

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

Josai International University (JIU)

September 2022 Admission

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

- INTRODUCTION
- ADMISSION REQUIREMENTS
- ASSESSMENT OF APPLICATION
- APPLICATION TIMELINE
- APPLICATION FEE
- APPLICATION PROCEDURES
- LIST OF APPLICATION DOCUMENTS
- ESSAY ASSIGNMENT
- ACADEMIC AND OTHER FEES
- TUITION REDUCTION FOR INTERNATIONAL STUDENTS
- NOTIFICATION OF RESULT
- MATRICULATION AND ENTRY PROCEDURES
- WITHDRAWAL FROM THE ADMISSION
- FINANCIAL AID

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 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.
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
- ※ In an effort to prevent and minimize the spread of Covid-19, a module for the interview may be changed if necessary.

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 to ensure the date and method of selection for your country of residence.

APPLICATION TIMELINE

September 2022 admission

Application from overseas:

Application Period ¹	Interview	Notification of Result by Post ²	End of Matriculation Period ³
May 30, thru Jun. 7, 2022 (Application docs submission via e-mail by May 23, 2022)	June 18, 2022	June 27, 2022	July 8, 2022

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 ¹	Interview	Notification of Result by Post ²	End of Matriculation Period ³
May 30 thru June 7, 2022	June 18, 2022	June 27, 2022	July 8, 2022
June 27 thru July 5, 2022	July 16, 2022	July 25, 2022	Aug. 3, 2022

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 Higashiiwasaki, 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

- **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 **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:

	Document	Description
1 <input type="checkbox"/>	Application Form	Please use the designated form for graduate school applicants available at https://www.jiu.ac.jp/englishsite/mgsia/index.html The photo should be 4cm x 3cm without frame, taken within three months prior to application.
2 <input type="checkbox"/>	Original receipt of Application Fee Payment (The receipt should be attached to the back of the application form.)	Copies cannot be accepted. Applicants residing overseas: 10,000 yen plus 5,500 yen (for commission) Applicants residing in Japan: 35,000 yen For application fee payment, refer to page 4 of this admission guideline.
3 <input type="checkbox"/>	Original college or university graduation certificate(s)	Copies cannot be accepted. <ul style="list-style-type: none"> ● A graduation letter or diploma is also acceptable if an original certificate has not been issued by the end of the application period. ● If the certificate is not written in Japanese or English, please submit a translated copy (Japanese or English) as well.
4 <input type="checkbox"/>	Original academic transcript(s) from college or university	Copies cannot be accepted. <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 and graduate programs attended, and schools transferred from must be submitted. ● Transcripts should show all the grades from the tertiary education institution(s) attended.
5 <input type="checkbox"/>	Copy of Certificate of English Proficiency Test (The applicant's latest test score must be within two years prior to the application date.)	Either one of the following: <ul style="list-style-type: none"> ▪ TOEIC Listening & Reading 730 ▪ TOEFL iBT 80 / PBT 550 ▪ IELTS (Academic) 6.5 ▪ Equivalent test scores <p style="text-align: right;">*Numbers are minimum score</p>

		For inquiries concerning an applicant's eligibility, contact the Admissions Office at 0475-55-8855 / admis_e@jiu.ac.jp .
6 <input type="checkbox"/>	Two Original Letters of Recommendation	<p><u>Copies cannot be accepted.</u> Please use the designated form for graduate school applicants available at https://www.jiu.ac.jp/englishsite/mgsia/index.html</p> <p><u>One letter</u> of recommendation must be from the applicant's university supervisor. <u>The other</u> 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 along 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"/>	Statement of Application Purpose (Write in English)	Please use the designated form for graduate school applicants available at https://www.jiu.ac.jp/englishsite/mgsia/index.html
8 <input type="checkbox"/>	Essay Assignment (Write in English)	<ul style="list-style-type: none"> ● Please use the designated form for graduate school applicants available at https://www.jiu.ac.jp/englishsite/mgsia/index.html ● About the essay assignment, <u>see page 8</u> of this admission guideline.
9 <input type="checkbox"/>	Employment verification letter (if applicable)	

In addition to #1 to #9, for international applicants #10 to #23 below:

10 <input type="checkbox"/>	<p>■ All international applicants:</p> <p>Statement of Financial Support and Guarantor's Contact</p>	Please use the designated form for graduate school applicants available at https://www.jiu.ac.jp/englishsite/mgsia/index.html
11 <input type="checkbox"/>	<p>■ All international applicants:</p> <p>Copy of passport</p>	Pages with photo and your personal information on.
12 <input type="checkbox"/>	<p>■ All international applicants:</p> <p>Copy of graduation thesis</p>	Submission of a copy of graduation thesis is mandatory.
13 <input type="checkbox"/>	<p>■ All international applicants:</p>	Please use the designated form for graduate school applicants available at

