

2017

Undergraduate Application Guidelines for International Students

(Admission in April 2017)

Faculty of Global Studies

世界の幸せをカタチにする。
Creating Peace & Happiness for the World



武蔵野大学

Global Leader Scholarship

Target
Faculty

Faculty of Global Studies

Number
Available

80

(Total number available including Japanese students)

Applicants who meet the scores required for the application as designated by the University are invited to challenge themselves towards the Global Leader Scholarship program by submitting the specified documents at the time of application. Students who apply for the scholarship are screened using their application documents, based on entrance examination results. If a student becomes enrolled in the University as a Global Leader Scholarship student, Musashino University provides a **100% exemption of tuition fees and Education Enhancement Fees (EEFs) for a maximum of 4 years (3,748,000 yen)** to robustly and financially support students who have a desire to work in the global society.

■ Scholarship categories and exemption details

There are four categories in this scholarship, and exemptions will be as follows.

Category	Number Available	Exemption Amount	Exemption Details
Global - S	10	3,748,000 yen	100% exemption of tuition fees & EEFs for 4 years
Global - A	20	2,800,000 yen	100% exemption of tuition fees for 4 years
Global - B	25	1,400,000 yen	50% exemption of tuition fees for 4 years
Global - C	25	840,000 yen	30% exemption of tuition fees for 4 years

* The number available indicates the total number including Japanese students.

* A review will be conducted each year for the following year's payment. Details will be sent to recipients.

■ Scores required for the application

English Proficiency Tests

Test Name	Minimum Score
TOEFL iBT®	61
IELTS (Academic)	5.5
TOEIC®	700

Japanese Language Tests

Test Name	Minimum Score for Students from Countries Which Use Kanji* ¹	Minimum Score for Students from Countries Which Do Not Use Kanji* ²
Examination for Japanese University Admission for International Students (EJU)	300 in Japanese	260 in Japanese
Japanese Language Proficiency Test (JLPT)	135 at N1	120 at N1
Musashino University's examination* ³	80 in Japanese	70 in Japanese

* 1 Countries which use kanji (China, Taiwan, Hong Kong and Korea)

* 2 Countries which do not use kanji (Vietnam, Nepal, Malaysia, Indonesia, Thailand, India, Singapore, European Countries and North & South American Countries, etc.)

* 3 Those who are applying to the Department of Global Communication or the Department of Japanese Communication in Intake II and Intake IV and successfully pass the scores in Japanese from the Musashino University's examination after submitting the Global Leader Scholarship application at the same time as applying for admission will be included in the scholarship selection pool.

■ Selection Method

Recipients will be chosen by document screening of those who submit the Global Leader Scholarship application. A decision on those who choose Musashino University's examination will be made by both document screening and the result of the entrance examination.

Documents to be submitted

Global Leader Scholarship Application Form, Certificate which shows the applicant's language proficiency*¹, Academic transcript from applicant's high school, Results of national level university entrance examinations in the applicant's country*²

*1. As for the language certificate, a photocopy of the original is acceptable. However, if you submit a photocopy, you must submit the original when you complete the admission procedure. Without this, your acceptance of the Global Leader Scholarship will become void. Those who take the Musashino University's examination are not required to submit a language certificate.

*2. If you take a national level university entrance examination, please submit a document which shows the results.

Examples: China: National College Entrance Examination (NCEE)
Korea: College Scholastic Ability Test (CSAT)
Vietnam: University Enrolling Examination (UEE)

- The result will be sent at the same time as the entrance examination result.
- The result of the entrance examination does not affect the result of the Global Leader Scholarship.

Undergraduate Application Guidelines for International Students (Faculty of Global Studies)

Faculty/ Departments, Admission Capacity

Faculty	Department	Admission Capacity
Faculty of Global Studies	Department of Japanese Communication	40
	Department of Global Business	20
	Department of Global Communication	30

Examination Schedule

Category	Application Period (by mail, postmark deadline)	Examination Date	Result Announcement (announced at 12:00)	Admission Process (by mail, postmark deadline)
Intake I	October 3, 2016 (Mon) – October 14, 2016 (Fri)	November 6, 2016 (Sun)	November 8, 2016 (Tue)	November 9, 2016 (Wed) – November 17, 2016 (Thu)
Intake II	November 14, 2016 (Mon) – November 24, 2016 (Thu)	December 18, 2016 (Sun)	December 20, 2016 (Tue)	December 21, 2016 (Wed) – January 6, 2017 (Fri)
Intake III	January 4, 2017 (Wed) – January 13, 2017 (Fri)	February 6, 2017 (Mon)	February 7, 2017 (Tue)	February 8, 2017 (Wed) – February 16, 2017 (Thu)
Intake IV	February 1, 2017 (Wed) – February 10, 2017 (Fri)	March 5, 2017 (Sun)	March 6, 2017 (Mon)	March 7, 2017 (Tue) – March 15, 2017 (Wed)

Applications from overseas are only accepted for Intake I. If you are applying outside Japan, mail it using a method which provides a record of delivery, such as EMS. Overseas applications must reach us on or before the deadline.

Application Criteria

Applicants must meet all the following requirements (1) – (4). Applicants who apply for Intake I from overseas must meet all the requirements (1), (2) and (4).

