

2024 Admission Guidelines

Admission to Department of Global Business (International Applicants) (For Admission in April / September 2024)

Campus Information

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

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

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

Contact details

Musashino University Admissions Office

Tel: +81-3-5530-7300

Office hours: 8:45 am to 5:00 pm on weekdays and 8:45 am to 3:00 pm on Saturdays
(Closed during university holidays, Sundays, public holidays, and the New Year holidays)

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

Email: hello_mu@musashino-u.ac.jp

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STEPS TO ENROLLMENT

Step1

- Check the Application Eligibility
- Please refer to P.3 - P.5

Step2

- Prepare Necessary Documents
- Check the application documents list, please refer to P.6 - P.7
- Prepare the necessary application documents.

Step3

- Submit the Application Documents
- Send us the necessary documents via PDF first.
- We will ask you to submit the Originals after you passed the entrance examination.

Step4

- Pay the Entrance examination fee
- We will inform you the payment code via email after we confirmed your application documents.
- Please complete the Entrance examination fee payment within two days after we inform you the payment code.

Step5

- Take the interview

Step6

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

Step7

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

Step8

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

OVERVIEW

1. Time of Enrollment

Time of Enrollment	Year of Entry	Degree	Campus
April 2024 or September 2024	First Year	B.A.in Global Business	Ariake

2. Examination Schedule

◆ 2024/April Enrollment

Examination Category	Application Deadline	Date of Interview	Announcement of Results	Admission procedure period
Intake I	1st Sep,2023	13th Sep,2023	25th Sep,2023	26th Sep,2023 – 10th Oct,2023
Intake II	3rd Oct,2023	18th Oct,2023	2nd Nov,2023	3rd Nov,2023 – 17th Nov,2023
Intake III	1st Nov,2023	13th Nov,2023	28th Nov,2023	29th Nov ,2023 – 13th Dec,2023
Intake IV	1st Dec,2023	13th Dec,2023	19th Dec,2023	20th Dec,2023 – 8th Jan,2024

*The timeline indicates Japan Standard Time (JST)

◆ 2024/September Enrollment

Examination Category	Application Deadline	Date of Interview	Announcement of Results	Admission procedure period
Intake I	1st Dec,2023	13th Dec,2023	19th Dec,2023	20th Dec,2023 – 8th Jan,2024
Intake II	25th Dec,2023	17th Jan,2024	31st Jan,2024	1st Feb,2024 – 15th Feb,2024
Intake III	1st Feb,2024	14th Feb,2024	21st Feb,2024	22nd Feb,2024 – 7th Mar,2024
Intake IV	1st Mar,2024	13th Mar,2024	18th Mar,2024	19th Mar,2024 – 2nd Apr,2024
Intake V	3rd Apr,2024	17th Apr,2024	30th Apr,2024	1st May,2024 – 15th May,2024
Intake VI	26th Apr,2024	10th May,2024	16th May,2024	17th May,2024 – 31st May,2024

*The timeline indicates Japan Standard Time (JST)

3. Entrance Examination Fee 35,000 JPY

[Payment Method]

We will inform you the payment code via email after we confirmed your application documents.

Please check payments method via URL below.

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

- ① Fill in all required information.
✳ **Select “Entrance Examination Fee” in “Course” section.**
Select payment method and fill in your personal information.
Then, check the payer.
- ② Payment
✳ Make sure that payment complete page copies are needed. So, you have to make copies of those pages and keep them yourself.
- ③ Payment updates
After your payment is confirmed, you can check payment updates via above URL.

More information of Convera

<https://www.musashino-u.ac.jp/student-life/fees/fees/>

4. Selection methods

Documents screening and online interview and oral exam in English

Note: The admission result will be announced via E-mail to successful applicants only.

Acts of Dishonesty

The following actions are considered acts of dishonesty, so your examination may be declared invalid if you are caught committing any of them.

- 1) Leaving halfway through the examination
- 2) Using an electronic device such as a PC, mobile phone, smartphone, or wearable device to do anything other than what the interviewer instructs you to do (e.g., conduct online searches) during the examination.
- 3) Cheating (looking at a cheat sheet, reference book or being told answers from someone else).
- 4) Using a virtual background during the examination.
- 5) In case there is a person other than the applicant in the same room during the examination.
- 6) Having someone other than the applicant pose as the applicant and take the examination.
- 7) Carrying out any other act that impairs the fairness of the examination.

