

**2018 Hosei University Graduate Schools**  
**Business School of Innovation Management Global MBA Program**  
**Credited Auditor Admission Guideline**

In accordance with the stipulations of Article 47 of the Hosei Business School of Innovation Management Regulations, it is possible for those wishing to take a course at the Business School of Innovation Management to do so as a credited auditor only when seats are available, after having negotiated a selection process. Only courses that offer registration for regular students may be taken.

Guidelines

1. Department and major being applied for:

Business School of Innovation Management Global MBA Program  
(<http://www.im.i.hosei.ac.jp/gmba>)

2. Number of credits earnable:

Up to 20 per year

\*Outside of what falls under Article 6 of Business School of Innovation Management's Credited Auditors Regulations

\*Please note in advance that the following courses cannot be taken:

"Project 1-A", "Project 1-B", "Project 2-A", "Project 2-B",  
"Multinational Business I , II"

3. Application deadline:

- (1) From March 20, 2018 (Tuesday) to March 26, 2018 (Monday)  
(Registration for courses beginning in the spring semester only.)
- (2) From June 25, 2018 (Monday) to July 2, 2018 (Monday)  
(Registration for courses beginning in the summer intensive session only.)
- (3) From August 27, 2018 (Monday) to September 3, 2018 (Monday)  
(Registration for courses beginning in the autumn semester only.)

Applications submitted by mail must be postmarked. Applications submitted physically must be delivered within the following time period:

Monday through Friday:	9:00am—4:30pm
Saturday:	9:00am—12:00pm

4. Mailing address for applications (**simple registered mail** accepted):

Hosei University Graduate Schools  
Business School of Innovation Management Global MBA  
3-3-9 Kudankita, Chiyoda-ku, Tokyo  
102-0073 Japan  
Phone: 03-3264-4341

5. Application Requirements:

Each of the following requirements (a–c) must be fulfilled:

- a. Have a professional qualification (As of April 1, 2018, applicants must satisfy either [1] or [2])
  - [1] Have a minimum of three-year's work experience in private companies, administrative agencies, public interest corporations or similar, in Japan or overseas countries.
  - [2] Have a professional qualification determined in a preliminary screening by a group of Hosei University Graduate School representatives as equivalent or superior to a minimum of three-year's work experience.
- b. Have an academic qualification (Applicants must satisfy either [1], [2], [3], or [4])
  - [1] Have graduated from a 4-year university course or be expected to graduate by the end of March 2018.

[2] Have completed 16 years of educational curriculum in a country other than Japan or expect to complete it by the end of March 2018.

[3] Those who are admitted by individual qualification examination to have academic ability equivalent to or more than university graduates at the Hosei Business School of Innovation Management and are 22 years old.

[4] Other than above [1], [2] and [3], those who are admitted to have academic ability equivalent to or more than university graduates at the Hosei Business School of Innovation Management.

c. Have English Language Proficiency (Applicants must satisfy either [1] or [2])

[1] TOEIC® score of approximately 740

[2] TOEFL® score of approximately 81 (internet-based) or 553 (paper-based)

#### 6. Application Documents:

(1) Application form

(2) Résumé (completed using the designated form)

(3) Certificate of qualification as a credited auditor (graduation diploma or equivalent)

(4) Academic transcript\*

(5) Two borderless, 3cm by 3cm photographs, one attached to your resume and one submitted for your student ID card.

(6) Resident card (Certificate of Alien Registration for foreign applicants)

(7) Personal Reference Guarantee (For foreign applicants only, completed using the designated form)

Note 1: Applicants who have graduated from this university are exempt from submitting the documents marked above with an asterisk (\*).

Note 2: Applicants wishing to study multiple courses within the same academic year may, in subsequent applications, omit all documents other than the application form.

#### 7. Tuition:

(1) Registration Fee : 10,000 yen

\*Applicants wishing to apply more than once within the same academic year are not required to pay the registration fee twice.

\*Applicants wishing to apply for more than one degree during the same academic year are not required to pay the registration fee twice.

(2) Tuition (For one 4-credit course, with a 2-credit course being half the amount.) : 300,000 yen

#### 8. Regarding study permission and payment of tuition:

A notification concerning the possibility of taking a course during the spring semester will be sent to the current address provided in your resume **by the end of April, by the end of July** for courses that begin in the summer intensive session and **by the end of September** for courses that begin in the autumn semester. Applicants who have received permission to study are asked to make a bank transfer using the designated form within the period designated in the study permission notification.

**\*Please attend all lectures from the first class onwards regardless of whether it is possible to earn credits or not.**

#### 9. Regarding recognition of credit and issuing proof thereof:

Students may take examinations for subjects that they have studied. If they pass their examination it will be recognized as a course (with credit), and a certificate will be issued at the request of the student.

#### 10. Regarding visas (for international students):

In the credited auditor system of Hosei University Graduate Schools, in principle, applicants who are not Japanese are required to have a visa that must be valid until the end of the semester (the spring semester ends the end of September 2018, and the autumn semester ends the end of March 2019).

