

2022

Admission Guidelines

Admission to Master's program in Data Science (from overseas) (For Admission in April 2022)

Campus Information

Students enrolled in the Master's Program in Data Science, Graduate School of Data Science, will study at **Ariake Campus**.

The Admission Policy of the Graduate School of Data Science can be found online on the Musashino University website.

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/>

Email: nyushi@musashino-u.ac.jp

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



武蔵野大学大学院

Graduate School of
Musashino University

Admission to Master's program in Data Science (from overseas)

Admission capacity

A few students for the Master's Program in Data Science

Application eligibility

Applicants must have a nationality other than Japanese, live outside Japan, satisfy one of the following requirements (1 to 5), and all of the following requirements (A-D)

- (1) Have graduated or be expected to graduate from a four-year university program by the end of March 2022
- (2) Have completed or be expected to complete 16 years of formal education outside Japan by the end of March 2022
- (3) Have been designated as eligible by the Minister of Education, Culture, Sports, Science and Technology of Japan
- (4) Have graduated from a junior college, higher professional school, or advanced vocational school or have completed their studies at another educational institution, be recognized by the Graduate School of Data Science as having academic achievements equivalent to those of university graduates, and be at least 22 years old by April 1, 2022
- (5) Have been recognized by the Graduate School of Data Science as having academic achievements equivalent to those of university graduates as a result of having taken an individual application eligibility examination and be at least 22 years old by April 1, 2022

* If you submit your application on the basis that you fit one of descriptions (3), (4) or (5) above, you are required to pass our individual application eligibility examination (complete Form ⑤), which will examine your eligibility to apply based on your latest graduation certificate and academic transcript as well as your academic and work history. Please send the required PDF data to Musashino University Admissions Office by email between Friday, July 16 to Friday, July 23, 2021. Your examination results will be emailed to you on Friday, July 30, 2021 (subject to change).

Email address of Musashino University Admissions Office: nyushi@musashino-u.ac.jp

- A. Applicants must not apply to any other institutions at the same time (i.e., App must intend to enroll in the Graduate School of Data Science if their application is successful).
- B. Applicants must have a nationality other than Japanese and their first language must not be Japanese.
- C. Applicants must be able to pay for their tuition fees and living expenses while studying at the Graduate School of Data Science.
- D. Applicants must submit one of the certificates listed below as proof of their Japanese or English language skills. (No minimum scores are required, but the certificate must have been **obtained no earlier than August 1, 2019, to be valid.**)

Japanese skills

- Japanese Language Proficiency Test (JLPT)
- Examination for Japanese University Admission for International Students (EJU) (Japanese (excluding the writing section))
- J.Test
- BJT Japanese Proficiency Test
- Japanese language major authorized by the Ministry of Education of the People's Republic of China

English skills

TOEFL iBT®, IELTS®, TOEIC® (L&R)

Examination schedule

| Application period (postmark deadline) | Examination Date | Result Announcement (announced at 12:00 pm) | Admission Period (postmark deadline) |
|--|--------------------------|---|---|
| August 4, 2021 (Wed) – August 20, 2021 (Fri) | September 26, 2021 (Sun) | September 28, 2021 (Tue) | September 29, 2021 (Wed) – Oct 15, 2021 (Fri) |

Subjects, venue, etc.

Essay, interview, and oral examination (max. score: 100)

*Conducted online

*The examinee's Japanese or English language skills are examined.

Admission to Master's program in Data Science (from overseas)

Application documents

Enter the required information through our online application website, pay entrance examination fee, and then post your application documents (**arrival deadline: Friday, August 20, 2021**). Make sure that you send your documents **via EMS or another trackable service**. We will not accept any application documents that are not sent by post. (For details, refer to P. 3–5.)

