

2024 Admission Guidelines For the Fall Intake

Department of Global Business, Faculty of Global Studies (Domestic Application)

<Academic Campus>

Students of the Department of Global Business, Faculty of Global Studies,
will study at the **Ariake Campus** for four years.

[Contact]

■ Inquiries about admissions and application documents

Musashino University Admissions Office Telephone: 03-5530-7300
Office Hours: Weekdays 8:45 a.m. to 5:00 p.m., Saturdays 8:45 a.m. to 3:00 p.m.
(closed on university holidays, Sundays, public holidays, and the New Year holidays)
Website: <https://www.musashino-u.ac.jp/> E-mail: nyushi@musashino-u.ac.jp

* The office hours are subject to change. For the latest information, please check the Musashino University website.

■ Inquiries about application documents after submission

Telephone: 03-5778-4390
Office Hours: 10:00 a.m. to 5:00 p.m.
(closed on Saturdays, Sundays, public holidays, and the New Year holidays)

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武蔵野大学

■ Enrollment Period

September 2024

■ Faculty, Departments, and Admission Capacity

Faculty	Department	Admission Capacity
Faculty of Global Studies	Department of Global Business	A small number

■ Examination Schedule

Application Period (postmark deadline)	Examination Date	Result Announcement (announced at 12:00 noon)	Admission Period (postmark deadline)
July 1, 2024 (Mon) to July 12, 2024 (Fri)	July 28, 2024 (Sun)	July 30, 2024 (Tue)	July 31, 2024 (Wed) to August 7, 2024 (Wed)

■ Application Eligibility

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

- (1) Applicants must meet one of following requirements (a) to (e):
 - (a) Completed at least 12 years of formal education overseas (including those who are expected to complete such education by August 31 of the year of admission or those who have completed an equivalent level of formal education in less than 12 years by skipping one or more school years).
 - * Including applicants who have completed or are expected to complete 12 years of education at educational institutions accredited by international accrediting bodies (WASC, ACASI, NEASC, or CIS), whether in Japan or overseas.
 - * Including applicants who have completed or are expected to complete a course of an international school in Japan designated as equivalent to a foreign upper secondary school 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 August 31 of the year of admission.
 - (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 Baccalauréat, and GCEA levels.
 - (e) Have Japanese nationality, be at least 18 years old by August 31 of the year of admission, stayed enrolled in a high school in another country for more than two grades, including the final school year, and graduated from or completed the school or be expected to graduate from it by August 31, 2024.
- (2) Applicants must be able to pay for their tuition fees and living expenses while studying at Musashino University.
- (3) 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 (1)(d) described above.

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

■ Selection Method and Outline of the Examination

- ◎ The examination will take place at the **Ariake Campus**.

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

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

■ Application Documents

*** Submitted documents will not be returned under any circumstances.**

Pay the entrance examination fee, enclose your application documents in a commercially available envelope, and send it by *kan-i kakitome sokutatsu* (express registered mail) from a post office counter by the application deadline (postmark deadline). We do not accept any documents delivered by other methods, so be sure to send them by mail.

Documents 1 to 4 are compulsory, while Documents 5 to 12 are to be submitted by relevant applicants only.

●: Compulsory for all applicants

△: Required for relevant applicants

	Documents	Notes	
1	Application form	Download the application form 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 × 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 date of the photo when obtaining the Admission Card (see P. 5).	●
3	Originals of the graduation (completion) certificate and academic transcript from your high school or upper secondary education course ^{1,2}	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	Originals of certificates of your English language tests	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&R): 700 or above * Only scores obtained on or after August 1, 2021 are valid. * Only the official test reports issued by the test organizations are acceptable. * 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. * 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® (which must arrive at the university by the deadline). 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. * <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>	●
5	Photocopies of your qualification certificates, etc.	If you took a qualifying test for English or Japanese language other than the ones specified above in Application Document 4 (Originals of certificates of your English language tests) and wrote down the result on the application form, you must submit a photocopy of documentation proving that the result (score) is valid (a printout of a screenshot will not be accepted).	△
6	Photocopies of your passport and residence card	Submission is compulsory for applicants whose nationality is not Japanese. 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).	△
7	Originals of your academic transcript and certificate of attendance issued by your Japanese language school ^{1,2}	If you are or have been enrolled at a Japanese language school, you are required to submit the originals 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.)	△
8	Photocopies of your graduation (completion) certificate and academic transcript issued by your university, college (junior college), technical college, etc. ²	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 and academic transcript issued by the school.	△
9	Original of a document certifying that you have skipped one or more school years ^{1,2}	Applicants who meet application eligibility (a) Submit the original 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.	△

