

2024

# Admission Guidelines for International Students

(For Admission in April 2024)

Faculty of Global Studies

Department of Global Communication

Japanese Communication

Global Business

The entrance examination for international students with residence permit will be held on the Ariake Campus.

(Entrance examination for non-residents will be held online in Intake I and Intake II.)

Eligibility for non-resident application: Individuals who live outside Japan at the time of application and do not have resident status in Japan.

Ariake Campus

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

響き合って、  
未来へ。



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



武蔵野大学

## Admission Outline for International Students

### Entrance Examination Schedule

Category	Application Period (postmark deadline)	Examination Date	Result Announcement (announced at 12:00 noon)	Admission Period (postmark deadline)
Intake I*	October 1, 2023 (Sun) – October 11, 2023 (Wed)	November 5, 2023 (Sun)	November 10, 2023 (Fri)	November 11, 2023 (Sat) – November 24, 2023 (Fri)
Intake II*	November 1, 2023 (Wed) – November 9, 2023 (Thu)	December 10, 2023 (Sun)	December 15, 2023 (Fri)	December 16, 2023 (Sat) – December 28, 2023 (Thu)
Intake III	January 5, 2024 (Fri) – January 10, 2024 (Wed)	February 6, 2024 (Tue)	February 10, 2024 (Sat)	February 11, 2024 (Sun) – February 26, 2024 (Mon)
Intake IV	February 1, 2024 (Thu) – February 6, 2024 (Tue)	March 3, 2024 (Sun)	March 6, 2024 (Wed)	March 7, 2024 (Thu) – March 18, 2024 (Mon)

\*Non-resident applications are accepted only for Intake I and Intake II.

### Faculty, Departments, Admission Capacity, and Applicable Admission Categories

Faculty	Department	Admission Capacity	Admission Category			
			Intake I*	Intake II*	Intake III	Intake IV
Faculty of Global Studies	Department of Global Communication	30	●	●	●	●
	Department of Japanese Communication	40	●	●	●	●
	Department of Global Business	20	●	●	●	●

\* **Non-resident applications are accepted only for Intake I and Intake II. When you are sending your application documents or admission documents from overseas by post, please use EMS or another trackable service (your application documents must reach us by the application deadline). (For the destination postal address, please see P. 8.)**

We advise non-resident applicants to mail their application/admission documents early, since the delivery of international mail may take longer.

\* **If you apply to the Department of Global Business by taking the online examination for non-residents, some of the admission categories are eligible for the Musashino University Global Leader Scholarship.**

For details, see the Musashino University website (<https://www.musashino-u.ac.jp/en/downloads/>). The entrance examination for international students with residence permit, as described in this document, is not eligible for the Musashino University Global Leader Scholarship.

### Application Eligibility

**Common requirements:** Applicants must meet all of the following requirements (1 to 3):

- (1) Applicants must have a nationality other than Japanese.
- (2) Applicants must meet one of following requirements (a)–(e).
  - (a) Completed at least 12 years of formal education in Japan or overseas (including those who are expected to complete such education by March 2024 or those who have completed an equivalent level of formal education in less than 12 years by skipping one or more school years). However, that applicant must not be enrolled in a junior high school and/or high school under the Japanese education system for more than three years in total.
    - \* Including applicants who have completed or are expected to complete 12 years of education at educational institutions accredited by international accrediting bodies (WASC, ACSI, NEASC, or CIS).
    - \* Including applicants who have completed or are expected to complete a course of an international school designated as equivalent to a foreign upper secondary school in Japan by the MEXT.
    - \* Including applicants who have completed or are expected to complete a designated course of 11 years in a foreign country by the MEXT.
  - (b) Passed an academic qualification test that is equivalent to having completed 12 years of formal education overseas and be at least 18 years old by March 31, 2024.
  - (c) Completed (or be expected to complete) a preparatory curriculum designated by the MEXT in the event of having completed a formal education of less than 12 years overseas.
  - (d) Obtained (or be expected to obtain) qualification for foreign university admission including the International Baccalaureate, the Abitur, the Baccalauréate, and GCEA levels.
  - (e) Have a certification that is academically equivalent to having graduated from high school and be at least 18 years old by March 31, 2024.
    - \* If you would like to apply for admission based on requirement (e), please contact the Musashino University Admissions Office (Tel:03-5530-7300) at least one month in advance of the first day of the relevant application period.
- (3) Applicants must be able to pay for their tuition fees and living expenses while studying at Musashino University.

\* Applicants whose status of residence is "Temporary Visitor" are only allowed to apply for Intake I and Intake II online examinations.

In addition to the **common requirements** described on P. 1, applicants must also meet the application requirements specified by each department.

**【Department of Global Communication】**

Applicants must take the EJU Japanese exam (except the writing section) or JLPT N1 exam and submit the result. (For details, see p. 3.)

\* **Applicants for Intake II who will use the result of the EJU to be conducted in November 2023 can apply with a copy of the EJU admission card. In this case, submit a copy of the admission card at the time of application.**

**【Department of Japanese Communication】**

Applicants must take the EJU Japanese exam (except the writing section) or any level of JLPT exam and submit the result. (For details, see P. 3.)

\* **Applicants for Intake II who will use the result of the EJU to be conducted in November 2023 can apply with a copy of the EJU admission card. In this case, submit a copy of the admission card at the time of application.**

**【Department of Global Business】**

Applicants must have achieved one of the following English language test scores:

TOEFL iBT®: 61 or above / IELTS (Academic): 5.5 or above / TOEIC® (L&R): 700 or above

\* TOEFL ITP®, TOEIC IP®, IELTS (General Training Module), and TOEFL iBT® Home Edition are not accepted.

\* Special criteria may apply to certain applicants, such as those whose first language is English or those who will apply with application eligibility (2)(d), described in the common requirements.

For details, please contact the Musashino University Admissions Office (Tel: 03-5530-7300).

## Selection Method

### ■ Faculty of Global Studies (Intakes I to IV)

All intakes for international students with residence permit are conducted on the **Ariake Campus**. (Intake I and Intake II for non-resident applicants are conducted **online**.)