| Application documents | Notes |
|--|--|
| Academic transcript issued by university you attended (original) | These certification documents must be written in Japanese, Chinese or English. If they are written in another language, they must be accompanied by a Japanese or English translation (certified with the official seal of your university). 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 an embassy, a notary public, or other public official). In addition, if you submit a photocopy of your graduation diploma instead of your graduation certificate, the photocopy must be a certified true copy. (Uncertified photocopies will not be accepted.) <u>If you enter more than one undergraduate and/or post-graduate universities on your application form, you must submit the academic transcript and graduation certificate (originals) issued by each of the relevant educational institutions.</u> |
| Certificate of graduation or expected graduation issued by your university (original) | |
| Application form | Complete Form ❶. If you did not write a graduation thesis, enter "None" in the relevant field. |
| Research plan | Complete Form ❷. If the form is split into multiple pages, insert the page number in the top right-hand corner of each page. |
| Applicant assessment reports | Have at least two references (excluding the faculty member that you have chosen as the Project Leader [or Deputy Project Leader]) create assessment reports for you. Complete Forms ❸-1 and ❸-2. You must submit at least two reports (by two different people). Example: Your current seminar supervisor and another faculty member |
| Photocopy of your passport (size: A4) | The photocopy must include all pages that show your name, date of birth, photograph, gender, and nationality. |
| Academic transcript and certificate of attendance issued by Japanese language school you attended (original) | 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.) |
| Photocopy of written proof of your Japanese or English proficiency (size: A4) | Submit one of the certificates listed below. (No minimum scores are required, but the certificate must have been obtained no earlier than August 1, 2019, to be valid.) Japanese skills <ul style="list-style-type: none"> • Certificate (including scores) for the Japanese Language Proficiency Test (JLPT) • Score report for the Examination for Japanese University Admission for International Students (EJU) (Japanese (excluding writing section)) • Score report and certificate for the J.Test • Score report and certificate for the BJT Japanese Proficiency Test • Certificate of Japanese language major authorized by the Ministry of Education of the People's Republic of China * If you took the Examination for Japanese University Admission for International Students (EJU) for one or more subjects other than Japanese, you are also required to submit photocopies the results for each of the other subjects. English skills Score certificate for TOEFL iBT®, IELTS, or TOEIC® (L&R) |
| Online Student Selection Pledge | Complete Form ❹. This form must be completed using a ballpoint pen (black) or fountain pen. * Record the examination category that you are applying for, the date and your name, and then affix your personal seal (or add your signature in the required field if you do not have your own personal seal). |
| Printout of the email notification of your application eligibility examination results (size: A4) | Submit this document if you took an individual application eligibility examination. |

* 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. If you change your name or address after submission of your application, please inform the Musashino University Admissions Office (Tel: +81-3-5530-7300) immediately.

[The project that you wish to conduct]

Select the project below that best suits your research interests and enter the name of the project in the "Name of project of that you wish to conduct" field on your application form. Make sure that you understand the content of the project by checking the latest information on the Musashino University website. We also recommend that applicants attend the consultation sessions provided by the Graduate School of Data Science to consult with faculty members about the research that he/she wish to conduct.

- (1) Semantic Computing and AI Application
- (2) Human Behavior Technology and Social Innovation
- (3) Neural Network and AI Algorithm
- (4) Data-oriented Business Incubation
- (5) Data Science Business
- (6) Machine Learning and Data Analytics
- (7) Behavior Recognition and Interaction for XR Spaces
- (8) Research Direction Discovery

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Application method (Application process)

Applications must be completed online by entering the required information on the form available through the Musashino University website.

(1) Access the online application website

Open the online application screen via the Musashino University website or access the online application website directly (<https://www.webshutsugan.com/musashino-graduate/>) during the application period. Make sure that your PC system meets the requirements described below and follow the instructions.

PC system requirements

The recommended browsers and versions are as follows.

| | | |
|----------|-----------------------------------|-----------------------------------|
| Windows: | - Microsoft Edge (latest version) | - Internet Explorer 11.0 or above |
| | - Chrome (latest version) | - Firefox (latest version) |
| Mac OS: | - Safari 9.0 or above | |



| | |
|---|--|
| (2) Enter the required information into the online application form | Enter the examination category that you are applying for and the other required information. |
|---|--|



| | |
|----------------------------------|---|
| (3) Pay entrance examination fee | Make the payment by credit card or another acceptable means of payment. |
|----------------------------------|---|



| | |
|-------------------------------------|---|
| (4) Post your application documents | Send your documents via EMS or another trackable service. |
|-------------------------------------|---|

Your application is complete once you have carried out all of steps (1) to (4) above.

Your application is not complete if you have only filled out your application information online. Make sure to pay entrance examination fee and post your application documents (arrival deadline: Friday, August 20, 2021).

(Payment of the entrance examination fee)

◆ Entrance examination fee: 35,000 yen

Pay entrance examination fee using one of the methods indicated below. Note that payment of this fee is finalized as soon as you complete the payment. For more details about the payment procedure, visit the online application website to check the instructions for paying the entrance examination fee.

