



## 2018 Admissions Guidelines

### Graduate School of International Relations

- International Relations Program (IRP)
- International Development Program (IDP)
- Public Management and Policy Analysis Program (PMPP)
- Public Policy Program (PPP)

### Graduate School of International Management

- 2-year MBA Program
- 1-year MBA Program
- E-business Management Program

Dear Applicant:

We are pleased to learn of your interest in the graduate education at the International University of Japan (IUJ).

IUJ, in accordance with the international emphasis embodied in its founding principles, welcomes well qualified students from a variety of backgrounds and from various parts of the world to join its graduate level programs taught in English.

As a graduate school chartered by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT), IUJ must operate within the government policies governing educational institutions. Therefore, some of our application requirements and procedures differ from those in other countries. This guide contains information to enable all applicants to complete the application process smoothly. Some information may not be applicable to you, so please read the "notes" sections if there is doubt, or ask the Admissions staff. Please prepare your application, online, carefully in line with all the instructions given in this guideline.

This guide, along with the IUJ brochure and website, including the Admissions One-Point advice series, should answer most of your questions about the admissions process. Please do not hesitate to contact us if you need further assistance.

**To apply to IUJ, please access the online application site at <http://www.iuj.ac.jp/admis/>**

Please note that deadlines are strictly upheld: all *original* documents and test scores must reach the Admissions Office by the stated deadline to be considered by the Admissions Committee. Faxed items, attachments, or non-notarized copies are unacceptable unless specifically noted.

### **Master's Programs Offered by IUJ**

IUJ has 2 *graduate* schools:

- **Graduate School of International Relations (GSIR)** offers 4 master programs and 6 degrees:
  - International Relations Program - 2 year program  
(IRP – with an MA in International Relations and an MA in International Peace Studies)
  - International Development Program - 2 year program  
(IDP – with an MA in International Development and an MA in Economics)
  - Public Management and Policy Analysis Program – 2 year program  
(PMPP – an MA in Public Management)
  - Public Policy Program – 1 year program (PPP- Master of Public Policy)
- **Graduate School of International Management (GSIM)** offers 3 master programs:
  - 2-year MBA program
  - 1-year MBA program
  - E-business Management program (1-year program)

Before you apply, please read the detailed introduction about the objectives and curricula of each program in the brochure or websites. Please note, that cross-registration between programs and schools is encouraged to customize your IUJ education, but the degree you select is very important for your professional growth.

GSIR: <http://www.iuj.ac.jp/gsir/> GSIM: <http://www.iuj.ac.jp/gsim/> IUJ main page: <http://www.iuj.ac.jp>

*Note: IUJ does not offer any undergraduate degrees.*

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## **Minimum Qualifications for Admission**

The International University of Japan considers individuals with one of the following qualifications to be an eligible applicant:

1. Those who hold, or are about to receive, their bachelor's degree from an accredited four-year college or university and who have completed a minimum of **16 years** of formal schooling.
2. Those who hold a bachelor's degree in a country where *less than* 16 years of formal schooling is required for completion of that degree program and who have one or more years of research experience subsequent to their bachelor's degree at an academic institution; minimum age of 22. *Note: An official letter attesting to the academic research experience is required as part of the application documents.*

Note: In some cases, those who hold a bachelor's degree from an educational institution in a country where 15 years of formal schooling is required for completion of that degree program but who have no research experience may be regarded as eligible applicants *based on their undergraduate performance*.

3. Those who hold an Associate Degree (one of the higher tertiary degrees issued usually after 14 years of schooling by such educational institutions as junior colleges in the U.S.A., Japan or other countries that have compatible education systems), minimum age of 22, has 2 years of work experience, and whose demonstrated *academic ability is recognized as equivalent to that of a bachelor's degree holder by IUJ prior to application*. **Those in this category, please contact the IUJ Admissions team for details.**

### **Special considerations**

**PPP:** In addition to holding a bachelor's degree as noted in (1) above, the applicant should have a minimum of 2 years of work experience (No scholarship available through IUJ).

**1-year MBA:** In addition to holding a bachelor's degree as noted in (1) above, the applicant should have a minimum of 5 years of work experience (No scholarship available through IUJ).

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## **Admissions Policy and Screening Criteria**

### **Admissions Policy**

The fundamental objectives of the Admissions Committees at IUJ is to admit to our graduate programs as many of the most competent students as possible, within the limits of the number of places available in each school (see below).

In order to select the most competent students, the committee will review all the applicants individually and on the basis of several criteria listed below, through interviews (domestic applicants) and/or documentary screening. IUJ does not use a predetermined formula for rating the content of undergraduate education, nor does it use quotas based on nationality, age, or gender.

