

2026 Admission Guidelines

Admission to Department of Global Business (International Applicants) (For Admission in April / September 2026)

Campus Information

Students enrolled in the Department of Global Business will study on the **Ariake Campus**.

The Admission Policy of the Department of Global Business can be found online on the Musashino University website.

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

Contact details

Musashino University Admissions Office

Tel: +81-3-5530-7300

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)

Website: https://www.musashino-u.ac.jp/academics/faculty/global_studies/global_business/

Email: hello_mu@musashino-u.ac.jp

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武蔵野大学

Musashino University

STEPS TO ENROLLMENT

Step1

- Check the Application Eligibility
- Please refer to P4- P6.

Step2

- Contact us to confirm your Application Eligibility
- Contact us via contact form, we will confirm whether you meet application eligibility. Contact form should be submitted a month before in each date of application deadline. It may take a month or more to confirm application eligibility so that you may not be able to apply for the intake you preferred. See P6.

Step3

- Prepare Necessary Documents
- Check the application documents list, please refer to P7 - P10.
- Prepare the necessary application documents.

Step4

- Apply through online application system "MU-apply"
- Enter your information via "MU-apply", and upload the necessary documents.
- We will ask you to submit the originals after you passed the entrance examination.

Step5

- Pay the Entrance examination fee
- Your payment code will be issued via "MU-apply" after we confirmed your application documents.
- Complete the Entrance examination fee payment and upload the receipt of the payment to "MU-apply" during application period.

Step6

- Take the interview exam and get the admission result
- Check the details for Interview exam via "MU-apply".

Step7

- Complete Admission Procedures
- Complete the payment of tuition fees and submit the required documents during the designated period.
- Successful applicants will receive further instructions via "MU-apply".

Step8

- Apply for COE
- Successful applicants are required to apply for COE to get student visa.
- Details will be notified to those who are applicable.

Step9

- Preparation to Japan
- Further information will be sent to successful applicants those who have completed the Visa Application via email or other ways.

OVERVIEW

1. Time of Enrollment

Time of Enrollment	Year of Entry	Degree	Campus
April 2026 or September 2026	First Year	B.A.in Global Business	Ariake

2. Examination Schedule

◆ 2026/April Enrollment

Examination Category	Application Deadline	Date of Interview	Announcement of Results	Admission procedure period
Intake I	22 nd Sep,2025	9 th Oct,2025	17 th Oct,2025	18 th Oct,2025 – 31 st Oct,2025
Intake II	3 rd Nov,2025	14 th Nov,2025	21 st Nov,2025	22 nd Nov,2025 – 5 th Dec,2025

*The timeline indicates Japan Standard Time (JST)

◆ 2026/September Enrollment

Examination Category	Application Deadline	Date of Interview	Announcement of Results	Admission procedure period
Intake I	1 st Dec,2025	12 th Dec,2025	19 th Dec,2025	20 th Dec,2025 – 6 th Jan,2026
Intake II	23 rd Jan,2026	16 th Feb,2026	20 th Feb,2026	21 st Feb,2026 – 6 th Mar,2026
Intake III	2 nd Mar,2026	17 th Mar,2026	25 th Mar,2026	26 th Mar,2026 – 8 th Apr,2026
Intake IV	3 rd Apr,2026	24 th Apr,2026	8 th May,2026	9 th May,2026 – 22 nd May,2026

*The timeline indicates Japan Standard Time (JST)

3. Entrance Examination Fee 35,000 JPY

[Payment Method]

We will inform you the payment code via “MU-apply” after we confirmed your application documents.

Please check payments method via URL below.

<https://students.convera.com/geo-buyer/musashinouacjp#!/>

- ① Fill in all required information.
 - ※ **Select “Entrance Examination Fee” in “Course” section.**
 - ※ Enter the amount of entrance examination fee ”JPY 35,000”.
Select payment method and fill in your personal information.
Then, check the payer.
- ② Payment
 - ※ Make sure that payment complete page copies are needed. So, you have to make copies of those pages and keep them yourself.
Also, it should be uploaded to “MU-apply”.
- ③ Payment updates
After your payment is confirmed, you can check payment updates via above URL.

More information about Convera Global Pay for Students

<https://www.musashino-u.ac.jp/student-life/pdf/%E8%8B%B1%E8%AA%9EEnglish.pdf>

4. Selection methods

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

Examination Subject	
Interview and oral exam	Approx. 15 min. Conducted in English.

Acts of Dishonesty

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.

APPLICATION ELIGIBILITY

◆ **2026/April Enrollment [Common requirements]**

Applicants must meet all of the following requirements (1) – (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 2026 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, CIS, ACSI, NEASC, Cognia, or COBIS).

*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, 2026.

