

Graduate School of International Administration Admission Guideline

Josai International University (JIU)

April 2020 Admission

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INTRODUCTION

The Graduate School of International Administration located at the Tokyo Kioicho Campus educates students to become professionals with the knowledge and skills to work on global issues that impact on, or result from the relationship among governments, businesses, and non-governmental organizations in the 21st century.

This admission guideline will help you complete the application procedures. Approximately 35 students are admitted to the program per year and courses are available in either Japanese or English.

ADMISSION REQUIREMENTS

Applicants must meet both educational and language proficiency requirements.

Educational Requirements (either a or b)

- a) The completion of at least **16 years** of education including a bachelor's degree.
- b) If an applicant has less than **16 years** of education with one of the following conditions, he/she may be qualified to apply:
 - The completion of at least three years of tertiary-level education including a bachelor's degree. The JIU Admissions Assessment Committee will assess an applicant's eligibility upon his/her request.
 - 22 years-old or older with sufficient work experience as a researcher, an instructor at an academic institution or a specialist in the fields relevant to this Master's Program. The JIU Admissions Assessment Committee will assess an applicant's eligibility upon his/her request.

Language Proficiency Requirements (either a or b)

- a) For a non-native Japanese speaker who chooses to study in Japanese:
 - At least grade N2 in the Japanese Language Proficiency Test (JLPT) <http://www.jlpt.jp/>
 - A score of at least 220 in the subject test “Japanese as a Foreign Language” of the Examination for Japanese University Admission for International Students (EJU) <http://www.jasso.go.jp/index.html>
- b) For a non-native English speaker who chooses to study in English:
 - TOEIC Listening & Reading 730 <http://www.ets.org/toeic>
 - TOEFL iBT 80 / PBT 550 www.toefl.org
 - IELTS (Academic) 6.5 <http://www.ielts.org/>
 - Or equivalent proof of proficiency

Important notes:

1. The applicant's latest test score must be within **two years** prior to the application date.
2. For inquiries concerning an applicant's eligibility and/or proof of English language proficiency, contact the Admissions Office at 0475-55-8855 / admis_e@jiu.ac.jp.
3. If any one of the above conditions cannot be met, an applicant may be required to undertake **the pre-assessment test/process** before applying for the program. For further assistance, contact the Admissions Office.

ASSESSMENT OF APPLICATION

Assessment is conducted as shown below. The Admissions Office may contact the applicant's academic institutions to ensure the credibility of information provided, or request additional documents regarding academic background, transcripts, and language proficiency.

1. For applicants residing in Japan

- (a) Document assessment
- (b) English (English Master's Program) or Japanese Test
- (c) Interview

Activity	English or Japanese Test	Interview
Schedule	One hour	In the afternoon
Place	JIU Kioicho Campus, Tokyo	

2. For applicants residing abroad

- (a) Document assessment
- (b) An interview by phone or through/via online communication

Important notes:

1. There is a one-year completion program available for working professionals in Japan. The assessment takes place upon receipt of the documents. If applicants are not qualified to take the one-year program, they may be accepted on the regular two-year program.
2. Selection may take place in some countries of Asia in addition to Japan. Contact the Admissions Office at 0475-55-8855 / admis_e@jiu.ac.jp to ensure the date and method of selection for your country of residence.

APPLICATION TIMELINE

April 2020 admission:

Application from abroad

Application deadline ¹	Interview	Notification of Result by Post ²	Deadline for Completion of Enrollment Procedures ³
December 4	December 14	December 23	January 9

Application from Japan

Application deadline ¹	Test Interview	Notification of Result by Post ²	Deadline for Completion of Enrollment Procedures ³
November 6	November 17	November 25	December 6
December 4	December 14	December 23	January 9
February 12	February 22	February 28	March 6
March 3	March 10	March 16	March 23

Notes:

¹ All the application documents must reach the Admissions Office by the application deadline.

² Both successful and unsuccessful applicants will be informed of the result by mail within one week from this date on.

³ Applicants must complete all the enrollment procedures including payment of academic and other fees by this date. Failure to meet the deadline may cause the cancellation of their admission unless they have requested special permission to postpone the procedure due to public reasons.

APPLICATION FEE

- **International students residing abroad: 14,000 yen**

Details: 10,000 yen for application fee
4,000 yen for incoming remittance fees in Japan

Note:

Please take the extra charge of the bank transfer fee into consideration.

Payment method for international students residing abroad:

JIU's bank account

- Bank Name: **Chiba Bank Ltd. Togane Branch (TEL 0475-54-1151)**
- Branch Address: **15-1 Higashiiwasaki, Togane City, Chiba 283-0068 JAPAN**
- SWIFT Code: **CHBAJPJT**
- Bank Code: **0134**
- Branch Code: **250**
- Account Name: **Josai International University**
- Account Number: **2347605**
- Account Address: **1 Gumyo, Togane City, Chiba 283-8555 JAPAN**

Notes:

Make sure to indicate your name in addition to the information provided above.

