2020

Undergraduate Application Guidelines for International Students

(For Admission in April 2020)

Faculty of Global Studies

The entrance examination for international students will be held on the Musashino Campus.

Musashino Campus

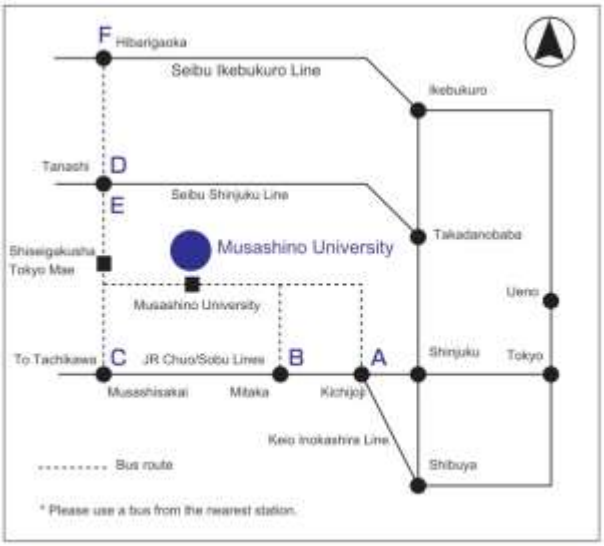
1-1-20 Shinmachi, Nishitokyo-shi, Tokyo 202-8585

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

Musashino University 武蔵野大学

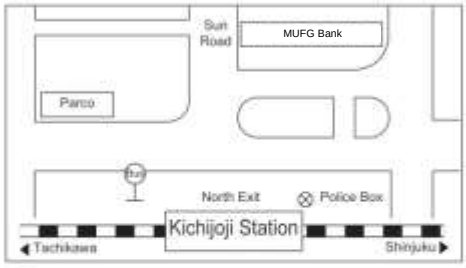
Access to the Musashino Campus (Examination Location) from the nearest railway stations

1-1-20 Shinmachi, Nishitokyo-shi, Tokyo 202-8585



Please use public transport when coming to Musashino University. (Mitaka Station is the most convenient for the bus connection.) Bringing a vehicle (including a two-wheeler) is not permitted.

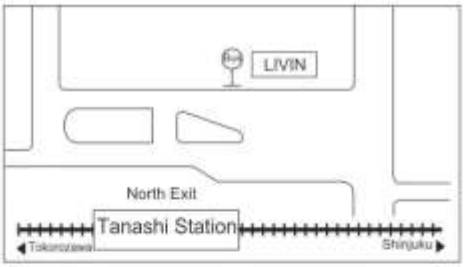
A Use one of the bus services bound for Mukoudaicho 5 Chome, Sakurazutsumi Danchi or Sekimae Nishi Koen or Vi:Garden Nishitokyo from the bus stop (#1) of the North Exit of Kichijoji Station. It takes 15 minutes.



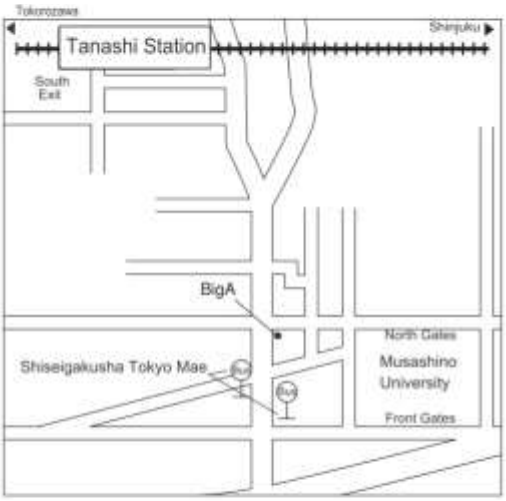
B Use one of the bus services directly bound for Musashino Daigaku, Musashisakai Eki,Musashikoganei Eki or Vi:Garden Nishitokyo from the bus stop (#3) of the North Exit of Mitaka Station. Get off at Musashino Daigaku. It takes 10 minutes.

C Use one of the bus services bound for Mitaka Eki or Musashino Eigyosho from the bus stop (#3) of the North Exit of Musashisakai Station. Get off at Musashi Daigaku. It takes 7 minutes.

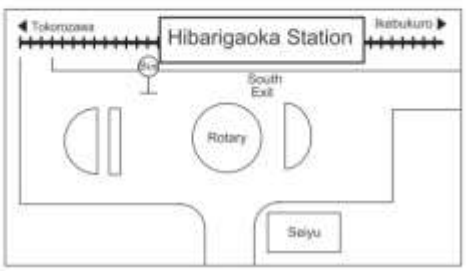
D Five minute ride on a bus bound for Musashisakai Eki from the bus stop (#5) of the North Exit of Tanashi Station. Get off at Shiseigakusha Tokyo Mae and walk for 5 minutes.



E Twenty minute walk from Tanashi Station.



F Twenty minute ride on a bus bound for Musashisakai Eki (via Yato) from the bus stop (#1) of the South Exit of Hibarigaoka Station. Get off at Shiseigakusha Tokyo Mae and walk for 5 minutes.



* Due to road works, etc., the location of the bus stop where you get on may change.

Application Method and Entrance Examination FAQ

Application method *For details on the application method, please refer to pages 7 to 10.

Step 1
Application Information
Input information online

Input application information such as the examination category, department, examination subject, etc. that you wish to apply for.

Step 2
Entrance examination fee
Pay at convenience store, etc.

The entrance examination fee can be paid at a convenience store or by credit card, etc.

