

# Graduate School of International Administration All English Course (AEC) Admission Guideline

Josai International University (JIU)

April 2024 Admission

This **Admission Guideline** covers the following topics:

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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 21<sup>st</sup> 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 English 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.

### English Language Proficiency Minimum Requirements (either one of the following):

- TOEIC Listening & Reading 730 <https://www.ets.org/toeic>
- TOEFL iBT 80 / PBT 550 <https://www.ets.org/toefl>
- IELTS (Academic) 6.5 <http://www.ielts.org/>
- Or equivalent test scores

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, contact the Admissions Office at 0475-55-8855 / [admis\\_e@jiu.ac.jp](mailto:admis_e@jiu.ac.jp).
3. If any one of the above conditions cannot be met, an applicant may need to undertake **the pre-assessment 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.

### **For applicants residing overseas:**

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

### **For applicants residing in Japan:**

- a) Document assessment
- b) An interview

### Notes:

1. There is a one-year completion program available for working professionals residing 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. **Application review may take place outside Japan.** Contact the Admissions Office at 0475-55-8855 / [admis\\_e@jiu.ac.jp](mailto:admis_e@jiu.ac.jp) to ensure the date and method of selection for your country of residence.

## APPLICATION TIMELINE

### April 2024 admission

#### Application from overseas:

Application Period <sup>1</sup>	Interview	Notification of Result by Post <sup>2</sup>	End of Matriculation Period <sup>3</sup>
Nov. 24, thru Dec. 1, 2023 (Application docs submission via e-mail by Dec. 9, 2023)	Dec. 16, 2023	Dec. 22, 2023	Jan. 9, 2024

E-mail your application documents in PDF format by one week before the start of the application period. For more information, please see the "Application Procedures" on page 4.

#### Application from Japan:

Application Period <sup>1</sup>	Interview	Notification of Result by Post <sup>2</sup>	End of Matriculation Period <sup>3</sup>
Oct. 23, thru Nov. 2, 2023	Nov. 18, 2023	Dec. 1, 2023	Dec. 8, 2023
Nov. 24, thru Dec. 1, 2023	Dec. 16, 2023	Dec. 22, 2023	Jan. 9, 2024
Feb. 2, thru Feb. 9, 2024	Feb. 25, 2024	Mar. 1, 2024	Mar. 12, 2024
Feb. 15, thru Feb. 26, 2024	Mar. 8, 2024	Mar. 15, 2024	Mar. 21, 2024

Applications must be received by the end of the application period.

#### Notes:

1. All the application documents must reach the Admissions Office by the end of the application period.
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 matriculation procedures including payment of academic and other fees by this date. If not, admission may be cancelled unless they have requested special permission to postpone the procedure due to public reasons.

## APPLICATION FEE

### ● For applicants residing overseas: 10,000 yen

Deposit the application fee of **10,000 yen plus 5,500 yen** as intermediary/receiving banks fees and administrative fee in JIU's bank account following the information below.

Bank name: Chiba Bank Ltd. Togane Branch

Bank address: 15-1 Higashiwasaki, Togane City, Chiba 283-0068 JAPAN

SWIFT code: CHBAJPJT

Account No. : **2 3 4 7 5 9 1**

Recipient's name: Josai International University

JIU address: 1 Gumyo, Togane City, Chiba 283-8555 JAPAN

※ **If the remitter is not the applicant yourself, make sure to write the applicant's full name in the message field. We will know whose application fee has been transferred.**

### ● For applicants residing in Japan: 35,000 yen

Deposit the application fee of **35,000 yen** in JIU's bank account following the information below.  
**Please note: bank transfer fee is not included in the application fee above.**

Bank name: Japan Post Bank

Financial institution code: 9900

Store number: 019

Store name (in kanji): 〇一九店

Deposit type: Checking account

Account No.: **0754256**

Recipient's name (in katakana): ジョウサイコクサイダイガク

## APPLICATION PROCEDURES

### For applicants residing overseas (follow 1 and 2 below):

(1) E-mail your application documents in PDF format (A4 size, in the order of the list on pages 5-8) to [admis\\_e@jiu.ac.jp](mailto:admis_e@jiu.ac.jp) **by one week before the start of the application period.**

**Note: If the size of the attached documents exceeds 10MB, send them separately in multiple e-mails.**

(2) The Admissions Office will e-mail you, informing whether or not you have incomplete documentation. After you check the e-mail message from the Admissions Office, send original application documents in the order of the list on pages 5-8 by registered mail (such as EMS, DHL, FedEx, and OCS) to the following address:

**Josai International University Admissions Office: 1 Gumyo, Togane City, Chiba Prefecture 283-8555 Japan** (TEL: +81-475-55-8855 FAX: +81-475-53-2194).