Due to the following two reasons, even if applicants do become a “credited auditor” at Hosei University Graduate Schools, they may not be able to obtain a student visa.

1. Applicants may apply for up to 20 credits. However, there is a possibility that some of courses cannot

be taken by the examination result. If applicants cannot take at least 10 hours per week (at least six courses), they may not be able to obtain (renew) a student visa (the “ministerial ordinance stipulating standards for Article 7, Section 1, Clause 2 of the Immigration Control and Refugee Recognition Act” (a Ministry of Justice ordinance)).

2. Even if all of courses you applied are accepted, acceptance procedures will be completed at around the beginning of May for the spring semester, the beginning of August for the summer intensive session and the beginning of October for the autumn semester. And then, it may take one or two months to obtain a student visa and we may be able to provide it at around the end of each semester.

#### 11 Regarding recognition of credit after enrollment:

If students enroll in Hosei University Graduate Schools as a “regular student”, the credits you earned when you a “credited auditor” can recognized up to 20 credits. However, the recognized credits become R (certification) evaluations and may convert as completion credits. Please note that they are not eligible for Grade Point Average (GPA) system or scholarships assessment.

End

# 2018 Hosei University Graduate Schools Credited Auditor Application Form

Date: \_\_\_\_\_

Dear President of Hosei University,

Full name (With personal stamp or signature) \_\_\_\_\_

I would like to take the subjects stated below for a professional degree course, and I request that I be permitted to take the Hosei Business School of Innovation Management in order to obtain an Innovation & Management degree at 2017 Hosei University Graduate Schools.

Note: Please refer to and complete the “class term” column below.

(Class terms: First half of spring semester, second half of spring semester, summer intensive session, first half of autumn semester, and second half of autumn semester)

① Subject of Study		Teacher in Charge		Day of the Week		Class Period		*Note Class Term	___ Credits
Reason									
② Subject of Study		Teacher in Charge		Day of the Week		Class Period		Class Term	___ Credits
Reason									
③ Subject of Study		Teacher in Charge		Day of the Week		Class Period		Class Term	___ Credits
Reason									
④ Subject of Study		Teacher in Charge		Day of the Week		Class Period		Class Term	___ Credits
Reason									

Confirmation of studying as a credited auditor within this academic year:

If you have already studied as a credited auditor for this course during this academic year, please circle the applicable period.

- First half of Spring Semester
- Second Half of Spring Semester
- Summer Intensive Session
- First half of Autumn Semester
- Second Half of Autumn Semester

If you are applying (or have already applied) to study a course in a different degree in this academic term, please write what the degree was and circle the applicable term.

Name of other degree: \_\_\_\_\_

- Spring Semester Course
- Summer Intensive Course
- Autumn Semester Course

I am accepting this application for admission to the Innovation & Management degree course  
 Department Head  
 \* ☐ Stamp

# Resume Form

Furigana				Attach here a 3cm by 3cm photo taken within the last 3 months
Full Name				
Date of Birth	_____			
Nationality	(For foreign applicants only)	Contact address	Tel: Mobile Tel: E-mail:	_____ _____ _____
Current Address				

Academic History	Date:	University: Department: Admitted course:
	Date:	University Department: Course graduated from: Acquired Bachelor of _____ (subject)
	Date:	Graduate University: Graduate studies:      Began Master's degree course
	Date:	Graduate University      Completed Master's degree course Post-graduate course      Left Master's degree course
Work Experience	Date:	
	Date:	
	Date:	

Date: \_\_\_\_\_

There are no discrepancies in regard to the information stated above.

Full name \_\_\_\_\_  
 (Stamp) \_\_\_\_\_  
 Signature \_\_\_\_\_

## 身元保証書

## LETTER OF GUARANTEE

法政大学総長 殿

To : President of Hosei University

年 月 日

year month day

フリガナ			性別 sex	男 ・ 女 male female
志願者氏名Applicant's Name				
生 年 月 日 Date of Birth	年 月 日生 year month day	国籍 Nationality		
現 住 所 Present Address	〒 — Phone ( ) E-mail			

私は、上記の者に対し、法政大学在学中、諸規則を守らせ、その身元及び留学経費一切を保証いたします。

I shall be responsible as a guarantor for the above-named applicant's observance of the regulations of Hosei University, and I guarantee his or her conduct and the payment of all of his or her educational expenses while he or she is a student of Hosei University.

フリガナ			
保証人氏名 Guarantor's Name	印 Signature		
生 年 月 日 Date of Birth	年 月 日生 year month day	性別 sex	男 ・ 女 male female
現 住 所 Present Address	〒 — Phone ( ) E-mail		
職業・勤務先名 Occupation ・ Name			
勤務先住所 Place of Employment	〒 — Phone ( )		
志願者との関係 Relation to the Applicant			