Step 3
Documents' sending
Mail application documents

Enclose the required documents in a store bought envelope, and mail it via "Kan-i Kakitome Sokutatsu" (express registered mail) from the post office window.

Application complete

Your application is complete once you have carried out Steps 1 to 3. Your application is not complete if you have only filled out information online. Make sure to pay the entrance examination fee by the application deadline for the applicable examination category and mail your application documents using express registered mail from the post office window.
If mailing from abroad (possible only for Intake I), complete Steps 1 and 2, and mail your application using a method which provides a record of delivery, such as EMS (must reach us on or before Friday, October 11, 2019). (See P.10 for delivery address.)

Examination FAQ

Q: Since I will be submitting an original of my graduation certificate, will I be able to have it returned to me after the entrance examination?

A: Application documents will not be returned under any circumstance. If you cannot submit an original, please submit a certified true copy (photocopied documents that are certified by the school that you graduated from or a public institution, such as a notary public office, to be true copies of the originals).

Q: I cannot prepare some of my application documents by the application deadline. May I submit them later?

A: We will Not accept any application documents after the application deadline under any circumstance. Please prepare all of your application documents within the application period, and mail them via "Kan-i Kakitome Sokutatsu" (express registered mail) from the post office window.
Please give yourself enough time to prepare your application documents and carry out the application procedure.

Q: Do I have to submit the certificates from high school onwards that are listed on the Entry Form?

A: Yes. Please make sure to submit the certificates from high school onwards that are listed on the Entry Form within the application period.

Q: If my certificate is in a language other than Japanese, English, or Chinese, is it acceptable to submit a photocopy rather than the original if there is an official seal from my high school on the translated certificate?

A: If your certificate is in a language other than Japanese, English, or Chinese, please submit a translation either in Japanese or English (with the official seal of the school) together with the original certificate. If you cannot submit an original, make sure to submit a certified true copy of the original (photocopied documents that are certified by the school that you graduated from or a public institution, such as a notary public office, to be true copies of the originals).

Q: In the Department of Global Communication, is it necessary to participate in the English study abroad program that takes place in the first part of the second year?

A: Foreign students must also participate. Please check P.15 for details.

Q: When the exam card will be sent?

A: The mailing date of the exam card differs depending on the examination category. Please check P.12 for details.

Q. After sending my application documents, will I receive a notification saying that you received them?

A: We will not contact you after receiving your application documents. If you wish to check whether your application has arrived, please use the tracking service on the Japan Post site, using your tracking number.

Undergraduate Application Guidelines for International Students

Faculty/ Departments, Admission Capacity

Faculty	Department	Admission Capacity
Faculty of Global Studies	Department of Global Communication	30
	Department of Japanese Communication	40
	Department of Global Business	20

Examination Schedule

Category	Application Period (by mail, postmark deadline)	Examination Date	Result Announcement (announced at 12:00)	Admission Process (by mail, postmark deadline)
Intake I	October 1, 2019 (Tue) – October 11, 2019 (Fri)	November 3, 2019 (Sun)	November 6, 2019 (Wed)	November 7, 2019 (Thu) – November 14, 2019 (Thu)
Intake II	November 11, 2019 (Mon) – November 20, 2019 (Wed)	December 15, 2019 (Sun)	December 17, 2019 (Tue)	December 18, 2019 (Wed) – January 8, 2020 (Wed)
Intake III	January 6, 2020 (Mon) – January 10, 2020 (Fri)	February 6, 2020 (Thu)	February 7, 2020 (Fri)	February 8, 2020(Sat) – February 17, 2020 (Mon)
Intake IV	February 1, 2020 (Sat) – February 7, 2020 (Fri)	March 3, 2020 (Tue)	March 4, 2020 (Wed)	March 5, 2020 (Thu) – March 13, 2020 (Fri)

Applications from overseas are only accepted for Intake I. If you are mailing application documents and entry forms from outside of Japan, mail them using a method which provides a record of delivery, such as EMS (must arrive by Friday, October 11, 2019). (For the mailing address, please see P. 10.)

Application Criteria

① Applicants must meet all the following requirements (1) – (4). Applicants who apply for Intake I from overseas must meet all the requirements (1) – (3).

(1) Applicants must have a nationality other than Japanese.

(2) Applicants must correspond to one of the following (a) to (c)

(a) Have completed a school education of 12 years, whether inside or outside of Japan (including those who are planning on completing their school education by March 2019 and those who have completed a regular school education in less than 12 years due to “skipping a grade”). However, the period of enrollment in junior high school and high school based on the Japanese educational system must add up to 3 years or less for each.

(b) Have passed an academic certification test equivalent to completion of a 12-year educational curriculum overseas, and be 18 years old by March 31, 2020.

(c) Have completed (or expect to complete) a preparatory educational curriculum designated by the Minister of Education, Culture, Sports, Science and Technology if having completed an educational curriculum of less than 12 years overseas.

(3) Applicants must be able to pay the tuition fees and living costs while studying at Musashino University.

(4) Applicants whose current visa status is **Students** or **those who can change to Students as a student of Musashino University**; or have been approved via admission qualification screening individually conducted by Musashino University. ***If your current visa status is not Students, make sure to contact the Musashino University Admissions Office (Tel: +81-3-5530-7300) before applying.** *In principle, those whose current visa status is Temporary Visitor only can apply Intake Ⅰ.

Department of Global Communication

Applicants who are applying for Intakes I or III must meet the following criteria as well as ① above.
Applicants must take the “Japanese (except the written part)” of the EJU or N1 of the JLPT and forward the results to us.