- (1) Applicants must have a nationality other than Japanese.
- (2) Applicants must correspond to one of the following (a) to (c)
 - (a) Have completed a school education of 12 years, whether inside or outside of Japan (including those who are planning on completing their school education by March 2017 and those who have completed a regular school education in less than 12 years due to “skipping a grade”). However, the period of enrollment in junior high school and high school based on the Japanese educational system must add up to 3 years or less for each.
 - (b) Have passed an academic certification test equivalent to completion of a 12-year educational curriculum overseas, and be 18 years old by March 31, 2017.
 - (c) Have completed (or expect to complete) a preparatory education curriculum designated by the Minister of Education, Culture, Sports, Science and Technology if having completed an educational curriculum of less than 12 years overseas, and be 18 years old by March 31, 2017.
- (3) Applicants whose current visa status is **Study abroad** or **those who can change to Study abroad as a student of Musashino University**; or have been approved via admission qualification screening individually conducted by Musashino University.
- (4) Applicants must be able to pay the tuition fees and living costs while studying at Musashino University.

Department of Japanese Communication

Applicants who are applying for Intakes I or III must meet the following criteria as well as (1) – (4) above. Applicants must take the EJU or the JLPT (at any level) and forward the results to us.

Department of Global Business

Applicants must meet one of the following criteria as well as (1) – (4) above.

TOEFL iBT[®] (minimum score of 61), IELTS (Academic module with a minimum score of 5.5) or

TOEIC[®] (minimum score of 700).

* Contact the Admissions Office for details on the English language standard for applicants whose first language is English or who have passed the International Baccalaureate.

Department of Global Communication

Applicants who are applying for Intakes I or III must meet the following criteria as well as (1) – (4) above.

Applicants must take the Examination for Japanese University Admission for International Students (EJU) or N1 of the Japanese Language Proficiency Test (JLPT) and forward the results to us.

Undergraduate Application Guidelines for International Students (Faculty of Global Studies)

Application Documents

The application documents to be submitted differ depending on the department and the entrance examination category. (1) – (7) are required. (8) – (14) are to be submitted by applicable persons only. Please make sure to submit graduation certificates and transcripts for high school and subsequent education written down in the Academic Background column on the Entry Form. The application method is via online application (see pages 7 – 10).

If you are applying outside Japan, mail it using a method which provides a record of delivery, such as EMS. Overseas applications must reach us on or before the deadline.

●: For all applicants △: Needs to be submitted if applicable.

Documents		Note	Dept. of Japanese Communication	Dept. of Global Business	Dept. of Global Communication																																																															
(1)	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.)	●	●	●																																																															
(2)	Stamp required to receive your exam card	Please enclose a 332 yen stamp for mailing your exam card. Your exam card will be mailed to your address.	●	●	●																																																															
(3)	International Students Entrance Examination Entry Form	Use the International Student Entrance Examination Form enclosed in the Application Guidelines or downloaded from Musashino University's website.	●	●	●																																																															
(4)	Originals of high school graduation certificate and academic transcript	If you cannot submit the originals of these documents, you may substitute these with certified copies. (The photocopied documents must be certified by the school that you graduated from or a public institution, such as a notary public office, to be true copies of the originals.) Also, if you are to submit a photocopy of your graduation diploma instead of the graduation certificate, this must be a certified true copy. * Certificates must be certified in Japanese, Chinese or English. If the certificates are certified in other languages, a translation either in Japanese or English (with the official seal of the school) must be attached to the original documents.	●	●	●																																																															
(5)	Photocopy of your passport or residence card	Photocopy must be submitted of the pages that provide your name, date of birth, photograph, gender, nationality, visa status and period of stay (use an A4 sized paper). (Do not photocopy only the page with your photograph.)	●	●	●																																																															
(6)	Photocopy of the result of EJU or JLPT.	If you are applying to the Department of Global Communication or the Department of Japanese Communication in Intakes I or III, you must submit the result of one of the following tests. * Multiple submission or changing after application is not permitted. If you are applying for another Department or examination category, you must submit a photocopy of the certificate if you have taken any of the following tests. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Category</th> <th colspan="2">EJU</th> <th colspan="2">Category</th> <th colspan="2">JLPT</th> </tr> </thead> <tbody> <tr> <td rowspan="4">Intake I</td> <td></td> <td>November 2014</td> <td></td> <td rowspan="4">Intakes I or III</td> <td></td> <td>December 2014</td> <td></td> </tr> <tr> <td></td> <td>June 2015</td> <td></td> <td></td> <td>July 2015</td> <td></td> </tr> <tr> <td></td> <td>November 2015</td> <td></td> <td></td> <td>December 2015</td> <td></td> </tr> <tr> <td></td> <td>June 2016</td> <td></td> <td></td> <td>July 2016</td> <td></td> </tr> <tr> <td rowspan="4">Intake III</td> <td></td> <td>June 2015</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>November 2015</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>June 2016</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>November 2016</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Category		EJU		Category		JLPT		Intake I		November 2014		Intakes I or III		December 2014			June 2015			July 2015			November 2015			December 2015			June 2016			July 2016		Intake III		June 2015							November 2015							June 2016							November 2016						Essential for Intakes I and III △ for Intakes II and IV	△	Essential for Intakes I and III △ for Intakes II and IV
Category		EJU		Category		JLPT																																																														
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(7)	Address Label for Application	Put all the above application documents in a store bought envelope, download the Address Label for Application from the online application website and glue it to the envelope securely. Mail it via "Kan-i Kakitome Sokutatsu" (express registered mail) from the post office window.	●	●	●																																																															
(8)	Originals of transcript and attendance record from Japanese Language School	If you are attending or have attended a Japanese language school, submit original copies of the transcript and attendance record. (Must have been issued within the last three months.)	△	△	△																																																															
(9)	Photocopies of the graduation certificate and transcript from university, junior college or technical college	If you graduated from a university, a junior college or a technical college, whether inside or outside Japan, submit photocopies of the graduation certificate and academic transcript from the institution. (Certificates must be certified as a true copy in Japanese, Chinese or English. If the certificates are certified in other languages, attach a translation either in Japanese or English.)	△	△	△																																																															
(10)	Photocopies of your qualifications	Applicants for the Department of Global Business Applicants must submit a photocopy of the result of one of the following English tests: TOEFL iBT® (minimum score of 61), IELTS (Academic module, minimum score of 5.5) or TOEIC® (minimum score of 700). Applicants for All Departments If you take a language qualification test such as for English or Japanese, and are indicating the results on your Entry Form, submit a copy of the qualification certificate.	△	●	△																																																															
(11)	Global Leader Scholarship Application	If you are applying for the Global Leader Scholarship, submit the Global Leader Scholarship Application Form *1 and language certificates*2. If you took a national level university entrance examination in your country, you must also submit that result. * 1. The application form can be downloaded from the Musashino University website, or you can use the one enclosed in the application guideline package. * 2. As for the language certificate, a photocopy of the original is acceptable. However, if you submit a photocopy, you must submit the original when you complete the admission process. Without this, your acceptance of the Global Leader Scholarship will become void. Those who take the Musashino University's examination are not required to submit a language certificate. See Page 1 for details on the Global Leader Scholarship and examples of national level university entrance examinations.	△	△	△																																																															
(12)	Original document certifying that you have skipped a grade	Submit an original document issued by your school that certifies that you have completed (or are planning to complete) your educational curriculum in less than 12 years due to skipping a grade.	△	△	△																																																															
(13)	Original certificate of conformance for academic certification test equivalent to completion of 12 years of education overseas	If you have dropped out of high school, submit a transcript (original issued by your high school as of the time when you were enrolled in high school).	△	△	△																																																															
(14)	Original certificate of completion (or expected completion) of a preparatory education curriculum	If you have completed a preparatory education curriculum in order to enroll in a Japanese university at a facility designated by the Minister of Education, Culture, Sports, Science and Technology, submit an original certificate of completion (certificate of anticipated completion for those expecting to complete such a course).	△	△	△																																																															