The receipt of the payment should be attached to the back of the application form.

- **International students residing in Japan: 35,000 yen**

Payment method for international students residing in Japan:

Payment should be made by using the Japan Post money transfer form included in the application package we provide. Otherwise, contact the Admissions Office so we can send you the form.

Note:

The receipt of the payment should be attached to the back of the application form.

MAILING ADDRESS FOR APPLICATION PACKAGE

In Japanese	In English
〒283-8555 千葉県東金市求名(ぐみょう)1番地 城西国際大学 入試課 TEL: 0475-55-8855 FAX: 0475-53-2194	Josai International University Admissions Office 1 Gumyo, Togane City, Chiba Prefecture 283-8555 Japan TEL: +81-475-55-8855 FAX: +81-475-53-2194

Note:

For an applicant living abroad, please send your application package by a registered airmail or courier service such as EMS, DHL, FedEx, and OCS.

LIST OF APPLICATION DOCUMENTS

Important notes:

1. Application documents submitted cannot be returned under any circumstances. Original certificates may be returned if a written request is included together with the application documents.
2. The contents of the application documents cannot be changed after their submission.
3. Any falsified documents will result in the cancellation of an application.

	Document	Description
1 <input type="checkbox"/>	Application Form	<p>Please use the form on the website: https://www.jiu.ac.jp/englishsite/mgsia/index.html</p> <p>The photo should be 4cm x 3cm without frame, taken within three months prior to the application.</p> <p>Please complete the form in the language you have indicated on page 1 of in the application form.</p>
2 <input type="checkbox"/>	Receipt of Application Fee Payment (Must be paid before submitting application documents)	<p><u>Foreign applicants residing overseas:</u> 14,000 yen Payment should be made by international bank transfer. Please take the extra charge of the bank transfer fee into consideration.</p> <p><u>Applicants residing in Japan:</u> 35,000 yen Payment should be made by using the Japan Post money transfer form included in the application package we provide.</p> <p>The receipt of the payment should be attached to the back of the application form.</p>
3 <input type="checkbox"/>	<u>Original</u> Physical Examination Certificate	<p>Please use the form on the website: https://www.jiu.ac.jp/englishsite/mgsia/index.html</p> <ul style="list-style-type: none"> ● The certificate must be issued within three months prior to application.
4 <input type="checkbox"/>	<u>Original</u> college or university graduation certificate(s)	<p>Copies cannot be accepted.</p> <ul style="list-style-type: none"> ● A graduation letter is also acceptable if an original certificate has not been issued by the application deadline.

		<ul style="list-style-type: none"> ● If the certificate is not written in Japanese or English, please submit a translated copy (Japanese or English) as well.
5 <input type="checkbox"/>	Original academic transcripts from college or university	<p>Copies cannot be accepted.</p> <ul style="list-style-type: none"> ● If transcripts are not written in Japanese or English, please submit a translated copy (Japanese or English) as well. ● Transcripts from all undergraduate or graduate schools attended, or schools transferred from must be submitted. ● Transcripts should show all the grades from the schools attended. <p>If possible, transcripts should have official seals.</p>
6 <input type="checkbox"/>	Two Original Letters of Recommendation	<p>Please use the form on the website: https://www.jiu.ac.jp/englishsite/mgsia/index.html</p> <p>One letter of recommendation must be from the applicant's university supervisor. The other can be from a university professor, a language school teacher, or an employer.</p> <ul style="list-style-type: none"> ● Applicants should submit letters written, signed, and sealed by the referees, and mail together with other application documents. ● The recommendation letters must be translated into Japanese or English if the language used is not Japanese or English.
7 <input type="checkbox"/>	Admission Essay	<p>Please use the form on the website: https://www.jiu.ac.jp/englishsite/mgsia/index.html</p>
8 <input type="checkbox"/>	Original Certificate of Japanese or English Proficiency Test (The applicant's latest test score must be within two years prior to the application date.)	<p>Non-native Japanese speaking applicants: Japanese: (either one) At least grade N2 of the JLPT At least a score of 220 of the EJU (JASSO) Or equivalent proof of proficiency</p> <p>Non-native English speaking applicants: English: (either one) TOEIC Listening & Reading 730 TOEFL iBT 80 / PBT 550 IELTS (Academic) 6.5 Or equivalent proof of proficiency</p>
9 <input type="checkbox"/>	Certificate of employment (if applicable)	

In addition to above:

