

2017

Application Guidelines for Undergraduate Special Admission for International Baccalaureate

Faculty of Global Studies

- Department of Global Business
- Department of Japanese Communication
- Department of Global Communication

Faculty of Education

- Department of Childhood Education

【Contact】

Musashino University Admissions Office

TEL:+81-3-5530-7300

E-mail:nyushi@musashino-u.ac.jp

【Office Hours】

Weekdays: 8:45 am - 5:00 pm

Saturdays: 8:45 am - 3:00 pm

(Closed on Sundays and public holidays)

Application Guidelines for Undergraduate: Special Admission for International Baccalaureate

Faculty/ Departments

Faculty	Department	Admission Capacity
Faculty of Global Studies	Department of Global Business	Several
	Department of Japanese Communication	
	Department of Global Communication	
Faculty of Education	Department of Childhood Education	

Examination Schedule

Application Period (by mail, postmark deadline)	Preliminary Result Announcement	Second Selection Date	Result Announcement	Admission Process (by mail, postmark deadline)
September 1, 2016 (Thu) - September 14, 2016 (Wed)	October 4, 2016 (Tue)	November 6, 2016 (Sun)	November 8, 2016 (Tue)	November 9, 2016 (Wed) - November 22, 2016 (Tue)

Application Criteria

Applicants must meet all the following requirements:

- (1) Applicants must have, or be due to receive, an International Baccalaureate (IB) Diploma awarded by the IB Office by March 31, 2017 and be 18 years of age by March 31, 2017.
- (2) Applicants must also meet the following requirements specified by each department when taking their IB Diploma:

【Department of Global Business】

As well as (1) above, applicants must meet one of the following requirements:

If English is the applicants' native language, they must take "English A" at a higher level (HL) or a standard level (SL) and achieve a minimum score of 4.

If English is not the applicants' native language, they must take "English B" at a HL with a minimum grade of 4 or at a SL with a minimum grade of 5.

【Department of Japanese Communication】

As well as (1) above, applicants must meet one of the following requirements:

If Japanese is the applicants' native language, they must take "Japanese A".

If Japanese is not the applicants' native language, they must take "Japanese B" at a HL with a minimum grade of 4 or at a SL with a minimum grade of 5.

【Department of Global Communication, Department of Childhood Education】

As well as (1) above, applicants must meet one of the following requirements:

If Japanese is the applicants' native language, they must take "Japanese A" at a HL with a minimum grade of 4 or at a SL with a minimum grade of 5.

If Japanese is not the applicants' native language, they must take "Japanese B" at a HL with a minimum grade of 6 or at a SL with a minimum grade of 7.

***Contact the Admissions Office if you do not meet the above criteria but still wish to apply to Musashino University and seek advice.**

***Contact the admissions Office if you would like to apply 'Department of Childhood Education'.**

***You may still be able to apply if you can provide the result of an external English language examination such as IELTS, TOEFL iBT or TOEIC or an external Japanese language examination such as EJU or JLPT.**

Selection Method

- (1) First Selection

By screening application documents, the preliminary result will be announced.

- (2) Second Selection

Time	Examination Subject	Maximum Score
Starts at 1:00 pm	Interview (Approximately 15 minutes)	100

* The interview may change to a group interview depending on the number of applicants.

* The starting time of interviews may change.

Application Documents

Applicants must submit the documents (1)to(7)below and (8)to(9) if it is applicable.