Department of Japanese Communication

Applicants who are applying for Intakes I or III must meet the following criteria as well as ① above.
Applicants must take the EJU or the JLPT (except the written part) and forward the results to us.

Department of Global Business

Applicants must meet one of the following criteria as well as ① above.
TOEFL iBT® (minimum score of 61), IELTS (Academic, minimum score of 5.5) or
TOEIC® (minimum score of 700).

* Contact the Admissions Office (Tel: +81-3-5530-7300) for details on the English language standard for applicants whose first language is English or who have passed the International Baccalaureate.

Undergraduate Application Guidelines for International Students

Selection Method and Examination Overview

■ Intakes I and III

Department of Global Communication

Comprehensive evaluation of the written English examination, interview and document screening (the application documents and the result of the EJU or the JLPT).

Time	Examination Subject		Maximum Score
10:30 am - 11:00 am	English*1	Written Examination (Multiple Choice Format)	50
Starts at 11:30 am	Interview (Approx. 15 minutes)*2	Comprehensive evaluation of the interview (conducted in Japanese) and application documents	100
	Japanese	"Japanese (except the written part)" of the EJU (full score of 400 is converted to a perfect score of 100 marks) or the JLPT N1 (full score of 180 is converted to a perfect score of 100 marks)	100

Department of Japanese Communication

Comprehensive evaluation of the interview and document screening (the application documents and the result of the EJU or the JLPT).

Time	Examination Subject		Maximum Score
Starts at 10:30 am	Interview (Approx. 15 minutes)*2	Comprehensive evaluation of the interview (conducted in Japanese) and application documents	100
	Japanese	"Japanese (except the written part)" of the EJU (full score of 400 is converted to a perfect score of 100 marks) or the JLPT (full score of 180 is converted to a perfect score of 100 marks) * The result will be decided upon comprehensively by taking both the score and the level into consideration.	100

Department of Global Business

Comprehensive evaluation of the interview and document screening.

Time	Examination Subject		Maximum Score
Starts at 10:30 am	Interview (Approx. 15 minutes)	Comprehensive evaluation of the interview (conducted in English) and application documents.	100

■ Intakes II and IV

Department of Global Communication

Comprehensive evaluation of the written examinations in English and Japanese and the interview.

Time	Examination Subject		Maximum Score
10:30 am - 11:30 am	Japanese	Written Examination (Multiple Choice Format)	100
12:00 pm - 12:30 pm	English*1	Written Examination (Multiple Choice Format)	50
Starts at 1:30 pm	Interview (Approx. 15 minutes)*2	Comprehensive evaluation of the interview (conducted in Japanese) and application documents	100

Department of Japanese Communication

Comprehensive evaluation of the written Japanese examination and interview.

Time	Examination Subject		Maximum Score
10:30 am - 11:30 am	Japanese*3	Written Examination (Multiple Choice Format)	100
Starts at 12:30 pm	Interview (Approx. 15 minutes)*2	Comprehensive evaluation of the interview (conducted in Japanese) and application documents	100

Department of Global Business

Comprehensive evaluation of the interview and document screening.

Time	Examination Subject		Maximum Score
Starts at 10:30 am	Interview (Approx. 15 minutes)	Comprehensive evaluation of the interview (conducted in English) and application documents.	100

* 1 English language qualification system
Applicants who have scores in one of the following English proficiency tests will be exempt from taking the written English test portion of Musashino University's examination. They will be assigned a score of 50 (full marks). TOEFL PBT (minimum score of 470), TOEFL iBT (minimum score of 52), TOEIC (minimum score of 500) or IELTS (Academic, minimum score of 4.0).
* Scores obtained on or after August 1, 2017 are effective.

* 2 The interviews for the Department of Global Communication and the Department of Japanese Communication may change to a group interview depending on the number of applicants.

Undergraduate Application Guidelines for International Students

Application Documents

The application documents to be submitted differ depending on the department and the entrance examination category. (1) – (6) are required. (7) – (13) are to be submitted by applicable persons only. Please make sure to submit graduation certificates and transcripts for high school and subsequent education written down in the Academic Background column on the Entry Form. **Please refer to Pages 7 to 10 for the application method.**

●: For all applicants　△ :Needs to be submitted if applicable

Documents		Note	Dept. of Global Communication	Dept. of Japanese Communication	Dept. of Global Business
(1)	Photograph	A 4cm x 3cm color or black & white photograph of the applicant, no older than 3 months prior to submission of the application, with a plain background. Write your name on the back and put it in an envelope. (This is not required if the back of the photograph is adhesive.)	●	●	●
(2)	Stamp required to receive your exam card	Please enclose a 342 yen stamp for mailing your exam card. Your exam card will be mailed to your address. Not required for applicants outside of Japan.	●	●	●
(3)	International Students Entrance Examination Entry Form	Use the International Student Entrance Examination Form enclosed in the Application Guidelines or downloaded from Musashino University's website. *Complete the form with a black ballpoint pen or a fountain pen.	●	●	●
(4)	**Originals** of high school graduation certificate and academic transcript	**If you cannot submit the originals of these documents, you may substitute these with certified true copies (The photocopied documents must be certified by the school that you graduated from or a public institution, such as a notary public office, to be true copies of the originals.) (Not possible for certificates from Japanese language schools.)** Also, if you are to submit a photocopy of your graduation diploma instead of the graduation certificate, this must be a certified true copy. (Submission of photocopies is not allowed.) * Certificates must be certified in Japanese, Chinese or English. If the certificates are certified in other languages, a translation either in Japanese or English (with the official seal of the school) must be attached to the original documents. If you have completed a 12-year educational curriculum or equivalent, including university advancement, make sure to submit originals of your university school certificate and transcript.	●	●	●
(5)	**Photocopies** of your passport and residence card	Photocopy must be submitted of the pages that provide your name, date of birth, photograph, gender, nationality, visa status and period of stay (use an A4 sized paper). *The visa status "Temporary Visitor"holders only submit photo copy of passport.	●	●	●
(6)	Address Label for Application	Put all the above application documents in an envelope, download the Address Label for Application from the online application website and glue it to the envelope securely. Mail it via “Kan-i Kakitome Sokutatsu” (express registered mail) from the post office window.	●	●	●
(7)	**Photocopy** of the result of EJU or JLPT.	If you are applying to the Department of Global Communication or the Department of Japanese Communication in Intakes I or III, you must submit the result of one of the following tests. * Multiple submission or changing after application is not permitted. If you are applying for another Department or examination category, you must submit a photocopy of the certificate if you have taken any of the following tests.	● for Intakes I and III △ for Intakes II and IV	● for Intakes I and III △ for Intakes II and IV	△