For foreign applicants living overseas

10 <input type="checkbox"/>	Application for Certificate of Eligibility (COE)	<p>Please use the form on the website: https://www.jiu.ac.jp/englishsite/mgsia/index.html</p> <p>In order to enter Japan as a university student, each successful applicant must submit this application for COE designated by the Immigration Bureau of Ministry of Justice of Japan. JIU will submit the COE application to the Immigration Bureau on behalf of the applicant. After the official COE is issued and mailed to the applicant, the applicant must apply for a student visa at a local Japanese Embassy or Consulate on his/her own.</p> <p>The photo should be 4cm x 3cm without frame, taken within three months prior to the application.</p>
11 <input type="checkbox"/>	Two photos	<p>The photo should be 4cm x 3cm, showing the applicant pictured alone, with a plain background and no shadows. The applicant should face squarely to the front and should remove any hats or caps. The photo must be taken within three months prior to submission.</p>
12 <input type="checkbox"/>	Personal Records for Immigration	<p>Please use the form on the website: https://www.jiu.ac.jp/englishsite/mgsia/index.html</p> <p>Fill it out with your own handwritten letters.</p>

For foreign applicants (non-Japanese nationality)

13 <input type="checkbox"/>	Copies of passport	<p>Pages with your personal information on, and with stamps showing all entries/exits to and from Japan</p>
14 <input type="checkbox"/>	<p><u>Foreign applicants residing in Japan only:</u> Academic transcript and attendance rate certificate</p>	<p>Academic transcript and attendance rate certificate issued by the school(s) you are currently attending or you have attended in Japan.</p>
15 <input type="checkbox"/>	<p><u>Foreign applicants residing in Japan only:</u> A copy of Certificate of Residency</p>	<p>Please visit the Citizens Affairs Division of the City Hall in the city you currently reside in order to have one printed for you.</p>

16 <input type="checkbox"/>	<u>Foreign applicants residing in Japan only:</u> Copies of applicant's bankbook or certificate of a financial provider's bank balance	Either a or b: a) Entire copy of applicant's bankbook which shows records of money transfer from outside of Japan b) Official certificate of a financial provider's bank balance
17 <input type="checkbox"/>	Application for partial tuition exemption	Please use the form on the website: https://www.jiu.ac.jp/englishsite/mgsia/index.html
18 <input type="checkbox"/>	Personal Records for JIU	Please use the form on the website: https://www.jiu.ac.jp/englishsite/mgsia/index.html
19 <input type="checkbox"/>	Statement of Financial Support	Please use the form on the website: https://www.jiu.ac.jp/englishsite/mgsia/index.html
20-1 <input type="checkbox"/>	Copies of document(s) verifying the relationship of a financial provider/guarantor to the applicant.	i.e.) A copy of birth certificate <u>For applicants from China:</u> Present a certified letter of relatives issued by government and municipal offices <u>Foreign applicants residing in Japan</u> must submit this document by the enrollment deadline.
20-2 <input type="checkbox"/>	<u>Applicants from China only:</u> A copy of Household Registration Record	Copies of pages indicating current address, name of a financial provider/guarantor, and applicant's name. The copy should be the latest version. <u>Foreign applicants residing in Japan</u> must submit this document by the enrollment deadline.
20-3 <input type="checkbox"/>	Official certificate of a financial provider's bank balance, or copies of his/her bankbook	A signed and stamped declaration issued by a financial provider's bank, certifying the latest balance in her/his account and an origin of funds (i.e., own income, inheritance, donation from family relatives and stipend from organization, etc.) <u>Foreign applicants residing in Japan</u> must submit this document by the enrollment deadline.
20-4 <input type="checkbox"/>	Official certificate of a financial provider's employment	An official certificate, which indicates name, address, a telephone number, and job tenure, issued by her/his employer. <u>Foreign applicants residing in Japan</u> must submit this document by the enrollment deadline.
20-5 <input type="checkbox"/>	An official certificate of a financial provider's annual income	An annual income of the latest year <u>Foreign applicants residing in Japan</u> must submit this document by the enrollment deadline.

ACADEMIC AND OTHER FEES FOR THE APRIL 2020 ADMISSION

Japanese Applicants

	First Year			Second Year
Academic Fees (yen)	Spring semester (By the deadline for the completion of enrollment procedures)	Autumn semester (By the end of October)	Total	Total Payment: By the end of April in the first semester By the end of October in the second semester
Admission Fee	300,000	---	300,000	---
Tuition Fee	275,000	275,000	550,000	Same as the first-year payments
Facility Fee	50,000	50,000	100,000	Same as the first-year payments
Subtotal	625,000	325,000	950,000	650,000
Other Fees (yen)				
Parents Association Fee	10,000	---	10,000	---
Mutual Aid Fee	9,000	---	9,000	Same as the first-year payments
Alumni Association Fee	10,000	---	10,000	40,000
Academic Society Fee	3,000	---	3,000	Same as the first-year payments
Subtotal	32,000	---	32,000	52,000
Total Fees (yen)	657,000	325,000	982,000	702,000