(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, GCEA levels, International A Levels, and the European Baccalaureate.

(e) Have a certification that is academically equivalent to having graduated from high school and be at least 18 years old by March 31, 2026.

*If you would like to apply for admission based on requirement (e), please contact the Musashino University Admissions Office (Tel:+81-3-5530-7300) at least one month in advance of the first day of the relevant application deadline.

(3) Applicants must be able to pay for their tuition fees and living expenses while studying at Musashino University.

◆ **2026/ September Enrollment [Common requirements]**

Applicants must meet all of the following requirements (1) – (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 August 2026 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, CIS, ACASI, NEASC, Cognia, or COBIS).

*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 August 31, 2026.

(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, GCEA levels, International A Levels, and the European Baccalaureate.

(e) Have a certification that is academically equivalent to having graduated from high school and be at least 18 years old by August 31, 2026

*If you would like to apply for admission based on requirement (e), please contact the Musashino University Admissions Office (Tel:+81-3-5530-7300) at least one month in advance of the first day of the relevant application deadline.

(3) Applicants must be able to pay for their tuition fees and living expenses while studying at Musashino University.

Department of Global Business

In addition to the **common requirements** described above, applicants must have achieved one of the following English language test scores:

TOEFL iBT® (61 or above), IELTS (Academic, 5.5 or above) or TOEIC® (700 or above).

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

***Only scores obtained on or after 1st August, 2023 are valid.**

Note

*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 (hello_mu@musashino-u.ac.jp).

CONTACT FORM

Please submit contact form first in order to apply.

Contact form should be submitted a month before in each date of application deadline.

It may take a month or more to confirm application eligibility so that you may not be able to apply for the intake you preferred.

Fill in the form below link. We will give you further information through email after we check your application eligibility.

*If you can not access to this form, please contact us via email (hello_mu@musashino-u.ac.jp) .

<https://forms.gle/GHzGr8oXHys2esxv7>



APPLICATION DOCUMENTS

1. Application Documents

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

No	Documents	Notes		Documents Should be
(1)	Application Form	Designated form	●	DL from “MU-apply”
(2)	Statement of Purpose	Designated form * Complete the form using a ballpoint pen (black) or fountain pen.	●	DL from “MU-apply” and hand writing
(3)	Online Student Selection Pledge	Designated form * 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).	●	DL from “MU-apply” and hand writing
(4)	Color photograph	Must be taken in the last three months. 4 cm L x 3 cm W. No background. Do not process or otherwise modify your portraits.	●	Original
(5)	Photocopy of your passport	The photocopy must include all pages that show your name, date of birth, photo, gender, nationality.	●	Photocopy
(6)	Originals of the graduation (completion) certificate from your high school or upper secondary education course ^{*1*2}	<p>*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.</p> <p>*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).</p> <p>*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(12).</p> <p>*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(12).</p>	●	Original

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

No	Documents	Notes		Documents Should be
(7)	Original of the academic transcript issued by your high school or upper secondary education course *1*2	<p>*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.</p> <p>*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.</p>	●	Original
(8)	Originals of certificates of your English language tests	<p>Applicants must submit the official score report for one of the tests specified below. TOEFL iBT®: 61 or above / IELTS (Academic): 5.5 or above / TOEIC® (L&R): 700 or above</p> <p>* TOEFL iBT My Best score and IELTS One Skill Retake are not accepted.</p> <p>* Only scores obtained on or after August 1, 2023 are valid.</p> <p>* Only the official test reports issued by each test organization are acceptable.</p> <p>* 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.</p> <p>* 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 each application deadline.)</p> <p>When having a score report sent directly, be sure to make arrangements so that it will arrive in plenty of time before the application deadline as it may take one month or two to arrive after you send it.</p> <p>When having a score report sent directly, be sure to contact the Musashino University Admissions Office (hello_mu@musashino-u.ac.jp) in advance.</p>	●	Original
(9)	Photocopies of your qualification certificates, etc.	If you took a qualifying test or language proficiency test and indicated the results on the application form, you must submit a photocopy of documentation proving that the score is valid (a printout of a screenshot will not be accepted).	△	Photocopy

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

No	Documents	Notes		Documents Should be
(10)	Photocopies of your graduation (completion) certificate ^{*2} and academic transcript ^{*2} issued by your university, college (junior college), technical college, Japanese language school 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.	△	Photocopy
(11)	Original of a document ^{*1*2} certifying that you have skipped one or more school years	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.	△	Original
(12)	Original of a certificate ^{*1*2} proving that you have passed an academic qualification test that is equivalent to having completed 12 years of formal education overseas and the relevant academic transcript ^{*1*2}	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 dropped out of high school, you must also submit your high school academic transcript (the original issued by your high school) in addition to the above. *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.	△	Original
(13)	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 of Japan 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.	△	Original

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

No	Documents	Notes		Documents Should be
(14)	Original of certificate ^{*1*2} for university entrance qualifications	Applicants who meet application eligibility (d) 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.	△	Original
(15)	Application form for Global Leader Scholarship	Designated form Please submit this application form if you wish to apply for the Global Leader Scholarship. * Complete the form using a ballpoint pen (black) or fountain pen.	△	DL from "MU-apply" and hand writing

*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.