#### Department of Global Communication

Comprehensive evaluation of the interview results, oral exam results, and application documents

Time	Examination Subject		Max. score
Starts at 10:00 am	Interview and oral exam	Approx. 20 min. Conducted in Japanese. Includes some questions and answers that are conducted in English.	100

#### Department of Japanese Communication

Comprehensive evaluation of the interview results, oral exam results, and application documents

Time	Examination Subject		Max. score
Starts at 10:00 am	Interview and oral exam	Approx. 20 min. Conducted in Japanese.	100

#### Department of Global Business

Comprehensive evaluation of the interview results, oral exam results, and application documents

Time	Examination Subject		Max. score
Starts at 10:00 am	Interview and oral exam	Approx. 15 min. Conducted in English.	100

## Application Documents

### ■ Faculty of Global Studies (Intakes I to IV) (\*Submitted documents will not be returned under any circumstances.)

The documents that applicants are required to submit vary depending on the department and examination category (intake). Documents (1)–(4) are compulsory, while Documents (5)–(14) are to be submitted by applicable applicants only. Please make sure that the applicants need to submit the relevant certificate of graduation, academic transcript, etc., if his/her academic background is high school graduate or above and write down these academic history in the application form. **For more details about the application method, please refer to P. 5.**

●: Compulsory for all applicants    △: Required for applicable applicants

Documents	Notes	Dept of Global Communication	Dept of Japanese Communication	Dept of Global Business																				
(1) International Students Application Form for Undergraduate Programs	Download the International Student Application Form for Undergraduate Programs from the Musashino University website. *Complete the form using a ballpoint pen (black) or fountain pen.	●	●	●																				
(2) Photo	Must be taken in the last three months. 4 cm L x 3 cm W. No background. Either a black-and-white or color photo is acceptable. Write your name on the back of the photo and paste it inside the frame provided on the application form. You will be required to upload the data of the photo when obtaining the Admission Card (see P. 11).	●	●	●																				
(3) <b>Originals</b> of the graduation (completion) certificate and academic transcript from your high school or upper secondary education course <sup>*1*2</sup>	*If your educational background is equivalent to having completed 12 years of formal education including advancement to a university/college, technical college or junior college, you must also submit the originals of your certificate of enrollment or graduation (completion) certificate and academic transcript issued by the relevant educational institution.	●	●	●																				
(4) <b>Photocopies</b> of your passport and residence card	The photocopies must include all pages that show your name, date of birth, photo, gender, nationality, status of residence, and period of stay (use A4 size paper). * If your status of residence is "Temporary Visitor" or if you do not have resident status, you are only required to submit a copy of your passport.	●	●	●																				
(5) <b>Photocopy</b> of your EJU or JLPT score report (One of the above)	<p>■ If applicant who apply for Department of Global Communication or Department of Japanese Communication, must submit the result for one of the tests listed below.</p> <p>* You are not allowed to submit more than one score report or to replace your score report once you have submitted it.</p> <p>* If you are applying for Intake II and will be using the result of the EJU exam to be conducted in November 2023, submit a copy of the admission card at the time of application.</p> <p>■ All applicants who have attended any of the tests indicated below are required to submit a copy of their score reports, even if you apply for Department of Global Business.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Category</th> <th style="width: 50%;">EJU</th> <th style="width: 50%;">Category</th> <th style="width: 50%;">JLPT</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Intake I or II</td> <td>The 1st Session for 2022 (Jun.)</td> <td rowspan="3">Intake I, II, or III</td> <td>The 1st Session for 2022 (Jul.)</td> </tr> <tr> <td>The 2nd Session for 2022 (Nov.)</td> <td>The 2nd Session for 2022 (Dec.)</td> </tr> <tr> <td>The 1st Session for 2023 (Jun.)</td> <td>The 1st Session for 2023 (Jul.)</td> </tr> <tr> <td rowspan="3">Intake III or IV</td> <td>The 2nd Session for 2022 (Nov.)</td> <td rowspan="3">Intake IV</td> <td>The 2nd Session for 2022 (Dec.)</td> </tr> <tr> <td>The 1st Session for 2023 (Jun.)</td> <td>The 1st Session for 2023 (Jul.)</td> </tr> <tr> <td>The 2nd Session for 2023 (Nov.)</td> <td>The 2nd Session for 2023 (Dec.) *</td> </tr> </tbody> </table> <p>* Score Reports for the December test (2023) will be sent in early February. Please note that score report cannot be used in the application if test results announcement date later than the end of the application period.</p>	Category	EJU	Category	JLPT	Intake I or II	The 1st Session for 2022 (Jun.)	Intake I, II, or III	The 1st Session for 2022 (Jul.)	The 2nd Session for 2022 (Nov.)	The 2nd Session for 2022 (Dec.)	The 1st Session for 2023 (Jun.)	The 1st Session for 2023 (Jul.)	Intake III or IV	The 2nd Session for 2022 (Nov.)	Intake IV	The 2nd Session for 2022 (Dec.)	The 1st Session for 2023 (Jun.)	The 1st Session for 2023 (Jul.)	The 2nd Session for 2023 (Nov.)	The 2nd Session for 2023 (Dec.) *	●	●	△
Category	EJU	Category	JLPT																					
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(6) <b>Originals</b> of your academic transcript and certificate of attendance issued by your Japanese language school <sup>*1*2</sup>	If you are or have been enrolled at a Japanese language school, you are required to submit the <b>originals</b> of your academic transcript and certificate of attendance issued by your school. (Note that the documents must have been issued within the past three months).	△	△	△																				
(7) <b>Photocopies</b> of your graduation (completion) certificate <sup>*2</sup> and academic transcript <sup>*2</sup> issued by your university, college (junior college), technical college, etc.	If you completed your studies at a university, college (junior college), technical college, or other academic institution in Japan or overseas, you are required to submit photocopies of your graduation (completion) certificate or certificate of enrollment and academic transcript issued by the school.	△	△	△																				

