

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 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.
- (2) 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.
- (3) 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.*
- (4) 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.

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 (Residents in Japan)
Fall term	Early October – Mid December	April 15 (May 10)
Winter term	Early January – Late March	August 15 (September 10)
Spring term	Early April – Mid June	October 15 (November 10)

APPLICATION ITEMS

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

1. Completed Application Form

2. College Certificates

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

Submit 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 prepared by a professional translator.

3. 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.

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

Applicants who have received an English-medium education for at least four years during their secondary studies in Australia, Canada, Ireland, New Zealand, the U.K. or the U.S.A., regardless of nationality, will be automatically exempted from submitting an English test score.

Category 2

Applicants who have completed (or are expected to complete) an undergraduate or graduate degree at an institution where the language of instruction is English may be exempted from submitting an English test score if they submit evidence* that the medium of instruction is English at the institution granting the degree.

* Please note that the academic transcript cannot be submitted as the evidence unless it clearly states the language of institution is English.

4. 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 the pages of any and all visas relevant to Japan.

5. 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.