	Documents	Note
(1)	Application Form	Download from the Musashino University website and fill in the required information.
(2)	Photograph	A 4cm x 3cm color or black & white photograph of the applicant, no older than 3 months prior to submission of the application, with a plain background. Write your name on the back. (This is not required if the back of the photograph is adhesive.)
(3)	Stamp required to receive your exam card	A 332 yen stamp is required to receive your exam card via express mail. *This is not required if you are applying from abroad.
(4)	Photocopy of the payer's copy of the examination fee payment (if you live in Japan) or a certificate of international transfer (if you live abroad)	If you are paying from abroad and choose to transfer the funds to our bank account, the transfer may be executed by involving another bank in the transaction. In such a case, a separate fee might become payable. Please advise your branch that you are paying all the fees, including the bank transfer fee and the incurring fee.
(5)	Proof of your application criteria (such as a photocopy of your IB Diploma)	"Photocopy of your IB Diploma awarded by the IB Office" "Result certificate of the IB examination" If you cannot submit the above documents, you may submit a letter or certificate written by the principal or the person in charge of career guidance in your school confirming that you are obtaining an IB qualification.
(6)	Photocopy of your Extended Essay (EE)	If you cannot submit a photocopy, you may submit a report of the same content. There is no specific format.
(7)	Photocopy of your passport	You may replace this with a letter or certificate which can prove your name and nationality (for example, a residence certificate such as a citizenship register issued by a public institution in the applicant's home country).
(8)	Photocopies of your qualifications	If you have taken EJU or JLPT, you must submit a photocopy of the result. If you have taken an English proficiency test such as TOEFL®, TOEFL iBT®, TOEIC® or IELTS, you must submit a photocopy of the result.
(9)	Entry Form for 'Department of Childhood Education'	To submit it if you would like to get teaching certificate (license) for junior high school and high school of science or Health & Physical Education.(The form is on Musashino University Website)

**Entrance
Examination
Fee**

35,000 yen *An administration fee will be charged separately for a bank transfer.

Payee's Details

• Name of the bank	三菱東京UFJ銀行 The Bank of Tokyo-Mitsubishi UFJ, Ltd.
• Swift code	BOTKJPJT
• Branch Name	吉祥寺駅前支店 Kichijyoji-Ekimae Branch
• Address	〒180-0004 東京都武蔵野市吉祥寺本町1-15-2 1-15-2 Kichijojihoncyo, Musashino-shi, Tokyo 180-0004, Japan
• Account number	365-1116846
• Account name	武蔵野大学 Musashino Daigaku

Note for international transfer

Please pay your examination fees before the application deadline to the above bank account from a bank which handles international transfers. All other fees and charges, including the lifting charge and service charges, are payable by the applicant.

**Application
Method**

(1) Application period

Applicants must mail the application during the period from September 1, 2016 (Thu) to September 14, 2016 (Wed). All documents must reach us on or before the deadline.

If you are applying from outside Japan, mail the documents using international mail or an international courier service. Application must reach us on or before the deadline above. After posting your application documents, please send us the following email:

To: nyushi@musashino-u.ac.jp

Subject: Application documents for Special Admission of International Baccalaureate

Body of the email: Department/Your Name/Address/Telephone Number/Email Address

(2) Address where the application documents are to be sent:

<Applying in Japan>

〒135-8181

東京都江東区有明3-3-3 武蔵野大学入試センター

<Applying from abroad>

Admissions Office, MUSASHINO UNIVERSITY

3-3-3 Ariake, Koto-ku, Tokyo 135-8181, Japan

Notes for submission of applications

- (1) We do not accept incomplete application documents.
- (2) We do not refund or return the entrance examination fee or the submitted documents under any circumstances.
- (3) If we find any false information in the application documents or an act of dishonesty during the examination, we will rescind your acceptance to the university.
- (4) If different names are used in your application documents due to situations such as marriage, enclose a letter or certificate issued by a public institution to prove that the changes are valid. If there is any changes in your name(s) or address, please inform us immediately.
- (5) Check the updated information on the Musashino University website before submitting your application.

Special assistance for taking the entrance examination and studying at Musashino University

If you are a prospective student of Musashino University and have a physical disability (the disability shall be in accordance with Paragraph 3 of Article 22 of the Ordinance for Enforcement of the School Education Act), please inform the Admissions Center (Tel: +81-3-5530-7300, Email: nyushi@musashino-u.ac.jp) at least three weeks before the first day of enrolment. You may need special consideration in order for us to provide you a safe environment when taking the entrance examination and when studying at the university. If necessary, an interview will be conducted at Musashino University with the applicant and a person from the applicant's previous school who can represent the applicant. Do not pay the entrance examination fees or submit your application documents until you contact our Admissions Center. If you are applying for more than one department, you will need to inform us each time you submit an application. If you need special assistance when taking the entrance examination due to injury or illness, please contact our Admissions Center.

Selection Method

Comprehensive evaluation of the document screening and interview.

