



# 2024 Admissions Guidelines

(Overseas Additional 4<sup>th</sup> Intake)

## Graduate School of International Management (GSIM)

- 2-year MBA Program
- 1-year MBA Program
- Japan-Global Development Program (JGDP)
- Digital Transformation Program (DXP)

Dear Applicant:

We are pleased to learn of your interest in graduate education at the International University of Japan (IUJ).

IUJ, in accordance with the international emphasis embodied in its founding principles, welcomes well-qualified students from a variety of backgrounds and from various parts of the world to join its graduate level programs taught in English.

As a graduate school chartered by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT), IUJ must operate within the governmental policies regulating educational institutions. Therefore, some of our application requirements and procedures differ from those in other countries. This guide contains information to enable all applicants to complete the application process smoothly. Some information may not be applicable to you, so please refer to the “notes” sections or ask the Admissions staff for clarification. Please prepare your application online, carefully following all the instructions provided in these guidelines.

This guide, along with the IUJ brochure and website, should answer most of your questions about the admissions process. Please do not hesitate to contact us if you need further assistance.

To apply to IUJ, please access the online application at <https://www.iuj.ac.jp/admis/>

## Master’s Programs Offered by the GSIM

- Graduate School of International Management (GSIM) offers 4 master’s programs and 2 degrees:
  - 2-year MBA program (MBA – Master of Business Administration)
  - 1-year MBA program (MBA – Master of Business Administration)
  - Japan-Global Development Program - 2 year program (JGDP – Master of Business Administration)
  - Digital Transformation Program - 1 year program (Master of Digital Management)

Before you apply, please read the detailed introduction about the objectives and curricula of each program in the brochure or on the websites listed below. Please note that cross-registration between programs and schools is encouraged to customize your IUJ education.

GSIM: <https://www.iuj.ac.jp/gsim/> IUJ main page: <https://www.iuj.ac.jp>

*Note: IUJ does not offer any undergraduate degrees.*

## Minimum Qualifications for Admission

The International University of Japan considers individuals with one of the following qualifications to be eligible applicants:

- A. 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.
- B. 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.
- C. Those who hold a bachelor’s degree in a country where 14 years of formal schooling is required, have one year of research experience after completing their bachelor’s degree at an academic institution, and are at least 22 years

of age. *Note: An official letter attesting to the academic research experience is required as part of the application documents.*

- D. 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), are at least 22 years of age, have 2 years of work experience, and have demonstrated academic ability recognized as equivalent to that of a bachelor's degree holder by IUJ prior to application. Those in this category should contact the IUJ Admissions team for details.

< Minimum years of education >

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
A	Primary + Secondary												Bachelor			
B	Primary + Secondary + Bachelor with sufficient performance															
C	Primary + Secondary + Bachelor														Research exp.	
D	Primary + Secondary + Bachelor/Associate														Full time work exp.	

**Special considerations for 1-year MBA Program:**

In addition to holding a bachelor's degree, applicants for the 1-year MBA program are expected to have strong work experience. While a minimum of 3 years of work experience is required, five or more years is preferable.

**Admissions Policy**

The fundamental objective of the Admissions Committee at IUJ is to admit to our graduate programs as many of the most competent students as possible, limited by the number of places available in each school (see below).

In order to select the most competent students, the committee will review all the applicants individually based on several criteria listed below, through interviews (domestic applicants) and/or documentary screening. IUJ does not use a predetermined formula for rating the content of undergraduate education, nor does it use quotas based on nationality, age, or gender.

**[Graduate School of International Management]**

**<Desired Student Profile>**

Based on its basic philosophy of "fostering social responsibility and global business capabilities," the Graduate School of International Management (GSIM) seeks individuals who will acquire the ability to practice appropriate management based on solid theoretical and practical skills at the cutting edge of global business, and who aim to become leaders able to fulfill their duties with a constant awareness of international social responsibility.

**<Qualities and Abilities We Seek in Our Students>**

The master's programs in the GSIM seek students with the following skills and abilities:

1. Well-defined motivation to pursue graduate studies;
2. Scholastic achievements at the undergraduate level meeting the standards required for coursework and research activities at the GSIM;
3. Aptitude and potential to become leaders who can significantly contribute to and/or manage increasingly globalizing organizations;
4. Aspiration to acquire the management knowledge and problem-solving skills required of business leaders;
5. Maturity to meet the demands of a rigorous academic experience;
6. Fair sense of values that will enable them to join our multinational and multicultural IUJ community, interest in understanding different cultures, drive to actively communicate with others, and a desire to create a world-wide network of contacts;
7. Potential to understand global business and act with socially responsible conviction; and
8. Mathematical skills and proficiency in written and spoken English required for coursework and research activities at the GSIM.

