

Application Checklist

Please check all the following items before sending. Enclose this checklist with the application documents.

Applicant's Name	
Submission Date(MM/DD/YYYY)	

✓	Required Documents
	Application form including your ID photo
	Official graduation certificate
	Official transcript
	Two professional recommendation letters
	Two essays
	A copy of a page of an official identification card with your ID photo
	A copy of official TOEIC®/TOEFL ®/IELTS™ score certificate
	[Applicants living outside Japan] Preferred time for second-round selection Zoom interview
	A copy of a page of completed payment by credit card with transaction number
	Request form of proxy application for Certificate of Eligibility (if applicable)
	Application checklist (this sheet)

Submission due date:

<1st Entry> Saturday, February 10, 2018

<2nd Entry> Wednesday, May 23, 2018

The documents must be delivered by recorded delivery or courier service (e.g. FedEx, DHL or similar). Please send all application documents in a single package via post to:

**Hosei University Graduate Schools
Business School of Innovation Management Global MBA
3-3-9, Kudankita, Chiyoda-ku, Tokyo 102-0073, Japan
Tel: +81-3-3264-5326
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