	Documents	Notes	
10	Original of a certificate proving that you have passed an academic qualification test that is equivalent to having completed 12 years of formal education overseas ^{*1,2}	Applicants who meet application eligibility (b) If you left high school without completing it, you are also required to submit the school academic transcript (original issued by the high school) of the high school you attended.	△
11	Original of your certificate of completion (or expected completion) for a required preparatory curriculum ^{*1}	Applicants who meet application eligibility (c) If you have completed (or are expected to complete) a preparatory curriculum designated by the MEXT to prepare yourself for studying at a Japanese university, you are also required to submit the original of your certificate of completion (or expected completion) for the preparatory curriculum.	△
12	Original of certificate for university entrance qualifications ^{*1,2}	Applicants who meet application eligibility (d) If you took the examination with regard to university entrance qualification, you must submit the original official certificates of your examination grade/score. * Applicants who have not obtained an entrance qualification yet must submit a graduation letter and a transcript of expected grades issued by your school/institution.	△

*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). Note in advance that submitted documents will not be returned under any circumstances.

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

■ Entrance Examination Fee: 35,000 yen

■ Application Method

Pay the entrance examination fee (35,000 yen) into the bank account below at your local bank. After the payment, enclose your application documents in a commercially available envelope, and send it by *kan-i kakitome sokutatsu* (express registered mail) from a post office counter by the application deadline (postmark deadline) during the application period [Monday, July 1, 2024 through Friday, July 12, 2024]. In doing this, be sure to include a photocopy of the bank transfer receipt in the same envelope to show that you have paid the entrance examination fee. You must keep the original copy of the bank transfer receipt for your records. The envelope must clearly state "Application Documents Included" in red.

* Note that the examinee is responsible for payment of the bank charge for transferring the entrance examination fee.

Bank account for payment of the entrance examination fee	MUFG Bank Kichijoji-Ekimae Branch Savings Account 1142222
Delivery address for your application documents	General Delivery, Shibuya Post Office, Tokyo 150-8681 Musashino University Admissions Office Document Receptionist

■ Notes for Application Submissions

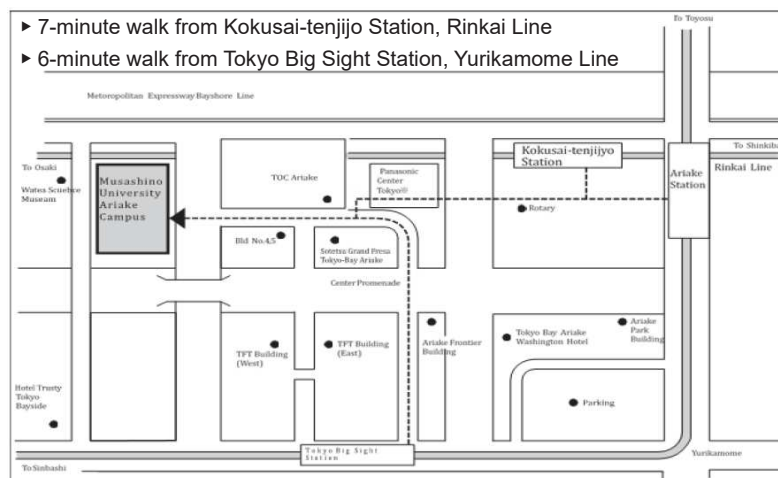
- (1) We do not accept incomplete or late applications.
- (2) **We will not return any application documents under any circumstances.**
- (3) **In principle, we will not return entrance examination fees that have already been paid.** However, in cases (a) through (c) below, the entrance examination fee will be returned. If any of these cases applies to you, please contact the Musashino University Admissions Office (Tel: 03-5530-7300).
Contact period: Friday, July 12, 2024 through 5:00 p.m. on Saturday, August 31, 2024
 - (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 that is charged when the entrance examination fee is paid will not be returned. Note in advance that the examinee is responsible for paying the 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 official Musashino University website before submitting your application.