**<Selection Methods>**

In order to accept a wide range of appropriate and capable students from diverse backgrounds, the GSIM evaluates and selects each applicant individually through document screening (including a personal statement, research plan, mathematics test score, English test score, academic transcripts, and proof of (expected) graduation) and interviews, without regard to the candidate's field of specialization in their undergraduate education, age, gender, nationality, etc.

**Number of Students and Time of Enrollment**

**Type of Applicants**

IUJ receives applications from two groups:

**Domestic Applicants** (residents of Japan, regardless of nationality. “Resident” refers to Japanese passport holders who are living in Japan through the Admissions deadlines or those holding a non-Japanese passport but have a Residence Card or Special Permanent Resident Certificate), and

**International Applicants** (residents of countries other than Japan, regardless of nationality. This implies Japanese nationals with residential permission in a 2nd country and who are living in that country through the Application/Admissions process, or non-Japanese with no residential status in Japan through Application/Admissions) Admissions guidelines and fees are slightly different for domestic and international applicants.

### Number of Students

The GSIM will admit up to 75 students for its 4 programs per year.

### Time of Enrollment

Fall Term (beginning at the start of September of each year) in principle

## **Decision Cycles and Admission Schedules**

International applicants should submit all required documents online by the stated deadline. Incomplete applications and applications received after the deadline will not be considered. Document screening will be conducted immediately following the application deadline(s). The decision on whether or not to admit a candidate will be based on the evaluation of all the required documents submitted and the entrance exam. Those applicants who choose to take an IUJ Math test need to be interviewed after the test. The Math test and Interview will be arranged individually after the application deadline(s).

## **2024 Admission Schedules of the 4<sup>th</sup> Intake**

Application Deadline	IUJ Math Test*	Interview*	Announcement of Admission Results (at 13:00 JST)	Deadline for Completing the Admission Procedure
<b>April 23 (Tue)</b>	<b>April 30 (Tue)</b>	<b>May 8 (Wed)</b>	<b>May 24 (Fri)</b>	<b>June 10 (Mon)</b>

\* Instead of submitting a GMAT/GRE score, applicants can choose to take the IUJ Math Test online on April 30. IUJ Math Test takers are required to be interviewed on May 8. Specific schedule and details on how to take the tests will be notified to applicants after the application deadline.

## **Required Application Materials**

You need to submit the application items below online. Incomplete applications will not be considered. **Items in BOLD are required for all applicants.** Any discrepancies found in your documentation could result in IUJ overturning any admissions decisions either before you begin the program or thereafter.

1. **Online Application**
2. **Personal Statement**
3. **Research Topic**
4. **Scanned College Certificates in English** from all undergraduate and graduate schools attended, specifically
  - a) Transcripts and b) Certificates of graduation/degrees
5. English Test Score: TOEFL, IELTS or TOEIC Score Report (See exemption policy below)
6. GMAT/GRE or IUJ Math test score
7. **Application Fee**
8. **Passport Copy or Photograph**
9. Letter Attesting to Academic Research Experience (those under category (C) in Minimum Qualifications *only*)

### 1) ONLINE Application

Create your application ID and Password online at <https://www.iuj.ac.jp/admission/online/>. After receiving an email

confirmation, return to the online site, log in and fill in all the sections in the 1st Phase (basic and required information), and then proceed to the 2nd Phase (supplemental information). Keep your ID and Password safe as you will need them each time you log in, and your ID to communicate with the IUJ Admissions staff.