### **Screening Criteria**

The purpose of the IUJ screening is to find applicants who can contribute to creating a stimulating academic environment for studying important practical policy issues, especially those related to enhancing understanding among different cultures and nations, increased economic performance, good governance, establishing peace and improving living conditions throughout the world.

Eligible applicants who meet one of the minimum qualifications described above, will be reviewed on the basis of the following criteria:

1. Well-defined motivation to pursue graduate studies; clear research and/or career goals which IUJ can support
2. Demonstrated scholastic achievement at the undergraduate level
3. Aptitude and potential to become a leader who can significantly contribute to and/or manage increasingly globalizing organizations
4. Maturity for a demanding academic experience
5. Fair sense of values to be able to become a member of our multinational and multicultural IUJ community with an interest in understanding different cultures, drive to actively communicating with others, and desire to create a world-wide human network
6. For GSIM applicants, he/she should demonstrate the aptitude and potential to understand global business and act with a socially responsible conviction

In addition, the applicant's skills in written and spoken English is a vital point to be evaluated as all the courses at IUJ are taught in English.

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## **Number of Students and Time of Enrollment**

### **Type of Applicants**

IUJ receives applications from two groups:

**Domestic Applicants** (residents of Japan, regardless of nationality. "Resident" means Japanese passport holders who are living in Japan through the Admissions deadlines, or those holding a non-Japanese passport but have a Resident's Card or Alien Registration card, and with re-entry permissions into Japan on any type of visa at the time of application and through the Admissions deadlines), and

**International Applicants** (residents of countries other than Japan, regardless of nationality. This implies: Japanese nationals with residential permissions in a 2<sup>nd</sup> country and who are living in that country through the Application/Admissions process; or non-Japanese with no status in Japan through the Application/Admissions)

Admissions guidelines and fees are slightly different for domestic and international applicants.

### **Number of Students**

The GSIR will admit up to 125 students for its 4 programs per year.

The GSIM will admit up to 90 students for the MBA and E-business Management programs combined.

### **Time of Enrollment**

Fall Term (beginning in September of each year) in principle

## ***Decision Cycles and Admission Schedules***

### **For Domestic Applicants:**

It is mandatory for residents of Japan to sit for an exam and take an interview conducted by IUJ faculty members in English. Each program offers several opportunities for admission interviews throughout the selection cycle. These interviews are scheduled between December and May for GSIR, and between January and May for GSIM each year. IUJ bases each applicant's admission decision on the evaluation of the interview, test results, and application materials submitted. Applicants will be notified of the results according to the Admission's Schedule (See "Admission Schedules").

Domestic Special Screening: **Special screening will operate within the GSIM domestic decision cycle** for those applicants endorsed at IUJ by their employers. Eligible applicants must submit the endorsement form indicating they are endorsed by their sponsoring companies/organizations to study at IUJ while maintaining their employment. In the special screening, alternatives for GMAT test and English Test scores will be arranged. Please see Required Application materials below.

Applicants will be informed of details relevant to the interview and entrance examination after submission of the application documents.

### **Exam Site**

- **International University of Japan (Campus)**  
777 Kokusai-cho, Minami Uonuma-shi, Niigata 949-7727 Japan  
<http://www.iuj.ac.jp/about/location/>

### **For International Applicants:**

International applicants should submit originals (with original signatures when applicable) of all required documents by the stated deadline. Incomplete applications and applications received after the deadline will not be considered. Documents that are sent as PDF attachments, are non-notarized copies, or that appear faked will not be considered. Document screening will be conducted immediately following the application deadline(s). The decision whether or not to admit a candidate will be based on evaluation of all the required documents submitted.

## ***Required Application Materials\****

Your completed admissions package must include the items listed below. They are explained in detail in the next pages. Please remember that the Admissions Committee will not review your application until all the required items, in their original form, have been received by IUJ. Incomplete applications will not be considered. Applications with PDF and faxed documents are not considered complete until the originals arrive. **Items in BOLD are required for all applicants.\***

1. **Completed ONLINE Application** (including the checklist\*\*) filled out in English
2. **Personal Statement**
3. **Research Topic**
4. **4 Photographs**
5. **College Certificates** from all undergraduate and graduate schools attended:
  - a) transcripts and b) certificates of graduation/degrees
6. **2 Recommendation Letters**
7. **Pledge Form**
8. **English Test Score: TOEFL, IELTS or TOEIC Score Report** (See exemption policy below)
9. GMAT score or alternative test score (*MBA applicants only*). See below
10. **Application Fee**
11. Application for Scholarship (for those requiring financial support *only*)
12. Residence Card Copy (Non-Japanese Domestic Applicants *only*)
13. Letter Attesting to Academic Research Experience (for those with less than 16 years of schooling *only*)
14. Passport Copy (those already holding an internationally recognized passport – Non-Japanese *only*)

\* *International applicants with special sponsorship/scholarship* please refer to your sponsor and email to the Admissions staff for instructions.