Undergraduate Application Guidelines for International Students (Faculty of Global Studies)

Selection Method and Examination Overview

■ Intakes I and III

Department of Japanese Communication

Comprehensive evaluation of the interview and document screening (the application documents and the result of the EJU or the JLPT).

Time	Examination Subject		Maximum Score
Starts at 10:30 am	Interview (Approx. 15 minutes) ²	Comprehensive evaluation of the interview (conducted in Japanese) and application documents	100
	Japanese	"Japanese (except the written part)" of the EJU or the JLPT (convert the result to a percentage) * The result will be decided upon comprehensively by taking both the score and the level into consideration.	100

Department of Global Business

Comprehensive evaluation of the interview and document screening.

Time	Examination Subject		Maximum Score
Starts at 10:30 am	Interview (Approx. 15 minutes)	Comprehensive evaluation of the interview (conducted in English) and application documents.	100

Department of Global Communication

Comprehensive evaluation of the written English examination, interview and document screening (the application documents and the result of the EJU or the JLPT).

Time	Examination Subject		Maximum Score
10:30 am - 11:00 am	English ^{*1}	Written Examination (Multiple Choice Format)	50
Starts at 11:30 am	Interview (Approx. 15 minutes) ²	Comprehensive evaluation of the interview (conducted in Japanese) and application documents	100
	Japanese	"Japanese (except the written part)" of the EJU or the JLPT N1 (convert the result to a percentage)	100

■ Intakes II and IV

Department of Japanese Communication

Comprehensive evaluation of the written Japanese examination and interview.

Time	Examination Subject		Maximum Score
10:30 am - 11:30 am	Japanese ^{*3}	Written Examination (Multiple Choice Format)	100
Starts at 12:00 pm	Interview (Approx. 15 minutes) ²	Comprehensive evaluation of the interview (conducted in Japanese) and application documents	100

Department of Global Business

Comprehensive evaluation of the interview and document screening.

Time	Examination Subject		Maximum Score
Starts at 10:30 am	Interview (Approx. 15 minutes)	Comprehensive evaluation of the interview (conducted in English) and application documents.	100

Department of Global Communication

Comprehensive evaluation of the written examinations in English and Japanese and the interview.

Time	Examination Subject		Maximum Score
10:30 am - 11:30 am	Japanese	Written Examination (Multiple Choice Format)	100
12:00 pm - 12:30 pm	English ^{*1}	Written Examination (Multiple Choice Format)	50
Starts at 1:30 pm	Interview (Approx. 15 minutes) ²	Comprehensive evaluation of the interview (conducted in Japanese) and application documents	100

* 1 Applicants who have scores in one of the following English proficiency tests will be exempt from taking the written English test portion of Musashino University's examination. They will be assigned a score of 50 (full marks).
TOEFL PBT (minimum score of 470), TOEFL iBT (minimum score of 52), TOEIC (minimum score of 500) or IELTS (Academic module with a minimum score of 4.0).

* 2 The interviews for the Department of Japanese Communication and the Department of Global Communication may change to a group interview depending on the number of applicants.

***Please also make sure to check page 5 and onwards.**

Undergraduate Application Guidelines for International Students (Faculty of Global Studies)

Please note the following conditions regarding application submissions

- (1) We do not accept incomplete applications.
- (2) **We will 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 change 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 degree of 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 Office (Tel: +81-3-5530-7300) at least **three weeks before the first day of acceptance of application for each examination**. 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 the above degree of disability does not apply to you but you would like special assistance from us when taking the entrance examination and after being admitted, please inform us of this in the same manner specified above. 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 Office. 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 Office.

