# 2024

# Application Guidelines for Undergraduate Special Admission for International Baccalaureate

### **Faculty of Global Studies**

- •Department of Global Communication
- •Department of Japanese Communication
- •Department of Global Business

# **Faculty of Education**

- •Department of Education
- •Department of Early Childhood Education and Care

#### [Contact]

About admissions and application documents

Musashino Un	iversity Admissions Office
	Telephone: 03-5530-7300
	contact from overseas (+81-3-5530-7300)
Office Hours:	Weekdays 8:45 am – 5:00 pm
	Saturdays 8:45 am – 3:00 pm
	(closed during university holidays, Sundays, public holidays, and the New Year
	holidays)
	* The office hours might be change. As for the latest information, please check our website.
Website:	https://www.musashino-u.ac.jp/
E-mail:	nyushi@musashino-u.ac.jp

#### Refer to the Musashino University's website for our Admission Policy.

These application guidelines describe the procedures from application to admission. Please read them if you are applying. Please be sure to keep them after the exam and read them again when you check your result or when you are preparing to enter the University.



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





**Musashino University** 

# Application Guidelines for Undergraduate: Special Admission for International Baccalaureate

Faculty /	Faculty		Department		Admissi	on Capacity				
Departments		Department of	Global Communica	tion						
Admission	Faculty of Global Studies	Department of J	Japanese Communi	cation						
Capacity		Department of	Global Business		Several	per faculty				
		Department of l	Department of Education							
	Faculty of Education	Department of I	Department of Early Childhood Education and Care							
Eveningtion		-								
Examination Schedule	Application Period (by mail, must reach)	Preliminary Result Announcement	Second Selection Date	Result Announcement	Admissio (by mail, postn					
Schedule	September 1, 2023 (Fri)	October 6, 2023	November 5, 2023	November 10,	November 11, 2	2023 (Sat)				
	- September 8, 2023 (Fri)	(Fri)	(Sun)	2023 (Fri)	- November 2	4, 2023 (Fri)				
Application Criteria	Applicants must meet all the (1) Applicants must have, or Office by March 31, 202 (2) Applicants must also me Diploma	be due to receive	, an International B		-	-				
	<ul> <li>As well as (1) above, applicate</li> <li>If Japanese is the applicate</li> <li>minimum grade of 4 or a s</li> <li>If Japanese is not the applier</li> <li>of 6 or at a SL with a minime</li> <li><b>[Department of Japanese</b></li> <li>As well as (1) above, applicate</li> <li>If Japanese is the applicate</li> <li>If Japanese is not the applier</li> <li>If Japanese is not the applier</li> <li>If Japanese is not the applicate</li> </ul>	ts' native language tandard level (SL) cants' native langu mum grade of 7. <b>e Communicati</b> ants must meet on ts' native language cants' native langu	e, they must take "Ja and achieve a mini- uage, they must take <b>on]</b> e of the following re e, they must take "Ja	apanese A" at a hig imum grade of 5. e "Japanese B" at a equirements: apanese A"	HL with a min	imum grade				
Selection	[Department of Global B As well as (1) above, applica - If English is the applicants at a SL with a minimum gr - If English is not the applic or at a SL with a minimum	ints must meet one 'native language, rade of 4. ants' native langua	they must take "En	glish A" at a HL w		-				
Selection	(1) First Selection By screening application d	ocuments, the pre	liminary result will	be announced.						
method	(2) Second Selection									
		mination Subject		Maxim	um Score	]				
						-				
	Interview, oral exa	am (Approximatel	y 15 minutes)	l	.00					
	<ul><li>Conducted online</li><li>The starting time of interv</li><li>Check the contents of the</li></ul>			ty's website.		-				
				ity's website.						

