

# 2025 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]

##### ■ Entrance examinations and applications

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](mailto: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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Musashino University

武蔵野大学

## ■ Enrollment Period

September 2025

## ■ 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, 2025 (Tue) to July 11, 2025 (Fri)	July 27, 2025 (Sun)	July 29, 2025 (Tue)	July 30, 2025 (Wed) to August 6, 2025 (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, CIS, ACSI, NEASC, or Cognia), 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, 2025.

(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.

\* TOEFL iBT My Best Scores and IELTS One Skill Retake are not acceptable.

\* 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).

\* Foreign nationals with the "Temporary Visitor" residence status are not eligible to apply.

## ■ 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 5 are compulsory, while Documents 6 to 13 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). Do not process or otherwise modify your portraits.	●
3	<b>Original</b> of the graduation (completion) certificate 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 original certificate of enrollment or graduation (completion) certificate issued by the relevant educational institution. * If your high school does not provide any prescribed form for the certificate of graduation or expected graduation, use the form provided by Musashino University (Certificate of Graduation/Expected Graduation *See the attached document.). * If you did not graduate from high school because you did not advance to, or dropped out of, high school or for other reasons, but you have passed an academic qualification test that is equivalent to having graduated from high school, you are not required to submit your certificate of graduation from high school. Instead, you are required to submit a certificate proving that you have passed the examination. For more information, see 11. * If the education system of your country or region requires you to pass a unified examination, such as a national examination, to qualify as having completed 12 years of formal education, you are required to submit a certificate proving that you have passed the examination, in addition to your certificate of graduation from high school. For more information, see 11.	●
4	<b>Original</b> of the academic transcript issued by your high school or upper secondary education course	* 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 original academic transcript issued by the relevant educational institution. * If no academic transcripts are issued under the education system of your country or region, you must submit documents showing the grades and evaluation results you have received from your high school or upper secondary education course for each academic year.	●
5	<b>Originals</b> of certificates of your English language tests	You must submit the original of your score report for one of the English language tests specified below. The score report must meet one of the following requirements. TOEFL iBT®: 61 or above / IELTS (Academic): 5.5 or above / TOEIC® (L&R): 700 or above * TOEFL iBT My Best score and IELTS One Skill Retake are not accepted. * Only scores obtained on or after August 1, 2022 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®. When having a score report sent from ETS to Musashino University, the organization code is [B657] (must arrive by the application deadline). 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>	●
6	<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 result (score) is valid (a printout of a screenshot will not be accepted).	△
7	<b>Photocopies</b> 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).	△

	Documents	Notes	
8	<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 <b>the 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.)	△
9	<b>Photocopies</b> of your graduation (completion) certificate and academic transcript issued by your university, college (junior college), technical college, etc. <sup>*2</sup>	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.	△
10	<b>Original</b> of a document certifying that you have skipped one or more school years <sup>*1*2</sup>	Applicants who meet application eligibility (a) Submit <b>the 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>Originals</b> of a certificate proving that you have passed an academic qualification test that is equivalent to having competed 12 years of formal education overseas and the relevant academic transcript <sup>*1*2</sup>	Applicants who meet application eligibility (b) * If you did not graduate from high school because you did not advance to, or dropped out of, high school or for other reasons, but you have passed an academic qualification test that is equivalent to having graduated from high school, you are required to submit a certificate proving that you have passed the examination and the relevant academic transcript. * If you left high school without completing it, you are also required to submit the school academic transcript ( <b>original</b> issued by the high school) of the high school you attended. * If the education system of your country or region requires you to pass a unified examination, such as a national examination, to qualify as having completed 12 years of formal education, you are required to submit a certificate proving that you have passed the examination and the relevant academic transcript.	△
12	<b>Original</b> of your certificate of completion (or expected completion) for a required preparatory curriculum <sup>*1</sup>	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 <b>the original</b> of your <b>certificate of completion</b> (or <b>expected completion</b> ) for the preparatory curriculum.	△
13	<b>Original</b> of certificate for university entrance qualifications <sup>*1*2</sup>	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 [Tuesday, July 1, 2025 through Friday, July 11, 2025]. 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

