

APPLICATION GUIDELINES FOR SPECIAL STUDENTS

*Graduate School of International Management
International University of Japan*

SPECIAL STUDENT OF GSIM

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

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

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

ELIGIBILITY

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

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

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

Interviews will be held if deemed necessary.

TIME OF ENROLLMENT AND APPLICATION DEADLINES

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

	Period of each term	Application deadline
Fall term	Early October – Mid December	June 10
Winter term	Early January – Late March	September 20
Spring term	Early April – Mid June	November 20

APPLICATION ITEMS

An individual who would like to be a special student must submit the following documents by the appropriate deadline. All the application materials, except for the original GMAT and/or TOEFL/IELTS/TOEIC score report(s), must be sent altogether in one package to the contact address mentioned below.

1. Completed Application Form including Pledge and Letter of Guarantee

2. College Certificates

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

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

NOTES:

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

3. TOEFL/ IELTS/TOEIC Score Report

An official TOEFL or IELTS score is required of applicants whose native language is not English. (Australia, Canada, Ireland, New Zealand, the UK, and the USA are considered as native English speaking countries.) IELTS includes General Training and Academic Modules in the reading and writing sections. You should take the Academic Modules.

You may also submit an official TOEIC score certificate. However, we strongly recommended you to take a TOEFL or IELTS test.

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 enrollment.

Please note that we accept only original score report(s) directly sent to us from ETS or the British Council (or an IELTS test center). IUJ's institution code for TOEFL score reporting is 0712. Please make your test appointment early enough to allow your scores to be reported before our due date.

<TOEFL/IELTS/TOEIC Exemption Policy>

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

- 1) Those whose mother tongue is English and who have lived and were largely educated in the following countries where English is the native language: Australia, Canada, India, Ireland, New Zealand, the UK, and the USA.
- 2) Those who have formally completed an undergraduate or graduate program whose medium of instruction is English and located in one of the following countries: Australia, Canada, India, Ireland, New Zealand, Philippines, Singapore, the UK, and the USA.

4. Three Photos

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

5. Letter Attesting Academic Research Experience (if applicable)

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

6. Essay (if applicable)

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

7. Certificate of Alien Registration (*Touroku Genpyo Kisajikou Shoumeisho*)

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

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

ADMISSION PROCEDURES

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

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

STUDENT EXPENSES

1. Admission fee	120,000 yen (one payment only)
2. Tuition fee	95,000 yen/1credit course 190,000 yen/2credit course
3. Cost of living	
Single student dormitory (room charge*)	39,000 yen/month
(utility charge)	5,000 yen/month (Variable)
Meals in the cafeteria (three time a day)	30,000 yen/month (Variable)
Photocopies and educational materials	20,000 yen/month (Variable)

*Room charge includes a weekly linen service and LAN/Internet connection.

NOTES:

- A special student can take up to 12 credits in a term.
- IUJ does not offer any scholarships for special students.
- Cost of living expenses will vary according to individual needs.

CONTACT ADDRESS

Office of Academic Affairs
International University of Japan
777 Kokusai-cho, Minami Uonuma-shi
Niigata 949-7277 JAPAN
E-mail: ofcgsim@iuj.ac.jp
Phone: 025-779-1106 <from overseas: +81-25-779-1106>
Fax: 025-779-1187 <from overseas: +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.

APPLICATION FOR SPECIAL STUDENT

Graduate School of International Management

International University of Japan

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

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

Last (Family) First Middle

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

BIRTH DATE: _____ AGE: _____

Month Day Year At Enrollment

BIRTH PLACE: _____ NATIONALITY: _____

Country same one used in passport

MARITAL STATUS: (Please circle) Single Married

CURRENT ADDRESS (Valid Until: _____): _____

Month Day Year

State/Country Postal Code

TEL: Home: _____ Business: _____

FAX: Home: _____ Business: _____

E-mail: Primary: _____ Secondary: _____

PERMANENT ADDRESS: _____

TEL: _____ FAX: _____

State/Country Postal Code

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

TERM(S) OF ATTENDANCE

For what period are you applying for enrollment?

From: _____ To: _____

Term/Year Term/Year

FIELD OF INTEREST

1. _____ 2. _____

FINANCIAL STANDING

How are you going to finance your study at IUJ?

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

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

Relationship: _____

Address: _____

Postal Code

Telephone: _____ Fax: _____ E-mail: _____

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

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 travel should be listed on separate pages.) Please be sure to account for all periods of time since college. Use the same format on additional sheets if needed.

FROM: _____ TO: _____
Month Year Month Year

STARTING annual base salary (U.S.\$ or Yen): _____

EMPLOYER: _____

CURRENT/ENDING annual base salary (U.S.\$ or Yen): _____

EMPLOYER'S ACTIVITY: _____

LOCATION: _____

ADDITIONAL COMMISSIONS/BONUS/OVERTIME
for past 12 months
(U.S.\$ or Yen): _____

JOB TITLE: _____

Your responsibility: _____

Reasons for leaving: _____

FROM: _____ TO: _____
Month Year Month Year

STARTING annual base salary (U.S.\$ or Yen): _____

EMPLOYER: _____

CURRENT/ENDING annual base salary (U.S.\$ or Yen): _____

EMPLOYER'S ACTIVITY: _____

LOCATION: _____

ADDITIONAL COMMISSIONS/BONUS/OVERTIME
for past 12 months
(U.S.\$ or Yen): _____

JOB TITLE: _____

Your responsibility: _____

Reasons for leaving: _____

ACTIVITIES

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

ACTIVITIES:

DATES (From: – To:)

OFFICE HELD (if any):

Please list honors, awarded, or other recognition (academic, community, military, etc.) you have received.

STUDY AND RESEARCH PLAN

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

PLANS AFTER COMPLETING STUDY AT IUJ

You may attach an additional sheet if needed.

PLEDGE

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

Signature

Date

A LETTER OF GUARANTEE

To: President of International University of Japan

Name of Applicant: _____

Date of Birth: _____

Nationality: _____

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

Name of Guarantor: _____

Address: _____

Occupation: _____

Relationship with the Applicant: _____

Date: _____
Month Day Year

Signature: _____