Category	EJU
Intake I	November 2017
	June 2018
	November 2018
	June 2019
Intake III	June 2018
	November 2018
	June 2019
	November 2019

Category	JLPT
Intakes I or III	December 2017
	July 2018
	December 2018
	July 2019

Undergraduate Application Guidelines for International Students

Submitted documents will not be returned under any circumstance.

●: For all applicants △ :Needs to be submitted if applicable

Documents		Note	Dept. of Global Communication	Dept. of Japanese Communication	Dept. of Global Business
(8)	**Originals** of transcript and attendance record from Japanese Language School	If you are attending or have attended a Japanese language school, submit original copies of the transcript and attendance record. (Must have been issued within the last three months.)	△	△	△
(9)	**Photocopies** of the graduation certificate and transcript from university, junior college or technical college	If you graduated from a university, a junior college or a technical college, whether inside or outside of Japan, submit photocopies of the graduation certificate and academic transcript from the institution. * Certificates must be certified as a true copy in Japanese, Chinese or English. If the certificates are certified in other languages, attach a translation either in Japanese or English (with the official seal of the school).	△	△	△
(10)	**Photocopies** of your qualifications	**Department of Global Communication** Applicants applying under the English language qualification system (for details, see P. 4) must submit one of the following. Please fill in your score in the "English Language Tests" field on the Entry Form **2/2**. Certificate for an English language test that fulfills TOEFL® PBT (minimum score of 470), TOEFL iBT® (minimum score of 52), TOEIC ®(minimum score of 500) or IELTS (Academic, minimum score of 4.0) (Printouts of your score from the Internet will not be accepted.) * Scores obtained on or after August 1, 2017 are effective. **Department of Global Business** Applicants must submit a photocopy of the result of one of the following English tests: TOEFL iBT ® (minimum score of 61), IELTS (Academic, minimum score of 5.5) or TOEIC ® (minimum score of 700) (Printouts of your score from the Internet will not be accepted.) * Scores obtained on or after August 1, 2017 are effective. **Applicants for All Departments** If you take a language qualification test such as for English or Japanese, and are indicating the results on your Entry Form, submit a copy of the qualification certificate.	△	△	●
(11)	**Original** document certifying that you have skipped a grade	**[Applicants who correspond to Application Criteria (a)]** Submit an **original** document issued by your school that certifies that you have completed (or are planning to complete) your educational curriculum in less than 12 years due to skipping a grade.	△	△	△
(12)	**Original** certificate of conformance for academic certification test equivalent to completion of 12 years of education overseas	**[Applicants who correspond to Application Criteria (b)]** If you have dropped out of high school, submit a transcript (**original** issued by your high school as of the time when you were enrolled in high school). * Certificates must be certified as a true copy in Japanese, Chinese or English. If the certificates are certified in other languages, attach a translation either in Japanese or English (with the official seal of the school).	△	△	△
(13)	**Original** certificate of completion (or expected completion) of a preparatory education curriculum	**[Applicants who correspond to Application Criteria (c)]** If you have completed a preparatory education curriculum in order to enroll in a Japanese university at a facility designated by the Minister of Education, Culture, Sports, Science and Technology, submit an **original certificate of completion** (**certificate of anticipated completion** for those expecting to complete such a course).	△	△	△

Application Method and Precautions

Application Process

Follow the instructions below for application.

If you are experiencing problems with the online application, call: TEL.050-3786-5124

Office Hours: 10:00 am to 6:00 pm (Available on weekdays, weekends and holidays during the application period. Closed during the New Year holidays.)

Step 1 Online application

① Access to the online application page.

During the application period, open the online application entry screen via the Musashino University website, or access the online application website (https://www.univ-jp.com/musashino/).
Check your PC requirements and follow the instructions.

PC Requirements

The recommended browsers and their versions are as follows.

[Windows]	– Microsoft Edge	- Internet Explorer 11.0 or higher
	– Chrome (The latest version)	- Firefox (The latest version)
[Mac OS]	– Safari 9.0 or higher	

② Check the entrance examination information on the Home page.

Check the examination category and application procedures, click “出願登録する” to register.

③ Select the examination category in which you wish to apply.

Select the examination category（入試区分）, faculty（学部）and department（学科） in which you wish to apply.
You can check the entrance examination fee here.

Application Method and Precautions

4 Enter your personal information

Follow the instructions on the screen for registration.