●: Compulsory for all applicants △: Required for applicable applicants

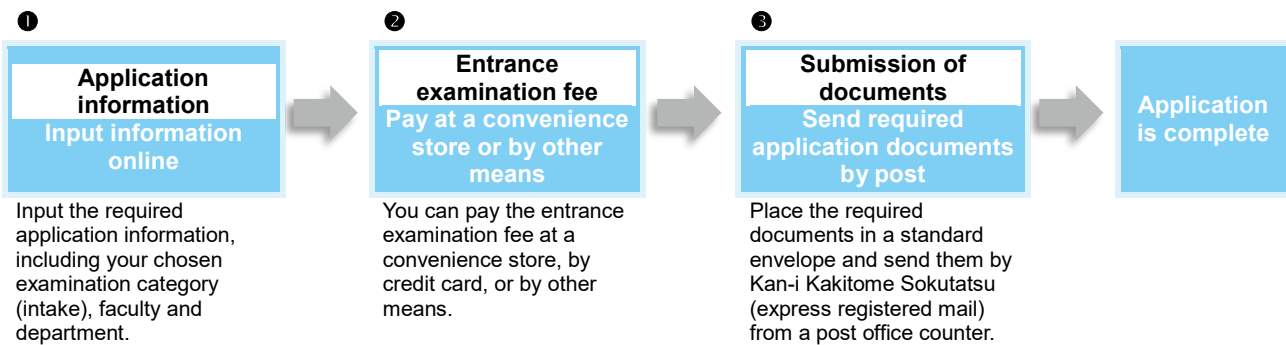
	Documents	Notes	Dept of Global Communication	Dept of Japanese Communication	Dept of Global Business
(8)	<b>Originals</b> of certificates of your English language tests	<ul style="list-style-type: none"> <li>■ If you are applying to the Department of Global Business, you must submit the original score report for one of the tests specified below. The score report for the eligible English language tests must meet one of the following requirements. TOEFL iBT®: 61 or above / IELTS (Academic): 5.5 or above / TOEIC® (L&amp;R): 700 or above</li> <li>* Only scores obtained on or after August 1, 2021 are valid.</li> <li>* Only the official test reports issued by each test organization are acceptable.</li> <li>* Printouts of screenshots of online score inquiry screens or online score reports are not acceptable. For TOEFL iBT, PDF test taker score reports are not acceptable.</li> <li>* A score report can be sent directly to the university from the IELTS office when using IELTS, or from ETS USA when using TOEFL iBT®. When having a score report sent from ETS to Musashino University, the organization code is [B657]. When having a score report sent directly, be sure to contact the Musashino University Admissions Office by telephone (Tel: 03-5530-7300) or e-mail (E-mail: nyushi@musashino-u.ac.jp) in advance.</li> <li>* <u>If you cannot submit the original at the time of application, a copy of the original score report is acceptable. However, the original must be submitted in time for the admission procedure. If you are unable to do this, your admission will be cancelled.</u></li> <li>■ If you are applying to the Department of Global Communication or Department of Japanese Communication and are entering the test results in the application form, you must submit a copy of documentation proving that the scores are valid.</li> </ul>	△	△	●
(9)	<b>Photocopies</b> of your qualification certificates, etc.	If you took a qualifying test and wrote down the result on the application form, you must submit a photocopy of documentation proving that the score is valid (a printout of screenshot will not be accepted).	△	△	△
(10)	<b>Original</b> of a document **2 certifying that you have skipped one or more school years	<b>Applicants who meet application eligibility (a)</b> Submit the <b>original</b> of a document issued by the school that you graduated from to prove that you have completed (or are expected to complete) your formal education in less than 12 years by skipping one or more school years.	△	△	△
(11)	<b>Original</b> of a certificate **2 proving that you have passed an academic qualification test that is equivalent to having completed 12 years of formal education overseas	<b>Applicants who meet application eligibility (b)</b> If you dropped out of high school, you are also required to submit your high school academic transcript ( <b>original</b> issued by the high school) you attended.	△	△	△
(12)	<b>Original</b> of your certificate of completion (or expected completion) for a required preparatory curriculum *1	<b>Applicants who meet application eligibility (c)</b> If you have completed (or are expected to complete) a preparatory curriculum designated by the MEXT of Japan to prepare yourself for studying at a Japanese university, you are also required to submit the <b>original</b> of your <b>certificate of completion (or expected completion)</b> for the preparatory curriculum.	△	△	△
(13)	<b>Original</b> of certificate **2 for university entrance qualifications.	<b>Applicants who meet application eligibility (d)</b> If you took the examination regard to university entrance qualification, you must submit the original official certificates of examination grade/score. * Applicants who haven't obtained an entrance qualification yet must submit a graduation letter and a transcript of expected grades issued by your school / institution.	△	△	△
(14)	Online Student Selection Pledge (only non-resident applicants who will apply for Intake I or Intake II online examination)	Download the form from the Musashino University website. * Complete the form using a ballpoint pen (black) or fountain pen. * Record the date and your name on the completed form and then affix your personal seal (or add your signature in the separate required field if you do not have your own personal seal).	△	△	△

\*1 If you cannot submit the originals of these documents, you can instead submit certified true copies (i.e., Photocopies that have been certified as true copies of the originals by the school that you graduated from or a notary public or relevant public institution).

\*2 If they are written in any another language, an official Japanese or English translation must be submitted along with the original. Translation needs to be certified as the identical to the original certificate by your school/an embassy/consulate or an appropriate private office (except Japanese language school). If the translation is to be done by a private company etc., the translation should clearly indicate the agency and be signed or stamped by the translator.

## Application Method (Common to All Departments)

### Application Flow



Your application is complete once you have carried out all of ① to ③. Your application is not complete if you have only filled out your application information online. Make sure to pay entrance examination fee and send your application documents by Kan-i Kakitome Sokutatsu (express registered mail) from a post office counter by the application deadline for the applicable examination category (intake). For the non-resident applicants who send application documents from overseas (this option is only possible for Intake I and Intake II online examinations), please make sure that you complete ① and ② before you send your application documents using EMS or another trackable service (must arrive by the application deadline). (For the postal address, please refer to P. 8.)

### Application Procedure

#### ① Access the online application page

Proceed to the online application page on our website during the application period or access the online application website (<https://www.mu-u.jp/shutsugan/>). After checking the operating environment of your PC, follow the steps.

#### PC operating environment

The recommended browsers and versions are as follows:

[Windows] • The latest version of Microsoft Edge • The latest version of Google Chrome • Internet Explorer 11.0 or later  
• The latest version of Firefox

[Mac OS] • Safari 9.0 or later

#### ② Obtain My Page ID

You only need to register for a My Page ID on your first visit.

After that, login with the My Page ID that you obtained on your first visit to submit an application.

#### ③ Submit your application information

After logging in to My Page, enter the required information following the instructions on the screen. Select your desired examination category, faculty, department, etc., and note the entrance examination fee as well.

\* Exercise caution because the information cannot be modified after paying the entrance examination fee.

#### ④ Enter the applicant's information

Submit the information by following the instructions on the screen.

Carefully enter information such as your address, contact, and name.  
Your entries cannot be modified after paying the entrance examination fee.

## 5 Payment of entrance examination fee

### Entrance examination fee: 35,000 yen

Use any of the following methods to pay for the entrance examination fee. Please be reminded that the payment will be processed at the same time as the completion of the payment procedure.  
For details of the procedure, refer to the online application website.

#### [Administration fee for the entrance examination fee]





In addition to the entrance examination fee, an administration fee (780 yen) is required.

#### [Payment methods for the entrance examination fee]

The following four payment methods are available:

#### (1) Convenience store

Only cash payments are accepted. Payments exceeding 300,000 yen per application cannot be accepted.  
Follow the instructions on the online application screen.