**Sections include:**

**1st Phase:**

- ✓ **Personal Data:** Provide personal information
- ✓ **Sponsorship:** Indicate if a government or company is sponsoring you, or if you are privately funded
- ✓ **Academic Background:** List the educational institutions you have attended, showing 16 total years of education
- ✓ **Full-time work experience:** List the organizations/companies you have worked for in a full-time professional capacity
- ✓ **Internship and Volunteering:** List other experience relevant to your career development
- ✓ **English Test score: TOEFL, IELTS, or TOEIC**
- ✓ GMAT/GRE or IUJ Math test score
- ✓ **Personal Statement:** Describe your goals for attending IUJ
- ✓ **Research Topic:** Summarize the research you plan to conduct at IUJ
- ✓ **Recommendation:** Specify one reference such as a professor or a supervisor from your work
- ✓ **Application Fee**
- ✓ **Identification:** Upload a copy of your passport or photo data

**2nd Phase:**

- ✓ **Scholarship:** Optional, and for those privately funded who require financial support
- ✓ **Submit button:** Inform IUJ that you are ready for your online information to be reviewed

Please complete each section of the online application in English as fully and accurately as possible. Please respond to all questions.

**2) Personal Statement**

Write, independent from the assistance of others, your personal statement and upload it using the online application system. We suggest you write it offline, and after a careful review, format the document uniformly and upload it as a file such as .doc, .docx or pdf.

Word count: Between 400 and 600 words.

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

**GSIM Applicants (MBAs, JGDP, DXP):**

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; and
- Explain how important the international management component of the IUJ program is to the realization of those goals.

**3) Research Topic**

You can download the Guidelines/Template for writing a research topic in the section provided. Write your research topic according to the Guidelines.

**4) Scanned College Certificates**

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

Through the online application system, submit scanned 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 received upon completion of the program.

If you transferred to the 3rd year in an undergraduate university after completing a 2-year college program, please contact the Admissions Office about the Certificates to be submitted to IUJ.

Notes:

- Certificates/transcripts without the institution's stamp or signature of registrar will not be accepted.
- 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.
- Official transcripts and certificates of graduation must be submitted during the admissions procedures.

#### **5) 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 and submit your score from a TOEFL or IELTS test.

Your test score is valid as part of the application documents for admission if it was obtained **within 2 years** prior to the time of application.

Please make your test appointment early enough to allow for your scores to be reported to IUJ before our due date.

The turnaround time for these tests (i.e., how long it will take for your test scores to reach IUJ) are as follows:

TOEFL iBT: 5 weeks ([www.ets.org/toefl/](http://www.ets.org/toefl/)).

IELTS (Academic): 4 weeks ([www.ielts.org/](http://www.ielts.org/)).

TOEIC: 4 weeks ([www.ets.org/toEIC/](http://www.ets.org/toEIC/)).

Your TOEFL/IELTS/TOEIC test information must be correctly noted in the appropriate section of the online application. If you are exempted from submitting a test score (see categories below), you may indicate so in that section after carefully reading our exemption policies. If you have any questions, be sure to ask the Admissions staff.

#### **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.

Those applicants who do not meet either of the above criteria must submit English test scores (TOEFL, IELTS, or TOEIC). Priority will be given in the admissions process to applicants who have at least the following scores:

TOEFL iBT: 80

IELTS (Academic): 6.5

TOEIC: 800

**(No other English test score is accepted)**

Those falling below the recommended test scores, but who are admitted to IUJ, are highly recommended (or in some cases required as a condition of admissions) to attend the Intensive English Program during the summer (8 weeks) prior to their first term at IUJ.

#### **Note on IUJ English Class Exemptions**

Please be aware that on-campus English exemption tests will be administered in late September for the purpose of deciding which new students need to enroll in English classes offered in regular terms. Information concerning which new students are exempted from these on-campus tests is contained in the document, 'English Exemption Policies for IR & IM Students,' which is included in the packet of documents sent to all admitted students.

**Note on Japanese Language requirements:** Applicants are not required to know any Japanese language because the medium of instruction at IUJ is English.

**6) GMAT/GRE or IUJ Math test score**

A GMAT/GRE (General Test) score is required of all GSIM applicants except IUJ Math Test Takers. The test score is valid as part of the application documents for admission if the score is obtained within five years prior to the time of application. Priority will be given to applicants who have higher GMAT scores (550 in principle) for scholarship considerations. Please make your test appointment early enough to allow your scores to be reported to IUJ before our due date. Your GMAT/GRE result must be indicated in the appropriate section online. In addition to indicating your results online, the original test scores must be submitted online or sent from the testing body to IUJ by the application deadline.

**IUJ's institution code**

**GMAT: BV1-7F-20** (GMAT Online Exam is acceptable) **GRE: 0712** (GRE Test at Home is acceptable)

**IUJ Math Test**

The IUJ Math Test, offered online, is also an option for eligible applicants in the Overseas 4<sup>th</sup> intake. It consists of 12 questions to answer in 60 minutes.