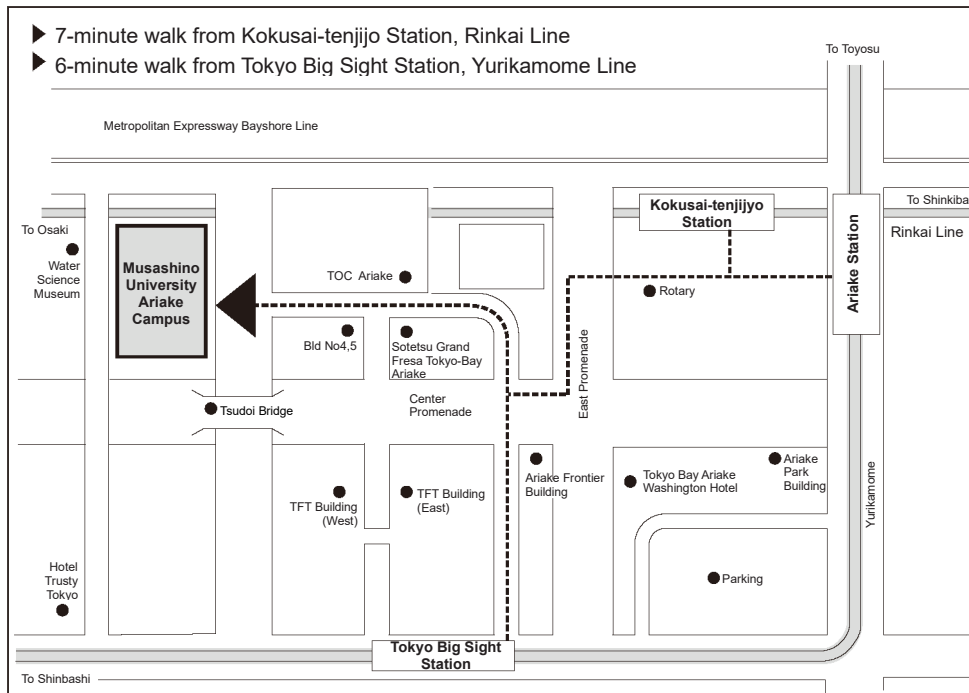
- (1) We do not accept incomplete or late applications.
- (2) **We will not return any application documents under any circumstances.**
- (3) **In principle, we will not return entrance examination fees that have already been paid.** However, in cases (a) through (c) below, the entrance examination fee will be returned. If any of these cases applies to you, please contact the Musashino University Admissions Office (Tel: 03-5530-7300 or E-mail: nyushi@musashino-u.ac.jp).  
 Contact period: Friday, July 11, 2025 through 5:00 p.m. on Sunday, August 31, 2025
  - (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) Please use public transport to travel to the examination venue. Note that we do not provide a parking lot or bicycle parking area.
- (5) Make sure to arrive early in case of transportation delays due to adverse weather conditions, accidents or the like. Note that if there is a public transportation delay on the examination day, the affected venue may postpone the examination start time or take other necessary measures. Obtain a proof of delay issued by the public transportation agency wherever possible and contact Musashino University Admissions Office (Tel: 03-5530-7300). In addition, because there is a limit to how long the start time can be postponed due to the examination schedule, allow ample extra time when traveling to the examination venue on the day. As a general rule, we do not postpone the examination start time due to delays of road transportation (such as taxis), private vehicles, airplanes, etc. Furthermore, the university bears no responsibility whatsoever for any costs incurred by examinees or other personal disadvantages resulting from these circumstances. For information about the entrance examination procedures on the test day, please visit our website (<https://www.musashino-u.ac.jp/>).
- (6) Only applicants are allowed to enter the examination venue and the interview room.
- (7) You will not have 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 given answers by someone else)
- (2) Using electronic instruments such as a mobile phone, smartphone, wearable devices, electronic dictionaries, or IC recorder during the examination.
- (3) Not following the proctor's instructions in the examination room.
- (4) Having someone other than yourself impersonate you to take the examination.
- (5) Allowing mobile phones, smartphones, watches or other devices to make sounds (such as ringtones, alarms, or vibrations) 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

Musashino University welcomes inquiries and requests from applicants with disabilities and other individuals in need about the reasonable accommodations they want from the university for taking the entrance examination. It may take us longer to offer special accommodations depending on the request. If you wish to request any accommodation, inform the Musashino University Admissions Office (Tel: 03-5530-7300) **at least one month before the first day of the acceptance of applications for each Intake**, in principle. If you need to make a request later than one month before the first day of the acceptance of applications, contact the office as soon as possible.

Besides such accommodations for taking the entrance examination, Musashino University also offers reasonable accommodations for studying at the university after admission. If you request such accommodations, make the request at the same time as when you request accommodations for taking the entrance examination. If necessary, an interview will be conducted at Musashino University with the applicant and related parties.

Do not pay the entrance examination fee or submit your application documents until you have contacted 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 W354 × H472 pixels. Do not process or otherwise modify your portraits.
- (3) Once you have obtained your card, make sure that the information stated on it is correct, including the address, name, examination date, reporting time, 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) 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 23, 2025

## ■ 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 submitted for the application and admission procedures is used to carry out entrance examinations, announce test results, perform admission procedures, and handle related matters, etc. in accordance with the "Musashino University Personal Information Protection Policy" and "Important Matters Concerning our Handling of Personal Information." Some of these tasks are outsourced to vendors specified by Musashino University. The submitted personal information may be shared with these vendors as part of outsourcing. Please note that Musashino University may use statistically processed information, which cannot identify individuals, to select entrants and conduct surveys to improve education.

## ■ Announcement of Examination Results

To check the examination results, first access the university's Automatic Inquiry System for Entrance Examination Results using your smartphone or PC. In addition, acceptance notifications and enrollment paperwork will be sent via registered express mail on the day the results are announced to the address provided at the time of application. Rejection notices will not be mailed. (For rejection notices, please check the Automatic Inquiry System for Entrance Examination Results.) Therefore, the documents will arrive on the following day or later. If you move after submitting your application, please arrange for your mail to be forwarded to your new address at your local post office. The university cannot accept any inquiries by telephone or the like regarding this matter.

## ◎ 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: **The results will be available only from 12:00 p.m. on the day of the announcement until 12:00 a.m. three days later.**
- (e.g., If the results are announced on March 1, they will be available until 12:00 a.m. on March 4.)
- 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, 2025 (Sunday). 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 2025.



## ■ 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. Students will be notified of the payment method for the second half of the first academic year and onward after enrollment (around April 2026).

\*This entrance examination is not eligible for Musashino University Global Leader Scholarship.

◎ 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, 2025 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.
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.
4. Upon graduation, you will automatically become a member of the Musashino University Alumni Association *Murasaki-kai*.