### For applicants residing in Japan:

Send your application packet with all documents in the order of appearance in the list on pages 5-8. They should be enclosed in an A4 size envelope using the address label available at

<https://www.jiu.ac.jp/englishsite/mgsia/index.html>

Note: Applications must be received by the end of the application period. Please take the charge of the registered mail postage into consideration.

## LIST OF APPLICATION DOCUMENTS

### Notes:

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

### For all applicants, #1 to #9 below:

1	<p><b>Application Form</b></p> <ul style="list-style-type: none"> <li>● Please use the designated form for graduate school applicants available at <a href="https://www.jiu.ac.jp/admissions/foreign_students">https://www.jiu.ac.jp/admissions/foreign_students</a></li> <li>● The photo should be 4cm x 3cm without frame, taken within three months prior to application.</li> </ul>
2	<p><b>Original receipt of Application Fee Payment</b> *Copies cannot be accepted (The receipt should be attached to the back of the application form.)</p> <ul style="list-style-type: none"> <li>● Foreign applicants residing overseas: 10,000 yen</li> <li>● Applicants residing in Japan: 35,000 yen</li> <li>● <b>For application fee payment, refer to page 4 of this admission guideline.</b></li> </ul>
3	<p><b>Original college or university graduation certificate(s)</b> *Copies cannot be accepted</p> <ul style="list-style-type: none"> <li>● A graduation letter or diploma is also acceptable if an original certificate has not been issued by the end of the application period.</li> <li>● If the certificate is not written in Japanese or English, please submit a translated copy (Japanese or English) as well.</li> </ul>
4	<p><b>Original academic transcript(s) from college or university</b> *Copies cannot be accepted</p> <ul style="list-style-type: none"> <li>● A graduation letter or diploma is also acceptable if an original certificate has not been issued by the end of the application period.</li> <li>● If the certificate is not written in Japanese or English, please submit a translated copy (Japanese or English) as well.</li> </ul>
5	<p><b>Copy of Certificate of English Proficiency Test</b> (The applicant's latest test score must be within two years prior to the application date.)</p> <ul style="list-style-type: none"> <li>● <b>Either one of the following:</b> <ul style="list-style-type: none"> <li>• TOEIC Listening &amp; Reading 730</li> <li>• TOEFL iBT 80 / PBT 550</li> <li>• IELTS (Academic) 6.5</li> <li>• Equivalent test scores</li> </ul> </li> </ul> <p style="text-align: right;">*Numbers are minimum score</p>
6	<p><b>Two Original Letters of Recommendation</b> *Copies cannot be accepted</p> <ul style="list-style-type: none"> <li>● Please use the designated form for graduate school applicants available at <a href="https://www.jiu.ac.jp/englishite/mgsia/index.html">https://www.jiu.ac.jp/englishite/mgsia/index.html</a></li> <li>● <b>One letter</b> of recommendation must be from the applicant's university supervisor. <b>The other</b> can be from a university professor, a language school teacher, or an employer.             <ul style="list-style-type: none"> <li>• Applicants should submit letters written, signed, and sealed by the referees, and mail along with other application documents.</li> <li>• The recommendation letters must be translated into Japanese or English if the language used is not Japanese or English.</li> </ul> </li> </ul>

7	Statement of Application Purpose (Write in English)
	<ul style="list-style-type: none"> <li>● Please use the designated form for graduate school applicants available at <a href="https://www.jiu.ac.jp/englishsite/mgsia/index.html">https://www.jiu.ac.jp/englishsite/mgsia/index.html</a></li> </ul>
8	Essay Assignment (Write in English)
	<ul style="list-style-type: none"> <li>● Please use the designated form for graduate school applicants available at <a href="https://www.jiu.ac.jp/englishsite/mgsia/index.html">https://www.jiu.ac.jp/englishsite/mgsia/index.html</a></li> <li>● About the essay assignment, see page 8 of this admission guideline.</li> </ul>
9	Employment verification letter
	<ul style="list-style-type: none"> <li>● If applicable.</li> </ul>
10	Graduation thesis
	<ul style="list-style-type: none"> <li>● If you cannot submit it due to unavoidable circumstances, submit a "statement of reason" instead. (The format is open.)</li> </ul>