Enter your name and address correctly. The entry cannot be changed after paying your entrance examination fee.

5 Confirm required documents

You can check the application documents that are required.
The types and necessary number of copies of documents differ depending on the examination category.

6 Complete your application registration

Either write down the application number（出願番号） or print out the page. You will need this number to check details on your application and the payment number.

Also, write down the payment number. You will need this number when paying your entrance examination fee.

After completing your registration application, print out the address label（宛名ラベル）, which will be required in Step 3 of Page 10 **Mailing the application documents**.

* If you do not have a printer, write the address label details (receiver's address, application number, applicant's name and address) on the envelope.

Application Method and Precautions

Step 2 Payment of entrance examination fee

Entrance Examination Fee 35,000 yen

Pay your entrance examination fee via one of the following methods. Please note that payment is finalized at the same time you complete the payment.

See **Paying my entrance examination fee** on the online application website for detailed procedures regarding this payment.

Concerning the administration fee on your entrance examination fee payment
When you pay your entrance examination fee, an administration fee of 780 yen will be separately charged.

Payment methods for entrance examination fee
The following methods of (1) – (5) are available.

(1) Convenience Store
Cash payment only. Follow the instructions on the online application screen.

Convenience Store	Seven Eleven	Lawson Mini Stop (Loppi)	Family Mart (FamiPort)	CircleKSunkus (K Station)	Seicomart (Club Station)	Daily Yamazaki
Payment Procedure	Tell a clerk that you want to make an Internet payment, and hand him/her the "Payment Slip" that you printed out or give him/her your "Payment Slip Number." *If you did not print out the "Payment Slip" beforehand, it is OK to just tell the clerk your Payment Slip Number. The multicopy machine is not used.	Service Menu	Payments	Payments	Online Purchases / Payments	Tell a clerk that you want to make an online transaction.
		Payments / Online Purchases / SmartPit Payments	Press here if you have a number	If you have an 11-digit number		
		Payments	Proceed to the number input screen	Enter your online transaction number and make a payment.	Enter your "online transaction number."	
		Multi payment service	Enter your "customer number"	Enter your "online transaction number."		Enter your "online transaction number."
		Enter your "customer number."	Enter your "confirmation number."	Proceed to the next step.	Proceed to the next page.	
		Enter your "confirmation number."	Agree to the terms, and use the service.	Proceed to the next step.		
		If your entry is correct, press the "Confirm" and "Print Out" buttons. 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.				Pay the entrance examination fee in cash at the checkout.

*The convenience stores at which payment is possible, the layout of the device screens and names of buttons may change.
Make sure to check the payment method on the online application website.

Application Method and Precautions

(2) Financial Institution's ATM Pay-easy

You can pay from an ATM machine with the Pay-easy symbol at any of the following financial institutions.

- Yucho Bank
- MUFG Bank
- Mizuho Bank
- Mitsui Sumitomo Bank
- Resona Bank/Saitama Resona Bank
- Regional Banks

Payment Instructions	
	Select "税金･料金払い込み" (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 complete the entrance examination fee payment.

* The design on the screen of each machine or the names of the buttons may change. Please check **Payment Instructions for Entrance Examination Fee** on the **Home** screen of the **online application website**.
* Regional banks available for this payment are listed on the **Available ATM List**.
Well-Net: http://www.well-net.jp/multi/financial_list/index.html

(3) Internet Banking

You can pay the entrance examination fee via internet banking from banks, regional banks, Shinkin Banks (shinyokinko), credit unions (shinyokumiai), Labor Banks (roudokinko), Agricultural Cooperatives (nokyo) and Fishery Cooperatives (gyokyo). You need to apply for the payment beforehand.
The list of financial institutions available for this payment can be checked on
Well-Net: http://www.well-net.jp/multi/financial_list/index.html

(4) Pure-Internet-Play Banks

You can pay the entrance examination fee via Rakuten Bank, Japan Net Bank, Jibun Bank, or Sumishin SBI Net Bank. You will need to open a bank account at one of the banks beforehand.

(5) 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 please get your credit card ready before submitting your application. Only a single installment is available. Please check your credit card limit in advance.

Step 3 Mailing the application documents

Put your application documents in a store bought envelope and securely glue the **Address Label for Application** on the front of the envelope. Send it to the address below **from a post office window using "Kan-i Kakitome Sokutatsu" (express registered mail)**.

If you do not have a printer, write the contents of the address label (receiver's address, application number, applicant's name and address) on the envelope.
*The address label can also be printed from **Check Application Contents (Login)** on the main online application website.
*Application documents can also be confirmed on the **Receipt Completion** screen or the main online application website

Delivery Address:	〒 150-8681 東京都渋谷郵便局留 武蔵野大学入試センター書類受付係	General Delivery Shibuya Post Office, Tokyo 150-8681 Musashino University Admissions Office Document Receptionist

Your application is now complete.

Your application will not be completed solely by finishing the entry procedures online. You will need to pay your entrance examination fee and mail the application documents from a post office window using "Kan-i Kakitome Sokutatsu" (express registered mail) before the application deadline (postmark deadline).