While completing your application online, you will be given the option to indicate that you would like to take the IUJ Math Test in place of submitting a GMAT/GRE test score.

For the Math Test, you will need to prepare a PC with a camera and microphone. The IUJ Math Test will be conducted shortly after the deadline of each intake, and the schedule will be informed to applicants taking the test.

[Minimal requirements]

- MacOS Catalina (version 10.15, 2015 model or after) or Windows 10 Version 1909 (RAM 8GB)
- Broadband communication speed: 10Mbps

You must take the IUJ Math Test in a quiet room by yourself – there should be no one else in the room.

An interview will be arranged individually for all the IUJ Math Test takers.

**7) Recommendation**

At the time of application, a letter of recommendation is NOT REQUIRED. You are only required to provide your reference's information (name, affiliation, title, and professional email address) by the application deadline. During the screening process, if the Admissions Committee sees a need for a letter of recommendation, the Admissions Office will contact your reference and request that he or she provides a letter of recommendation. We highly suggest that you inform your reference about this process before submitting his/her name to IUJ.

**8) Application Fee**

**International Applicants: 5,000 yen**

All applicants are required to submit a non-refundable application fee. There are **no exceptions**.

**Payment options** (The online application system will guide you to your payment options)

**Domestic applicants:** Bank transfer or Credit card

**International applicants:** Bank transfer or Flywire\*

\*Flywire is an online platform that enables international students to make educational payments with a lower fee than other payment methods. If Flywire is unavailable in your country, please contact the Admissions Office (admgsim@iuj.ac.jp).

<Bank Information>

Name of Bank:	Daishi Hokuetsu Bank (Bank No. 0140)	第四北越銀行 (銀行番号: 0140)
Branch Name:	Yamato Branch (Branch No. 510)	大和支店 (支店番号: 510)
Account Name:	Kokusai Daigaku Kenteiryō-guchi	学校法人国際大学検定料口
Savings Account No:	111130	111130 普通
Routing No. (SWIFT code):	DAISJPJT	
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 the APPLICANT'S NAME.
- 2) **Applicants are responsible for all remittance charges incurred.**
- 3) **If you apply for more than one program within the same graduate school, you only have to pay the application fee once.**

**9) Passport Copy or Photograph**

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.

**10) Letter Attesting to Academic Research Experience** (those under Category (C) in Minimum Qualifications *only*)

Those applying to IUJ under the **Minimum Qualifications for Admission Category (C)** must submit a signed letter attesting to your academic research experience written by an official at the academic institution where the research was conducted. The letter must include 1) the title or topic of your research, 2) a summary of the research, and 3) the specific time period during which the research was conducted.

## **Application for Scholarship**

Several scholarships are available through IUJ for highly qualified non-sponsored students. IUJ selects scholarship candidates from the pool of successful applicants at the time of admissions decisions. Those requiring financial support must fill in the required online section in the 2nd phase of the online application process. Those without any financial support needs should indicate that he or she is not applying for a scholarship in that section.

### **For Japanese Applicants**

IUJ grants S. Nakayama Memorial Scholarships to qualified Japanese applicants. To be considered for this scholarship, complete the online application form in the 2nd phase of the online system.

For more details, please refer to the IUJ Scholarship Guidelines for Japanese Applicants.

### **For Non-Japanese Applicants**

IUJ grants S. Nakayama Memorial Scholarships to qualified non-Japanese applicants. All non-sponsored applicants are eligible to apply for this scholarship. IUJ also recommends qualified Non-Japanese applicants to scholarship programs provided by our affiliated organizations such as MEXT, ADB, JERA, or Mitsui. To be considered for such scholarships, complete the online application form in the 2nd phase of the online system.

For more details, please refer to the “**IUJ Scholarship Guidelines for Non-Japanese Applicants**” on the following website: <https://www.iuj.ac.jp/admis/scholarship/>

Applicants are strongly encouraged to seek alternative sources of funding on their own, as not all those admitted to IUJ programs can be supported through IUJ administered financial aid.

Financial planning is especially important for non-Japanese applicants in obtaining a Certificate of Eligibility (CE) needed to obtain a Student Visa. You will be required to prove to the consular officer and the Japanese Ministry of Justice that you have sufficient funds to cover expenses for study in Japan, such as the university's tuition and fees and living expenses (housing, food, clothing, etc.).