## 2018 IUJ Admissions Guidelines

\*\* The Check List is in the Online Application site, and serves to help you track your programs and confirm you have filled out all relevant sections and prepared all relevant documents to be sent to IUJ. It should be printed out after all items have been prepared for mailing, and mailed with your documents.

### Admission Schedules for IRP, IDP, PMPP and PPP (GSIR)

	Domestic Applicants			International Applicants
Exam Site	IUJ Campus	IUJ Campus	IUJ Campus	
Application Deadline (must reach IUJ by these dates)	Nov. 20, 2017 (Mon)	Jan. 22, 2018 (Mon)	April 23, 2018 (Mon)	Feb. 19, 2018 (Mon)
Entrance Interview	Dec. 6, 2017 (Wed)	Feb. 10, 2018 (Sat)	May 8, 2018 (Tue)	
Announcement of Admission Results (at 13:00 Japan Time)	Dec. 18, 2017 (Mon)	Feb. 19, 2018 (Mon)	May 21, 2018 (Mon)	March 23, 2018 (Fri)
Deadline for Admission Procedure	Jan. 10, 2018 (Wed)	March 9, 2018 (Fri)	June 8, 2018 (Fri)	April 20, 2018 (Fri)

### Admission Schedules for MBA Program and E-Business Management Program (GSIM)

	Domestic Applicants				International Applicants	
Exam Site	IUJ Campus	IUJ Campus	IUJ Campus	IUJ Campus		
Application Deadline (must reach IUJ by these dates)	Nov. 16, 2017 (Thu)	Jan. 25, 2018 (Thu)	Mar. 23, 2018 (Fri)	May 7, 2018 (Mon)	Feb. 15, 2018 (Thu)	Mar. 22, 2018 (Thu)
Entrance Exam and interview	Nov. 30, 2017 (Thu)	Feb. 10, 2018 (Sat)	April 5, 2018 (Thu)	May 17, 2018 (Thu)		
Announcement of Admission Results (at 13:00 Japan Time)	Dec. 14, 2017 (Thu)	Feb. 22, 2018 (Thu)	April 19, 2018 (Thu)	May 31, 2018 (Thu)	Mar. 16, 2018 (Fri)	April 20, 2018 (Fri)
Deadline for Admission Procedure	Jan. 11, 2018 (Thu)	Mar. 15, 2018 (Thu)	May 11, 2018 (Fri)	June 19, 2018 (Tue)	April 13, 2018 (Fri)	May 18, 2018 (Fri)

Important Notes on Test Validation and Test Result delivery dates:

**English scores** must be taken *within 2 years* of the time of application

- TOEFL iBT: Allow **5 weeks** to reach IUJ after testing date.  
Information on the TOEFL is available from: <http://www.ets.org/toefl/>
- TOEFL PBT: Allow **7 weeks** to reach IUJ after testing date.  
Information on the TOEFL is available from: <http://www.ets.org/toefl/>
- IELTS: Allow **4 weeks** to reach IUJ after testing date.  
Information on the IELTS is available from: <http://www.ielts.org/>
- TOEIC: Allow **4 weeks** to reach IUJ after testing date.  
Information on the TOEIC is available from: <http://www.ets.org/toeic/>

**GMAT** (MBAs *only*): score must be taken within 5 years of the time of application

- Allow **3 weeks** to reach IUJ after testing date.  
Information on the GMAT is available from: <http://www.mba.com/>

Note: As an alternative MBA applicants may submit a GRE score, though the GMAT is highly recommended, especially or those requesting scholarship support.

Information on the GRE is available from: <http://www.ets.org/gre/>

**Important Notes for Domestic Applicants (Residents of Japan):**

- 1) Applicants can begin their application process at any time after the online application is opened (mid September each year), but the application must be completed, including the submission of all documents, by the designated deadline for the candidates to take an interview as scheduled. Applicants are encouraged to interview early in the overall process.