If you are applying outside of Japan (possible only for Intake I)

After completing Steps 1 and 2 given in pages 7-10, mail them using a method which provides a record of delivery, such as EMS.
Application deadline: Must be received by Friday, October 11, 2019
Delivery Address: 3-3-3 Ariake, Koto-ku, Tokyo 135-8181
Musashino University Admissions Office Document Receptionist

Application Method and Precautions

Precautions regarding application submissions

(1) We do not accept any incomplete or late applications.
(2) **We will not return any application documents under any circumstance.**
(3) **In principle, we will not return entrance examination fees that have already been paid under any circumstance.** However, in cases (a) through (c) below, the entrance examination fee will be returned. If this applies to you, please contact the Admissions Office (Tel: +81-3-5530-7300).
Contact period: Monday, October 14, 2019 to Wednesday, March 18, 2020 5:00 pm
   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 received
   c. The entrance examination fee was paid twice by accident
   The fee of 780 yen (p. 9) related to paying the entrance examination fee will not be returned. Please also note that the examinee is responsible for the fee related to returning the entrance examination fee.
(4) If we find any false information on the examination or an act of dishonesty during the examination, we will rescind your acceptance to the university.
(5) If a name different from your current name is used in your application documents due to marriage, etc., enclose a certificate issued by a public institution to prove that the changes are valid. If there is any change in your name(s) or address, please inform us immediately.
(6) Check the updated information on the Musashino University website before submitting your application.

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: +81-3-5530-7300) 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 (Tel: +81-3-5530-7300).

Location of examination

(1) The examination is held on the **Musashino Campus** (1-1-20 Shinmachi, Nishitokyo-shi, Tokyo, Japan 202-8585; see P.1 for a map).
(2) This location opens at 9:30 am. For interviews, check the location of the interview room on the notice board in the examination information center, and **enter the room before the meeting time**. For written examinations, check the location of the examination room on the notice board in the examination information center, and **be seated in the seat with the corresponding exam number at least 20 minutes before the examination starts**.
(3) Applicants will be allowed to enter the examination room up to 20 minutes after the examination has started (up to 20 minutes after the meeting time for interviews). For the written English examination for the Faculty of Global Studies, applicants will be allowed to enter the examination room up to 10 minutes after the exam has started. Any later arrivals will not be allowed to enter the room.
(4) If there is a public transportation delay, the examination time may be delayed as well. **Obtain a certificate to prove the delay from the public transportation agency** and contact the Musashino University Admissions Office (Tel: +81-3-5530-7300). Information in connection with the execution of the entrance examination is on the Musashino University website.
(5) Only applicants are allowed to enter the examination room and the interview room.
(6) It will not be necessary for you to wear indoor shoes.

Application Method and Precautions

Exam card

(1) Your exam card will be mailed to the address that you provide on your application for each examination category. Please check the mailing dates in the table below.

Examination category	Planned mailing date for exam cards
Intake I	October 29, 2019 (Tuesday)
Intake II	December 10, 2019 (Tuesday)
Intake III	January 29, 2020 (Wednesday)
Intake IV	February 25, 2020 (Tuesday)

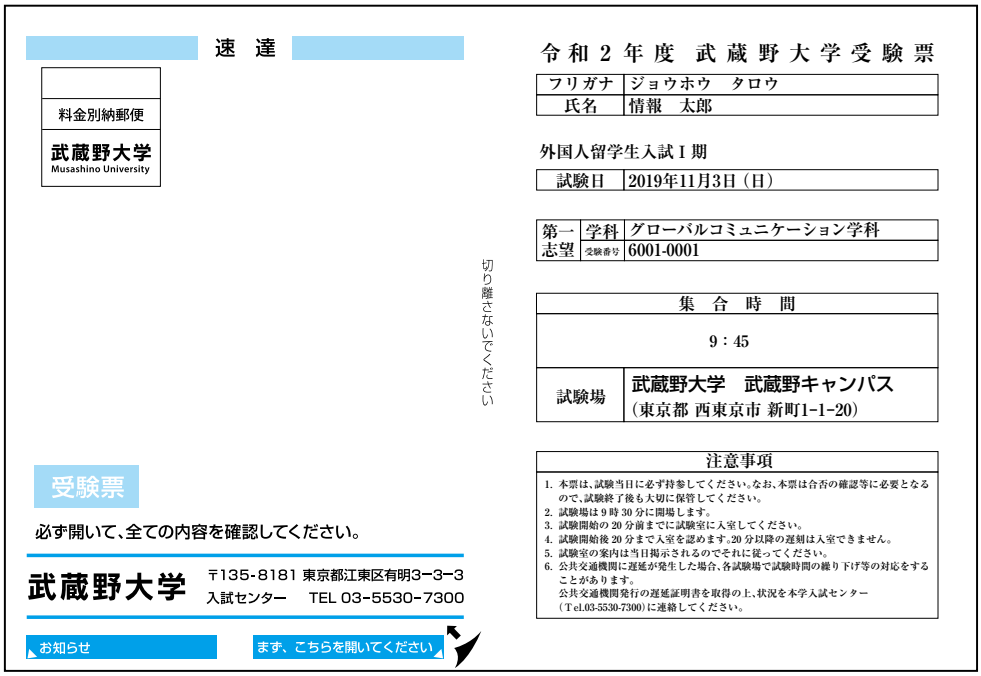
(2) **Once you receive your exam card, make sure to check the name, examination date, examination location, desired department, exam time, etc. on the exam card.** If you do not receive your exam card by 2 days before the date of the exam, please contact the Admissions Office (Tel: +81-3-5530-7300).

(3) Make sure to bring your exam card on the examination day.

(4) If you lose it or forgot to bring it, please contact the examination information center before the test starts.

(5) As announcement of successful applicants will be presented based on the exam number listed on the exam card, please store your exam card safely.

Sample exam card



*The printed contents on the printed side of the exam card differ depending on the examination category.