#### Application Documents

	Documents	Note
(1)	Application Form	Download from the Musashino University's website and fill in the required information.
(2)	Photo	Must be taken in the last three months. 4 cm $L \times 3$ 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 $\bullet$ .
(3)	Online Student Selection Pledge	<ul> <li>Download the form from the Musashino University website.</li> <li>* Complete the form using a ballpoint pen (black) or fountain pen.</li> <li>* Record the date and your name on the completed form and then affix you personal seal (or add your signature in the separate required field if you d not have your own personal seal).</li> </ul>
(4)	<u>Photocopy</u> of the payer's copy of the examination fee payment (if you live in Japan) or a certificate of international transfer (if you live abroad)	If you are paying from abroad and choose to transfer the funds to our bank account, the transfer may be executed by involving another bank in the transaction. In such a case, a separate fee might become payable. Please advise your branch that you are paying all the fees, including the bank transfer fee and the incurring fee.
(5)	Proof of your application criteria (such as a photocopy of your IB Diploma)	<ul> <li>"Photocopy of your IB Diploma awarded by the IB Office"</li> <li>"Result certificate of the IB examination"</li> <li>If you cannot submit the above documents by the application deadline, you may submit a letter or certificate* written by the principal or the person in charge of career guidance in your school confirming that you are obtaining an IB.</li> <li>* This document must be created in such a way as to prove that you meet the requirements specified by each department as laid out on Page 1.</li> </ul>
(6)	<u>Photocopy</u> of your Extended Essay (EE)	If you cannot submit a photocopy, you may submit a report of the same content. There is no specific format.
(7)	<u>Photocopies</u> of your passport and residence card (Paper size: A4)	These documents must be submitted by applicants with a nationality other than Japanese. The photocopies must include all pages that provide your name, date of birth, photograph, gender, nationality, status of residence, and period of stay.
(8)	<u>Photocopies</u> of your qualifications	If you have taken JLPT or EJU, you must submit a photocopy of the result. you have taken an English proficiency test such as TOEFL®, TOEFL iBT® TOEIC® (L&R) or IELTS, you must submit a photocopy of the result.

#### Entrance Examination Fee

#### 35,000 yen XAn administration fee will be charged separately for a bank transfer.

#### Payee's Details

-					
Bank name	三菱 UFJ 銀行				
	MUFG Bank, LTD.				
SWIFT code	BOTKJPJT				
Branch name	吉祥寺駅前支店				
Diancii name	Kichijyoji-Ekimae Branch				
Branch location	〒180-0004 東京都武蔵野市吉祥寺本町 1-15-2				
Branchiocation	1-15-2, Kichijyojihoncho, Musashino-shi, Tokyo, Japan 180-0004				
Account number	365-1116846				
Account holder's name	武蔵野大学				
Account holder's name	Musashino Daigaku				

#### Note for international transfer

Please pay your examination fees before you submit your application document to the above bank account from a bank that handles international transfers. All other fees and charges, including the lifting charge and service charges, are payable by the applicant.