Convenience stores	<p>7-Eleven</p> 	<p>Lawson and MINISTOP (Loppi)</p> 	<p>FamilyMart (Multi-function copiers)</p> 	<p>Seicomart (Club Station)</p> 
<p>Payment Procedure</p>	<p>Tell the staff that you want to make an online payment (インターネット支払い) and hand him/her the Payment Slip (払込票) that you printed out or give him/her your Payment Slip Number. *If you did not print out the Payment Slip beforehand, you can just tell the clerk your Payment Slip Number. The multi-function copiers should not be used.</p>	Service Menu	Payments	Online Purchases/Payments
		Payments/Online Purchases/Smart Pit Payments	Tap here if you have a number	
		Payments	Proceed to the number input screen	Enter your online transaction number
		Multipayment Service	Enter your customer number	Proceed to the next page
		Enter your customer number	Enter your confirmation number	
		Enter your confirmation number	Agree to the terms and use the service	
<p>If your entry is correct, press the "Confirm" button and then the "Print Out" button. 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>				

\* The names of the convenience stores where you can pay the entrance examination fee and the corresponding screen layouts and button names for the in-store terminals may be subject to change. Be sure to visit the online application website for information on the payment method.



## (2) Pay-easy

You can pay the entrance examination fee at any ATM owned by Mizuho Bank, Sumitomo Mitsui Banking Corporation, Resona Bank, Saitama Resona Bank, MUFG Bank, Japan Post Bank, or other local banks, via the internet banking sites of these city banks or local banks, or other financial institutions such as *shinkin* banks, credit unions, labor banks, agricultural cooperatives, or fishery cooperatives. Check the financial institutions that can be used at the link below:

Econtext: [https://www.econtext.jp/bank\\_list/list.html](https://www.econtext.jp/bank_list/list.html)

Payment procedure	(Internet banking) Log in to the internet banking site of the financial institution. *You must make an account at the financial institution in advance.
	Select [Payment of taxes and fees] or [Pay-easy].
	Enter the Receipt number, Customer number, and Confirmation number.
	Pay the entrance examination fee (select cash or cash card when using a bank ATM).

\* The configuration or button names on the screen may be changed.

## (3) Bank transfer (GMO Aozora Net Bank virtual account)

After you select the payment method, we will notify you of the account to which you can make a payment from each financial institution.

\* Transfers from overseas cannot be accepted.

## (4) 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 make sure you get your credit card ready before submitting your application. The payment must be made in a single installment. Please check your credit card limit in advance.

## 6 Complete the submission of the application

**After you submit your application information, your application number will be displayed. The number will also be provided to you in the email notifying you of the completion of the application. Be sure to save this application number, as it will become necessary when you make inquiries or obtain an admission card.**

**If you have selected a payment method other than credit card, complete the payment by following the “Entrance Examination Fee Payment Procedure.”**

See below for information on downloading the Procedure. If you have selected a credit card as the payment method, the payment will be complete at the time of submission of your application information.

After you submit your application information, print out the address labels that will become necessary in “P8,  Send your application documents by post.” On the online application page “My Page Menu,” select “Check the application contents,” and then select the applicable entrance examination from the list of applications. When you press “Details” for the detailed information shown at the bottom, detailed application information will be shown; download the labels from “Download address label” displayed at the bottom. Although they do not need to be submitted, check “Download the Entrance Examination Fee Payment Procedure” and “Download the Application Document Checklist,” as well.

\* One address label is issued per application submitted. If you have submitted multiple applications and multiple address labels have been issued, such as in a case in which you have submitted an application for another examination category after submitting an application for one examination category, prepare one envelope for each address label and place the necessary application documents in each envelope.

\* If you do not have a printer, copy the destination address, application number (all the application numbers if you are applying for multiple examination categories), your name and address on the front face of the envelope.



## 7 Send your application documents by post

Place your application documents in a standard envelope and send it to the address below by **Kan-i Kakitome Sokutatsu (express registered mail) (postmark deadline)** from a post office counter.

\* We do not accept any documents delivered in person; be sure to send them by mail.

<b>Delivery Address</b>	<b>General Delivery Shibuya Post Office, Tokyo 150-8681 Musashino University Admissions Office Document Receptionist</b>
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Once you have carried out all of the above steps, your application is complete.

**Your application is not complete if you have only filled out your application information online. Make sure to pay entrance examination fee and send the application documents by Kan-i Kakitome Sokutatsu (express registered mail) from a post office counter by the application deadline (postmark deadline).**

**If you are a non-resident applicant who applies from overseas  
(possible only for Intake I and Intake II online examinations)**

After completing ① - ⑥ (P. 5 and 7), send your application documents using EMS or another trackable service.

Intake I application deadline: Your documents must arrive by Wednesday, October 11, 2023.

Intake II application deadline: Your documents must arrive by Thursday, November 9, 2023.

**Delivery Address: 3-3-3 Ariake, Koto-ku, Tokyo 135-8181  
Musashino University Admissions Office (Document Receptionist for Applications from Abroad)**

## Notes (Common to All Departments)

### Notes for application submissions

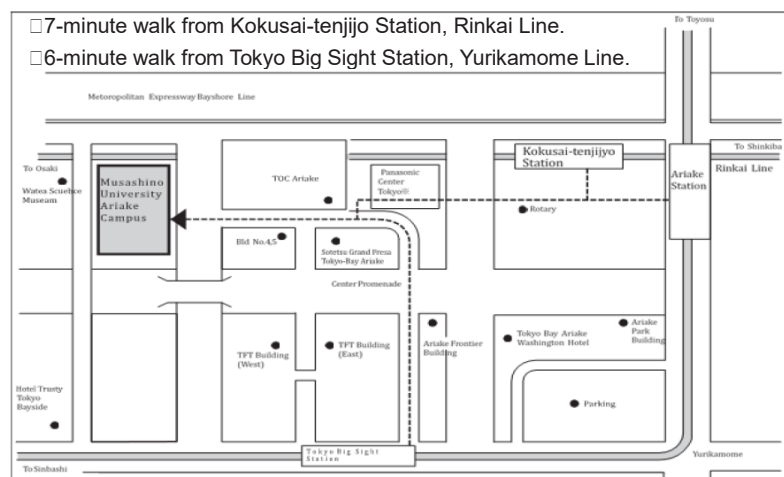
- (1) We do not accept incomplete or late applications.
  - (2) **We will not return any application documents under any circumstances.**
  - (3) **In principle, we will not return entrance examination fees that have already been paid.** However, in cases (a) through (c) below, the entrance examination fee will be returned. If any of these cases applies to you, please contact the Musashino University Admissions Office (Tel: 03-5530-7300\*). Contact period: October 11, 2023 (Wed) to 5:00 pm on March 15, 2024 (Fri) (\*Japan Time)
    - (a) You paid the entrance examination fee, but you did not submit the application documents.
    - (b) You paid the entrance examination fee and submitted the application documents, but the application was not accepted.
    - (c) You paid the entrance examination fee twice by accident.
 The administration fee of 780 yen (P. 6) that is charged when the entrance examination fee is paid will not be returned. Note that the examinee is responsible for payment of the administration fee that is charged for the return of the entrance examination fee.
  - (4) If you provide any false information for the examination or commit an act of dishonesty during the examination, we will rescind your acceptance to the university.
  - (5) If the name used in your application documents differs from your current name due to marriage or other such reasons, enclose a certificate of proof issued by a public institution when submitting your application. If you change your name or address after submission of your application, please inform us, Admissions Office (Tel: 03-5530-7300\*) immediately.
  - (6) Check the latest information on the official website of Musashino University before submitting your application.
- \* Contact from overseas (Tel: +81-3-5530-7300)