	Application for the Partial Tuition Exemption	https://www.jiu.ac.jp/englishite/mgsia/index.html For those who intend not to apply for the tuition exemption, please also submit the form to declare <u>no intention</u> .
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14 <input type="checkbox"/>	■ International applicants residing in Japan only: Transcript(s) and attendance rate certificate(s) in Japan	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.
15 <input type="checkbox"/>	■ International applicants residing in Japan only: Certificate of Residency (住民票)	Please visit the Citizens Affairs Division of the City Hall in the city you currently reside in to have one printed for you.
16 <input type="checkbox"/>	■ International applicants residing in Japan only: Copy of applicant's bankbook or original certificate of a financial provider's bank balance	Either a or b: a) Entire copy of applicant's bankbook which shows <u>records of money transfer from outside of Japan</u> b) <u>An original</u> certificate of a financial provider's bank balance

17 <input type="checkbox"/>	■ International applicants residing overseas only: Copies of document(s) verifying the relationship of a financial provider/guarantor to the applicant	i.e., a copy of birth certificate 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.
18 <input type="checkbox"/>	■ International applicants residing overseas only: 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.
19 <input type="checkbox"/>	■ International applicants residing overseas only: Official certificate of a financial provider's bank balance	A signed and stamped declaration issued by a financial provider's bank, certifying the latest balance in her/his account. <u>Chinese applicants may submit a certificate of deposit 存款証明 (over 6 months old).</u>
20 <input type="checkbox"/>	■ International applicants residing overseas only: An official certificate of a financial provider's annual income	An annual income of the latest three years

<p>21 <input type="checkbox"/></p>	<p>■ International applicants residing overseas only:</p> <p>Application for Certificate of Eligibility (CoE)</p>	<p>Please use the designated form for graduate school applicants available at 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 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.</p>
<p>22 <input type="checkbox"/></p>	<p>■ International applicants residing overseas only:</p> <p>Personal Records (for submission to the ISA)</p>	<p>Please use the designated form for graduate school applicants available at https://www.jiu.ac.jp/englishsite/mgsia/index.html</p> <p>Fill it out with your own handwritten letters.</p>
<p>23 <input type="checkbox"/></p>	<p>■ International applicants residing overseas only:</p> <p>Two photos</p>	<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>

ESSAY ASSIGNMENT

Write essay in English to address the following questions. The essay's length should be 500 to 600 words.

What structural problem(s) (such as economic, social, political, environmental or other) is the organization—be it a company, governmental or nongovernmental—that you may want to work for or manage facing? In your opinion, how should the organization's leader grapple with the problem(s) in order to achieve its objective(s)? Use data, evidence, and concrete examples, as much as you can.

ACADEMIC AND OTHER FEES FOR THE SEPTEMBER 2022 ADMISSION

Japanese Applicants:

Academic Fees (yen)	First Year			Second Year
	Spring semester (By the end of the matriculation period)	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	---
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	52,000
Total Fees (yen)	657,000	325,000	982,000	702,000

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:

Academic Fees (yen)	First Year			Second Year
	Spring Semester (By the end of the matriculation period)	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*1	275,000*1	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	---
Other Fees (yen)				
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	---
Total Fees (yen)	647,000	325,000	972,000	702,000

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 may be eligible for a 30 percent reduction discount on their tuition fee. The above tuition fee (*1) is the regular tuition fee of 275,000 yen per semester. After applying the discount (30%), the amount is 192,500 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 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 300,000 yen. Contact the Admissions Office at +81-475-55-8855 by 3pm on August 19, 2022 (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 August 26, 2022 and the above said amount will be refunded on September 8, 2022.

FINANCIAL AID

Students can apply for the following financial aid after their enrollment at JIU.

1. **Mizuta Scholarship**

The Mizuta Scholarship is aimed at cultivating leadership skills in students who have gained excellent academic records and possessed good personal qualities.

2. **Teaching Assistant Program**

Teaching assistantships (TAs) is available for some qualified students. A partial tuition waiver is given to the selected TAs.

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

Graduate students may have a chance to work for teaching and/or administrative positions.

Note: The above information is as of May 2022 and the contents are subject to change.

Josai International University
Admissions Office

1 Gumyo, Togane City, Chiba Prefecture
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