*The design may subject to partial change.

If you applied from overseas (possible only for Intake I), a confirmation e-mail will be sent to the e-mail address provided at the time of application. Print this e-mail and bring it with you on the examination day to the examination information center and exchange it for your exam card.

Application Method and Precautions

Acts of Dishonesty

The following actions are considered acts of dishonesty. If an act of dishonesty is committed, you will not be able to take subsequent examinations. In addition, examination subjects that you have already taken will become void.

(1) Cheating (looking at a cheat sheet, reference book, other examinee's answers, etc., or being told answers from someone else)
(2) Solving problems using a prohibited tool.
(3) Opening your answer book or starting to fill in answers before the examination starts.
(4) Not following the instructions when the "Stop answering. Put down your writing instruments." announcement is made. Continuing to hold writing instruments or filling in answers.
(5) Carrying out an act that would benefit others, such as informing someone of an answer during the examination.
(6) Using electronic instruments such as a mobile phone, smartphone, wearable devices, electronic dictionary, or IC recorder during the examination.
(7) Allowing a mobile phone, etc. or watch to sound (receiving a call, alarm, vibration sound, etc.) during the examination.
(8) Carrying out an act that would cause trouble to other examinees in the examination room.
(9) Not following the proctor's instructions in the examination room.
(10) Having someone other than the applicant pose as the applicant and take the examination.
(11) Carrying out any other act that impairs the fairness of the examination.

Other Precautions

If Musashino University judges that it is difficult to implement an entrance examination, etc. as originally planned due to natural disasters or unforeseen circumstances, it shall be possible to take adaptive measures such as deferring the examination time, postponing the examination, changing the examination location, etc. However, Musashino University is not responsible for any associated individual damages to examinees. If such adaptive measures are to be taken, they will be listed on the Musashino University website (http://www.musashino-u.ac.jp/). Please check the website.

Academic Campuses

Students in the Faculty of Global Studies will take lessons on the Musashino Campus in their first year, and the Ariake Campus in their second and subsequent years.

*The freshmen from 2021 year will study in Ariake Campus.
*Changes will be announced on the University's website.

Handling of Personal Information

Personal information provided in the application documents is only used for implementation of entrance examination, management of the student registry and statistical processing in a manner which does not lead to the identification of an individual. Personal information will not be used for any other purpose.

Application Method and Precautions

Result Announcement

Admission Procedure Guidelines will be mailed to successful applicants on the day of the result announcement using “Kan-i Kakitome Sokutatsu” (express registered mail). Therefore, if you are successful, you will receive the package the following day or later. If you want to check your result, the Entrance Examination Result Automatic Inquiry System is available using voice prompts on the phone or by checking online via computer or cell phone.

Entrance Examination Result Automatic Inquiry System

Using voice guidance via telephone: +81-3-4579-9860 (Only Japanese)
Using online via computer or cell phone: https://www.gouhi.com/mu-u/

Available Time: **Between12:00 pm on the announcement day and 12:00 am the following day.**
Password: Your date of birth (4 numbers)　Ex: If your birthday is September 8, your password is “0908”.
Notes:

- We do not accept any late admissions after the deadline by using the system’s malfunction or misunderstanding as the reason.
- We do not provide a service to teach you how to use the system, exam number or password. If a person other than the applicant wishes to use the system, the person needs to contact the applicant for such information.
- You may get a busy signal if many people are using the system at the same time. If this happens, please try again later.

Admission Process

(1) Admission Procedure Guidelines will be sent to successful applicants and should be reviewed carefully.
(2) When filing admission documents, you 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 have no intention of entering Musashino University.
(4) If you are mailing the admission documents outside Japan (possible only for Intake I), mail them using a method which provides a record of delivery, such as EMS. Overseas applications must reach us on or before Thursday, November 14, 2019.
(5) **We do not return documents submitted for the admission procedure under any circumstance.**

Termination of Enrollment and Refund of Fees Paid at Time of Application Process (Excluding the Admission Fee)

The amount of fees payable at the time of the admission process must be fully paid during the admission process period. If you wish to apply for a refund of this payment (excluding the admission fee) because you pass another university’s entrance examination and wish to withdraw from Musashino University, please follow the steps below. For details, make sure to check the Admission Procedure Guidelines that will be sent to successful applicants.

(1) Advance Notice of Request for Refund of Fees Paid at Time of Application Process (Excluding the Admission Fee)
Fill out the “入学手続時納入金返還予告書” (Advance Notice of Request for Refund of Fees Paid at Time of Application Process (Excluding the Admission Fee)), sign and mail it (postmark deadline) during the admission process period together with your admission documents. We will not accept this application if it is submitted after the admission process period.
(2) Notice for Termination of Enrollment
After the above stated advance request, fill out the “入学辞退兼入学手続時納入金返還願” (Request for Termination of Enrollment and Refund of Fees Paid at Time of Application Process (Excluding the Admission Fee)), sign and mail it. This request must reach us no later than 4:00 pm (Tuesday), March 31, 2020. We will not accept this application if it reaches us after this period.
(3) Return of payment made at the time of admission procedure (excluding admission fee)
The refund will be given as a “transfer via a financial institution”. Regardless of the timing at which the request for termination of enrollment is made, the refund of the fees will be transferred to the designated bank account at the end of April 2020.

* The fees paid at the time of the admission process will be refunded excluding the admission fee to those who complete steps (1) and (2) above.
* We do not process any request if there is a deficiency in the request process or documents.
* If you are mailing the admission documents outside Japan, mail using a method which provides a record of delivery, such as EMS. Overseas applications must reach us on or before Tuesday, March 31, 2020.