APPLICATION ELIGIBILITY

◆ 2024/April Enrollment [Common requirements]

Applicants must meet all of the following requirements (1) – (3)

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

(2) Applicants must meet one of following requirements (a)–(e) .

- (a) Completed at least 12 years of formal education in Japan or overseas (including those who are expected to complete such education by March 2024 or those who have completed an equivalent level of formal education in less than 12 years by skipping

one or more school years). However, that applicant must not be enrolled in a junior high school and/or high school under the Japanese education system for more than three years in total.

*Including applicants who have completed or are expected to complete 12 years of education at educational institutions accredited by international accrediting bodies (WASC, CIS, NEASC, or ACSI).

*Including applicants who have completed or are expected to complete a course of an international school designated as equivalent to a foreign upper secondary school in Japan by the MEXT.

*Including applicants who have completed or are expected to complete a designated course of 11 years in a foreign country by the MEXT.

(b) Passed an academic qualification test that is equivalent to having completed 12 years of formal education overseas and be at least 18 years old by March 31, 2024.

(c) Completed (or be expected to complete) a preparatory curriculum designated by the MEXT in the event of having completed a formal education of less than 12 years overseas.

(d) Obtained (or be expected to obtain) qualification for foreign university admission including the International Baccalaureate, the Abitur, the Baccalauréate, and GCEA levels.

(e) Have a certification that is academically equivalent to having graduated from high school and be at least 18 years old by March 31, 2024.

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

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

◆ **2024/ September Enrollment [Common requirements]**

Applicants must meet all of the following requirements (1) – (3)

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

(2) Applicants must meet one of following requirements (a)–(e) .

(a) Completed at least 12 years of formal education in Japan or overseas (including those who are expected to complete such education by August 2024 or those who have completed an equivalent level of formal education in less than 12 years by skipping one or more school years). However, that applicant must not be enrolled in a junior high school and/or high school under the Japanese education system for more than

three years in total.

*Including applicants who have completed or are expected to complete 12 years of education at educational institutions accredited by international accrediting bodies (WASC, CIS, NEASC, or ACSI).

*Including applicants who have completed or are expected to complete a course of an international school designated as equivalent to a foreign upper secondary school in Japan by the MEXT.

*Including applicants who have completed or are expected to complete a designated course of 11 years in a foreign country by the MEXT.

(b) Passed an academic qualification test that is equivalent to having completed 12 years of formal education overseas and be at least 18 years old by August 31, 2024.

(c) Completed (or be expected to complete) a preparatory curriculum designated by the MEXT in the event of having completed a formal education of less than 12 years overseas.

(d) Obtained (or be expected to obtain) qualification for foreign university admission including the International Baccalaureate, the Abitur, the Baccalauréate, and GCEA levels.

(e) Have a certification that is academically equivalent to having graduated from high school and be at least 18 years old by August 31, 2024.

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

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

Department of Global Business

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

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

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

***Only scores obtained on or after 1st August, 2021 are valid.**

Note

*Special criteria may apply to certain applicants, such as those whose first language is English or those who will apply with application eligibility (2)(d), described in the common requirements. For details, please contact the Musashino University Admissions Office (hello_mu@musashino-u.ac.jp).

