

2018 Application for Japanese Development Program (JDP)

For guidelines on how to fill in this Application Form and about the required documents noted at the end, please refer to the 2018 Admissions Guidelines available online, or by contacting the Admissions Team

Please select which JDP program you are applying for and check the appropriate box.

Graduate School of International Relations

☐ MA in International Development

Graduate School of International Management

☐ Master of Business Administration

PERSONAL INFORMATION

Name in full (Legal name—same name used in passport):

Family Name K First Name K Middle Name K

(Japanese applicant) : _____

Gender: ☐ Male ☐ Female Marital Status: ☐ Single ☐ Married

Present Status: ☐ Student ☐ Employed (Full-time) ☐ Employed (Part-time) ☐ Unemployed

Date of Birth (yyyy/mm/dd): _____ Birth Place: _____

Age (At the time of Enrollment): _____ Nationality: _____

Current Address:

Street 1: _____

Street 2: _____

City: _____

State: _____

Country: _____

Zip: _____

TEL: Home: _____

FAX: Home: _____

E-mail: Primary: _____

Secondary: _____

Passport photo must be attached.

1. Facing front with no hat.
2. 4 cm x 3 cm without margin.
3. Taken within past 3 months.
4. Print your name on the back.

SPONSORSHIP

Is your graduate study at IUJ being funded by any company or institution? ☐ Yes ☐ No

If yes, please provide the following in English and, if applicable, in Chinese characters:

Company/Institution Name: _____

Contact Person: _____

Position/Title: _____

Address Street 1: _____

Street 2: _____

City: _____ Country: _____

Telephone: _____ Fax: _____ E-mail: _____

APPLICATIONS FOR OTHER IUJ PROGRAMS

Please check the programs of IUJ, which you are also applying too. ☐ Yes ☐ No

If yes, please tick the program(s) you are applying for:

☐ IRP

☐ IPS

☐ IDP

☐ PMPP

☐ MBA (2-year)

☐ MBA (1-year)

☐ E-biz

APPLICATIONS FOR OTHER GRADUATE SCHOOLS

Please list all graduate schools to which you have applied/are applying. (If any)

Name:

Location (City/Country)

ACADEMIC BACKGROUND**Important Instructions:**

1. Information you provide in this section is of absolute importance not only for evaluation of your qualifications to enter our program but also for confirmation of your legal eligibility to apply to Japanese Graduate Schools including IUJ. You may be regarded as an ineligible applicant if you do not provide all the information required in this section.
2. Please write down all the formal schooling that you have had on a **full-time regular student basis** which has led to your higher education/degree.
3. Note that college certificates will be expected from all undergraduate and graduate schools attended.
4. In case the space below is insufficient for information required, please accompany this form with an attached sheet.

	Name & location (city/country) of the schools attended	Official required period of schooling (A)	Actual dates & period of your enrollment (month/year) (B)	Department/Major	Language of instruction
Primary (Elementary) Education	Name: _____ Location: _____	_____ years	From: _____ To: _____ years		
Lower Secondary (Middle/Junior High School) Education	Name: _____ Location: _____	_____ years	From: _____ To: _____ years		
Upper Secondary (High School) Education	Name: _____ Location: _____	_____ years	From: _____ To: _____ years	_____	_____
Higher (University) Education Undergraduate Level	Name: _____ Location: _____	_____ years	From: _____ To: _____ years	_____	_____
Graduate Level Education	Name: _____ Location: _____	_____ years	From: _____ To: _____ years	_____	_____
TOTAL		_____ Years	_____ Years		

Degree earned/expected:

Degree Level	Degree Title	Earned/expected on
<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> PhD	_____	_____
<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> PhD	_____	_____
<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> PhD	_____	_____
<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> PhD	_____	_____

OTHER Education (if any)

Name: _____	Name: _____
Location: _____	Location: _____
Major Subject(s): _____	Major Subject(s): _____
Type of Student: _____	Type of Student: _____
Period of Study: _____ ~ _____ years (Month/Year)	Period of Study: _____ ~ _____ years (Month/Year)

AWARD OR HONOR

Please tell us about the awards/honors you have received.