Administration fee for your entrance examination fee payment

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

Payment methods for the entrance examination fee

Making payment overseas

(1) Credit card

We accept VISA, MasterCard, JCB, AMERICAN EXPRESS and Diners Club cards. You will need to enter your credit card details for proof of identity, so 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.

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Making payment in Japan

You can have an agent make payment in Japan on your behalf by using one of the methods indicated below ((2)–(3)).

Payment methods for the entrance examination fee

(2) Convenience Store

Only cash payments are accepted. Follow the instructions on the online application screen.

| Convenience stores | 7-Eleven | Lawson and MINISTOP (Loppi) | Family Mart (FamiPort) | Seicomart (Club Station) | Daily Yamazaki |
|--------------------------------|---|--|------------------------------------|---|--|
| Payment Procedure | 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 multicopy machine should not be used. | Service Menu | Payments | Online Purchases/ Payments | Tell the staff that you want to make an online transaction |
| | | Payments/Online Purchases/Smart Pit Payments | Tap here if you have a number | Enter your online transaction number | |
| | | Payments | Proceed to the number input screen | | Proceed to the next page |
| | | Multipayment Service | Enter your customer number | | |
| | | Enter your customer number | Enter your confirmation number | Pay the entrance examination fee in cash at the checkout. | |
| Enter your confirmation number | Agree to the terms and use the service | 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. | | | |

* 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.

(3) Financial Institution ATM (Pay-easy)

You can make the payment at an ATM with the "Pay-easy" mark at any of the following financial institutions.

- Japan Post Bank
- MUFG Bank
- Mizuho Bank
- Sumitomo Mitsui Bank
- Resona Bank/Saitama Resona Bank
- Regional banks



| | |
|-------------------|---|
| Payment procedure | Select "税金・料金払込み" ("Tax or goods payments") or "Pay-easy" |
| | Enter the "収納機関番号" ("Receiving agency code"), "お客様番号" ("Customer number"), and "確認番号" ("Confirmation number") |
| | Select "現金" ("Cash") or "キャッシュカード" ("ATM card") and then complete the entrance examination fee payment |

* Each machine's screen layout and buttons names may be subject to change. Be sure to check the payment instructions for the entrance examination fee on the online application website.

* A list of the regional banks where you can pay your entrance examination fee is provided on the following website.

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

(4) Online Banking

You can pay your entrance examination fee via the online banking services provided by banks, regional banks, shinkin banks, credit unions, labor banks, agricultural cooperatives, and fisheries cooperatives. To use this service, you will need to make the necessary arrangements with the institution beforehand. A list of the financial institutions that offer such services is provided on the following website.

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

(5) Internet Bank

You can pay your entrance examination fee via Rakuten Bank, PayPay Bank, au Jibun Bank, or SBI Sumishin Net Bank. To use this service, you will need to open a bank account at one of the banks beforehand.

Admission to Master's program in Data Science (from overseas)

(Posting your application documents)

Place your application documents in a standard envelope and send them to the address below using EMS or another trackable service (arrival deadline: Friday, August 20, 2021).

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

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 post your application documents (arrival deadline: Friday, August 20, 2021).

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) to (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: +81-3-5530-7300).
Contact period: August 20, 2021 (Fri) to March 18, 2022 (Fri)
 - (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 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 immediately.

Examination

Admission Card

- (1) Your Admission Card will not be posted to you. Once you have completed your application, you must obtain your Card from the URL below after 3:00 pm on September 22, 2021 (Wed).
To obtain your Exam Card, you will need your application number and date of birth (eight digits).
URL: <https://www.mu-u.jp/jukenhyo/>
- (2) 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. 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: +81-3-5530-7300).
- (3) Print out your Card and bring it with you on the examination day. You must keep your Exam Card after the examination, as the university will announce the examination results using the examinee numbers given on the Cards.

Notes for the online examination

Preparations

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

- (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 examination in a private room with no one else present on the day of the examination.
- (3) Test your Internet connection beforehand by following the instructions provided on the Musashino University website. Make sure that you conduct this test in the same system environment as the one that you will use on the day of the examination.
- (4) Make sure that you read and understand the Online Student Selection Pledge (which you must submit [Form ④]) and the manual for the online interview system. These documents can be found on the Musashino University website.

