specify one recommender such as a professor or a supervisor from your work
- ✓ **Application Fee**
- ✓ **Identification:** Passport copy, Residence card copy etc.

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

- ✓ **Scholarship:** Optional, and for those privately funded requiring financial support
- ✓ **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 offline, and after a careful review, format the document nicely and upload it in a file such as .doc, .docx or pdf.

Word count: Between 400 and 600 words.

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

**GSIR Applicants (IDP, IRP, PMPP, JGDP, IPPP):**

While the choice of content is free, we suggest the following topics:

- Motivation for coming to IUJ;
- The kind of special research you would like to conduct, and subjects you would like to focus on
- The reason you feel that research is important

Please note: This statement is very important for the Admissions committee to assess your fit for the program you are applying.

**GSIM Applicants (MBAs, JGDP, DXP):**

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.
- Explain how important the international management component of the IUJ program is to the realization of those goals

### **3) Research Topic**

**【GSIR Applicants】**

In the section provided, please indicate the title and topic of your proposed IUJ Thesis. The topic should be related to your Personal Statement. Word count: Between 500 and 700 words

**【GSIM Applicants】**

You can download the Guidelines/Template for writing a research topic in the section provided. Write your research topic according to the Guidelines.

### **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.

If you transferred to the 3<sup>rd</sup> year in an undergraduate university after completing a 2-year college, please contact the Admissions Office about the Certificates to be submitted to IUJ.

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 prepared by a professional translator.
- At the time of admissions procedures, the official transcript and certificate must be submitted.

### **5) 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 for whom the **English Test Exemption Policy** below is not applicable.

\*The **TOEFL iBT Home Edition** (Online test) is also acceptable. 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 that you take a TOEFL or IELTS test.

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

Approximate time spans needed to meet IUJ's due date:

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

IELTS: 4 weeks ([www.ielts.org/](http://www.ielts.org/)).

TOEIC: 4 weeks ([www.ets.org/toeic/](http://www.ets.org/toeic/)).

Your TOEFL/IELTS/TOEIC test information must be correctly noted in the appropriate section of the online application. If you are exempted 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.

**Note on the exceptional measure relating to COVID-19:**

If you cannot take either an English test at a test center or the TOEFL iBT Home Edition due to COVID-19, IUJ may offer an online English skill check interview depending on your eligibility. If this applies to you, contact the IUJ Admissions Office at least 2 weeks prior to the application deadlines.

**English Test Exemption Policy**

Those who fall under 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: **Australia, Canada, Ireland, New Zealand, U.K., and the U.S.A.**, 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, Philippines, Singapore **The Americas:** Barbados, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, and Trinidad and Tobago **Africa:** Botswana, the Gambia, Ghana, Kenya, Liberia, Malawi, Sierra Leone, South Africa, Uganda, Zambia, Zimbabwe **Europe:** Malta



**Students who fall under Category 2 or 3 must submit an 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 required as a condition of admissions) to attend the Intensive English Program during the summer (8 weeks) prior to their first term at IUJ.

**Note on IUJ English Class 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 offered in 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.

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

**6) GMAT/GRE or IUJ Math test score (GSIM only)**

A GMAT/GRE (General Test) score is required of all GSIM applicants except IUJ Math Test Takers. 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 scores (550 in principle) for scholarship considerations. Please make your test appointment early enough to allow your scores to be reported to IUJ before our due date. 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 submitted online or sent from the testing body to IUJ by the deadlines.

**IUJ's institution code**

**GMAT: BV1-7F-20** (**GMAT Online Exam** is acceptable) **GRE: 0712** (**GRE Test at Home** is acceptable)

**IUJ Math Test**

The IUJ Math Test, offered online, is also an option for eligible applicants (see below). It consists of 12 questions to answer in 60 mins.

You can download sample tests in the online application system.

Applicants eligible for the IUJ Math test are as follows:

**Group 1:** Domestic applicants

**Group 2:** Digital Transformation Program applicants

**Group 3:** International Applicants in the 3rd round

Please note that **Group 3** has less chance for full scholarship consideration

The online application system will guide you to this option.  
You need to prepare a PC with a camera and microphone.

[Minimal requirements]

- MacOS Catalina (version 10.15, 2015 model or after) or Windows 10 Version 1909 (RAM 8GB)
- Broadband communication speed: 10Mbps

You must take the IUJ Math Test in a quiet room by yourself – there should be no one else in the room.

An interview will be arranged individually for the applicants in Groups 2 and 3 after the IUJ Math Test.