Examination Location / Exam Card

Location of examination

- The examination is held on the **Musashino Campus** (1-1-20 Shinmachi, Nishitokyo-shi, Tokyo Japan).
- This location opens at 9:30 am.
- For interviews, **check the location of the interview room before the meeting time on the notice board in the examination information center and enter the room before that time.**
- For written examinations starting at 10:30 am, **check the location of the examination room on the notice board in the examination information center. Then sit on the seat in the examination room which contains your exam number 20 minutes before the examination starts.**
- Applicants are not allowed to enter the examination room 20 minutes after the examination started (20 minutes after the meeting time for the interview). For the written English examination, this will be 10 minutes after the examination started.
- If there is a public transportation delay, the examination time may be delayed too. Obtain a letter to prove the delay from the public transport company and contact our Admissions Office (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.
- It will not be necessary for you to wear indoor shoes. You can wear your street shoes.

Exam card

- 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 Office (Tel: +81-3-5530-7300).
- 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.
- If you applied from overseas (possible only for Intake I for the Faculty of Global Studies), a confirmation email will be sent to the email address provided at the time of application. Print out this email and bring it with you on the examination day to the examination information center and exchange it for your exam card.

Undergraduate Application Guidelines for International Students (Faculty of Global Studies)

Acts of Dishonesty

The following actions are considered acts of dishonesty. If an act of dishonesty is committed, you will not be able to take subsequent examinations. In addition, examination subjects that you have already taken will become void.

- (1) Cheating (looking at a cheat sheet, reference book, other examinee's answers, etc., or being told answers from someone else)
- (2) Solving problems using a prohibited tool.
- (3) Opening your answer book or starting to fill in answers before the examination starts.
- (4) Not following the instructions when the "Stop answering. Put down your writing instruments." announcement is made. Continuing to hold writing instruments or filling in answers.
- (5) Carrying out an act that would benefit others, such as informing someone of an answer during the examination.
- (6) Using electronic instruments such as a mobile phone, smartphone, wristwatch-type terminal, electronic dictionary, or IC recorder during the examination.
- (7) Allowing a mobile phone, etc. or watch to sound (receiving a call, alarm, vibration sound, etc.) during the examination.
- (8) Carrying out an act that would cause trouble to other examinees in the examination room.
- (9) Not following the proctor's instructions in the examination room.
- (10) Having someone other than the applicant pose as the applicant and take the examination.
- (11) Carrying out any other act that impairs the fairness of the examination.

Other Precautions

If Musashino University judges that it is difficult to implement an entrance examination, etc. as originally planned due to natural disasters or unforeseen circumstances, it shall be possible to take adaptive measures such as deferring the examination time, postponing the examination, changing the examination location, etc. However, Musashino University is not responsible for any associated individual damages to examinees. If such adaptive measures are to be taken, they will be listed on the Musashino University homepage (<http://www.musashino-u.ac.jp/>). Please check the homepage.

Application Method and Special Notes

Entrance Examination Fee 35,000 yen

Application Method

The application method is via online application by entering the necessary information on the entry form on the Musashino University website.

Application Flow

(1) Enter the necessary information on the entry form for online application.	Enter the information, such as the examination category, that you are applying for.
↓	
(2) Complete payment of the entrance examination fee.	A credit card payment option is available.
↓	
(3) Put application documents in an envelope and glue the address label that you printed out onto the front.	Ensure that your envelope is securely sealed.
↓	
(4) Mail the envelope. "Kan-i Kakitome Sokutatsu"	Mail the envelope from a post office window.

Application is complete when you finish Steps (1) – (4). Please note that completing the online entry does not mean that your application is complete. You must pay the entrance examination fee and mail your application documents from a post office window with “Kan-i Kakitome Sokutatsu (express registered mail)” by the application deadline.

If mailing from overseas (possible only for Intake I for the Faculty of Global Studies), (3) is not necessary. After completing Steps (1) and (2), mail it using a method which provides a record of delivery, such as EMS. Overseas applications must reach us on or before the application deadline.

Application Process

Follow the instructions below for application.

If you are experiencing problems with the online application, call:

TEL.050-3786-5124

1 Access to the online application page.

During the application period, open the online application entry screen via the Musashino University website, or access the online application website (<https://www.univ-jp.com/musashino/>). Check your PC requirements and follow the instructions.

PC Requirements

The recommended browsers and their versions are as follows.

[Windows] – Microsoft Edge	- Internet Explorer 11.0 or higher
– Chrome (The latest version)	- Firefox (The latest version)
[Mac OS] – Safari 9.0 or higher	

Application Method and Special Notes

2 Check the entrance examination information on the Home page.

Check the examination category and application procedures, click **Register My Application**.



3 Select the examination category in which you wish to apply.

Select the examination category, faculty and department in which you wish to apply. You can check the entrance examination fee here.



4 Enter your personal information

Follow the instructions on the screen for registration.

Enter your name and address correctly.



5 Complete your application registration

Either write down the application number or print out the page. You will need this number to check details on your application and the payment number.

Also, write down the payment number. You will need this number when paying your entrance examination fee.



After completing your registration application, print out the address label, which will be required in (7) of Page 10 **Mailing the application documents**.

* If you do not have a printer, write the address label details (receiver's address, application number, applicant's name and address) on the envelope.

Application Method and Special Notes

6 Payment of entrance examination fee

Pay your entrance examination fee via one of the following methods. Please note that payment is finalized at the same time you complete the payment.