#### Application (1) Application period Method Applicants must mail the application during the period from September 1, 2023 (Fri) to September 8, 2023 (Fri). All documents must reach us on or before the deadline. If you are applying from outside Japan, mail the documents using international mail or an international courier service. Application must reach us on or before the deadline above. After posting your application documents, please send us the following e-mail: To: nyushi@musashino-u.ac.jp Subject: Application documents for Special Admission of International Baccalaureate Body of the e-mail: Department/Your Name/Address/Telephone Number/E-mail Address (2) Address where the application documents are to be sent: <Applying in Japan> 〒135-8181 東京都江東区有明 3-3-3 武蔵野大学 大学入試センター事務課 <Applying from abroad> Admissions Office, Musashino University 3-3-3 Ariake koto-ku Tokyo 135-8181, Japan Notes for Submission of Applications (1) Application documents that are incomplete, contain errors, or are submitted after the deadline will not be accepted. (2) Submitted application documents will not be returned for any reason. (3) As a general rule, the Entrance Examination Fee cannot be refunded once paid except in the following cases ((a) - (c)). If any of the following cases apply to you, please contact the Musashino University Admissions Office (TEL: 03-5530-7300\*) between September 8, 2023 (Fri) and 17:00 on March 15, 2024 (Fri) ※Japan Time. (a) The Entrance Examination Fee was paid, but application documents were not submitted (b) The Entrance Examination Fee was paid and application documents were submitted, but the application was not accepted (c) The Entrance Examination Fee was mistakenly paid twice Administrative handling fees related to payment of the Entrance Examination Fee are not refundable. Please note that administrative handling fees related to refunds shall be borne by the Applicant. (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 Applicant's name, address, or other personal information changes after the application is submitted, please contact the Musashino University Admissions Office (TEL: 03-5530-7300). If the Applicant's address changes, please carry out Change of Address/Mail Redirection Service procedures at a post office and provide the new address on any subsequent enrollment documents. (6) Check the updated information on the Musashino University's website before submitting your application. \*Contact form overseas (Tel: +81-3-5530-7300) Special assistance for taking the entrance examination and studying at Musashino University If you are a prospective student of Musashino University and have a physical disability (the degree of disability shall be in accordance with Paragraph 3 of Article 22 of the Ordinance for Enforcement of the School Education Act), please inform the Admissions Office (Tel: 03-5530-7300\* E-mail: nyushi@musashino-u.ac.jp) at least three weeks before the first day of acceptance of application for each examination. You may need special consideration in order for us to provide you a safe environment when taking the entrance examination and when studying at the university. If the above degree of disability does not apply to you but you would like special assistance from us when taking the entrance examination and after being admitted, please inform us of this in the same manner specified above. If necessary, an interview will be conducted at Musashino University with the applicant and a person from the applicant's previous school who can represent the applicant. Do Not pay the entrance examination fees or submit your application documents until you contact our Admissions Office. If you are applying for more than one department, you will need to inform us each time you submit an application. If you need special assistance when taking the entrance examination due to injury or illness, please contact our Admissions Office.

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

Examination	Admission Card
	<ol> <li>The Applicant's Admission Card will be sent by e-mail to the e-mail address provided on the Application Form on or after September 27, 2023 (Wed)</li> </ol>
	(2) When you receive the e-mail, be sure to check that the Applicant's name, address, examination date, examination method, and other information shown on the Admission Card is correct. If any information is incorrect, or if the e-mail does not arrive, please contact the Musashino University Admissions Office (TEL: 03-5530-7300*).
	(3) 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.
	*Contact form overseas (Tel: +81-3-5530-7300)
	<ul> <li>Notes for the online interview <u>Preparations</u> You will need to keep the following points in mind when preparing for your online interview. (1) Use your own web camera, headphones (earphones) and microphone (which may be built in to your PC). Do not use speakers. (2) Make sure that you can attend the online interview in a private room with no one else present on the day of the examination. (3) Check your Internet connection beforehand by following the instructions provided on the Musashino University website. Make sure that you conduct this checking in the same system environment as on the day of the examination. (4) Make sure that you read and understand the Online Student Selection Pledge (which you must submit and the manual for</li></ul>
	the online interview system. These documents can be found on the Musashino University website.
	<ul> <li>Examination day         <ul> <li>(1) Enter the URL for the interview 5 minutes before the scheduled start time and wait in the Interview Room. Avoid entering the URL manually as it's easy to enter it incorrectly. Instead, download your Admission Card and then copy and paste the URL. You also need to print out your Admission Card and keep it ready at hand during the examination.</li> <li>* The scheduled start time for your interview may be subject to minor changes.</li> </ul> </li> </ul>
	* Make sure that the device you use for the interview is connected to a power source and that all webpages and apps other than your Interview Room are closed before stand-by for the interview.
	<ul><li>* You can use only one device. You must not use more than one device at the same time.</li><li>(2) Your interview may be refused if you are unable to connect within five minutes of the scheduled start time for the</li></ul>
	<ul> <li>interview.</li> <li>(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.</li> <li>(4) The following actions are considered acts of dishonesty, so your examination may be declared invalid if you are caught committing any of them.</li> </ul>
	<ol> <li>Leaving halfway through the examination</li> <li>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</li> <li>Cheating (looking at a cheat sheet, reference book or being told answers from someone else).</li> <li>Using a virtual background during the examination.</li> <li>In case there is a person other than the applicant in the same room during the examination.</li> <li>Having someone other than the applicant pose as the applicant and take the examination.</li> <li>Carrying out any other act that impairs the fairness of the examination.</li> <li>You may be contacted by the university on the day of the examination. Make sure that you can be reached at the</li> </ol>
	<ul> <li>telephone number and email address that you gave in your application as well as via the contact details that you entered in your application form. (You must set your mobile phone or smartphone to silent and keep it away from you during the examination, so that you cannot use it unless there is an emergency.)</li> <li>(6) If you experience any difficulties in attending the examination due to technical problems at your end, please contact Musashino University Admissions Office (Tel: 03-5530-7300) within 30 minutes of the scheduled start time for the examination.</li> <li>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.</li> </ul>
Result Announcement	<ul> <li>(1) Preliminary result announcement The result will be sent to the applicant via email and also via "Kan-i Kakitome Sokutatsu" (express registered mail) to the applicant's address.</li> <li>% This will be via international mail if you reside outside Japan.</li> </ul>
	Date to be emailed: October 6, 2023 (Fri)
	<ul><li>(2) Final announcement</li><li>The result will be sent to the applicant via email and also via "Kan-i Kakitome Sokutatsu" (express registered mail) to the applicant's address.</li><li>% This will be via international mail if you reside outside Japan.</li></ul>
	Date to be sent: November 10, 2023 (Fri)