Award/Honor	Description
_____	_____
_____	_____
_____	_____

FULL-TIME WORK EXPERIENCES

Describe each full-time position you have held, beginning with your current or most recent position. Include military experience, if applicable. Please be sure to account for all periods of time since college. Use the same format on additional sheets if needed.

How long have you been employed full-time?(lifetime total) _____ years and _____ months

From: _____ To: _____ Total: _____ years _____ months
Month/Year Month/Year

Employer: _____ Location: _____

Employer's Activity: _____ Current/Ending annual base salary
 (☐ U.S.\$ ☐ Yen): _____

Job Title: _____

Your responsibilities: _____

Reasons for leaving: _____

How long have you been employed full-time?(lifetime total) _____ years and _____ months

From: _____ To: _____ Total: _____ years _____ months
Month/Year Month/Year

Employer: _____ Location: _____

Employer's Activity: _____ Current/Ending annual base salary
 (☐ U.S.\$ ☐ Yen): _____

Job Title: _____

Your responsibilities: _____

Reasons for leaving: _____

INTERNSHIP OR VOLUNTEERING EXPERIENCES

In the space below list periods of all internship or Volunteering experiences.

Dates	Employer	Employer's Activity	Location
From: _____ To: _____	_____	_____	_____

Your Duty: _____

Dates	Employer	Employer's Activity	Location
From: _____ To: _____	_____	_____	_____

Your Duty: _____

PERSONAL STATEMENT

Write, independent from the assistance of others, your personal statement and attach it to your application.

Length: Between 400 and 600 words.

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

GSIR (IDP) Topic

While the 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
- Why do 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 (MBA) Topic

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?

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.

TOEFL/IELTS/TOEIC and GMAT/GRE (MBA applicants only)

Please be sure to indicate your TOEFL/IELTS/TOEIC and GMAT test dates below. Unless indicated, we will assume that you have not taken/will not take TOEFL/IELTS/GMAT and the official score reports have not been/will not be sent from ETS/British Council/IELTS test center or Pearson VUE.

☐ TOEFL (☐ PBT ☐ iBT)
☐ IELTS ☐ TOEIC

Test Date(yyyy/mm/dd): _____

☐ I claim to be exempt from the English Test requirement.

Test Score: _____

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 (are) 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.

(Required to MBA applicants only)

☐ GMAT ☐ GRE

GMAT/GRE Test Date(yyyy/mm/dd) : _____ GMAT/GRE Total Score : _____

(Month/Day/Year)

Verbal: ____/____% Quantitative: ____/____%

Pledge

In applying for Admissions to the International University of Japan (IUJ), I hereby certify and confirm:

1. That all information given by me in connection with my IUJ application is complete and accurate to the best of my knowledge
2. That I have received no help whatsoever in writing my Personal Statement and Research Interests
3. That I am solely responsible for any consequences resulting from my failure to meet all the application requirements and fulfill all the Admissions procedures by the deadlines
4. That I have applied in the correct Admissions category as defined in the Admissions Guidelines:* International Applicant or Domestic Applicant

Should any of the following be found in my application and associated documentation

- a) Discrepancies or inaccuracies
- b) Significant gaps, or incomplete information
- c) Falsified information or documentation

I acknowledge and accept that IUJ has the right and obligation to:

- 1) Withdraw my admissions award,
- 2) Cancel my scholarship award
- 3) Issue penalties and/or
- 4) Take any other action appropriate

I acknowledge and accept that IUJ may take such actions

- 1) At the time of Application,
- 2) Within the Admissions process or
- 3) After enrollment.

