

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



## **Josai International University September 2025 Admission (Applications from within Japan)**

This Admission Guideline covers the following topics:

- Introduction
- Admission Requirements
- Assessment of Application
- Application Timeline
- Application and Admission Procedures
- Application Fee and Online Application Procedures
- Overall Flow of Online Applications
- List of Application Documents
- Essay Assignment
- Announcement of Acceptance
- Enrollment procedures
- Letter of Acceptance
- Academic and Other Fees
- Withdrawal from the Admission

### **Introduction**

The Graduate School of International Administration located at the Tokyo Kioicho Campus provides higher educational opportunities for student to become an international public administrator and/or a business administrator for challenging global issues 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.

### **Admission Eligibility 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 or higher
- TOEFL iBT 80 / PBT 550 or higher
- IELTS (Academic) 6.5 or higher
- 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, please contact the Admissions Office as follows;  
  
Address: 1 Gumyo, Togane-shi, Chiba-ken 283-8555 JAPAN  
TEL: +81-475-55-8855  
E-mail: [admis\\_c@jiu.ac.jp](mailto:admis_c@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, please contact the Admissions Office.

## Assessment of Application

Two assessments are conducted in accordance with the following instruction. 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.

- a) Document assessment
- b) In-person Interview

Notes:

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.

## Application Timeline

### Application from within Japan:

Online Application Period	Application period and Due date of Application document	Interview	Notification of Result	End of Matriculation Period
May 12 thru May 26, 2025 (Japan time)	May 19 thru May 27, 2025	June 14, 2025	June 24, 2025	July 5, 2025
June 10 thru June 25, 2025 (Japan time)	June 18 thru June 26, 2025	July 12, 2025	July 22, 2025	July 31, 2025

Notes:

1. All the application documents must reach the Admissions Office by the end of the Application period. Please take the charge of the registered mail postage into consideration. They should be enclosed in an A4 size envelope using the address label.
2. 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 and Admission Procedures

### Application from within Japan:

- 1) Confirm the application timeline on page 2 and check the required application documents on page 5 and 6.  
▼
- 2) Input information, make payment, and print out the application form from the online application site.  
▼
- 3) Mail application documents.  
▼
- 4) Download and print the examination ticket  
▼
- 5) Interview  
▼
- 6) Announcement of results  
▼
- 7) Enrollment procedures  
▼
- 8) Admission letter

## Application Fee and Online Application Procedures

### Application Fee for applicants in Japan: 35,000 yen

All admissions listed in this application guide refer to online applications, please go to <https://www.jiu.ac.jp/online-application/shutsugan>.



Note: You can print out the application form once payment of the application fee in Step 2 is completed.

## Overall Flow of Online Applications

### 【Step 1】 Register

- 1) User Registration
  - ◎ If this is your first time to use the online application site, please complete the "User Registration" information.
  - ◎ If you have previously registered your information, please click "Login to My Page."
- 2) Selection of Entrance Examination Method
  - ◎ Please confirm and select the applicable entrance examination method.
- 3) Selection of Desired Graduate School and Degree
  - ◎ Please select the graduate school and degree of your choice.
- 4) Input of Personal Information and Registration of Photo
- 5) Confirmation of Application Registration Information
  - Selection of Payment Method for Entrance Examination Fee

## **[Step 2] Payment of application fee**

Select payment method for examination fee and confirm payment information.

◎ When choosing to pay at a convenience store or ATM, obtain payment information.

Please note that payment information is required when making the payment, so be sure to either write it down or print it out.

Pay the application fee by the payment method you choose.

- Credit card
- Pay at a convenience store
- Pay at ATM (select Pay-easy)

\*Please note that once the application fee has been paid, no changes can be made to the application details.

\*It may take up to 2 hours to confirm your payment, so please make your payment well in advance.

\*Please check "Payment Method" on the online application site for details.

## **[Step 3] Printing and submission of required documents**

◎After payment of the application fee, please download and print out the application form from My Page on the online application site.

◎Print the application form and address label (either color or black and white printing is acceptable)

◎Place the address label on a commercially available *Kakugata 2* envelope (the size for an A4 sheet without folding), enclose the application form and necessary documents, and send by registered express mail (must arrive no later than the application deadline).

## **[Step 4] Download and print the examination ticket**

◎The examination ticket can be downloaded from the online application site approximately 3-4 days prior to the screening date.

◎Print the examination ticket vertically on a blank sheet of A4 size paper (either color or black and white) and be sure to bring it with you on the day of interview.

## **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	<b>Application Form</b>
	<ul style="list-style-type: none"><li>● Please download and print out the application form from "My Page" after completing the payment of the application fee.</li><li>● Photograph (taken within the last 3 months, 4 cm (H) x 3 cm (W), frontal upper body, hatless, no background) Please register on My Page on the Online application site.</li></ul>
2	<b><u>Original</u></b> college or university graduation certificate(s) * <u>Copies cannot be accepted</u>
	<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>