## **7) Application Fee**

**Domestic Applicants: 9,000 yen**

**International Applicants: 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)

**Domestic applicants:** Bank transfer or Credit card

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

\*Flywire is an online platform that enables international students to make educational payments with a lower fee than other payment methods. In case Flywire is unavailable in your country, please contact the Admissions Office (admgsir@iuj.ac.jp or admgsim@iuj.ac.jp).

<Bank Information>

Name of Bank:	Daishi Hokuetsu Bank (Bank No. 0140)	第四北越銀行 (銀行番号: 0140)
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
Routing No. (SWIFT code):	DAISJPJT	
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 remittance charges incurred.**
- 3) **If you apply for more than one program within the same graduate school, you only have to pay the application fee once.**

## **8) Passport Copy or Photograph**

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 the pages of any and all visas relevant to Japan.

## **9) Residence Card Copy** (Non-Japanese Domestic Applicants *only*)

**Domestic applicants who are not Japanese nationals** must submit a copy of their Residence Card to prove their status and address in Japan. Please be sure to upload both sides of Residence Card to your online application.

## **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 your 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**

Several scholarships are available through IUJ for highly qualified non-sponsored students. IUJ selects scholarship candidates from the pool of successful applicants at the time of admissions decisions. Those requiring financial support must fill in the required online section in the 2<sup>nd</sup> phase of the online application process. Those without any financial support needs should indicate that you are not applying for a scholarship in that section.



**For Japanese Applicants**

IUJ grants S. Nakayama Memorial Scholarships to qualified Japanese applicants. To be considered for this scholarship, complete the online application form in the 2<sup>nd</sup> phase of the online system.

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

**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 MEXT, ADB, JERA, Mitsui, etc. To be considered for such scholarships, complete the online application form in the 2<sup>nd</sup> phase of the online system.

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

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 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:

- Recipients of any scholarships obtained through IUJ including the S. Nakayama Memorial Scholarship must have a Student Visa.
- Results of external scholarship selections are not available to IUJ until after mid-March or later each year. Moreover, non-Japanese applicants who are recommended by IUJ to an external scholarship foundation for consideration need to complete a separate application process (The Admissions staff will guide you on a timely manner) and wait for the final decision which can take until the middle of July.
- 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 any scholarships.
- 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. Students may have an opportunity to apply for some scholarships that cover only partial living expenses after enrollment, such as the JASSO Scholarship. The selection process is competitive.

**Application Acknowledgment**

As IUJ receives your completed online application forms, and other required application materials/test scores and supporting documentation, IUJ will send you acknowledgment messages explaining your application status, usually by email. 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 email to each applicant. Admission decisions cannot be released by telephone, in principle.

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

**Admission Procedures**

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. 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 Student Visa from the applicant's local Japanese embassy or consulate. Please note that a student visa will be required to receive any scholarships through IUJ. Those who fail to complete these procedures will be considered to have declined IUJ admissions. **Deferred admission is not offered at IUJ.**

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## ***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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## ***Other***

Prospective applicants with disabilities are encouraged to contact the Admissions Office in advance.

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## ***School Expenses***

**Admission Fee:** 300,000 yen

<b>Tuition:</b>	<b>GSIR:</b>	<b>3,200,000 yen per year</b>	<b>IRP, IDP, PMPP, JGDP (2-year programs)</b>
		<b>3,900,000 yen</b>	<b>IPPP (1-year program)</b>

	<b>GSIM:</b>	<b>3,200,000 yen per year</b>	<b>MBA, JGDP (2-year programs)</b>
		<b>3,900,000 yen</b>	<b>MBA, DXP (1-year programs)</b>

**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):

**GSIR:** 30,000 yen per year

**GSIM:** 90,000 yen per year

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## **Website Support and Resources**

- Online Application: <https://www.iuj.ac.jp/admission/online/>
- FAQ site: <https://www.iuj.ac.jp/faq/admission/>  
Includes Application and Admissions information, and Career and Placement information
- Career Counseling and Services site: <https://www.iuj.ac.jp/career/>
- Alumni Information and Showcases: <https://www.iuj.ac.jp/alumni/>
- Information Sessions and Open Campuses: <https://www.iuj.ac.jp/admission/opencampus/>



***For more information and support*****Contact Address for GSIR Applicants:**

Admissions

International Relations Program (IRP)  
 International Development Program (IDP)  
 Public Management and Policy Analysis Program (PMPP)  
 Japan-Global Development Program (JGDP)  
 International Public Policy Program (IPPP)

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

E-mail: [admgsir@iuj.ac.jp](mailto:admgsir@iuj.ac.jp)  
 (Please indicate your Application ID number in every email.)

Phone: 025-779-1200 (in Japan)  
 +81-25-779-1200 (from overseas)

**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 (JGDP)  
 Digital Transformation Program (DXP)

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

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

Phone: 025-779-1500 (in Japan)  
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