### Note for entrance examination (for those applying from within Japan)

#### Location of examination

- (1) The examination is held on the **Ariake Campus** (3-3-3 Ariake, Koto-ku, Tokyo 135-8181).
- (2) This location opens at 9:30 am. Please make sure to check the location of the waiting room for interview on the notice board in the examination information center, and enter the room before the meeting time.
- (3) Applicants will be allowed to enter the waiting room for interview up to 20 minutes after the meeting time for interviews. Any later arrivals will not be allowed to enter the room.
- (4) If there is a public transportation delay, the examination time may be delayed as well. **Obtain a certificate to prove the delay from the public transportation agency** and contact the Musashino University Admissions Office (Tel: 03-5530-7300). Information in connection with the execution of the entrance examination is on the Musashino University website.
- (5) Only applicants are allowed to enter the Ariake Campus and the interview room.
- (6) It will not be necessary for you to wear indoor shoes.

#### ■ Ariake Campus (3-3-3 Ariake, Koto-ku, Tokyo 135-8181)



Please use public transport when coming to Musashino University.

Bringing a vehicle (including a two-wheeler) is not permitted.



Access to the Ariake Campus can be found here.

## Acts of Dishonesty

The following actions are considered acts of dishonesty.

Your examination may be declared invalid if you are caught committing any of them.

- 1) Cheating (looking at a cheat sheet, reference book, etc., or being told answers from someone else)
- 2) Using electronic instruments such as a mobile phone, smartphone, wearable devices, electronic dictionary, or IC recorder during the examination.
- 3) Not following the proctor's instructions in the examination room.
- 4) Having someone other than the applicant pose as the applicant and take the examination.
- 5) Allowing a mobile phone, etc. or watch to sound (receiving a call, alarm, vibration sound, etc.) during the examination.
- 6) Carrying out any other act that impairs the fairness of the examination.

## Notes for the online interview (Only for non-resident applicants for Intake I or Intake II online examination)

### Preparations

You will need to keep the following points in mind when preparing for your online interview.

- (1) Use your own web camera, headphones (earphones) and microphone (which may be built in to your PC). Do not use speakers.
- (2) Make sure that you can attend the online interview in a private room with no one else present on the day of the examination.
- (3) Check your Internet connection beforehand by following the instructions provided on the Musashino University website. Make sure that you conduct this Checking in the system environment as on the day of the examination.
- (4) Make sure that you read and understand the Online Student Selection Pledge (which you must submit) and the manual for the online interview system. These documents can be found on the Musashino University website.

### Examination day

- (1) Enter the URL for the interview five minutes before the scheduled start time and wait in the Interview Room. Avoid entering the URL manually as it's easy to enter it incorrectly. Instead, download your Admission Card and then copy and paste the URL. You also need to print out your admission card and keep it ready at hand during the examination.
  - \* The scheduled start time for your interview may be subject to minor changes.
  - \* Make sure that the device you use for the interview is connected to a power source and that all webpages and apps other than your Interview Room are closed before stand-by for the interview.
  - \* You can use only one device. You must not use more than one device at the same time.
- (2) Your interview may be refused if you are unable to connect within five minutes of the scheduled start time for the interview.
- (3) Your interview will be recorded by the University to ensure that the examination is conducted fairly. Examinees are strictly prohibited from photographing, tape recording, video recording, or livestreaming their interviews and from taking notes about their examinations.
- (4) The following actions are considered acts of dishonesty, so your examination may be declared invalid if you are caught committing any of them.
  - 1) Leaving halfway through the examination
  - 2) Using an electronic device such as a PC, mobile phone, smartphone, or wearable device to do anything other than what the interviewer instructs you to do (e.g., conduct online searches) during the examination
  - 3) Cheating (looking at a cheat sheet, reference book or being told answers from someone else)
  - 4) Using a virtual background during the examination
  - 5) In case there is a person other than the applicant in the same room during the examination.
  - 6) Having someone other than the applicant pose as the applicant and take the examination
  - 7) Carrying out any other act that impairs the fairness of the examination
- (5) You may be contacted by the university on the day of the examination. Make sure that you can be reached at the telephone number and email address that you gave in your application as well as via the contact details that you entered in your application form.

(You must set your mobile phone or smartphone to silent and keep it away from you during the examination, so that you cannot use it unless there is an emergency.)
- (6) If you experience any difficulties in attending the examination due to technical problems at your end, please contact the Musashino University Admissions Office (Tel: +81-3-5530-7300) within 30 minutes of the scheduled start time for the examination.

If you cannot get through, you can email the office instead (email address: nyushi@musashino-u.ac.jp).  
Note that your examination may be declared invalid if you contact the office after the scheduled end time for the examination.

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

If you are a prospective student of Musashino University and you have a physical or mental disability (the degree of disability shall be in accordance with Article 22-3 of the Ordinance for Enforcement of the School Education Act), please inform the Admissions Office (Tel: 03-5530-7300\*) at least three weeks before the first day of the acceptance of applications for each Intake. You may need special consideration in order for us to provide you with a safe environment and prevent any problems from occurring when you take the entrance examination and study 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 in the same manner as that specified above. If necessary, an interview will be conducted at Musashino University with the applicant and a person who can represent the applicant. Do not pay the entrance examination fee or submit your application documents until you have contacted the Musashino University Admissions Office. If you are applying for more than one Intake, 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 the Musashino University Admissions Office (Tel: 03-5530-7300\*).