Examination Location/Exam Card

Location of examination

- The examination is held on the **Musashino Campus**(1-1-20 Shinmachi, Nishitokyo-shi, Tokyo Japan).
- Check the location of the interview room before the meeting time on the notice board in the examination information center.
(The meeting time will be written on your exam card.)
- Applicants are allowed to enter the examination room within the first 20 minutes after the examination start time. After that, the door will be closed, and no applicant will be allowed to enter.
- If there is a public transport delay, the examination time may be delayed too. Obtain a letter to prove the delay from the public transport company and contact the Admissions Center (Tel: +81-3-5530-7300).
Information in connection with the execution of the entrance examination is on the Musashino University website.
- Only applicants are allowed to enter the examination room and the interview room.

Exam card

- If your address is within Japan, your exam card will be sent after the application deadline. If you do not receive it within two days before the examination date, please contact our Admissions Center (+81-3-5530-7300).
- If your address is outside Japan, your exam card will be emailed.
- Please bring your exam card to the examination.
- If you lose it or forget to bring it, please contact the examination information center before the meeting time.

Result Announcement

(1) Preliminary announcement

The result will be sent to the applicant via email on the following date:

Successful applicants will receive their exam cards via email at the same time they receive their result.

Date to be sent: October 4, 2016 (Tue)

(2) Final announcement

The result will be sent to the applicant via email and also via “Kan-i Kakitome Sokutatsu” (express registered mail) to the applicant’s address.

*This will be via international mail if you reside outside Japan.

Successful applicants will receive the Admission Procedure Guidelines at the same time they receive their result.

Date to be sent: November 8, 2016 (Tue)

Admission Procedure

Admission procedure must be completed during the period from November 9, 2016 (Wed) to November 22, 2016 (Tue). All documents must reach us on or before the deadline.

- (1) For details on the admission procedure, please read the Admission Procedure Guidelines which we send to all successful applicants.
- (2) As part of the admission procedure, you will need to submit a written oath containing a joint signature from a guarantor (guarantor must reside in Japan).
- (3) If you do not complete the admission procedure before the deadline, we will assume that you have no intention of entering Musashino University.
- (4) We do not return documents submitted for the admission procedure.

Refund of Payment at Time of Admission Procedure (Excluding Admission Fees)

The amount of fees payable at the time of the admission procedure must be paid in full during the admission procedure period.

If you wish to apply for a refund of this payment (excluding admission fees) if you pass another university’s entrance examination and wish to withdraw from Musashino University, please follow the steps below:

- (1) Advance notice of request for refund of fees paid at the time of application procedure (excluding admission fees)
Fill out the “Advance Notice of Request for Refund of Fees Paid at Time of Application Procedure (Excluding Admission Fees)”, sign and mail it (postmark deadline) during the admission process period together with any other admission documents.
We will not accept this application if it reaches us after this period.

(2) Notice for termination of enrollment

After the above stated advance request, fill out the “Request for Termination of Enrollment and Refund of Fees Paid at Time of Application Process (Excluding Admission Fees)”, sign and mail it. This request must reach us no later than 4:00 pm Friday, March 31, 2017. We will not accept this application if it reaches us after this period.

- * The fees paid at the time of the admission process will be refunded, excluding the admission fees, to those who complete steps (1) and (2) above.
- * We do not process any request if there is a deficiency in the request process or documents.
- * The refund will be given as a “transfer via a financial institution”. No matter when the request is lodged, the refund of the fees paid at the time of the admission process will be refunded, excluding the admission fees, into the specified bank account at the end of April 2017.

Handling of Personal Information

Personal information provided in application documents is only used for implementation of the entrance examination, management of the student registry and statistical processing in a manner which does not lead to the identification of an individual. Personal information will not be used for any other purpose

Tuition Fees and Other Fees

Students pay their tuition fees in two separate payments: first semester (Terms 1 & 2) and second semester (Terms 3 & 4).

During the second semester of your first year of admission, Musashino University will send you a “学費振込依頼書”

(tuition fees transfer request form). Please go to a financial institution to complete your payment.