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Examination day

- (1) Enter the URL for the interview 20 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 Exam Card and then copy and paste the URL. You also need to print out your Exam 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 entering standby.
 - *You can use only one device. You must not use more than one device at the same time.
- (2) You may be refused an interview 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) You are not allowed to use a virtual background during the examination.
- (5) 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
- (6) 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 entry 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.)
- (7) If you experience any difficulties in attending the examination due to technical problems at your end, please contact 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.

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, postponing the examination, or changing the venue, content, or other details related to the examination. However, that 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 the Musashino University website (<https://www.musashino-u.ac.jp/>). Please check the website for details.

Admission Procedure Guidelines will be posted to successful applicants on September 28, 2021 (Tue) using the addresses that they registered. Therefore, if you have passed the examination, you will receive this package on 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 allows you to check your entrance examination results from your smartphone or PC: <https://www.gouhi.com/mu-u/>

- Available time: **Between 12:00 pm on September 28, 2021 (Tue) to 12:00 am on September 29, 2021 (Wed)**
- 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 Guidelines will be sent to successful applicants. Complete the admission procedure within the admission period in accordance with the guidelines. In addition, you must make the payment required for admission via a financial institution within the admission period. If you do not complete the admission procedure before the deadline, we will assume that you do not intend to enroll in Musashino University. **Submitted documents and payments will not be returned under any circumstances.**

**Announcement
of examination
results**

**Admission
Procedure**

Admission to Master's program in Data Science (from overseas)

Tuition fees and other fees

(Reference: 2021 results] *Once finalized, the 2022 results for tuition fees and other fees paid to Musashino University will be posted on the Musashino University website.

(Unit: Yen)

| Year | Semester | Tuition fees | | | Other fees | Total |
|-------------|------------------------------------|---------------|-------------|---------------------------|--|---------|
| | | Admission fee | Tuition fee | Education enhancement fee | Alumni association (Murasaki Association) membership | |
| First year | First (during admission procedure) | 250,000 | 235,000 | 82,500 | 10,000 | 577,500 |
| | Second (Sept) | 0 | 235,000 | 82,500 | 0 | 317,500 |
| | | 250,000 | 470,000 | 165,000 | 10,000 | 895,000 |
| Second year | First (Apr) | 0 | 235,000 | 87,500 | 0 | 322,500 |
| | Second (Sept) | 0 | 235,000 | 87,500 | 0 | 322,500 |
| | | 0 | 470,000 | 175,000 | 0 | 645,000 |

- In addition to the above fees, students must pay the Personal Accident Insurance for Students Pursuing Education and Research and Incidental Liability Insurance in the second semester (September) of each academic year.
- Graduates of Musashino University, Musashino Women's College, or the Musashino University Japanese Language Program for International Students and those who have completed graduate programs at Musashino University Graduate School are entitled to a full exemption from the admission fee. Graduates of the Musashino University Distance Learning Division are entitled to a 25% exemption.
- Graduates of Musashino University or Musashino Women's College are exempt from the alumni association membership fee.

**Musashino University Graduate School
International Applications for Admission to
the Graduate School of Data Science in 2022**

| | | | |
|--|--------|-------|-----------------|
| Name of Applicant | Family | First | Middle |
| <hr/> | | | |
| Name of Referee (Recommender) | Family | First | Middle |
| <hr/> | | | |
| Affiliation (Position/Title) | | | |
| <hr/> | | | |
| Relationship to the Applicant | | | |
| <hr/> | | | |
| How long have you known the Applicant? | | | |
| <hr/> | | | |
| Phone number | | | |
| <hr/> | | | |
| Signature/Seal | | | |
| <hr/> | | | Seal |
| <hr/> | | | Date |
| | | | Date MM/DD/YYYY |

Evaluate the ability of the applicant as a scholar/educator by selecting the following items.

| Please rate the applicant as the following category. | Outstanding | Excellent | Very Good | Good | Average or Below | Unable to Judge |
|--|-------------|-----------|-----------|------|------------------|-----------------|
| Data Analytical Ability | | | | | | |
| Originality/Creativity | | | | | | |
| Responsibility/Diligence | | | | | | |
| Ability to work with others | | | | | | |
| Research Deployment Ability | | | | | | |

| | Highly Recommended | Recommended | Neutral | Not Recommended | Unable to Judge |
|--------------------|--------------------|-------------|---------|-----------------|-----------------|
| Overall Assessment | | | | | |

**Musashino University Graduate School
International Applications for Admission to
the Graduate School of Data Science in 2022**

Reasons for recommending the applicant

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.

| | |
|--|--|
| Chosen examination category | |
|--|--|

***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.