**In addition to #1 to #10, for "All international applicants" #11 to #14 below:**

11	Statement of Financial Support and Guarantor's Contact
	<ul style="list-style-type: none"> <li>● Please use the designated form for graduate school applicants available at <a href="https://www.jiu.ac.jp/englishsite/mgsia/index.html">https://www.jiu.ac.jp/englishsite/mgsia/index.html</a></li> </ul>
12	Copy of passport
	<ul style="list-style-type: none"> <li>● Pages with photo and your personal information on.</li> </ul>
13	Copy of graduation thesis
	<ul style="list-style-type: none"> <li>● Submission of a copy of graduation thesis is mandatory.</li> </ul>
14	Application for the Partial Tuition Exemption
	<ul style="list-style-type: none"> <li>● Please use the designated form for graduate school applicants available at <a href="https://www.jiu.ac.jp/englishsite/mgsia/index.html">https://www.jiu.ac.jp/englishsite/mgsia/index.html</a></li> <li>● For those who intend not to apply for the tuition exemption, please also submit the form to declare no intention.</li> </ul>

**In addition to #1 to #14, for "International applicants residing in Japan Only" #A-15 to #A-17 below:**

A-15	Transcript(s) and attendance rate certificate(s) in Japan
	<ul style="list-style-type: none"> <li>● Transcript(s) and attendance rate certificate(s) issued by all the Japanese language and technical school(s) you are currently attending and you have attended in Japan.</li> </ul>
A-16	Certificate of Residency (住民票)
	<ul style="list-style-type: none"> <li>● Please visit the Citizens Affairs Division of the City Hall in the city you currently reside in to have one printed for you.</li> </ul>
A-17	Copy of applicant's bankbook or original certificate of a financial provider's bank balance
	<ul style="list-style-type: none"> <li>● Either (A) or (B) : (A) Entire copy of applicant's bankbook which shows records of money transfer from outside of Japan. (B) An original certificate of a financial provider's bank balance.</li> </ul>

**In addition to #1 to #14, for “International applicants residing overseas” only #B-15 to #B-24 below:**

B-15	Copies of document(s) verifying the relationship of a financial provider/guarantor to the applicant
	<ul style="list-style-type: none"> <li>● i.e., a copy of birth certificate</li> <li>● Chinese applicants must submit a copy of Household Registration Record (戸口簿), indicating the applicant’s current address, name of a financial provider/guarantor, and the applicant’s name. The copy should be the latest version.</li> </ul>
B-16	Official certificate of a financial provider’s employment
	<ul style="list-style-type: none"> <li>● An official certificate, which indicates name, address, a telephone number, and job tenure, issued by her/his employer.</li> </ul>
B-17	Official certificate of a financial provider’s bank balance
	<ul style="list-style-type: none"> <li>● A signed and stamped declaration issued by a financial provider’s bank, certifying the latest balance in her/his account.</li> <li>● Chinese applicants may submit a certificate of deposit “存款証明” (over 6 months old).</li> </ul>
B-18	An official certificate of a financial provider’s annual income
	<ul style="list-style-type: none"> <li>● An annual income of the latest three years.</li> </ul>
B-19	Application for Certificate of Eligibility (CoE)
	<ul style="list-style-type: none"> <li>● Please use the designated form for graduate school applicants available at <a href="https://www.jiu.ac.jp/englishsite/mgsia/index.html">https://www.jiu.ac.jp/englishsite/mgsia/index.html</a></li> <li>● In order to enter Japan as a university student, each successful applicant must submit an application for CoE designated by the Immigration Services Agency (ISA) of Japan. JIU will submit the CoE application to the ISA 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.</li> </ul>
B-20	Personal Records (for submission to the ISA)
	<ul style="list-style-type: none"> <li>● Please use the designated form for graduate school applicants available at <a href="https://www.jiu.ac.jp/englishsite/mgsia/index.html">https://www.jiu.ac.jp/englishsite/mgsia/index.html</a></li> <li>● Fill it out with your own handwritten letters.</li> </ul>
B-21	Two photos
	<ul style="list-style-type: none"> <li>● 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.</li> </ul>

## ESSAY ASSIGNMENT

**Write an essay in English to address the following questions. The length of the essay should be 500 to 600 words (excluding references or foot-(end)notes).**

What structural problem(s) (such as economic, social, political, environmental or other) is an organization—e.g., a company, governmental or nongovernmental—that you may want to work for or manage facing? In your opinion, how should the organization’s leader solve the problem(s) in order to achieve its objective(s)? Use data, evidence, and concrete examples to support your argument.