See **Paying my entrance examination fee** on the online application website for detailed procedures regarding this payment.

Concerning the administration fee on your entrance examination fee payment

When you pay your entrance examination fee, an administration fee of 780 yen will be separately charged.

Payment methods for entrance examination fee

The following methods of (1) – (5) are available.

(1) Credit Card

We accept VISA, MasterCard, JCB, AMERICAN EXPRESS, and Diners Club cards. You will need to enter your credit card details for proof of identity, so please get your credit card ready before submitting your application. Only a single installment is available. Please check your credit card limit in advance.

(2) Convenience Store (only in Japan)

Cash payment only. Follow the instructions on the online application screen.

Convenience Store	Seven Eleven	Lawson Mini Stop (Loppi)	Family Mart (FamiPort)	CircleKSunkus (K Station)	Seicomart (Club Station)	Daily Yamazaki Three F
Payment Procedure	<p>Tell a clerk that you want to make an Internet payment, and hand him/her the "Payment Slip" that you printed out or give him/her your "Payment Slip Number." *If you did not print out the "Payment Slip" beforehand, it is OK to just tell the clerk your Payment Slip Number.</p> <p>The multicopy machine is not used.</p>	Service Menu	Payments	Payments	Online Purchases/ Payments	<p>Tell a clerk that you want to make an online transaction.</p> <p>Enter your "online transaction number."</p>
		Payments/Online Purchases/ SmartPit Payments	Press here if you have a number	If you have an 11-digit number		
		Payments	Proceed to the number input screen	Enter your online transaction number and make a payment.	Enter your "online transaction number."	
		Multi payment service	Enter your "customer number"	Enter your "online transaction number."		
		Enter your "customer number."	Enter your "confirmation number."	Proceed to the next step.	Proceed to the next page.	
		Enter your "confirmation number."	Agree to the terms, and use the service.	Proceed to the next step.		
<p>If your entry is correct, press the "Confirm" and "Print Out" buttons. The machine will print out a slip. Take it to the checkout and pay the entrance examination fee in cash within the next 30 minutes.</p>						<p>Pay the entrance examination fee in cash at the checkout.</p>

* The above screens are subject to change.

Application Method and Special Notes

(3) Financial Institution's ATM Pay-easy

You can pay from an ATM machine with the Pay-easy symbol at any of the following financial institutions.

- Yucho Bank
- Mitsubishi Tokyo UFJ Bank
- Mizuho Bank
- Mitsui Sumitomo Bank
- Resona Bank/Saitama Risona Bank
- Regional Banks

Payment Instructions	Select “税金・料金払い込み” (tax or goods payments) or Pay-easy.
	Enter the “収納機関番号” (receiving agency code), “お客様番号” (customer number) and “確認番号” (confirmation number).
	Select “現金” (cash) or “キャッシュカード” (ATM card) and complete the entrance examination fee payment.

* The design on the screen of each machine or the names of the buttons may change. Please check **Payment Instructions for Entrance Examination Fee** on the **Home** screen of the **Online Application Website**.

* Regional banks available for this payment are listed on the **Available ATM List**.

Well-Net: http://www.well-net.jp/multi/financial_list/index.html

(4) Internet Banking

You can pay the entrance examination fee via internet banking from banks, regional banks, Shinkin Banks (shinyokinko), credit unions (shinyokumiai), Labor Banks (roudokinko), Agricultural Cooperatives (nokyo) and Fishery Cooperatives (gyokyo). You need to apply for the payment beforehand.

The list of financial institutions available for this payment can be checked on

Well-Net: http://www.well-net.jp/multi/financial_list/index.html

(5) Pure-Internet-Play Banks

You can pay the entrance examination fee via Rakuten Bank, Japan Net Bank, Jibun Bank, or Sumishin SBI Net Bank. You will need to open a bank account at one of the banks beforehand.

7 Mailing the application documents

Put your application documents in a store bought envelope and securely glue the **Address Label for Application** on the front of the envelope. Send it to the address below from a post office window using “Kan-i Kakitome Sokutatsu” (express registered mail).

If you are applying outside Japan (possible only for Intake I for the Faculty of Global Studies), mail it to the address below using a method which provides a record of delivery, such as EMS. Overseas applications must reach us on or before the application deadline.

* If you do not have a printer, write the contents of the address label (receiver's address, application number, applicant's name and address) on the envelope.

* The address label can also be printed out from the **Confirm My Application Contents (Log-In)** on the **Home** screen of the Online Application Website.

* Application documents can also be reviewed on the reception completed screen or the **Home** screen of the Online Application Website.

Delivery Address:	〒 150-8681 東京都渋谷郵便局留 武蔵野大学入試センター書類受付係	General Delivery Shibuya Post Office, Tokyo 150-8681 Musashino University Admissions Office Document Receptionist
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Your application is now complete.

Your application will not be completed solely by finishing the entry procedures online. You will need to pay your entrance examination fee and mail the application documents from a post office window using “Kan-i Kakitome Sokutatsu” (express registered mail) before the application deadline (postmark deadline). If you are applying outside Japan (possible only for Intake I for the Faculty of Global Studies), mail it using a method which provides a record of delivery, such as EMS. Overseas applications must reach us on or before the deadline.

Result Announcement and Admission Process

Result Announcement

Admission Procedure Guidelines will be mailed to successful applicants on the day of the result announcement using “Kan-i Kakitome Sokutatsu” (express registered mail). Therefore, if you are successful, you will receive the package the following day or later. If you want to check your result, the Entrance Examination Result Automatic Inquiry System is available using voice prompts on the phone or by checking online via computer or cell phone.