The interview serves two purposes:

- ① to judge the academic and professional readiness to succeed in the IUJ programs, including career goals and research interests (during the interview, consultation on research topics is also very useful to the applicant)
  - ② to judge the English proficiency levels and cultural adaptability skills to adjust to the diverse campus environment and thrive in it.
- 2) (GSIR only) On the basis of the decision made by the Admissions Committee after the interview, unsuccessful applicants may be offered a chance to take another interview. They may reapply for admission in the following month without paying an additional application fee. Revised application materials, or sometimes an improved English test score, may be required for reapplication.

**Explanation of Required Application Materials**

Below is a quick description of the online application system and how to proceed to apply to IUJ. It is followed by a detailed explanation of items required as noted above to help you prepare the needed documents and forms.

**1) Completed ONLINE Application**

Register to create your application ID and Password online at <http://www.iuj.ac.jp/admission/online/>. Then, after receiving an email confirmation, return to the online site, log on and fill in all the sections including the checklist in the 1<sup>st</sup> Phase (basic and required information), and then proceed to the 2<sup>nd</sup> Phase (supplemental information). Keep your ID and Password safe as you will need it each time you log on, and your ID to communicate with the IUJ Admissions staff smoothly.

**Sections include:****1<sup>st</sup> Phase:**

- ✓ **Personal Data:** Your basic demographics
- ✓ **Sponsorship:** Indicate if a government or company is sponsoring you or if you are privately funded
- ✓ **Academic Background:** Where you attended school showing 16 years of education
- ✓ **Full-time work experience :** Where you worked in a professional capacity full time
- ✓ **Internship and Volunteering:** Other experiences relevant to your career development
- ✓ **English Test score**
- ✓ GMAT, GRE, Math test score (*MBAs only*)
- ✓ **Personal Statement:** Your goals for attending IUJ
- ✓ **Research Topic:** What kind of research you plan to conduct at IUJ
- ✓ **Recommendation**
- ✓ **Application Fee**
- ✓ **Check List:** for the above items, and for other documents to be mailed to campus as noted below.

**2<sup>nd</sup> Phase:**

- ✓ **Scholarship:** Optional, and for those privately funded requiring financial support
- ✓ **Questionnaire:** to help IUJ improve
- ✓ **Submit button:** to finally inform IUJ you are ready for your online information to be reviewed

Please complete each section of the online application in English as fully and accurately as possible. Please respond to all questions.

Use the checklist as a guide to be sure all required documents and test scores (see below) are prepared for delivery or delivered from the testing bodies.

**2) Personal Statement**

Write, independent from the assistance of others, your personal statement and upload it using the online application system. We suggest you write it off line, and after careful checking, upload .doc, .docx or pdf file nicely formatted. Length: Between 400 and 600 words.

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Please carefully note the topic of your statement requested by the GSIR and GSIM admissions teams.

### **GSIR Applicants (IDP, IRP, PMPP, PPP):**

While the content is free, we suggest the following topics:

- Motivation for coming to IUJ;
- The kind of special research you would like to conduct, and subjects you would like to focus on
- Why do you feel that research is important?

Please note: This statement is very important for the Admissions committee to assess your fit for the program you are applying.

### **GSIM Applicants (MBA, E-business):**

Focus your statement on your Career Plans:

- Describe your short- and long-term career plans and how the IUJ program, with a significant international emphasis, will contribute to the achievement of your career goals.
- How important is the international management component of the IUJ program to the realization of those goals?

### **3) Research Topic**

In the section provided, please note the title and topic of your proposed IUJ Thesis in less than 200 words. The topic should be related to your Personal Statement.

### **4) 4 Photographs**

Four (4) Photographs should be mailed to the Admissions Office by the deadlines.

The photographs must be:

- 1) 4 cm x 3 cm without margins (like a passport photo\*)
- 2) Facing front, chest height, with no hat and no sunglasses
- 3) Taken within the past 3 months
- 4) The same exact image (do not send different images)
- 5) Have your name printed on the back of all 4 photographs

\*Note: Digitally processed photographs, which are taken by a digital camera or captured by a scanning device and printed using personal computers by the applicants themselves, are unacceptable. Please prepare photographs that are valid for official use, such as those used on passport applications.

### **5) College Certificates**

- a. Official transcript of academic record, and
- b. Certificate of graduation/degree

You should request official certificates and transcripts written in (or translated into) **English** from every undergraduate or graduate college/university you have attended. The transcripts need to include the names of all courses taken and grades received. Download a formal request form to submit to your universities to request these documents from the IUJ online Application system in the Check List section: "College Certificate Request Form".

The certificates, along with the "College Certificates Request Form," must be sealed in an envelope with the college/university's name on it, which is signed or stamped across the seal by an official of the institution.