Full Name of Applicant: _____

Original Signature of Applicant: _____

Date of Signature(yyyy/mm/dd): _____

**Rules and definitions as outlined in the Admissions Guidelines*

Check List and Application documents to be sent by postal mail with this application form

Item	Info	Check if prepared/submitted
Official transcript of academic record	All transcripts from the colleges and universities you have attended – original documents only are acceptable. English language required.	<input type="checkbox"/>
Certificate of graduation/degree	Please submit a College Certificate Request Form to your universities to request for your certificates and transcripts and ask them to enclose the form with them.	<input type="checkbox"/>
Two Recommendation Letters	<p>Your recommenders should be 1) an academic advisor or professor, and 2) an immediate supervisor from your work, and/or a company official.</p> <p>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.</p> <p>The recommendation letters must be placed in a sealed envelope with recommender's signature across the seal.</p> <p>Please fill out your recommenders' name below. Recommender 1: _____ Recommender 2: _____</p>	<input type="checkbox"/> Letter 1 <input type="checkbox"/> Letter 2
TOEFL/IELTS/TOEIC	IUJ's institution code for TOEFL score: 0712	<input type="checkbox"/> I am exempted <input type="checkbox"/> TOEFL <input type="checkbox"/> IELTS <input type="checkbox"/> TOEIC
GMAT/GRE (MBA applicants only)	IUJ's institution code for GMAT: BV1-7F-20 IUJ's Institution code for GRE: 0712	<input type="checkbox"/> GMAT <input type="checkbox"/> GRE
Application Fee	<p>Overseas Applicants: 5,000 yen. Domestic Applicants: 30,000 yen.</p> <p><Bank Information> Name of the Bank: Hokuetsu Bank (Bank No. 0141) Branch Name: Yamato Branch (Branch No. 510) Account Name: Kokusai Daigaku Kenteiryō-guchi Savings Account No: 111130 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 3) If it is impossible for you to make a payment in Japanese yen, you may pay the equivalent amount in US dollars.</p>	<input type="checkbox"/> Payment Date (yyyy/mm/dd): _____
Application for Scholarship	If you are a privately funded applicant (no institutional, government or company sponsorship), you may apply for S. Nakayama Memorial Scholarship.	<input type="checkbox"/> Needed <input type="checkbox"/> Not necessary
Letter attesting to Academic Research Experience	If you have had less than 16 years of formal education prior to applying to IUJ, you need to submit a letter by an academic or research supervisor explaining your research experience with topic and start/end dates you conducted this research.	<input type="checkbox"/> Needed <input type="checkbox"/> Not necessary
Copy of my Passport (those already holding an internationally recognized passport – Non-Japanese <i>only</i>)	Copies are acceptable: please send in pages showing your full name, date of birth, expiration date, and nationality.	<input type="checkbox"/>

SOURCE OF INFORMATION

Where did you learn about IUJ? Please check all that apply and specify.

- | | |
|---|--|
| <input type="checkbox"/> IUJ Faculty/Staff: _____ | <input type="checkbox"/> IUJ Student/Alumni: _____ |
| <input type="checkbox"/> IUJ Poster: _____ | <input type="checkbox"/> IUJ E-Magazine: _____ |
| <input type="checkbox"/> Website: _____ | <input type="checkbox"/> Search Engine: _____ |
| <input type="checkbox"/> Social Networking Service (SNS): _____ | <input type="checkbox"/> Faculty/Staff of Your University: _____ |
| <input type="checkbox"/> Sponsoring Company/Institution: _____ | <input type="checkbox"/> Article /Ad in a Publication: _____ |
| <input type="checkbox"/> Scholarship Foundation: _____ | <input type="checkbox"/> Educational Fair/Forum: _____ |
| <input type="checkbox"/> Others: _____ | |

Which source of information was most important in your decision to apply to IUJ's Masters' Program?

Be as specific as possible: _____

CONTACT

Japanese Development Program (IDP)
Admissions
Graduate School of International Relations
E-mail: admgsir@iuj.ac.jp
Phone: 025-779-1200 (in Japan)
+81-25-779-1200 (from overseas)

Japanese Development Program (MBA)
Admissions
Graduate School of International Management
E-mail: admgsim@iuj.ac.jp
Phone: 025-779-1500 (in Japan)
+81-25-779-1500 (from overseas)

MAILING ADDRESS

Admissions
Japanese Development Program (IDP)

Graduate School of International *Relations*
International University of Japan
777 Kokusai-cho, Minami Uonuma-shi
Niigata 949-7277 JAPAN

Admissions
Japanese Development Program (MBA)

Graduate School of International *Management*
International University of Japan
777 Kokusai-cho, Minami Uonuma-shi
Niigata 949-7277 JAPAN

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.