\*Contact from overseas (Tel: +81-3-5530-7300)

## Admission Card

- Your admission Card will not be posted to you. You must obtain your examinee number from the URL below once your Admission Card has been issued. To obtain your examinee number, you will need to provide your application number and date of birth (eight digits).  
Example: If you were born on May 21, 2001 → Enter "20010521"  
URL: <https://www.mu-u.jp/jukenhyo/>
- Follow the instructions on the face photo upload screen on the online admission card page to upload your face photo. If you use a face photo data which you have already saved, available data format is JPEG, over W240 x H320 pixel.  
\* As for the non-resident applicants who will apply for Intake I or Intake II online examination do not need to upload your face photo.
- Once you have obtained your card, make sure that the information stated on your card is correct, including the address, name, examination date, and examination method. Also, please make sure that your face photo, which you uploaded in (2) above, is displayed correctly on your card. If you experience any difficulties in obtaining your card or need to correct any information stated on it, please contact the Musashino University Admissions Office (Tel: 03-5530-7300\*).
- Be sure to bring the Admission Card which is printed-out in either color or black-and-white by A4-sized sheet of plain paper with you on the day of your examination. In case your face photo on the card is unidentifiable as you, you need to take face photo and submit it to us on that day. So please make sure to check your face photo on printed out card in advance. If you do not have a printer, please print-out the admission card using a multi-function copier at a convenience store, etc.  
\* As for the non-resident applicants who will apply for Intake I or Intake II online examination, you need to print out your admission card and keep it ready at hand during the online examination.
- You must keep your Admission Card after the examination, as the university will announce the examination results using the examinee numbers given on the Admission Cards.

### Schedule for the issuing of Admission Cards

Category	Issue Date for Admission Cards
Intake I	3 pm on November 1, 2023 (Wed)
Intake II	3 pm on December 6, 2023 (Wed)
Intake III	3 pm on January 31, 2024 (Wed)
Intake IV	3 pm on February 28, 2024 (Wed)

### Sample Admission Card

2024(令和6)年度 武蔵野大学 受験票

外国人留学生募集 1期

写真貼付欄

受験日 2023年11月5日(日)

試験場 武蔵野大学 南校キャンパス (東京都 江東区 有明3-3-3)

ワリガナ ムサシノ タロウ

氏名 武蔵野 太郎

住所

学校 アカハスコミュニケーション学院

受験番号 6002-0001

集合時間 12:45

試験場案内 有明キャンパス (東京都 江東区 有明3-3-3)

受験票印刷機 (ダウンロード) 受験センター (併用可)

※印刷機は受験票印刷機のみが利用可能です。印刷機は受験票印刷機のみが利用可能です。印刷機は受験票印刷機のみが利用可能です。印刷機は受験票印刷機のみが利用可能です。

2024(令和6)年度 武蔵野大学 写真票

写真貼付欄

ワリガナ ムサシノ タロウ

氏名 武蔵野 太郎

受験番号 6002-0001

大学提出用

試験日は、上記案内で受験票と写真の提出を行います。

- \* The content of an admission Card varies depending on the examination category (intake).
- \* The design of the Admission Cards may be subject to partial change.

## Other matters to keep in mind

If Musashino University judges that it is difficult to conduct an entrance examination, etc., as originally planned due to a natural disaster or other unforeseen circumstances, it may take adaptive measures, such as deferring the examination time or postponing the examination. However, Musashino University is not responsible for any associated individual damages incurred by the examinees. If such adaptive measures are to be taken, they will be listed on Musashino University website (<https://www.musashino-u.ac.jp/>). Please check the website for details.

### Academic Campus

Students in the following faculty will study on the [Ariake Campus](#) for four years.

- Faculty of Global Studies  
Department of Global Communication / Department of Japanese Communication / Department of Global Business

We will announce through our official website if there are any changes.

### Handling of Personal Information

Personal information provided at the time of application is used only for the implementation of the entrance examinations and provision of educational services after admission, in addition to statistical processing in a manner that does not lead to the identification of individuals (detailed content is described under "Important Matters Concerning our Handling of Personal Information," presented during the admission procedure), and will not be used for any other purposes.

## Announcement of Examination Results and Admission Procedure (Common to All Departments)

### Announcement of Examination Results

Admission Procedure Guidelines will be posted to successful applicants at the address which they have provided at the time of application on the day of the examination result announcement by Kan-i Kakitome Sokutatsu (express registered mail). Therefore, if you have passed the examination, you will receive this package the following day or later. For successful non-resident applicants, the package will be sent to the overseas address that was registered at the time of application via international mail such as EMS. Since it will take some time for the package to be delivered, the same Admission Procedure Guidelines will be sent to the e-mail address that was registered at the time of application.

If you want to check your results, you can access the University's Automatic Inquiry System for Entrance Examination Results on your smartphone or PC.

### Automatic Inquiry System for Entrance Examination Results

This online system allows you to check your entrance examination results from your smartphone or PC:

<https://www.gouhi.com/mu-u/>

- Available time: **12:00 pm on the announcement day to 12:00 am (\*Japan Time) the following day**
- Password: Your date of birth (four digits) Example: If you were born on May 21, your password will be "0521."
- Notes
  - We do not accept technical malfunctions or other such problems relating to this system as valid reasons for late admissions under any circumstances.
  - We do not provide a support service for helping you use the system or access information such as your examinee number or password. If a person other than the applicant wishes to use the system, the person will need to contact the applicant to obtain the necessary information.

### Admission Procedure

- (1) Admission Procedure Guidelines will be sent to successful applicants. You should review them carefully.
- (2) When you file your admission documents, you will need to submit a written oath with joint signatures from a guarantor.
- (3) If you do not complete the admission procedure before the deadline, we will assume that you do not intend to enroll in Musashino University.
- (4) If you are sending your admission documents from abroad (only possible for Intake I and Intake II), please use EMS or another trackable service.

Deadline for the procedure for Intake I: **The document must arrive by Friday, November 24, 2023.**

Deadline for the procedure for Intake II: **The document must arrive by Thursday, December 28, 2023.**

- (5) For successful non-resident applicants for Intake I and Intake II online examinations, we will submit applications for their "Certificate of Eligibility" (COE) to the Immigration Services Agency of Japan as a proxy after the completion of the admission procedure. If a COE is not issued or the visa is not approved as a result of the visa qualification examination, it will not be possible for the relevant student to attend our university. In this case, the admission procedure fees (excluding the admission fee) will be refunded. We assume no responsibility for the results of examinations for COE issuance or visa acquisition, as these matters are up to the discretion of the Ministry of Justice or Ministry of Foreign Affairs.
- (6) **Submitted documents will not be returned under any circumstances.**

### Termination of Enrollment and Refund of Admission Procedure Fees (Excluding the Admission Fee)

The fees charged as part of the admission procedure must be paid in full during the admission period. However, if you decide not to enroll at Musashino University because you have passed another university's entrance examination, we will refund the fees you have paid. We cannot process any request if there is a deficiency in relation to the request process or the required documents.