If you are *currently enrolled* in an undergraduate/graduate program, you must submit an official transcript covering courses completed by the time of application and an official letter certifying the specific date and title of the expected degree upon completion of the program.

- NOTES:
- Photocopies of certificates/transcripts are not acceptable.
  - Once certificates/transcripts have been opened, they are not acceptable.
  - Certificates/transcripts without the institution's stamp or signature of registrar are not acceptable.
  - If a college/university has a policy not to issue more than one official transcript/certificate, you may submit photocopies verified by the college/university or a notary public. Put the documents in an envelope with the university or public notary logo and address noted, with an official's signature over the flap.
  - If a college/university cannot issue an official English certificate/transcript, you are required to submit both the official certificate/transcript written in its original language and its English translation made by a professional translator. They should be in the same envelope, which must be signed across the sealed flap by the translator.

### **6) Two Recommendation Letters**

Using the online application system, input the name, title and contact information of two people you wish to have recommend you. The email address given must be to their professional email account, and not a gmail, hotmail, or yahoo (etc) account. Your recommender(s) should be 1) an academic advisor or professor, and 2) an immediate supervisor from

your work, and/or a company official. An automatic request email will be sent to the two professionals you indicate by IUJ, with a link to receive the Recommendation Letter form. We highly suggest you inform your recommenders about this process ahead of you submitting their names to IUJ.

The recommendations **should be filled out, and printed by your referee and, after signing, must be placed in a sealed envelope with recommender's signature across the seal. You should submit these, using postal mail, *with the other required documents in one admissions packet. You may use the label provided in the online Check List to ensure delivery to IUJ.***

If you are not in a position to submit confidential statements from two different types of recommenders as indicated above, two statements provided by different individuals from the academic institution you have attended, or your workplace shall be acceptable. Every effort should be made to have the statements written in (or translated into) English.

## **7) Pledge Form**

Print out the Pledge Form on the Admissions Check List, read and sign it, returning the original, using postal mail, to the Admissions Office by the deadline along with your other documents in one application packet. Please note: by signing the Pledge Form you take full responsibility for the content of your application and related documentation to IUJ and scholarship sponsors. Any discrepancy found in your documentation could be means for IUJ to overturn any admissions decisions either before you begin the program or thereafter.

## **8) English Test Score: TOEFL, IELTS\* or TOEIC\*\* Score Report**

An official TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) score is required of applicants who do not fall into **English Test Exemption Policy** below.

\* Note: IELTS includes General Training and Academic Modules in the reading and writing sections. You should take the **Academic Modules**.

\*\* Note: You may also submit an official TOEIC (Test of English for International Communication) score certificate. However, we strongly recommend you to take a TOEFL or IELTS test.

\*\* *Note for the domestic special screening applicants: TOEIC IP TEST taken at their sponsoring organizations are acceptable. Please contact us for further instructions.*

**The test score is valid as part of the application documents for admission if it was obtained within the two years prior to the time of enrollment.**

**Please note that we accept only original score report(s) directly sent to us from ETS or the British Council (or an IELTS test center).**

### **IUJ's institution code for TOEFL score reporting is 0712.**

Please make your test appointment early enough to allow your scores to be reported before our due date (please refer to "Score Delivery" for guidance).

Your TOEFL/IELTS/TOEIC test information must be correctly note in the appropriate section of the online application. If you are exempt from submitting a test score (see categories below), you may indicate so in that section after carefully reading our exemption policies. If you have any questions be sure to ask the Admissions staff.

### **English Test Exemption Policy**

Those who fall into one of the following categories are exempted from submitting an English Test score (TOEFL, IELTS or TOEIC):

**Category 1:** Students whose mother tongue is English and who lived and were largely educated in one of the following countries: **the U.S.A., the U.K., Canada, Australia, New Zealand, and Ireland**, where English is the national language.

**Category 2:** Students who have formally completed or are expected to complete an undergraduate or graduate program (in English) in one of the countries of Category 1.

**Category 3:** Students who have formally completed or are expected to complete an undergraduate or graduate program in an English-medium institution in one of the following countries:  
**Asia-Pacific:** India, the Philippines, Singapore **The Americas:** Barbados, Jamaica, Trinidad and Tobago, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines **Africa:** Botswana, the Gambia, Ghana, Kenya, Liberia, Malawi, Sierra Leone, South Africa, Uganda, Zambia, Zimbabwe  
**Europe:** Malta

**Students who fall into Category 2 and 3 must submit evidence that the medium of instruction at the undergraduate or graduate university was (are) English.**

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*Note: We are aware there are other countries where English is one of the official languages, and that other countries' schools may be conducted in English. However, IUJ policies do not include them. All others are required to submit a TOEFL, IELTS or TOEIC as part of their application documents.*

Priority will be given in the admissions process to applicants who have at least the following English scores:

TOEFL: Paper-based exam	550
Internet-based exam	80
IELTS:	6.5
TOEIC:	800
(No other English test score is accepted)	

Those falling below the recommended test scores, but who are admitted to IUJ, are highly recommended (or in some cases, as a condition of admissions) to attend the Intensive English Program during the summer (8 weeks) before their first term of IUJ.