Entrance Examination Result Automatic Inquiry System

Using voice guidance via telephone: +81-3-4579-9860 (Only Japanese)
Using online via computer or cell phone: <http://www.gouhi.com/mu-u/>

Available Time: Between 12:00 pm on the announcement day and 12:00 am the following day.

Password: Your date of birth (4 numbers) Ex: If your birthday is September 8, your password is “0908”.

Notes:

- We do not accept any late admissions after the deadline by using the system’s malfunction or misunderstanding as the reason.
- We do not provide a service to teach you how to use the system, exam number or password. If a person other than the applicant wishes to use the system, the person needs to contact the applicant for such information.
- You may get a busy signal if many people are using the system at the same time. If this happens, please try again later.

Admission Process

- (1) Admission Procedure Guidelines will be sent to successful applicants and should be reviewed carefully.
- (2) If you are mailing the admission documents outside Japan, mail them using a method which provides a record of delivery, such as EMS. Overseas applications must reach us on or before the deadline.
- (3) When filing admission documents, you need to submit a written oath with joint signatures from a guarantor.
- (4) If you applied to the Global Leader Scholarship and submitted a **photocopy** of a certificate to show your language ability, you must submit the **original** when you complete the admission process. If you cannot submit the original at the time of the admission process, your acceptance of the Global Leader Scholarship will become void, and you will be required to pay the official university fees and other fees.
- (5) If you do not complete the admission procedure before the deadline, we will assume that you have no intention of entering Musashino University.
- (6) We do not return documents submitted for the admission procedure.

Payment at the time of admission procedure (excluding admission fee)

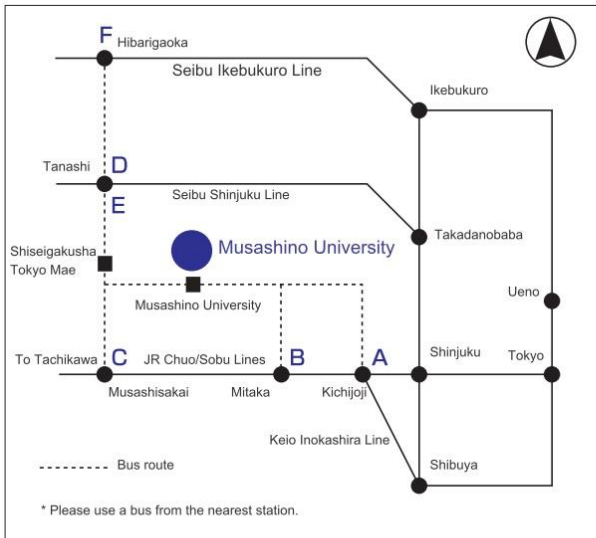
The amount of fees payable at the time of the admission process must be fully paid during the admission process period. If you wish to apply for a refund of this payment (excluding the admission fee) because you pass another university’s entrance examination and wish to withdraw from Musashino University, please follow the steps below:

- (1) Advance Notice of Request for Refund of Fees Paid at Time of Application Process (Excluding the Admission Fee)
Fill out the Advance Notice of Request for Refund of Fees Paid at Time of Application Process (Excluding the Admission Fee), sign and mail it (postmark deadline) during the admission process period together with your admission documents. We will not accept this application if it is submitted after the admission process 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 the Admission Fee), 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 fee to those who complete steps (1) and (2) above.
- * If you are mailing the admission documents outside Japan, mail using a method which provides a record of delivery, such as EMS. Overseas applications must reach us on or before the deadline.
- * 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 fee) to the specified bank account at the end of April 2017.

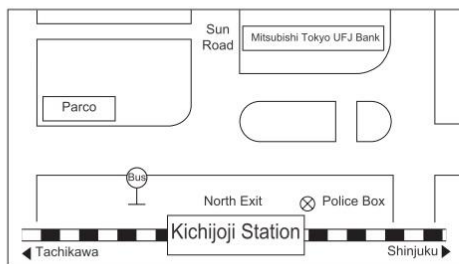
Access to the Musashino Campus (Examination Location) from the nearest railway stations

1-1-20 Shinmachi, Nishitokyo-shi, Tokyo 202-8585

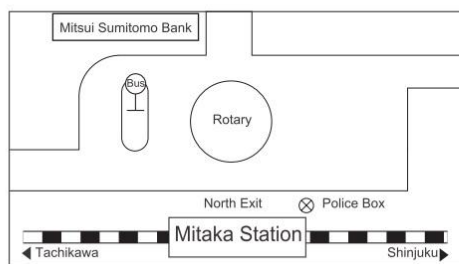


Please use public transport when coming to Musashino University. (Mitaka Station is the most convenient for the bus connection.)
Bringing a vehicle (including a two-wheeler) is not permitted.

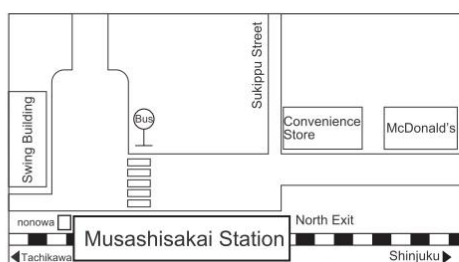
- A** Use one of the bus services bound for Mukoudaicho 5 Chome, Sakurazutsumi Danchi or Sekimae Nishi Koen from the bus stop (#1) of the North Exit of Kichijoji Station. It takes 15 minutes.