- (1) Advance Notice of Request for Refund of Admission Procedure Fees (Excluding the Admission Fee)  
Fill out the form entitled "入学手続時納入金（入学金以外）返還予告書" ("Advance Notice of Request for Refund of Admission Procedure Fees [Excluding the Admission Fee]") and post it (by the postmark deadline) during the admission period together with your admission documents. We will not accept this request if it is submitted after the period.
- (2) Notice of Termination of Enrollment  
After completing the advance notice, fill out the form entitled "入学辞退兼入学手続時納入金（入学金以外）返還願" ("Request for Termination of Enrollment and Refund of Admission Procedure Fees [Excluding the Admission Fee]") and post it by Kan-i Kakitome Sokutatsu (Express registered mail) to arrive no later than 4:00 pm on March 31, 2024 (Sunday) (\*Japan Time). We will not accept this request if it reaches us after the stipulated period.
- (3) Return of Admission Procedure Fees (Excluding the Admission Fee)  
Regardless of when the request for termination of enrollment is made, the refund will be transferred via a financial institution (your designated bank account) in late April 2024.

\* We cannot process any request if there is a deficiency in relation to the request process or the required documents.

\* If you are sending your documents from abroad, please use EMS or another trackable service (arrival deadline: Sunday, March 31, 2024).

## Tuition Fees and Other Fees (Results for 2023)

\*The tuition fees and other fees for 2024 are scheduled to be determined around August. They will be disclosed on our website as soon as they are determined. Be sure to check for them.

### International students will be fully exempt from the admission fee (180,000 yen).

[Applicants whose current status of residence in Japan is "Student" or those who apply to change their status to "Student" as students of Musashino University by April 30, 2024, are entitled to an exemption from admission fees. Those whose current status of residence is not "Student" and who do not apply to change their status to "Student" and those who have applied to change their status to "Student" but have been denied will not be entitled to this exemption.](#)

Students pay their tuition fees in two separate installments: one in the first semester (Terms 1 & 2) and another in the second semester (Terms 3 & 4). For the second semester of your first academic year onward, Musashino University will send you a "学費納入用紙" ("tuition fees transfer form"). Please visit a nearby financial institution to complete your payment using this form.

### Department of Japanese Communication (Faculty of Global Studies)

(Unit: Yen)

Year	Semester	Tuition Fees			Other Fees				Total
		Admission Fee	Tuition Fee	Education Enhancement Fee	Support Association Joining Fee	Support Association Membership	Student Association Membership	Alumni Association Membership	
1	First (during admission procedure)	0	385,000	125,000	1,000	6,000	3,600	0	520,600
	Second (Sept)	0	385,000	125,000	0	6,000	0	0	516,000
		0	770,000	250,000	1,000	12,000	3,600	0	1,036,600
2	First (Apr)	0	385,000	175,000	0	6,000	3,600	0	569,600
	Second (Sept)	0	385,000	175,000	0	6,000	0	0	566,000
		0	770,000	350,000	0	12,000	3,600	0	1,135,600
3	First (Apr)	0	385,000	175,000	0	6,000	3,600	0	569,600
	Second (Sept)	0	385,000	175,000	0	6,000	0	0	566,000
		0	770,000	350,000	0	12,000	3,600	0	1,135,600
4	First (Apr)	0	385,000	175,000	0	6,000	3,600	0	569,600
	Second (Sept)	0	385,000	175,000	0	6,000	0	31,000	597,000
		0	770,000	350,000	0	12,000	3,600	31,000	1,166,600



## Tuition Fees and Other Fees (Results for 2023)

### Department of Global Communication and Department of Global Business (Faculty of Global Studies)

(Unit: Yen)

Year	Semester	Tuition Fees			Other Fees				Total
		Admission Fee	Tuition Fee	Education Enhancement Fee	Support Association Joining Fee	Support Association Membership	Student Association Membership	Alumni Association Membership	
1	First (during admission procedure)	0	435,000	125,000	1,000	6,000	3,600	0	570,600
	Second (Sept)	0	435,000	125,000	0	6,000	0	0	566,000
		0	870,000	250,000	1,000	12,000	3,600	0	1,136,600
2	First (Apr)	0	435,000	175,000	0	6,000	3,600	0	619,600
	Second (Sept)	0	435,000	175,000	0	6,000	0	0	616,000
		0	870,000	350,000	0	12,000	3,600	0	1,235,600
3	First (Apr)	0	435,000	175,000	0	6,000	3,600	0	619,600
	Second (Sept)	0	435,000	175,000	0	6,000	0	0	616,000
		0	870,000	350,000	0	12,000	3,600	0	1,235,600
4	First (Apr)	0	435,000	175,000	0	6,000	3,600	0	619,600
	Second (Sept)	0	435,000	175,000	0	6,000	0	31,000	647,000
		0	870,000	350,000	0	12,000	3,600	31,000	1,266,600

#### Study Abroad Program of the Department of Global Communication (Compulsory for All Students in the Department)

The Department of Global Communication has adopted a system that requires all second-year students to participate in a five-month study abroad program in the United States.

Completion of this program is a requirement for graduating from the Department of Global Communication, so participation by all students in the department is compulsory.

For details, please visit the official site of Musashino University website.

URL: [https://www.musashino-u.ac.jp/admission/faculty/global\\_studies/global\\_communication/abroad/](https://www.musashino-u.ac.jp/admission/faculty/global_studies/global_communication/abroad/)

Department: Department of Global Communication

Duration: First semester of the second year (scheduled to run for five months from late March to August)

Destination: United States

Cost: In addition to the above-mentioned tuition fees and other fees, this program requires a certain amount of costs (including tuition and teaching material fees, travel expenses, expenses incurred during a stay and insurance expenses, etc.)

\* For your reference, the program cost in 2022 was approximately 2,900,000 yen. The amount is based on the exchange rate of 118 yen to the US dollar, and the cost of studying abroad may vary depending on the exchange rate, cost of living, destination, etc. A scholarship of 400,000 yen will be awarded to each student (which will be deducted from the tuition fees paid to Musashino University for the study-abroad period).