■ Notes for the Entrance Examination

<Location of examination>

- (1) The examination will take place at the **Ariake Campus** (3-3-3 Ariake, Koto-ku, Tokyo 135-8181).
- (2) This venue opens at 9:30 a.m. Please make sure to check the location of the waiting room for your 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 the interview up to 20 minutes after the specified 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. **Be sure to 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 found on the Musashino University website.
- (5) Only applicants are allowed to enter the examination venue and the interview room.
- (6) You will not have to wear indoor shoes.

◎ **Ariake Campus** (3-3-3 Ariake, Koto-ku, Tokyo 135-8181)



* You can pass through the Panasonic Center Tokyo.

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 given answers by someone else)
- (2) Using electronic instruments such as a mobile phone, smartphone, wearable devices, or IC recorder during the examination.
- (3) Not following the proctor's instructions in the examination room.
- (4) Having someone other than yourself as the applicant pose as you 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.

■ 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 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 Musashino University 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 you and a person who can represent you. 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).

■ Admission Card

- (1) 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). Your application number will be emailed to you.
URL: <https://www.mu-u.jp/jukenhyo/>
- (2) Follow the instructions on the face photo upload screen on the online admission card page to upload your face photo. If you use face photo data that you have already saved, the available data format is JPEG, over W240 × H320 pixels.
- (3) Once you have obtained your card, make sure that the information stated on it 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).
- (4) Be sure to bring the Admission Card printed out in either color or black-and-white on an 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.
- (5) Print out the Admission Card on an A4-sized sheet of plain paper, bring it with you on the day of your examination, and place it, folded into quarters, on the desk with the photo on the top-left corner facing upward.
- (6) 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 issuing Admission Cards]

3 p.m. on Wednesday, July 24, 2024

■ 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 damage incurred by the examinees. If such adaptive measures are to be taken, they will be announced on the Musashino University website (<https://www.musashino-u.ac.jp/>). Please check the website for details.

Handling of Personal Information

Personal information provided at the time of application is used only for carrying out the entrance examinations and providing educational services after admission, in addition to statistical processing in a manner that does not lead to the identification of individuals (details are 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

On the day of announcing the examination results, the Admission Procedure Guidelines will be sent by *kan-i kakitome sokutatsu* (express registered mail) to successful applicants at the addresses they provided at the time of application. Therefore, if you have passed the examination, you will receive this package the following day or later. 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 enables you to check your entrance examination results from your smartphone or PC: <https://www.gouhi.com/mu-u/>

- Available time: **12:00 p.m. on the announcement day to 12:00 a.m. (*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 you as the applicant wishes to use the system, that person will need to contact you to obtain the necessary information.

■ Admission Procedure

- (1) For details of the admission procedure, make sure to read the Admission Procedure Guidelines, which will be sent to successful applicants.
- (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) **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 (excluding the admission fee). 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 p.m. on August 31, 2024 (Saturday). 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 November 2024.
- * We cannot process any request if there is a deficiency in relation to the request process or the required documents.

■ Tuition Fees and Other Fees

Students pay their tuition fees in two separate installments: one in the first semester and another in the second semester.

◎ 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 September 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.

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)	180,000	448,000	129,000	1,000	6,000	3,600	0	767,600
	Second (Apr.)	0	448,000	129,000	0	6,000	0	0	583,000
		180,000	896,000	258,000	1,000	12,000	3,600	0	1,350,600
2	First (Sep.)	0	448,000	180,500	0	6,000	3,600	0	638,100
	Second (Apr.)	0	448,000	180,500	0	6,000	0	0	634,500
		0	896,000	361,000	0	12,000	3,600	0	1,272,600
3	First (Sep.)	0	448,000	180,500	0	6,000	3,600	0	638,100
	Second (Apr.)	0	448,000	180,500	0	6,000	0	0	634,500
		0	896,000	361,000	0	12,000	3,600	0	1,272,600
4	First (Sep.)	0	448,000	180,500	0	6,000	3,600	0	638,100
	Second (Apr.)	0	448,000	180,500	0	6,000	0	31,000	665,500
		0	896,000	361,000	0	12,000	3,600	31,000	1,303,600

1. 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 to cover their period of enrollment at Musashino University.
 2. If you enroll in courses that involve experiments or practical assignments (including practice teaching), experiment/practical fees will be charged separately.
 3. 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 to have a laptop and Internet access at home. Details are provided in the Admission Procedure Guidelines, which will be posted to successful applicants.