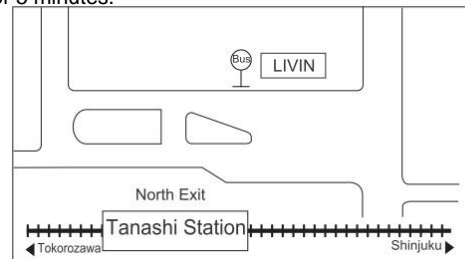
- B** Use one of the bus services bound for Kyuko (Express) Musashino Daigaku, Musashisakai Eki, Musashikoganei Eki or Vi:Garden Nishitokyo from the bus stop (#3) of the North Exit of Mitaka Station. Get off at Musashi Daigaku. It takes 10 minutes.



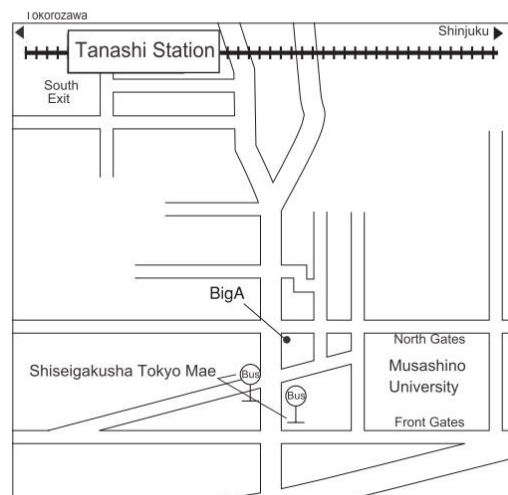
- C** Use one of the bus services bound for Mitaka Eki or Musashino Eigyocho from the bus stop (#3) of the North Exit of Musashisakai Station. Get off at Musashi Daigaku. It takes 7 minutes.



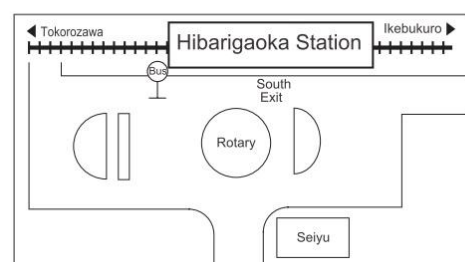
- D** Five minute ride on a bus bound for Musashisakai Eki from the bus stop (#5) of the North Exit of Tanashi Station. Get off at Shiseigakusha Tokyo Mae and walk for 5 minutes.



- E** Twenty minute walk from Tanashi Station.



- F** Twenty minute ride on a bus bound for Musashisakai Eki (via Yato) from the bus stop (#1) of the South Exit of Hibarigaoka Station. Get off at Shiseigakusha Tokyo Mae and walk for 5 minutes.



* Due to road works, etc., the location of the bus stop where you get on may change.

Tuition Fees and Other Fees / Academic Campuses

International students will be exempt from payment of admission fees (250,000 yen).

See Page 1 of the Global Leader Scholarship.

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.

Department of Japanese Communication / Department of Global Business / Department of Global Communication

(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)	0	350,000	81,000	1,000	6,000	3,600	0	441,600
	Second (September)	0	350,000	81,000	0	6,000	0	0	437,000
		0	700,000	162,000	1,000	12,000	3,600	0	878,600
2	First (April)	0	350,000	131,000	0	6,000	3,600	0	490,600
	Second (September)	0	350,000	131,000	0	6,000	0	0	487,000
		0	700,000	262,000	0	12,000	3,600	0	977,600
3	First (April)	0	350,000	131,000	0	6,000	3,600	0	490,600
	Second (September)	0	350,000	131,000	0	6,000	0	0	487,000
		0	700,000	262,000	0	12,000	3,600	0	977,600
4	First (April)	0	350,000	131,000	0	6,000	3,600	0	490,600
	Second (September)	0	350,000	131,000	0	6,000	0	31,000	518,000
		0	700,000	262,000	0	12,000	3,600	31,000	1,008,600

Common to All Faculties

Notes

1. 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.
2. If your lectures require experiments and practicum, such fees are separately charged as Laboratory Fees.
3. Academic Fees and Other 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.

Academic Campuses

Students in the Faculty of Global Studies will be taught at the Musashino Campus their first year, and the Ariake Campus their second and subsequent years.

*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”.

*Changes will be announced on the University's homepage.

Entrance Examination Q&A

Q: Can I mail my application documents by dropping them off in a mailbox?

A: No. Make sure to mail them via “Kan-i Kakitome Sokutatsu” (express registered mail) from the post office window.

Q: Can I submit my application documents to the Musashino University office window?

A: We do not accept any applications at the Musashino University office window. Make sure to mail them via “Kan-i Kakitome Sokutatsu” (express registered mail) from the post office window.

Q: What part of my passport should I photocopy?

A: Please photocopy the pages that provide your name, date of birth, photograph, gender, nationality, visa status and period of stay on A4 sized paper.

Q: I cannot prepare some of my application documents by the application deadline. May I submit them later?

A: We will not accept any application documents after the application deadline. Please prepare all of your application documents within the application period, and mail them via “Kan-i Kakitome Sokutatsu” (express registered mail) from the post office window. Please give yourself enough time to prepare your application documents and carry out the application procedure.

Q: I cannot provide the certificates from high school onwards that are listed on the Entry Form. Is it okay if I omit them?

A: No. Please make sure to submit the certificates from high school onwards that are listed on the Entry Form within the application period.

Q: Since I will be submitting an original of my graduation certificate, will I be able to have it returned to me after the entrance examination?

A: Application documents will not be returned. If you cannot submit an original, please submit a certified true copy (photocopied documents that are certified by the school that you graduated from or a public institution, such as a notary public office, to be true copies of the originals.)