Notes:

- Recipients of any scholarships obtained through IUJ, including the S. Nakayama Memorial Scholarship, must have a Student Visa.
- The results of external scholarship selections are not available to IUJ until after mid-March or later each year. Moreover, non-Japanese applicants who are recommended by IUJ to an external scholarship foundation for consideration need to complete a separate application process (the Admissions staff will provide guidance in a timely manner) and wait for final decisions to be made regarding the granting of scholarships, which can take until the middle of July.
- Application for scholarships does not affect IUJ's consideration of a student's application for admissions.
- If you do not submit a scholarship application, you will not be considered for any scholarships.
- Deadlines for scholarship applications are the same as admission application deadlines. A scholarship application must be submitted online along with the complete set of application materials for admission.
- There are no chances to apply for financial aid to cover tuition after entering IUJ. Students may have an opportunity to apply for some scholarships that cover only partial living expenses after enrollment, such as the JASSO Scholarship. The selection process is competitive.

## **Application Acknowledgment**

As IUJ receives your completed online application forms, other required application materials/test scores, and supporting documentation, IUJ will send you acknowledgment messages explaining your application status, usually by email. These acknowledgement messages will contain the same unique application ID number you were given when you started your application online.

**We ask you to use your Application ID number as well in all correspondence you may make with IUJ to help us identify you and provide timely support.**

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## ***Admissions Results***

You can confirm your admission results using your online application account on the announcement of admissions results dates listed in the table on the previous page. For successful applicants, we will send the admission package by email to each applicant. Admission decisions cannot be released by telephone, in principle.

**Announced decisions are final. IUJ will not respond to any inquiries about unsuccessful results.**

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## ***Admission Procedures***

Successful applicants will be requested to inform us of their intention to enroll, and will be asked to submit some additional documents and pay the Admissions Fee. Only those who complete the admission procedures will be issued an official LETTER OF ADMISSIONS. This letter, along with a Certificate of Eligibility which IUJ will help you obtain, is used to apply for your Student Visa from the applicant's local Japanese embassy or consulate. Please note that a student visa will be required to receive any scholarships through IUJ. Those who fail to complete these procedures will be considered to have declined IUJ admissions. **Deferred admission is not offered at IUJ.**

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## ***Protection of Personal Information***

All personal information that IUJ obtains from applicants will be used solely for the purpose of admissions 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.

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## ***Other***

Prospective applicants with disabilities are encouraged to contact the Admissions Office in advance.



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## School Expenses

<b>Admission Fee:</b>	<b>300,000 yen</b>	
<b>Tuition:</b>	<b>3,200,000 yen per year</b>	<b>MBA, JGDP (2-year programs)</b>
	<b>3,900,000 yen</b>	<b>IMBA, DXP (1-year programs)</b>
<b>Monthly Dormitory Fees</b> (including LAN):		
	<b>39,000 yen</b> (Single Rooms)	
	<b>53,000 yen</b> (Married Student Apartment)	
<b>Monthly Living Expenses</b> (rough estimates):		
	<b>5,000 yen</b> (Utilities)	
	<b>30,000 yen</b> (Meals)	
<b>Educational Materials</b> (rough estimates):		
	<b>90,000 yen per year</b>	

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## Website Support and Resources

- Online Application: <https://www.iuj.ac.jp/admission/online/>
- FAQ: <https://www.iuj.ac.jp/faq/admission/>  
Includes Application and Admissions and Career and Placement information
- Career Counseling and Services: <https://www.iuj.ac.jp/career/>
- Alumni Information and Showcases: <https://www.iuj.ac.jp/alumni/>
- Information Sessions and Open Campuses: <https://www.iuj.ac.jp/admission/opencampus/>

## *For more information and support*

### **Contact Address for GSIM Applicants:**

Admissions

Master of Business Administration (MBA regular track)

Master of Business Administration (MBA 1-year track)

Japan-Global Development Program (JGDP)

Digital Transformation Program (DXP)

Graduate School of International Management (GSIM)

International University of Japan (IUJ)

777 Kokusai-cho, Minami Uonuma-shi,

Niigata 949-7277 JAPAN

E-mail: [admgsim@iuj.ac.jp](mailto:admgsim@iuj.ac.jp)

(Please indicate your Application ID number in every email.)

Phone: 025-779-1500 (in Japan)

+81-25-779-1500 (from overseas)