2. Submission Method

Applicants must upload all the necessary documents to "MU-apply" during the designated application period.

After you pass the entrance examination, we will ask you to mail all the documents by trackable mail service, so please keep the originals.

Note: Submitted documents will not be returned under any circumstances.

3. Notes for application submission

(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 (E-mail : hello_mu@musashino-u.ac.jp).

Contact period

◆2026/April Enrollment : 22th Sep, 2025 (Mon) to 5:00 pm on 17th Mar, 2026 (Tue) (*Japan Time)

◆2026/September Enrollment : 1st Dec, 2025 (Mon) to 5:00 pm on 31st Aug, 2026 (Mon) (*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 that is charged when the entrance examination fee is paid will not be returned. Note that the applicant 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, Musashino University Admissions Office (E-mail : hello_mu@musashino-u.ac.jp) immediately.

ANNOUNCEMENT OF EXAMINATION RESULTS

*The examination result will be announced via “MU-apply”.

ADMISSION PROCEDURE

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) For successful non-resident applicants, 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. 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.
- (5) Nationals of the Philippines, Vietnam, Indonesia, Nepal, Myanmar, and China are required to undergo Japan Pre-Entry Tuberculosis Screening and are additionally required to submit a TB Clearance Certificate proving that they do not have tuberculosis when they submit the regular application documents for a Certificate of Eligibility (COE). For details on this system, please visit the website of the Ministry of Health, Labour and Welfare to check the latest information.
- (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 wish to withdraw from Musashino University due to you pass another university's entrance examination or your entry requirements are revoked, please contact the Admissions Office of Musashino University as soon as possible.

With your request, we will send “**Notice for Withdrawal of Enrollment and Request for Refund of school expense and other payments.**” Please fill in the form and send it back to us by e-mail as soon as possible. The Musashino University Admissions Office will check the form and make sure that it has been appropriately filled out.

After that, please mail the original copy so that it arrives no later than Japan time 4:00 pm March 31, 2026 (Tue) for April enrollment or 4:00 pm August 31, 2026 (Mon) for September enrollment. We will not accept any refund request for admission procedure fees that arrives us after the above date.

"School expense and other payments" will be refunded to those who follow the appropriate process in time.

Notes

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

*The refund will be given as a "transfer via a financial institution." No matter when the request is lodged, the refund of "school expenses and other payments" will be refunded into the specified bank account in late April 2026 or September 2026 for each enrollment period.

*The processing fees for the refund payments will be charged to applicants.

*We do not refund Entrance Examination Fee : 35,000 JPY.

OTHER INFORMATION

[Global Leader Scholarship]

This is a scholarship program aimed at financial support.

Level	Scholarship Amount	Duration
Global-S	Tuition fees exemption: 100 % Educational enhancement fees exemption: 100%	Max. 4 years
Global-A	Tuition fees exemption: 100%	
Global-B	Tuition fees exemption: 50%	
Global-C	Tuition fees exemption: 30%	

Notes:

*Continuation of the scholarship will be reviewed annually for individual recipients.

*At the end of each academic year, cumulative GPA2.5 or more is needed for the continuation.

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.

Tuition Fees and Other Fees (Results for 2025)

*The tuition fees and other fees for 2026 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).

Faculty of Global Studies Department of Global Business

(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	448,000	129,000	1,000	6,000	3,600	0	587,600
	Second	0	448,000	129,000	0	6,000	0	0	583,000
		0	896,000	258,000	1,000	12,000	3,600	0	1,170,600
2	First	0	448,000	180,500	0	6,000	3,600	0	638,100
	Second	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	0	448,000	180,500	0	6,000	3,600	0	638,100
	Second	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	0	448,000	180,500	0	6,000	3,600	0	638,100
	Second	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

Notes

1. In addition to the above fees, students for April enrollment must pay the Personal Accident Insurance for Students Pursuing Education and Research and Incidental Liability Insurance during the admission procedure and the first semester of each academic year in terms. As for the students for September enrollment, they must pay the Personal Accident Insurance for Students Pursuing Education and Research and Incidental Liability Insurance during the admission procedure.
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 academic 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. 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.

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:** hello_mu@musashino-u.ac.jp