### **Note on IUJ English Classes Exemptions**

Please be aware that on-campus English exemption tests will be administered in late September for the purpose of deciding which new students need to enroll in English classes that are held in the regular terms. Information concerning which new students are exempted from these on-campus tests is contained in the document, 'English Exemption Policies for IR & IM Students' which is included in the packet of documents sent to all admitted students.

**Note on Japanese Language requirements:** Applicants are not required to know any Japanese language because the medium of instruction at IUJ is English

## **9) GMAT or alternative test score\* (MBAs *only*)**

A GMAT (The Graduate Management Admission Test) score is required\* of all MBA applicants. **The test score is valid as part of the application documents for admission if the score is obtained within five years prior to the time of application.** Priority will be given to applicants who have higher GMAT score (550 in principle) for scholarship considerations.

**Please note that we accept only original score report(s) directly sent to us from Pearson VUE.** Please make your test appointment early enough to allow your scores to be reported before our due date (please refer to "Score Delivery").

**IUJ's institution code for GMAT score reporting is BV1-7F-20.**

**\*Alternative 1:** If for logistical reasons taking the GMAT is not possible for you, you may submit a GRE (general) test score. We highly recommend you consult with the Admissions staff before choosing this option, especially if scholarship support is required.

The IUJ GRE Designated Institution code is **0712**

**\*Alternative 2:** For the domestic applicants (only for 1-year MBA applicants or sponsored applicants), an IUJ administered Math Test is also an option. The online system will guide you to this option. If you choose this option, you must sit for the test which is conducted on the same day as the admission interview.

**\*Alternative 3:** For the international applicants (only for 1-year MBA applicants or sponsored applicants) from countries where GSIM can administer its math exam, applicants can take an IUJ administered Math Test. Please contact the GSIM admissions team for details.

Your GMAT/GRE result or Math test must be indicated in the appropriate section online. Unless indicated, we will assume that you have not taken/will not take this test, but in this case your application cannot be completed so you are not eligible for admissions. In addition to indicating your results online, the original test scores must be sent from the testing body to IUJ by the deadlines.

## **10) Application Fee**

**Domestic Applicants: 30,000 yen**

**International Applicants: 5,000 yen**

All applicants are required to submit a non-refundable application fee. There are **no exceptions**.

The application fee is payable by bank transfer or credit card (VISA, MASTERCARD, American Express, JCB, UC). The online application system will guide you to your payment options. If it is impossible for you to make a payment in Japanese yen, you may pay the equivalent amount in US dollars.

**The applicant is also responsible for all handling fees (remittance fee etc.).**

## &lt;Bank Information&gt;

Name of the Bank:	Hokuetsu Bank (Bank No. 0141)	北越銀行 (銀行番号: 0141)
Branch Name:	Yamato Branch (Branch No. 510)	大和支店 (支店番号: 510)
Account Name:	Kokusai Daigaku Kenteiryo-guchi	学校法人国際大学検定料口
Savings Account No:	111130	111130 普通預金
Routing No. (SWIFT code):	HETSJPJT	
Bank Address:	996 Urasa, Minamiuonuma-shi, Niigata-ken 949-7302 JAPAN	
	TEL: +81-25-777-3145	FAX: +81-25-777-4129

## Notes:

- 1) Payer's name must be APPLICANT'S NAME.
- 2) **Applicants are responsible for all the remittance charges incurred.**

**11) Application for Scholarship** (those requiring financial support to attend IUJ *only*)

Several scholarships are available through IUJ for highly qualified non-sponsored students. IUJ selects scholarship candidates from the pool of successful applicants at the time of admissions decisions. Those requiring financial support fill in the required online section, in the 2<sup>nd</sup> phase of the online application process, or indicate that no scholarship is needed in that section.

**For Japanese Applicants**

IUJ grants S. Nakayama Memorial Scholarships or a loan program to qualified Japanese applicants. All non-sponsored applicants (except applicants for Public Policy program and 1-year MBA program) are eligible to apply for them. Those who would like to apply for this financial aid should fill out the "Scholarship Application for Japanese Applicants" by the deadlines, and mail it to the Admissions Office attaching a "Certificate of Income" "Gensen Choshusho", "Kakutei Shinkokusho" etc. with the other required documents.