3	<b><u>Original</u></b> academic transcript(s) from college or university * <u>Copies cannot be accepted</u>
	<ul style="list-style-type: none"> <li>If the transcript is not written in Japanese or English, please submit a translated copy (Japanese or English) as well.</li> </ul>
4	<u>Copy</u> of Certificate of English Proficiency Test (The applicant's latest test score must be within two years prior to the application date.)
	<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 or higher</li> <li>TOEFL iBT 80 / PBT 550 or higher</li> <li>IELTS (Academic) 6.5 or higher</li> <li>Equivalent test scores</li> </ul> </li> </ul>
5	<b><u>Two Original</u></b> Letters of Recommendation * <u>Copies cannot be accepted</u>
	Please use the designated form for graduate school applicants available at <a href="https://www.jiu.ac.jp/yoko/examination02">https://www.jiu.ac.jp/yoko/examination02</a> <b><u>One letter</u></b> of recommendation must be from the applicant's university supervisor. <b><u>The other</u></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>
6	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/yoko/examination02">https://www.jiu.ac.jp/yoko/examination02</a></li> </ul>
7	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/yoko/examination02">https://www.jiu.ac.jp/yoko/examination02</a></li> <li>About the essay assignment, see page 6 of this admission guideline.</li> </ul>
8	Employment verification letter (If applicable)
9	<u>Copy</u> of 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 #9, for “All international applicants” #10 and 11 below:**

10	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/yoko/examination02">https://www.jiu.ac.jp/yoko/examination02</a></li> </ul>
11	<u>Copy</u> of Passport
	<ul style="list-style-type: none"> <li>Pages with photo and your personal information on</li> </ul>

In addition to #1 to #11, for “International applicants residing in Japan Only” #12 to #14 below:

12	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>
13	<b>Original</b> 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>
14	<u>Copy</u> of Residence Card (both sides of the front and back)

## Essay Assignment

Write an 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 a leader of the organization respond to the problem(s) in order to achieve its objective(s)? Use data, evidence, and concrete examples, as much as you can.

## Announcement of Acceptance

You can check the results from the online application site.

(1) You can check the result of your application by the following procedure.

1. Access the dedicated “Online Application” site from the university website.
2. Log in to “My Page” on the online application site. (To log in, you will need the “Login ID” and e-mail address you used when submitting your application.)
3. Click the “Print Pass / Fail Inquiry / Notification Letter” button.
4. Click the “Confirm” button to display the result of your application.

(2) Please confirm whether you have been accepted or not by using the above-mentioned method of inquiry. We will not respond to any inquiries by phone or e-mail, including reasons for acceptance or rejection.

(3) You can check your result from 5:00 p.m. on the day of the acceptance announcement.

(4) Only successful applicants will be able to print the “Notification of Acceptance” and “Transfer Form” from 5:00 p.m. on the day of the announcement of acceptance. Please log in to “My Page” on the online application site to print these documents.

Please note that neither the acceptance notification nor the money transfer form will be mailed.

### ■ Distribution Period

Distribution begins at 5:00 p.m. on the day of notification of acceptance of the entrance examination.



Online Application  
QR Code

## **Enrollment procedures**

You can check the information from “My Page” on the online application site.

- (1) From the date of the announcement of acceptance, please download and print the “Tuition and Other Fees Payment Transfer Form” from the “Issue a Transfer Form” page of the “Acceptance/Rejection Inquiry” page. Please make a lump-sum transfer to the designated account by the deadline for enrollment procedures. Those who do not complete the procedures by the deadline will not be admitted to the school. When making a payment via Internet banking or ATM, please be sure to enter the number on the money transfer request form and the name of the applicant. Applications from applicants who do not complete the payment procedures by the deadline will not be accepted.
- (2) Download and print the admission procedure documents from “My Page” of the online application site and complete the required information. Download the “Address Labels for Various Sending Documents (to the University)” from “My Page”, prepare the documents by the due date, paste them into a *Kakubu* 2-size envelope (A4 size without folding), and send it to the university.

## **Letter of Acceptance**

The application form will be issued on the “My Page” of the online application site to those who have completed the payment of tuition and other fees and mailed the enrollment documents by the deadline for enrollment procedures.

Please note that it will take some time for the issuance of the documents to be issued after confirming the payment of school expenses and other fees and the contents of the enrollment documents. Please note that admission will not be granted to applicants who have not completed the application procedures. After the issuance of the certificate, please print it out, keep it in a safe place, and bring it with you on the day of the entrance ceremony.

Please contact the following office for information on renewal or change of status of residence after receiving the “Letter of Acceptance”.

Josai International University, International Student Center

E-mail: [abroad@jiu.ac.jp](mailto:abroad@jiu.ac.jp)



## Academic and Other Fees

	First Year			Second Year
[Academic Fees (yen)]	Admission procedures (By the end of the matriculation period)	Spring Semester (By the end of April)	Total	Total Payment:
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
<u>Subtotal (yen)</u>	610,000	340,000	950,000	-
[Other Fees (yen)]				
Alumni Association Fee	10,000	-	10,000	M.A.Program (2nd) : 40,000 yen
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
<u>Subtotal (yen)</u>	22,000	-	22,000	-
<u>Total Fees (yen)</u>	632,000	340,000	972,000	M.A.Program (2nd) : 732,000 yen

### Notes:

- 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.
- The fees shown on the table above exclude living expenses. Please note that this program is offered in Tokyo.

## 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. Please contact the Admissions Office at +81-475-55-8855 by 3 p.m. on August 22, 2025 (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 Letter of Acceptance by August 26, 2025 and the above said amount will be refunded on September 12, 2025.

### Contact Us:

Admissions Office  
Josai International University

1 Gumyo, Togane-shi, Chiba-ken 283-8555 Japan

TEL: +81-475-55-8855

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

URL: <https://www.jiu.ac.jp/eng/>