

# INFORMATION FOR RESEARCH STUDENTS

Graduate School of International Management  
International University of Japan

## **RESEARCH STUDENT OF GSIM**

A research student of the Graduate School of International Management (GSIM) is one who conducts research work on a specific theme in the GSIM under the supervision of a full-time faculty member of IUJ. A research student can not obtain a degree or receive any credit. A research student must submit a report on research achievements by the time his/her period of enrollment is over. The duration of enrollment is limited to one year but is renewable. A certificate will be available upon request. A research student can use University facilities including the library and dormitories in the same manner as full-time degree students.

## **ELIGIBILITY**

To become a research student, you must satisfy one of the following requirements prior to enrollment.

- A. Having graduated from a university under Japanese educational system.
  - B. Holding a First Degree\* from an educational institution\*\* outside of the Japanese educational system which is recognized as equivalent scholastically to that of A above, according to either criterion listed below:
    - (1) First Degree from an educational institution in a country where at least 16 years of formal schooling is required for completion of that degree program.
    - (2) First Degree from an educational institution in a country where less than 16 years of formal schooling is required for completion of the First Degree program plus one or more years of subsequent research experience\*\*\* at an academic institution, and minimum age of 22.
- \* "First Degree" means a degree which is equivalent in content to a bachelor's degree as issued by Japanese or American institutions upon completion of an undergraduate degree program as a regular student.
- \*\* "An educational institution" means a university, college, or institute chartered by the appropriate government agency or accredited by a relevant organization as a higher educational institution which offers an undergraduate program leading to First Degree.
- \*\*\* Applicants who fall under category B(2) above must submit an official letter (in English) which attests to the academic research experience, signed by an official of the academic institution where they have been engaged in research.

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.

## **TIME OF ENROLLMENT AND APPLICATION DEADLINE**

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). Approximate period for each term and application deadlines are as follows:

	Period of each term	Application deadline*
Fall term	September 1 - December 31	June 1
Winter term	January 1 - March 31	October 1
Spring term	April 1 - August 31	December 1

- \* Those non-Japanese applicants, who intend to be enrolled for more than one term, must, prior to enrollment, make arrangements to obtain their "college student visa" 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 DOCUMENTS TO BE SUBMITTED**

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

1. Application Form
2. Letter of Guarantee
3. TOEFL/IELTS Score

The official score of TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) taken within two years of the date of application and sent directly to IUJ from testing authority is required. For the score of IELTS, the Academic Modules of the test must be chosen. Only those who have received their English-medium formal education for more than 6 years including undergraduate program in one of the following countries are exempted from the TOEFL requirement: Australia, Canada, Ireland, New Zealand, the UK, and the USA. Priority will be given in the admission process to the applicants whose TOEFL/IELTS scores are respectively 550/6.0 or above.

4. College Certificates

- a. Official transcript (certificate of academic records) listing all courses/subjects taken and corresponding grades, and
- b. An official statement attesting to the award of degree.

The official college certificates must be requested from every educational institution where an applicant has completed the undergraduate and graduate program. They must be written in English or accompanied with a certified English translation.

Notes:

- (1) An applicant who is in the process of completing his/her undergraduate or graduate program must submit
  - a. Official transcript (certificate of academic records) covering the courses/subjects completed by the time of application, and
  - b. An official letter certifying the specific date and title of the expected degree upon completion of the program. (Proof that the degree has been awarded must be submitted to IUJ prior to matriculation.)
- (2) A photocopy of the Diploma (an educational certificate conferring degree) in the applicant's possession is not acceptable.

5. Recommendation letter from a faculty member of IUJ

6. Three photos (4 x 3 cm )

One is to be attached on the first page of the application.

7. Letter certifying to academic research experience (if applicable)

Applicants who fall under eligibility B(2) mentioned above must also submit a letter attesting to the fact that they have engaged in research at an academic institution for at least one year after award of their First Degree. The letter must be signed by an official of the academic institution where the applicant has been engaged in research and must include the following information concerning each research project: (1) title or theme, (2) summary, and (3) duration of research (beginning and completion dates and overall length of time).

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 the 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. 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)  
An official LETTER OF ADMISSION will only be issued after the admission fee has been paid.
2. Research supervision fee 300,000 yen per term
3. Cost of living
  - Single student dormitory (room charge including LAN) 39,000 yen/month
  - (utility charge) 5,000 yen/month (Variable)
  - Meals in the cafeteria (three times a day) 40,000 yen/month (Variable)
  - Room rent and the basic telephone rate are included in the dormitory room charge.

Cost of living expenses will vary according to individual needs.

IUJ does not offer any scholarships for research students.

## **CONTACT ADDRESS**

Office of Academic Affairs  
International University of Japan  
777 kokusai-cho, Minami Unuma-shi  
Niigata 949-7277 JAPAN  
Phone: 025-779-1442 <From abroad: +81-25-779-1442>  
Fax: 025-779-1187 <From abroad: +81-25-779-1187>

## **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.



Is your application being sponsored financially?

Yes Please describe details of the sponsor (write also in Chinese characters if applicable).

Name of Institution: \_\_\_\_\_

Contact Person: (Full name) \_\_\_\_\_

(Position/Title) \_\_\_\_\_

(Full address) \_\_\_\_\_

\_\_\_\_\_  
(Telephone/Fax)

No How are you going to finance your education?