For more details, please refer to the IUJ Scholarship Guidelines for Japanese Applicants.

**For Non-Japanese Applicants**

IUJ grants S. Nakayama Memorial Scholarships to qualified non-Japanese applicants. All non-sponsored applicants (except applicants for Public Policy program and 1-year MBA program) are eligible to apply for this scholarship. IUJ also recommends qualified Non-Japanese applicants to scholarship programs provided by our affiliated organizations such as ADB (Asian Development Bank), AEON (AEON 1% Club), etc.

To be considered for the above-mentioned scholarships, complete the online application form in the 2<sup>nd</sup> phase of the online system.

For more details, please refer to the "IUJ Scholarship Guidelines for Non-Japanese Applicants" on the website at <http://www.iuj.ac.jp/admis/scholarship/>

Applicants are strongly encouraged to seek alternative sources of funding on their own, as not all those admitted to IUJ programs can be supported through IUJ administered processes.

Financial planning is especially important for non-Japanese applicants in obtaining a Certificate of Eligibility (CE) needed to obtain a College Student Visa. You will be required to prove to the consular officer and the Japanese Ministry of Justice that you have sufficient funds to cover expenses for study in Japan, such as the university's tuition and fees and living expenses (housing, food, clothing, etc.).

## Notes:

- Results of scholarship selection are not available from IUJ until after mid-March each year. Moreover, non-Japanese applicants who are recommended by IUJ to an external scholarship foundation for consideration need to complete a separate application process (The Admissions staff will guide you at the appropriate time) and wait for the final decision which can take until the middle of July.
- Application for scholarships does not affect IUJ's consideration of a student's application for admissions.
- If you do not submit a scholarship application, you will not be considered for a scholarship.
- Deadlines for scholarship applications are the same as admission application deadlines. A scholarship application must be submitted online along with the complete set of application materials for admission.
- There are no chances to apply for financial aid to cover tuition after entering IUJ, except the MEXT scholarships which are highly competitive. Students may have an opportunity to apply for some scholarships that cover only partial living expenses after enrollment, such as offered by JASSO. The selection process is competitive.
- **No scholarship is available for Public Policy Program and 1-year MBA program.**

**12) Residence Card Copy** (Non-Japanese Domestic Applicants *only*)

**Domestic applicants who are not Japanese nationals** must submit a copy of both sides of Residence Card to prove your status and address in Japan.

### **13) Letter Attesting to Academic Research Experience** (those with less than 16 years of education *only*)

Those with less than 16 years of education who are applying to IUJ under the **Minimum Qualifications for Admission Category (2)** must submit a signed letter attesting to your academic research experience written by an official at the academic institution where the research was conducted. The letter must include 1) the title or topic of research, 2) a summary of the research, and 3) the specific time period during which the research was conducted.

### **14) Passport Copy** (Non-Japanese *only*)

If you have an international passport, submit a copy of the pages showing your full name, nationality, date of birth, photograph, passport number and expiration date. Include any and all visas relevant to Japan. A non-notarized copy is acceptable.

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## **Mailing Instructions**

- **All application materials must be submitted online or received by IUJ on or before the appropriate application deadlines.** (Please consult the “Admission Schedules” carefully.) Late applications will not be considered.
  - From the Online Application checklist, you may print out our mailing address to ensure accurate delivery.
- Applicants must send all the application materials, except for the original GMAT/GRE and/or TOEFL/IELTS/TOEIC score report(s), **altogether in one package**. Using express registered mail or a courier service is highly recommended. Only when circumstances require, official college certificates and/or recommendations may be sent directly to IUJ from the registrar and/or recommender. Contact us ahead of time if this is the case.
- **We will not return any documents or application fees once submitted.**
- **Application materials sent by Fax, Email attachments or E-mail messages are not accepted.**
- Be sure to indicate the mailing status of all your application materials on the “APPLICATION CHECKLIST” of the online application system
- Please do not send any documents/materials which are not required.
- It is the applicant’s responsibility to request all supporting documents early enough to meet the designated deadline.
- We strongly recommend that you print out a copy of the online application and make copies of all supporting documents for your files (except the recommendation letter’s which should be in sealed and confidential envelopes).

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## **Application Acknowledgment**

As IUJ receives your **completed** online application forms, and other required application materials/test scores and the supporting documentation, IUJ will send you acknowledgment messages explaining your application status, usually by E-mail. The acknowledgement will contain the same unique application ID number you were given when you started your application online.

**We ask you, too, to use your Application ID number in all correspondence you may make with IUJ to help us identify you and provide timely support.**

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## **Admissions Results**

Admissions results for both successful and unsuccessful applicants will be sent by express registered mail to each applicant, regardless of his/her country of residence, on the dates of announcement of admissions results listed in the table on the previous page. If you do not receive the documents from IUJ in a timely manner (appropriate to your location and express mail services) contact us. A list of successful applicants will also be posted at IUJ’s Urasa campus at 13:00 Japan time on those dates. In addition, you can inquire about your result via the IUJ website after the release date and time. Admission decisions cannot be released by telephone or email, in principle.

**Announced decisions are final. IUJ will not answer any inquiries about unsuccessful results.**

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## **Admission Procedures**

After the Admissions Committees finalize their decisions, an Accept or Reject notice will be sent to you. A Notification of *Successful Result* does not constitute a guarantee of admissions. Successful applicants will be requested to inform us of their intention to enroll, and will be asked to submit some additional documents and pay the Admissions Fee. These actions are referred to as “Admission Procedures”. Details of admission procedures are mailed to successful applicants along with the admissions results. Only those who complete the admission procedures will be issued an official LETTER OF ADMISSIONS. This letter, along with a Certificate of Eligibility which IUJ will help you obtain, is used to apply for your College Student Visa from the applicant’s local Japanese embassy or consulate. Those who fail to complete these procedures will be considered to have declined IUJ admissions. **Deferred admission is not offered at IUJ.**

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## ***Protection of Personal Information***

All personal information that IUJ obtains from applicants will be used solely for the purpose of admission screening and the student registration process in subsequent admission procedures. All application information and supporting documents provided by applicants will remain confidential and will not be released to any third party without prior permission of the applicants.

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## ***School Expenses***

**Admission Fee:** 300,000 yen

<b>Tuition:</b>	<b>GSIR:</b>	2,100,000 yen per year	<b>IRP, IDP, PMPP (2-year programs)</b>
		2,400,000 yen	<b>PPP (1-year program)</b>
	<b>GSIM:</b>	2,200,000 yen per year	<b>MBA (2-year program)</b>
		3,400,000 yen	<b>MBA (1-year program)</b>
		2,550,000 yen	<b>E-biz (1-year program)</b>

**Monthly Dormitory Fees** (including LAN):

39,000 yen (Single Rooms)

53,000 yen (Married Student Apartment)

**Dormitory Maintenance Fee:**

10,000 yen at time of check-in

**Monthly Living Expenses** (rough estimates):

5,000 yen (Utilities)

30,000 yen (Meals)

**Educational Materials** (rough estimates):

**GSIR:** 30,000 yen for 2 years

**GSIM:** 70,000 yen for 2 years

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## **Website Support and Resources**

Online Application: <http://www.iuj.ac.jp/admission/online/>

FAQ site: <http://www.iuj.ac.jp/faq/admission/>

Includes Application and Admissions information, and Career and Placement information

Admissions One-Point Advice site: <http://www.iuj.ac.jp/admission/advice/>

Career Counseling and Services site: <http://www.iuj.ac.jp/career/>

Alumni Information and Showcases: <http://www.iuj.ac.jp/alumni/>

Information Sessions and Open Campuses: <http://www.iuj.ac.jp/admission/opencampus/>

***For more information and support***

**Contact Address for GSIR Applicants:**

Admissions

International Relations Program (IRP)  
International Development Program (IDP)  
Public Management and Policy Analysis Program (PMPP)  
Public Policy Program (PPP)

Graduate School of International Relations (GSIR)  
International University of Japan (IUJ)

777 Kokusai-cho, Minami Uonuma-shi  
Niigata 949-7277 JAPAN

E-mail: [admgsir@iuj.ac.jp](mailto:admgsir@iuj.ac.jp)  
(Please use your Application ID number in every email)  
Phone: 025-779-1200 (in Japan)  
+81-25-779-1200 (from overseas)

**Contact Address for GSIM Applicants:**

Admissions

Master of Business Administration (MBA regular track)  
Master of Business Administration (MBA 1-year track)  
Master of E-business Management (E-biz)

Graduate School of International Management (GSIM)  
International University of Japan (IUJ)

777 Kokusai-cho, Minami Uonuma-shi  
Niigata 949-7277 JAPAN

E-mail: [admgsim@iuj.ac.jp](mailto:admgsim@iuj.ac.jp)  
(Please use your Application ID number in every email)  
Phone: 025-779-1500 (in Japan)  
+81-25-779-1500 (from overseas)