APPLICATION DOCUMENTS AND SUBMISSION METHOD

1. Application Documents

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

No	Documents	Notes	
(1)	Application Form	Designated form	●
(2)	Online Student Selection Pledge	Designated form * Complete the form using a ballpoint pen (black) or fountain pen. * Record the date and your name on the completed form and then affix your personal seal (or add your signature in the separate required field if you do not have your own personal seal).	●
(3)	Color photograph	Must be taken in the last three months. 4 cm L x 3 cm W. No background.	●
(4)	Photocopy of your passport	The photocopy must include all pages that show your name, date of birth, photo, gender, nationality.	●
(5)	Originals of the graduation (completion) certificate and academic transcript from your high school or upper secondary education course*1*2	*If your educational background is equivalent to having completed 12 years of formal education including advancement to a university/college, technical college or junior college, you must also submit the originals of your certificate of enrollment or graduation (completion) certificate and academic transcript issued by the relevant educational institution. *If you are expect to graduate(complete),please submitte the Certificate of expected graduation(completion). *If there are any subjects that are currently being taken, with units to be acquired, they should be included in the academic transcript.	●
(6)	Photocopy of certificates of your English language tests	Applicants must submit the official score report for one of the tests specified below. TOEFL iBT®: 61 or above / IELTS (Academic): 5.5 or above / TOEIC® (L&R): 700 or above * Only scores obtained on or after August 1, 2021 are valid. * Only the official test reports issued by each test organization are acceptable. * A score report can be sent directly to the university from the IELTS office when using IELTS, or from ETS USA when using TOEFL iBT®. When having a score report sent from ETS to Musashino University, the organization code is [B657] . When having a score report sent directly, be sure to contact the Musashino University Admissions Office (hello_mu@musashino-u.ac.jp) in advance. *Printouts of screenshots of online score inquiry screens or online score reports are acceptable at the time of application. <u>However, the original official score report must be submitted in time for the admission procedure. If you are unable to do this, your admission will be cancelled.</u>	●
(7)	Photocopies of your qualification certificates, etc.	If you took a qualifying test or language proficiency test and indicated the results on the application form, you must submit a photocopy of documentation proving that the score is valid (a printout of a screenshot will not be accepted).	△

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

No	Documents	Notes	
(8)	Photocopies of your graduation (completion) certificate*2 and academic transcript *2 issued by your university, college (junior college), technical college, Japanese language school etc.	If you completed your studies at a university, college (junior college), technical college, or other academic institution in Japan or overseas, you are required to submit photocopies of your graduation (completion) certificate or certificate of enrollment and academic transcript issued by the school.	△
(9)	Original of a document *1*2 certifying that you have skipped one or more school years	Applicants who meet application eligibility (a) Submit the original of a document issued by the school that you graduated from to prove that you have completed (or are expected to complete) your formal education in less than 12 years by skipping one or more school years.	△
(10)	Original of a certificate *1*2 proving that you have passed an academic qualification test that is equivalent to having completed 12 years of formal education overseas	Applicants who meet application eligibility (b) If you dropped out of high school, you are also required to submit your high school academic transcript (original issued by the high school) you attended.	△
(11)	Original of your certificate of completion (or expected completion) for a required preparatory curriculum *1	Applicants who meet application eligibility (c) If you have completed (or are expected to complete) a preparatory curriculum designated by the MEXT of Japan to prepare yourself for studying at a Japanese university, you are also required to submit the original of your certificate of completion (or expected completion) for the preparatory curriculum.	△
(12)	Original of certificate *1*2 for university entrance qualifications.	Applicants who meet application eligibility (d) If you took the examination regard to university entrance qualification, you must submit the original official certificates of examination grade/score. * Applicants who haven't obtained an entrance qualification yet must submit a graduation letter and a transcript of expected grades issued by your school / institution.	△
(13)	Application form for Global Leader Scholarship	If you wish to apply for the Global Leader Scholarship, please submit Designated form	△

*1 If you cannot submit the originals of these documents, you can instead submit certified true copies (i.e., Photocopies that have been certified as true copies of the originals by the school that you graduated from or a notary public or relevant public institution).

*2 If they are written in any another language, an official Japanese or English translation must be submitted along with the original. Translation needs to be certified as the identical to the original certificate by your school/an embassy/consulate or an appropriate private office (except Japanese language school). If the translation is to be done by a private company etc., the translation should clearly indicate the agency and be signed or stamped by the translator.

2. Submission Method

Please send all the documents via email

hello_mu@musashino-u.ac.jp

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

OTHER INFORMATIONS

[Global Leader Scholarship]

This is a scholarship program aimed at financial support.

Level	Scholarship Amount	Total Amount	Duration
Global-S	Tuition fees exemption: 100 %; Educational enhancement fees exemption: 100%	Approx. ¥4,925,000	4 years
Global-A	Tuition fees exemption: 100%	Approx. ¥ 3,584,000	
Global-B	Tuition fees exemption: 50%	Approx. ¥ 1,792,000	
Global-C	Tuition fees exemption: 30%	Approx. ¥ 1,075,200	

Notes:

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

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

[Tuition Fees and Other Fees]

International students will be fully exempt from the admission fee (180,000 yen).