Tuition Fees and Other Fees

International students will be exempt from payment of admission fees (180,000 yen).

Students pay their tuition fees in two separate payments: first semester (Terms 1 & 2) and second semester (Terms 3 & 4). During the second semester of your first year of admission, Musashino University will send you a “学費振込依頼書” (tuition fees transfer request form). Please go to a financial institution to complete your payment.

Department of Global Communication / Department of Japanese Communication / Department of Global Business

(Unit: yen)

Year	Semester	Tuition Fees			Total
		Admission Fees	Tuition Fees	Education Enhancement Fees	
1	First (At the time of admission process)	0	385,000	135,600	520,600
	Second (September)	0	385,000	131,000	516,000
		0	770,000	266,600	1,036,600
2	First (April)	0	385,000	184,600	569,600
	Second (September)	0	385,000	181,000	566,000
		0	770,000	365,600	1,135,600
3	First (April)	0	385,000	184,600	569,600
	Second (September)	0	385,000	181,000	566,000
		0	770,000	365,600	1,135,600
4	First (April)	0	385,000	184,600	569,600
	Second (September)	0	385,000	212,000	597,000
		0	770,000	396,600	1,166,600

Study abroad system in the Department of Global Communication (English Study Abroad Program)
In the Department of Global Communication, there is a program where all students study abroad in the United States for a 5-month period during their second year.
This program is a requirement for graduating from the Department of Global Communication, and thus, participation by all students is required. The details will be disclosed once they are decided.The information will be up on the Musashino University homepage, so please check the Web site.
URL:https://www.musashino-u.ac.jp/admission/faculty/global_studies/global_communication/abroad/outline.html
Applicable department: Department of Global Communication
Study abroad period: In first semester of second year (Planned for 5-month period from March to August *Subject to change)
Study abroad destination: United States of America
Study abroad fee: Approximately 2,300,000 yen, in addition to the above mentioned school expenses and other payments (includes local tuition fees, educational material fee, travel expenses, insurance premium, etc.)
A scholarship of 400,000 yen will be provided.
*The study abroad fee may fluctuate depending on the exchange rate and travel destination.

Notes

1. 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 their first year.
2. If your lectures require experiments and practicum, such fees are separately charged as Laboratory Fees.
3. Academic Fees and Other Fees may change. Also, there may be a change during your studies at Musashino University in regard to payment details, such as payment due dates and methods of payment.

Pre-admission Education

At Musashino University, pre-admission education is implemented for all successful candidates who have completed the admission process. Depending on the department, the student may be responsible for part of the fees for this pre-admission education. Details will be provided in the Admission Procedure Guidelines or on the website for new students.

Contact

About admissions and application documents **TEL: +81-3-5530-7300**

Musashino University Admissions Office

Office Hours: Weekdays 8:45 am – 5:00 pm
Saturdays 8:45 am – 3:00 pm (Closed on Sundays and public holidays)
Website: https://www.musashino-u.ac.jp/
Email: nyushi@musashino-u.ac.jp

About online applications **TEL: 050-3786-5124**

Office Hours: 10:00 am – 6:00 pm
(weekdays, weekends and public holidays throughout the application period.)

About application documents after submission **TEL: +81-3-5778-4390**

Office Hours: 10:00 am – 5:00 pm (Closed Saturdays, Sundays and public holidays)

2020
International Student Entry Form for Undergraduate Programs

Department you wish to apply	

Furigana		Nationality	
Name			
Name in English (same as your passport)		Current Visa Status	
Date of Birth: (Age:)		Gender	M / F

Emergency Contact In Japan	Furigana		Relationship to the applicant	
	Name			
	Address: (TEL:)		Occupation	

Academic Background	Name of Institution	Attendance Period	Number of Years of Attendance
Elementary School		From To	
Junior High School		From To	
High School		From To	
Japanese Language School		From To	
Work Experience	Name of Company	Employment Period	Number of Years of Employment
		From To	
		From To	
		From To	
		From To	
		From To	
	Detailed job description		

*__Please make sure to submit certificates from your high school and subsequent schools that you indicate on this form.__ Refer to the Application Guidelines regarding the types of certificates.
*Please use a black ballpoint pen or a fountain pen. If there is not enough space to fill in your information on this form, please attach a separate sheet (A4 sheet).

Now go to 2/2

Furigana	
Name	

***If you fill in the results of language tests, you must submit a photocopy of certificate so that we can confirm the scores.**

*Applicants applying under the English language qualification system must have a score that meets the minimum from among the tests in (1) to (4); applicants for the Department of Global Business must have a score that meets the minimum from among the tests in (2) to (4).

Use of English language qualification system	Yes / No

Japanese Language Tests*			English Language Tests*	
Examination for Japanese University Admission for International Students (EJU)	Japanese (excluding the written test)	Score:	(1) TOEFL® PBT	Score:
	Japan and the World	Score:	(2) TOEFL iBT®	Score:
	Mathematics	Course 1 Score:	(3) TOEIC®	Score:
		Course 2 Score:	(4) IELTS	Score:
	Science	Physics Score:	Other language tests*	
		Chemistry Score:	Test Name:	Score:
		Biology Score:	Test Name:	Score:
Japanese Language Proficiency Test (JLPT)		Level: Score:	Test Name:	Score:

Your future expectations	

Reason for applying to Musashino University (Please include what you are expecting to learn at our university and what kind of student life you would like to lead.)

*Please limit your answers to the space available on this sheet.