Faculty of Global Studies

(Unit: Yen)

Year	Semester	Tuition Fees			Other Fees				Total
		Admission Fees	Tuition Fees	Education Enhancement Fees	Support Association Joining Fee	Support Association Membership	Student Association Membership	Alumni Association Membership	
1	First (At the time of admission process)	250,000	350,000	81,000	1,000	6,000	3,600		691,600
	Second (September)		350,000	81,000		6,000			437,000
		250,000	700,000	162,000	1,000	12,000	3,600	0	1,128,600
2	First (April)		350,000	131,000		6,000	3,600		490,600
	Second (September)		350,000	131,000		6,000			487,000
		0	700,000	262,000	0	12,000	3,600	0	977,600
3	First (April)		350,000	131,000		6,000	3,600		490,600
	Second (September)		350,000	131,000		6,000			487,000
		0	700,000	262,000	0	12,000	3,600	0	977,600
4	First (April)		350,000	131,000		6,000	3,600		490,600
	Second (September)		350,000	131,000		6,000		31,000	518,000
		0	700,000	262,000	0	12,000	3,600	31,000	1,008,600

Faculty of Education

Year	Semester	Tuition Fees			Other Fees				Total
		Admission Fees	Tuition Fees	Education Enhancement Fees	Support Association Joining Fee	Support Association Membership	Student Association Membership	Alumni Association Membership	
1	First (At the time of admission process)	250,000	350,000	101,000	1,000	6,000	3,600	0	711,600
	Second (September)	0	350,000	101,000	0	6,000	0	0	457,000
		250,000	700,000	202,000	1,000	12,000	3,600	0	1,168,600
2	First (April)	0	350,000	146,000	0	6,000	3,600	0	505,600
	Second (September)	0	350,000	146,000	0	6,000	0	0	502,000
		0	700,000	292,000	0	12,000	3,600	0	1,007,600
3	First (April)	0	350,000	146,000	0	6,000	3,600	0	505,600
	Second (September)	0	350,000	146,000	0	6,000	0	0	502,000
		0	700,000	292,000	0	12,000	3,600	0	1,007,600
4	First (April)	0	350,000	146,000	0	6,000	3,600	0	505,600
	Second (September)	0	350,000	146,000	0	6,000	0	31,000	533,000
		0	700,000	292,000	0	12,000	3,600	31,000	1,038,600

Notes

- In addition to the above fees, students must pay the Personal Accident Insurance for Students Pursuing Education and Research and incidental liability insurance in the second semester (September) of their first year.
- If your lectures require experiments and practicum, such fees are separately charged.
- Fees may change. Also, there may be a change during your studies at Musashino University in regard to payment details, such as payment due dates and methods of payment.

About the campus

Students in the Faculty of Global Studies study on Musashino Campus for the first year and on Ariake Campus their second year. Students in the Faculty of Education study on Musashino Campus for four year.

*During the first year, all students, regardless of faculty or department, study on Musashino Campus in accordance with Musashino University's original curriculum "Musashino BASIS".

Application Form for Special Admission from an International Baccalaureate (2017 April Intake)

Department	Candidate Number
	*

*Office Use Only.

Name	Date of Birth
	Year Month Day Age

Gender	Nationality	Email Address	
Male Female	Japan Overseas		

*Please circle one for gender and nationality.

Contact Address	Telephone Number
	Mobile Phone Number

Residential address (*If different from above)	Telephone Number
	Mobile Phone Number

*Documents are sent to the contact address. Please write an address and daytime telephone number where we can reach you.

Concerning your recent education	Name of Senior High School			
	Date that you have, or are due to have, completed the secondary school education	Completed/ Due to complete on	Year	Month Day
	Country			
	Address			
	Telephone Number			

Time that you took an IB Examination	<input type="checkbox"/> Took the May 2015 examination	<input type="checkbox"/> Took the November 2015 examination
	<input type="checkbox"/> Took the May 2016 examination	<input type="checkbox"/> Will take the November 2016 examination

*Please check the applicable box.

English Language Tests		Other Language Tests	
TOEFL iBT	Score:	Test Name:	Score:
TOEFL PBT	Score:	Test Name:	Score:
TOEIC	Score:	Test Name:	Score:
IELTS	Score:	Test Name:	Score:

