

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 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: 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 into Category 2 or 3 must submit 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)

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.

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	140,000 yen/1 credit course 280,000 yen/2 credit 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: +81-25-779-110

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: _____

State/Country

Postal Code

TEL: _____ FAX: _____

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