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

		Tuition fees							
Year	Semester	Admission fee	Tuition fee	Education enhancement fee	Support Association Joining Fee	Support Association Membership	Student Association Membership	Alumni Association Membership	Total
First	First (during admission procedure)	180,000	385,000	125,000	1,000	6,000	3,600	0	700,600
year	Second (September)	0	385,000	125,000	0	6,000	0	0	516,000
		180,000	770,000	250,000	1,000	12,000	3,600	0	1,216,600
	First (Apr)	0	385,000	175,000	0	6,000	3,600	0	569,600
Second year	Second (September)	0	385,000	175,000	0	6,000	0	0	566,000
5		0	770,000	350,000	0	12,000	3,600	0	1,135,600
	First (April)	0	385,000	175,000	0	6,000	3,600	0	569,600
Third year	Second (September)	0	385,000	175,000	0	6,000	0	0	566,000
5		0	770,000	350,000	0	12,000	3,600	0	1,135.600
	First (April)	0	385,000	175,000	0	6,000	3,600	0	569,600
Fourth year	Second (September)	0	385,000	175,000	0	6,000	0	31,000	597,000
Jour		0	770,000	350,000	0	12,000	3,600	31,000	1,166,600

#### Faculty of Education Department of Education

Facult	ty of Educatio	<b>n</b> Departn	nent of Edu	cation					(Unit: Yen)
			Tuition fees			Othe	r fees		
Year	Semester	Admission fee	Tuition fee	Education enhancement fee	Support Association Joining Fee	Support Association Membership	Student Association Membership	Alumni Association Membership	Total
First	First (during admission procedure)	180,000	435,000	111,000	1,000	6,000	3,600	0	736,600
year	Second (September)	0	435,000	111,000	0	6,000	0	0	552,000
		180,000	870,000	222,000	1,000	12,000	3,600	0	1,288,600
	First (Apr)	0	435,000	156,000	0	6,000	3,600	0	600,600
Second year	Second (September)	0	435,000	156,000	0	6,000	0	0	597,000
year		0	870,000	312,000	0	12,000	3,600	0	1,197,600
	First (April)	0	435,000	156,000	0	6,000	3,600	0	600,600
Third year	Second (September)	0	435,000	156,000	0	6,000	0	0	597,600
year		0	870,000	312,000	0	12,000	3,600	0	1,197.600
	First (April)	0	435,000	156,000	0	6,000	3,600	0	600,600
Fourth year	Second (September)	0	435,000	156,000	0	6,000	0	31,000	628,000
, sui		0	870,000	312,000	0	12,000	3,600	31,000	1,228,600

#### Faculty of Education Department of Early Childhood Education and Care

(Unit: Yen)

(Unit: Yen)