## ACADEMIC AND OTHER FEES FOR THE SEPTEMBER 2023 ADMISSION

### Japanese Applicants:

Academic Fees (yen)	First Year			Second Year
	Spring semester (By the end of the matriculation period)	Fall semester (By the end of April)	Total	Total Payment: By the end of April in the first semester By the end of October in the Spring semester
Admission Fee	270,000	---	270,000	---
Tuition Fee	290,000	290,000	580,000	Same as the first-year payments
Facility Fee	50,000	50,000	100,000	Same as the first-year payments
Subtotal	610,000	340,000	950,000	---
<b>Other Fees (yen)</b>				
Parents' Association Fee	10,000	---	10,000	---
Alumni Association Fee	10,000	---	10,000	Second-year payment for 10 years 40,000
Mutual Aid Fee	9,000	---	9,000	Same as the first-year payment
Academic Society Fee	3,000	---	3,000	Same as the first-year payment
Subtotal	32,000	---	32,000	
<b>Total Fees (yen)</b>	<b>642,000</b>	<b>340,000</b>	<b>982,000</b>	<b>M.A.Program (2nd) : 732,000</b>

### Notes:

- Those who have completed JIU's undergraduate programs may be exempted from the admission fee, the parents' association fee and the alumni association fee provided that those fees were already paid prior to the application date.
- Working professionals residing in Japan may be exempted from the parents' association fee.

## International Applicants:

	First Year			Second Year
Academic Fees (yen)	Admission procedures (By the end of the matriculation period)	Spring Semester (By the end of October)	Total	Total Payment: By the end of October in the first semester By the end of April in the second semester
Admission Fee	270,000	---	270,000	---
Tuition Fee	290,000*1	290,000*1	580,000	Same as the first-year payments
Facility Fee	50,000	50,000	100,000	Same as the first-year payments
Subtotal	610,000	340,000	950,000	---
<b>Other Fees (yen)</b>				
Alumni Association Fee	10,000	---	10,000	40,000
Mutual Aid Fee	9,000	---	9,000	Same as the first-year payment
Academic Society Fee	3,000	---	3,000	Same as the first-year payment
Subtotal	22,000	---	22,000	---
<b>Total Fees (yen)</b>	<b>632,000</b>	<b>340,000</b>	<b>972,000</b>	<b>M.A.Program (2nd) : 732,000</b>

### 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 may be eligible for a 30 percent reduction discount on their tuition fee. The above tuition fee (\*1) is the regular tuition fee of 290,000 yen per semester. After applying the discount (30%), the amount is 203,000 yen per semester.
2. Those who have completed JIU's undergraduate programs may be exempted from the admission fee and the alumni association fee provided that those fees were already paid prior to the application date.
3. The fees shown on the table above exclude living expenses. Please note that this program is offered in Tokyo.

## TUITION REDUCTION 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 may be eligible for a 30 percent reduction on their tuition fee. The Tuition Reduction Assessment Committee will decide on each application per academic year.

From second academic year on, the committee will assess an application every year. For this purpose, an 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.

**Applicants who receive over 90,000 yen as monthly allowance are not qualified for this tuition reduction.** They will pay the full tuition amount instead.

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 +81-475-55-8855 / [admis\\_e@jiu.ac.jp](mailto:admis_e@jiu.ac.jp) by the end of the application period. No consultation on first academic year discount application will be accepted thereafter.

## NOTIFICATION OF RESULT

All applicants will be notified about their application results. Please check your results via Internet. Successful applicants will receive the documents for matriculation and entry procedures.

<How to check your result>

1: Input internet address (PC & mobile phone are both available)

Or access QR cord

<https://www.pin-hantei.com/jiu/>



2: Input examinee's number (7 digit) and date of birth (8 digit)

\* examinee number's: alphabet 2 word + number 5 digit ex) AB12345

\* date of birth: ex) 02/April/2002 → [20020402]

3: Check the result

<Notification period>

Within 5 days from 5:00PM on notification day (Japan local time)

check your result
examinee's number
<input type="text" value="7 digit"/>
date of birth
<input type="text" value="8 digit"/>
<input type="button" value="CONFIRM"/>

## MATRICULATION AND ENTRY PROCEDURES

Please complete the following procedures for successful matriculation at JIU and entry into Japan.

### 1) **Matriculation procedure for successful domestic and overseas applicants:**

Acceptance packets will be mailed to successful applicants soon after the admission decision has been made. In accordance with the instructions enclosed in the packet, 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 end of the matriculation period.

Notes:

- a) **Successful applicants residing overseas:** Please **add 5,500 yen** to the academic and other fees as intermediary/recipient banks and administrative fees.
- b) **Successful applicants residing in Japan:** Please pay the bank transfer fee at your own expense.

### 2) **Entry procedure for successful overseas applicants:**

After the matriculation procedure has 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 270,000 yen. Contact the Admissions Office at +81-475-55-8855 by 3pm on March 22, 2024 (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 along with the Matriculation Permit Card by March 27, 2024 and the above said amount will be refunded on April 9, 2024.

**Josai International University**  
**Admissions Office**

1 Gumyo, Togane City, Chiba Prefecture  
283-8555 Japan

TEL: +81-475-55-8855

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E-mail: [admis\\_e@jiu.ac.jp](mailto:admis_e@jiu.ac.jp)