Q: If my certificate is in a language other than Japanese, English, or Chinese, is it acceptable to submit a photocopy rather than the original if there is an official seal from my high school on the translated certificate?

A: If your certificate is in a language other than Japanese, English, or Chinese, please submit a translation either in Japanese or English (with the official seal of the school) together with the original certificate. If you cannot submit an original, make sure to submit a certified true copy of the original.

Q: I wrote down the calendar years for my schooling period on my Entry Sheet. Is it okay if I do not write down the number of years that I attended school?

A: No. Make sure to write down the number of years as well.

Handling of Personal Information

Personal information provided in the application documents is only used for implementation of 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.

Contact

About admissions and application documents

TEL: 03-5530-7300

Musashino University Admissions Office

Office Hours: Weekdays 8:45 am – 5:00 pm

Saturdays 8:45 am – 3:00 pm (Closed on Sundays and public holidays)

Website: <http://www.musashino-u.ac.jp/> (for PCs)

<http://www.musashino-u.ac.jp/> (for smart phones)

Email: nyushi@musashino-u.ac.jp

About online applications

TEL: 050-3786-5124

Office Hours: 10:00 am – 6:00 pm

(weekdays, weekends and public holidays throughout the application period.)

About application documents after submission

TEL: 03-5778-4390

Office Hours: 10:00 am – 5:00 pm (Closed Saturdays, Sundays and public holidays)

*Time is given as local time in Japan.

2017

International Student Application Form for Undergraduate Programs

Circle the examination category for which you wish to apply.

Circle	Category	Circle	Category
	I		III
	II		IV

Write the name of the department for which you wish to apply.

Department (1 st choice)	
Department (2 nd choice)*	

Exam Number *Office Use Only

<small>If you can write your name in Japanese "furigana", please write it here</small> <hr/> Name		Name in English (as shown on your passport)	
Date of Birth:	Gender:	M / F	Nationality:
Age:			
Address:		(TEL:)	(Mobile:)
<small>(Write address accurately including the number and name of the apartment.)</small>			
Current Visa Status		Passport Number	

Emergency Contact In Japan	<small>If you can write your name in Japanese "furigana", please write it here</small> <hr/> Name	Relationship to the applicant
	Address: (TEL:)	Occupation
<small>(Write address accurately including the number and name of the apartment.)</small>		

Academic Background	Name of Institution	Attendance Period	Number of Years of Attendance
Elementary School		From To	
Junior High School		From To	
Senior High School		From To	
Tertiary Education		From To	
Japanese Language School		From To	
Other		From To	
Work Experience	Name of Company	Employment Period	Number of Years of Employment
		From To	
		From To	

*Please make sure to submit certificates from your high school and subsequent schools that you indicate on this form. Refer to the Entrance Examination Guidelines regarding the types of certificates.

2017 Global Leader Scholarship Application Form

1

(Entrance Examination for International Students)

< Front Cover >

Name	
------	--

Exam Number	*Office Use Only

Write down the department of your first choice.

Department	
------------	--

Circle the examination category that you are applying for.

Mark with a circle	Examination Category	Mark with a circle	Examination Category
<input type="checkbox"/>	Intake I	<input type="checkbox"/>	Intake III
<input type="checkbox"/>	Intake II	<input type="checkbox"/>	Intake IV

Please indicate the qualification certification tests that you have taken.

Language	Circle if applicable	Test Name	Level & Score	Date Acquired	
English	<input type="checkbox"/>	TOEFL iBT®			
	<input type="checkbox"/>	IELTS (Academic)			
	<input type="checkbox"/>	TOEIC®			
Japanese	<input type="checkbox"/>	Examination for Japanese University Admission for International Students (EJU)	<input type="checkbox"/> Countries which use kanji	Japanese:	
	<input type="checkbox"/>		<input type="checkbox"/> Countries which do not use kanji	Japanese:	
	<input type="checkbox"/>	Japanese Language Proficiency Test (JLPT)	<input type="checkbox"/> Countries which use kanji	N1:	
	<input type="checkbox"/>		<input type="checkbox"/> Countries which do not use kanji	N1:	
	<input type="checkbox"/>	Musashino University's examination	<input type="checkbox"/> Countries which use kanji	Japanese : Minimum 80	/
	<input type="checkbox"/>		<input type="checkbox"/> Countries which do not use kanji	Japanese : Minimum 70	

Countries which use kanji (China, Taiwan, Hong Kong and Korea)

Countries which do not use kanji (Vietnam, Nepal, Malaysia, Indonesia, Thailand, India, Singapore, European Countries and North & South American Countries, etc.)

* Those who are applying to the Department of Japanese Communication and the Department of Global Communication in Intake II and Intake IV and successfully pass the scores in Japanese from the Musashino University's examination after submitting the Global Leader Scholarship application at the same time as applying for admission will be included in the scholarship selection pool. Submission of a language test certificate is not required.

Submit this form (the Global Leader Scholarship Application Form ① Front Cover) for each examination category.

The Global Leader Scholarship Application Form ② can be photocopied for submission.

(To be continued to ②)

2017 Global Leader Scholarship Application Form

(Entrance Examination for International Students)

Name	
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Exam Number	*Office Use Only

Please give detailed answers both 1 & 2 below.

1. What approaches did you take with regard to qualification certification tests that you have taken? What motives drove you? What are your motives for studying in Japan?

2. What do you want to study after enrolling in our university? What kind of student life do you want to lead? What kind of work do you want to do in the future?

*Please use a black ballpoint pen or a fountain pen.
*Please limit your answers to the space available on this sheet.