		Tuition fees Other fees							
Year	Semester	Admission fee	Tuition fee	Education enhancement fee	Support Association Joining Fee	Support Association Membership	Student Association Membership	Alumni Association Membership	Total
First	First (during admission procedure)	180,000	410,000	111,000	1,000	6,000	3,600	0	711,600
year	Second (September)	0	410,000	111,000	0	6,000	0	0	527,000
		180,000	820,000	222,000	1,000	12,000	3,600	0	1,238,600
	First (Apr)	0	410,000	156,000	0	6,000	3,600	0	575,600
Second year	Second (September)	0	410,000	156,000	0	6,000	0	0	572,000
year		0	820,000	312,000	0	12,000	3,600	0	1,147,600
	First (April)	0	410,000	156,000	0	6,000	3,600	0	575,600
Third year	Second (September)	0	410,000	156,000	0	6,000	0	0	572,000
year		0	820,000	312,000	0	12,000	3,600	0	1,147.600
	First (April)	0	410,000	156,000	0	6,000	3,600	0	575,600
Fourth year	Second (September)	0	410,000	156,000	0	6,000	0	31,000	603,000
year		0	820,000	312,000	0	12,000	3,600	31,000	1,178,600

#### Notes common to all departments

- 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 and the first semester (April) of each academic year.
- 2. If you enroll in courses that involve experiments or practical assignments (including practice teaching), experiment/practical fees will be charged separately.
- 3. The above-mentioned tuition fees and other fees may be subject to change. In addition, changes may be made to the payment details (payment due dates, payment methods, etc.) during your studies at Musashino University.
- \* At Musashino University, we will be promoting the development of human resources required in this age who can make full use of the capabilities of computers, around introducing information subjects (\*1) and promoting BYOD (\*2) (all faculties and departments).

\*1 In addition to acquiring basic information literacy, increased opportunities to learn about data analysis and AI \*2 Abbreviation for Bring Your Own Device

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

## Application Form for Special Admission from an International Baccalaureate in 2024

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Department			30	mm × 40 mm		
Name		Date of Birth				
	Year	Month	Day	٨٩٩		
	ICal	world	Day	Age		

Gen	Gender		onality	<b>Resident Status</b>	E-mail Address
Male	Female	Japan	Overseas		

\*Please circle one for gender and nationality.

%Please provide "Status of Residence" only if the Applicant is a foreign-national residing in Japan.

Contact Address	Telephone Number
	Mobile Phone Number
	-

Residential address (*If different from above)	Telephone Number
	Mobile Phone Number

\* Documents are sent to the contact address. Please write an address and daytime telephone number where we can reach you.

	Name of High School					
	Date that you have, or are due to	Completed /	Year	Month	Day	
Concerning	have, completed the High School	Due to complete on			· ·	
your recent education	Country					
	Address					
	Telephone Number					

Time that you took an IB	□ Took the May 2022 examination	$\Box$ Took the November 2022 examination
Examination	□ Took the May 2023 examination	□ Will take the November 2023 examination
M/DIARA AND ADA ADA ADA ADA ADA ADA	h	

※Please check the applicable box.

English Language Tests		Other Language Tests	
TOEFL iBT	Score:	Test Name:	Score:
TOEFL PBT	Score:	Test Name:	Score:
TOEIC	Score:	Test Name:	Score:
IELTS	Score:	Test Name:	Score:







# Application Form for Special Admission from an International Baccalaureate in 2024

Department	

Academic Background			
Started Elementary School:	Year	Month	
	Year	Month	

Overseas Experiences					
From	Year	Month to	Year	Month Destination:	Reason:
From	Year	Month to	Year	Month Destination:	Reason:
From	Year	Month to	Year	Month Destination:	Reason:
From	Year	Month to	Year	Month Destination:	Reason:

#### 1. Please tell us your high school life.

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Musashino University

## Application Form for Special Admission from an International Baccalaureate in 2024

Department

2. The reason why you would like to apply to Musashino University and this department?

3. What are you planning to study and spend your school life at Musashino University to achieve your goal?



響き合って、未来へ。





世界の幸せをカタチにする。

## **Online Student Selection Pledge**

FAO: Teruma Nishomoto, 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: 03-5530-7300) 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.

|--|

\*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.