Current Address until \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year

\* Any change of address should be notified at once to IUJ.

full mailing address: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Country

Permanent Address (if different)

full mailing address: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Country

## LANGUAGE ABILITY

Please write down your capabilities and your experience in foreign countries.

1) Language

① Your Native Language: \_\_\_\_\_

② Other Language: \_\_\_\_\_

Please check the appropriate category for each language.

Language	Speaking			Writing			Reading		
	A	B	C	A	B	C	A	B	C

Key: A= Advanced B= Adequate C= Beginner

2) List all countries that you have resided in for more than 6 months and give details of your experience.

**ACADEMIC BACKGROUND**

Important Instructions:

1. Information you provide in this section is absolutely important not only for evaluation of your qualification to 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 upper education/degree.
3. Note that college certificates will be expected from all undergraduate and graduate schools attended.
4. Please write the names of schools and departments also in Chinese characters, if applicable.

	Name and location (city/country) of the schools attended	Required period of schooling (A)	Actual dates and period of your enrollment (B)	Department/Major	Language of instruction
<b>ELEMENTARY EDUCATION</b> Elementary School	Name	years	From - To (M/Y) - (M/Y)		
	Location		years		
<b>SECONDARY EDUCATION</b> Lower Secondary School	Name	years	From - To (M/Y) - (M/Y)		
	Location		years		
<b>Upper Secondary School</b>	Name	years	From - To (M/Y) - (M/Y)		
	Location		years		
<b>HIGHER EDUCATION</b> Undergraduate Level	Name	years	From - To (M/Y) - (M/Y)		
	Location		years		
<b>Graduate Level</b>	Name	years	From - To (M/Y) - (M/Y)		
	Location		years		
<b>TOTAL</b>		years	years		

Degree earned/expected:

Degree Title \_\_\_\_\_ earned/expected on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Degree Title \_\_\_\_\_ earned/expected on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Degree Title \_\_\_\_\_ earned/expected on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year

If your actual period of schooling (B) is not equal to the required period of schooling (A), please state the reasons in detail.

\_\_\_\_\_

\_\_\_\_\_

Other academic institutions attended (if any).

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Major Subject(s): \_\_\_\_\_

Type of Student: \_\_\_\_\_

Period of Study: from \_\_\_\_\_ to \_\_\_\_\_ yrs

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Major Subject(s): \_\_\_\_\_

Type of Student: \_\_\_\_\_

Period of Study: from \_\_\_\_\_ to \_\_\_\_\_ yrs

Name: \_\_\_\_\_

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**ACADEMIC RESEARCH EXPERIENCE**

Describe briefly all of your academic research experience during/after undergraduate studies.

Note: If you fall under eligibility B(2) mentioned in "Information for special students," you must include your experience after the undergraduate studies and attach a letter certifying the experience.

Title/Theme: \_\_\_\_\_ Title/Theme: \_\_\_\_\_  
\_\_\_\_\_

Duration (from-to): \_\_\_\_\_ Duration (from-to): \_\_\_\_\_

Name of Institution: \_\_\_\_\_ Name of Institution: \_\_\_\_\_

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**ACTIVITIES**

List your principal extracurricular collegiate and community activities in order of their importance to you. Please indicate if an office was elected or appointed.

Activity	Dates (mo/yr) from - to	Office held (if any)	Time required per week
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Please list honors, awards, or other recognition (academic, community, military, etc.) you have received.

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**PART-TIME/SUMMER EXPERIENCE**

In the space below list periods of all part-time and summer employment. Begin with college and continue chronologically. If you feel any of these activities merit further explanation you may attach an additional sheet.

Dates (mo/yr) from-to	Employer/Activity	Location	Duty
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**OTHER INFORMATION**

Please write down any information that may be relevant to your study in IUJ. (e.g. publications, special skills, etc.)

Name: \_\_\_\_\_

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### FULL-TIME EMPLOYMENT HISTORY

Describe each full-time position you have held, beginning with your current or most recent position. Include military experience, if applicable. (Note: Summer jobs while in school, part-time jobs, and any extended periods of stay in foreign countries should be listed on the previous pages.)

Please be sure to account for all periods of time since college. Use the same format on additional sheets if necessary.

Employer: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
month/year month/year

Employer's Activity: \_\_\_\_\_

Location: \_\_\_\_\_

Job Title: \_\_\_\_\_

Your Responsibility:

\_\_\_\_\_  
\_\_\_\_\_

Reasons for Leaving:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Employer: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
month/year month/year

Employer's Activity: \_\_\_\_\_

Location: \_\_\_\_\_

Job Title: \_\_\_\_\_

Your Responsibility:

\_\_\_\_\_  
\_\_\_\_\_

Reasons for Leaving:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

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**RESEARCH PLAN AT IUJ**

Proposed period of Research: From: \_\_\_\_\_ To: \_\_\_\_\_  
term/year term/year

Please describe the topics, objectives and other features of your research. You may attach a research plan separately to this form.

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**PLANS AFTER COMPLETING RESEARCH AT IUJ**

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**PLEDGE**

I hereby certify that all information given by me is complete and accurate to the best of my knowledge, and if admitted, I agree to comply with the rules and regulations of IUJ.

\_\_\_\_\_  
(applicant's signature)

\_\_\_\_\_  
(date)