Foreign Applicants

	First Year			Second Year
Academic Fees (yen)	Spring semester (By the deadline for the completion of enrollment procedures)	Autumn semester (By the end of October)	Total	Total Payment: By the end of April in the first semester By the end of October in the second semester
Admission Fee	300,000	---	300,000	---
Tuition Fee	192,500	192,500	385,000	Same as the first-year payments
Facility Fee	50,000	50,000	100,000	Same as the first-year payments
Subtotal	542,500	242,500	785,000	485,000
Other Fees (yen)				
Alumni Association Fee	10,000	---	10,000	40,000
Mutual Aid Fee	9,000	---	9,000	Same as the first-year payments
Academic Society Fee	3,000	---	3,000	Same as the first-year payments
Subtotal	22,000	---	22,000	52,000
Total Fees (yen)	564,500	242,500	807,000	537,000

Notes:

1. International students who do not receive any financial aid, such as a tuition waiver or a scholarship, and who study at JIU under a student visa will be eligible for a 30 percent discount on their tuition fee. **The tuition fee indicated above is already a 30 percent discounted rate.**
2. The above mentioned total amount excludes living expenses. Please note that this program is offered in Tokyo.
3. Payments must be made by the designated deadlines every semester.
4. Graduate students who have completed JIU's undergraduate program are exempted from the alumni association fee.

TUITION DISCOUNT FOR INTERNATIONAL STUDENTS

International applicants who do not receive any financial aid, such as a tuition waiver or a scholarship, and who study at JIU under a student visa, will be eligible for a 30 percent discount on their tuition fee. The Tuition Discount Assessment Committee will decide on each application.

From second academic year on, the committee will assess an application every year. For this purpose, application must be submitted for each academic year.

In case of failure to submit an application or incomplete submission of application documents, this partial tuition exemption may not be given.

An applicant who receives over 90,000 yen as monthly allowance is not qualified for this tuition discount. He or she will need to pay the full tuition amount instead.

Important notes:

1. In order to receive the first academic year tuition discount, applicants residing in Japan must have a valid student visa at the time of application for admission.
2. In order to receive the first academic year tuition discount, applicants residing overseas must apply for a student visa upon admission.
3. For consultation of individual cases, contact the Admissions Office at 0475-55-8855 / admis_e@jiu.ac.jp by application deadline. No consultation on first academic year discount application will be accepted thereafter.

NOTIFICATION OF RESULT

All applicants will be notified about their application results by post. Successful applicants will receive the documents for enrollment and entry procedures.

PROCEDURE FOR ENROLLMENT

Please complete the following procedures for successful enrollment.

For all successful applicants:

- (1) Acceptance packages will be mailed to successful applicants soon after the admission decision has been made. In accordance with the instructions enclosed in the package, the applicants will transfer academic and other fees to JIU's bank account as well as mail all the matriculation documents back to the Admissions Office by the deadline of enrollment procedures.

For overseas applicants only:

- (2) After the above procedures have been completed and confirmed by JIU, entry documents such as the Matriculation Permit Card and other documents for visa application will be mailed to the successful overseas applicants so they can proceed to a local Consulate/Embassy of Japan.

WITHDRAWAL FROM THE ADMISSION

If an applicant decides to withdraw his/her application for admission after paying for the first semester, JIU can refund the full amount minus the admission fee of 300,000 yen. Contact the Admissions Office at +81-475-55-8855 by 3pm on March 21, 2020 (Japan Time), and we will mail you a form for declination of the admission offer. Fill it out and mail it back to the Admissions Office together with the Matriculation Permit Card by March 27, 2020 and the above said amount will be refunded on April 10, 2020.

FINANCIAL AID

Students can apply for the following financial aid after being accepted to JIU.

1. Mizuta Scholarship

The Mizuta Scholarship is aimed at cultivating leadership skills in students who can play an active role globally and deal with issues in the modern society.

2. Teaching Assistant Program (30% tuition discount)

Teaching assistantships (TA) are available for some courses. A partial tuition waiver is given to the selected TAs.

3. Work Study Program (WSP) (On-campus employment)

Graduate students have a chance to work for administrative positions.

4. Tuition Discount for International Students (30% tuition discount)

International applicants who do not receive any financial aid, such as a tuition waiver or a scholarship, and who study at JIU under a student visa, will be eligible for a 30 percent discount on their tuition fee.

Note:

The above information is as of 2019 and the contents are subject to change.

Josai International University
Admissions Office

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