Faculty of Global Studies Department of Golbal Business

(Unit: Yen)

Year	Semester	Tuition Fees			Other Fees				Total
		Admission Fee	Tuition Fee	Education Enhancement Fee	Support Association Joining Fee	Support Association Membership	Student Association Membership	Alumni Association Membership	
1	First (during admission procedure)	0	448,000	129,000	1,000	6,000	3,600	0	587,600
	Second	0	448,000	129,000	0	6,000	0	0	583,000
		0	896,000	258,000	1,000	12,000	3,600	0	1,170,600
2	First	0	448,000	180,500	0	6,000	3,600	0	638,100
	Second	0	448,000	180,500	0	6,000	0	0	634,500
		0	896,000	361,000	0	12,000	3,600	0	1,272,600
3	First	0	448,000	180,500	0	6,000	3,600	0	638,100
	Second	0	448,000	180,500	0	6,000	0	0	634,500
		0	896,000	361,000	0	12,000	3,600	0	1,272,600
4	First	0	448,000	180,500	0	6,000	3,600	0	638,100
	Second	0	448,000	180,500	0	6,000	0	31,000	665,500
		0	896,000	361,000	0	12,000	3,600	31,000	1,303,600

Notes

- 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 of each academic year.
- If you enroll in courses that involve experiments or practical assignments (including practice teaching), experiment/practical fees will be charged separately.
- The above-mentioned academic fees and other fees may be subject to change. In addition, changes may be made to the payment details (payment due dates, payment methods, etc.) during your studies at Musashino University.

*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 2023 have laptops and Internet access at home. Details are provided in the admission procedure guidelines which will be posted to successful applicants.

4. Students pay their tuition fees in two separate installments: one in the first semester (Terms 1 & 2) and another in the second semester (Terms 3 & 4). For the second semester of your first academic year onward, Musashino University will send you a "学費納入用紙" ("tuition fees transfer form"). Please visit a nearby financial institution to complete your payment using this form.

Contact details

Inquiries about the entrance examination and application documents

**Tel: 03-5530-7300
(+81-3-5530-7300)**

Musashino University Admissions Office

Office hours: 8:45 am to 5:00 pm on weekdays and 8:45 am to 3:00 pm on Saturdays

(closed during university holidays, Sundays, public holidays, and the New Year holidays)

* The office hours might change. As for the latest information, please check our website.

Website: <https://www.musashino-u.ac.jp/> Email: hello_mu@musashino-u.ac.jp

2024 April Semester International Student Application Form for Undergraduate Programs



Department	Department of Global Business
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Furigana		Nationality		<Affix photo here> 30 mm × 40 mm
Name				
Name in English (same as your passport)		Current Living Place		
Date of Birth:	(Age:))	Gender	M / F	
Have applied for a Certificate of Eligibility (COE) in the past		Yes	No	
Have a valid residence card of Japan		Yes	No	

Contact information on the examination dates*		TEL		
Emergency Contact	Furigana			Relationship to the applicant
	Name			
	Address: 〒	(TEL))		Occupation

* Please make sure to fill in the available number including your country code which can reach you on the day of your examination.

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	
University		From	To	
The other Schools		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	
	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.

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Now go to



Furigana	
Name	

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

*If you have other test scores like IB Test, SAT Test, please also fill in.

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® (L&R) Score:	
		Course 2 Score:	(4) IELTS Score:	
	Science	Physics Score:	Other qualifying examinations	
		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.

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2024 September Semester International Student Application Form for Undergraduate Programs



Department	Department of Global Business
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Furigana			Nationality		<Affix photo here> 30 mm × 40 mm
Name					
Name in English (same as your passport)			Current Living Place		
Date of Birth:	(Age:)	Gender	M / F		
Have applied for a Certificate of Eligibility (COE) in the past			Yes	No	
Have a valid residence card of Japan			Yes	No	

Contact information on the examination dates*		TEL			
Emergency Contact	Furigana			Relationship to the applicant	
	Name				
	Address:	〒	(TEL)		Occupation

* Please make sure to fill in the available number including your country code which can reach you on the day of your examination.

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	
University		From	To	
The other Schools		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	
	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.

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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® (L&R) Score:	
		Course 2 Score:	(4) IELTS Score:	
	Science	Physics Score:	Other qualifying examinations	
		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.

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Online Pledge

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	
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***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.