\* If you apply to the Department of Global Business by taking the online entrance examination for non-resident applicants, some of the admission categories are eligible for the Musashino University Global Leader Scholarship. For details, see the Musashino University website (<https://www.musashino-u.ac.jp/en/downloads/>). The entrance examination for international students with residence permit, as described in this document, is not eligible for the Musashino University Global Leader Scholarship.

#### Notes common to all departments

- In addition to the above fees, students must pay the Personal Accident Insurance for Students Pursuing Education and Research and Incidental Liability Insurance during the admission procedure and the first semester (April) of each academic year.
- If you enroll in courses that involve experiments or practical assignments (including practice teaching), experiment/practical fees will be charged separately.
- The above-mentioned tuition fees and other fees may be subject to change. In addition, changes may be made to the payment details (payment due dates, payment methods, etc.) during your studies at Musashino University.

\* At Musashino University, we will be promoting the development of human resources required in this age who can make full use of the capabilities of computers, around introducing information subjects (\*1) and promoting BYOD (\*2) (all faculties and departments).

\*1 In addition to acquiring basic information literacy, increased opportunities to learn about data analysis and AI

\*2 Abbreviation for Bring Your Own Device

Therefore, we recommend new students for academic year 2024 have laptops and Internet access at home. Details are provided in the admission procedure guidelines which will be posted to successful applicants.

## ● Entrance Examination FAQs

**Q. I will submit the original of my diploma. Will it be returned after the entrance examination?**

**A. None of the application documents will be returned.** If you cannot submit the original, submit a **certified true copy** (a photocopy that has been certified as a true copy of the original by the school that you graduated from or a notary public or relevant public institution).

---

**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 send them by Kan-i Kakitome Sokutatsu (express registered mail) (postmark deadline) from a post office counter. If you are sending your application documents from overseas by post (non-resident applicants for Intake I and Intake II online examinations), please use EMS or another trackable service (must arrive by the application deadline).

Please give yourself plenty of time to prepare the application documents and complete the application procedure.

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**Q. Will I need to participate in the study-abroad program that the Department of Global Communication requires all students to participate in the first semester of the second year?**

**A.** The program is also compulsory for international students (see P. 15).

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**Q. When will my admission Card be posted to me?**

**A.** Your Admission Card will not be posted to you. It is an online admission card. Download your admission Card from the website once it has been issued and check your examinee number. For details, refer to P. 11.

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**Q. Once I have sent my application documents, will I receive a notification confirming their arrival?**

**A.** We will not notify you of our receipt of your application documents. To confirm their arrival, please visit the Japan Post website and use their online tracking service to track your package using your Kan-i Kakitome Sokutatsu (express registered mail) tracking number.

As for non-resident applicants for Intake I or Intake II online examination, check online tracking service in each international courier services.

## Contact details

**Inquiries about the entrance examination and application documents**

**Tel: 03-5530-7300  
(+81-3-5530-7300)**

**Musashino University Admissions Office**

**Office hours: 8:45 am to 5:00 pm on weekdays and 8:45 am to 3:00 pm on Saturdays**

(closed during university holidays, Sundays, public holidays, and the New Year holidays)

\*The office hours might change. As for the latest information, please check our website.

**Website: <https://www.musashino-u.ac.jp/> Email: [nyushi@musashino-u.ac.jp](mailto:nyushi@musashino-u.ac.jp)**

**Inquiries about input operations for online application**

**Tel: 03-6419-9580  
(+81-3-6419-9580)**

**Office hours: 10:00 am to 5:00 pm**

(closed Saturdays, during Sundays, public holidays, and the New Year holidays)

**Inquiries about application documents after submission**

**Tel: 03-5778-4390  
(+81-3-5778-4390)**

**Office hours: 10:00 am to 5:00 pm**

(closed during Saturdays, Sundays, public holidays, and the New Year holidays)

# International Student Application Form for Undergraduate Programs

Department you wish to apply	For overseas residents: Intake I <input type="checkbox"/> Intake II <input type="checkbox"/>
------------------------------	--

\*Check the applicable box if you are applying from overseas.

Furigana		Nationality	<Affix photo here> 30 mm × 40 mm
Name			
Name in English (same as your passport)		Current Visa Status	
Date of Birth:		Expiry date (    /    /    )	
	(Age:    )	Gender	M / F
Contact information on the examination dates*1		TEL                      -                      -	
Emergency Contact In Japan*2	Furigana		
	Name		
	Address:	〒                      (TEL:                      -                      -                      )	Relationship to the applicant
		Occupation	

\*1 Please make sure to fill in the available number which can reach you on the day of your examination. As for the non-resident applicants, please fill in the available number including your country code.

\*2 If you cannot fill in the emergency contact in Japan, please fill in the emergency contact in your country.

Academic Background	Name of Institution	Attendance Period	Number of Years of Attendance	
Elementary School		From                      To		
Junior High School		From                      To		
High School		From                      To		
After above		From                      To		
Japanese Language School		From                      To		
Work Experience	Name of Company	Employment Period	Number of Years of Employment	
		From                      To		
		From                      To		
		From                      To		
		From                      To		
		From                      To		
	Detailed job description			

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

\*Please use a black ballpoint pen or a fountain pen. If there is not enough space to fill in your information on this form, please attach a separate sheet (A4 sheet).

響き合って、未来へ。

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



**武蔵野大学**



## Online Pledge

# Online Student Selection Pledge

FAO: Teruma Nishimoto, President of Musashino University

As an examinee taking the online entrance examination for Musashino University, I hereby pledge the following.

1. If a problem occurs during the examination, I will contact the Musashino University Admissions Office by telephone (Tel: +81-3-5530-7300) immediately.
2. I will make sure that no one else is present in the room during the examination.
3. I will test my Internet connection beforehand to make sure that all the necessary online system requirements will be met on examination day. Furthermore, I will use the same room for the examination as the one in which I tested my Internet connection beforehand.
4. I will not use a virtual background during the examination.
5. I will allow Musashino University to video record my examination to ensure that it is conducted fairly (as long as the recording is used only for student selection purposes).
6. I will not photograph, tape record, video record, livestream, or take notes about the examination.
7. I will not leave halfway through the examination.
8. I will not commit any acts that may compromise the fairness of the examination (i.e., actions that the Admission Guidelines define as acts of dishonesty).
9. I accept that my examination and/or admission may be cancelled if I violate this pledge.

<b>Chosen examination category</b>	
--	--

**\*You must submit a separate pledge for each examination category.**

Date of completion: (MM/DD/YYYY)

Name of applicant (must be written by the applicant)	Seal

\*If you do not have your own personal seal, please add your signature.

After you completed this form, send it with other required documents in the same envelope by post.