

2019

**HOSEI Global MBA Program
Application Guidelines**

Business School of Innovation Management



HOSEI University Graduate Schools

Business School of Innovation Management

Admissions Policy

Intensifying globalization and rapidly evolving information and communications technologies are causing what many call the fourth industrial revolution. In such an environment, demands are high for individuals able to navigate this new frontier using not only the knowledge of management and IT, but who are also comfortable in the new industries that emerge as the fusion of hitherto separate industrial sectors. What is needed is the type of person we call a business innovator.

Business innovators are not limited to the types of people with the ability to start new businesses, but also those with the competency to pursue innovation in existing businesses, be that through reorganization of existing business models, restructuring of existing business organizations, diversification to new markets, or even societal innovations via social entrepreneurship.

Our goal is to develop talent with the above skill sets. Accordingly, our admission policy is to admit individuals with practical business experience who are interested in and passionate about the opportunity to contribute to business innovation (as well providing the required transcripts, letters of recommendation, essays etc.)

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[Privacy Policy]

Personal information disclosed on application documents is treated as confidential and used solely for the selection process, in accordance with the Hosei University Privacy Policy, in compliance with the Act on the Protection of Personal Information.

Global MBA Program Application Guidelines

1. General Information

- (1) Name: Hosei Business School of Innovation Management
- (2) Program: Global MBA Program
- (3) Period for Completion of Study: 1.5years (The Program is to start in September 2019)
- (4) Degree: Master of Business Administration (MBA)
- (5) Location: Ichigaya Campus, Tokyo
 - Hosei University Shin Hitokuchizaka Building
 - 3-3-9, Kudankita, Chiyoda-ku, Tokyo 102-0073, Japan
 - (Approx. 10-minute walk from Ichigaya Station or Iidabashi Station)
 - [JR] The Sobu Line
 - [Subway] The Toei Shinjuku Line, The Toei Oedo Line,
 - The Tokyo Metro Yurakucho Line/Tozai Line/Nanboku Line

2. Number of Students Accepted

Approximately 15

3. Qualifications

Applicants must fulfill all of the following criteria:

- (1) Have a professional qualification (as of September 1, 2019, applicants must satisfy either a) or b))
 - a) Have a minimum of three-year's fulltime work experience (excluding part-time jobs) in private companies, administrative agencies, public interest corporations or similar, in Japan or overseas countries.
 - b) 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 fulltime work experience (excluding part-time jobs).
- (2) Have an academic qualification (Applicants must satisfy any of the following)
 - a) Have graduated from a 4-year university course or be expected to graduate by the end of August 2019.
 - b) Have completed 16 years of educational curriculum in a country other than Japan or expect to complete it by the end of August 2019. ※
 - c) Those who have completed a correspondence course offered in Japan by a foreign school that is equivalent of 16-year educational curriculum in that country or expected to complete it by the end of August 2019. ※
 - d) 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 over 22 years old.

※ Those who have not acquired bachelor's degree (including those who are expected to acquire it by the end of August 2019) are not applicable.

(3) Have English Language Proficiency (Applicants must satisfy any of the following)

- a) TOEIC® score of 740 or above
- b) TOEFL® score of at least 81 (internet-based) or 553 (paper-based)
- c) IELTS™ score of 6.0 or above

However, those who are applicable to 1), 2) or 3) below are not required to submit their TOEFL, IELTS or TOEIC transcript.

- 1) Those whose mother language is English and who have lived and been educated in Ireland, Britain, Australia, Canada, New Zealand or the United States where English is an official language.
- 2) Those whose mother language is not English but who have completed an undergraduate or higher educational course offered in English in Ireland, Britain, Australia, Canada, New Zealand or the United States.
- 3) Those whose mother language is not English but who have completed an undergraduate or higher educational course offered in English in African countries *1), India, Caribbean countries *2), Singapore, Philippines or Malta. (Applicants have to submit documents that certify the relevant university course is offered in English.)

*1) African countries: Botswana, Gambia, Ghana, Kenya, Liberia, Malawi, Sierra Leone, South Africa, Uganda, Zambia and Zimbabwe

*2) Caribbean countries: Barbados, Jamaica, Trinidad and Tobago, Saint Christopher and Nevis, Saint Lucia, Saint Vincent and the Grenadines

4. Qualifications Screening

When applicants who do not meet academic or professional requirements intend to apply for general examination under qualifications (1)-b) and (2)-d), they have to be approved of their qualifications before application.

Please prepare application documents, etc. listed below and submit them through email within the acceptance period. (Application documents must arrive no later than the acceptance due date.)

The screening result will be notified by email.

*Documents submitted for qualifications screening will not be returned in principle.

*Applicants who intend to apply for qualifications screening are recommended to have a private consultation in advance.

(1) Application documents, etc.

a. Resume (summarized in 1 or 2 A4-size sheets)

Write your name, date of birth, residence address and email address, as well as your academic and professional history, internship and leadership experiences and other supplementary matters.

b. Essay (choose either [1] or [2] below depending on your case and write in 500 to 1,000 words)

[1] Those who have not satisfied professional qualification (less than 3 years of full-time work experience) have to write an essay on the following matters:

- 1) Explanation on your career so far
- 2) Reasons you think your career is equivalent of three years of job experience

Submit supporting documents on 1) and 2) (e.g., copies of Article of Incorporation, newspaper or web articles), and a letter of reference and the business card of person who recommends you that logically supports your essay.

[2] Those who have not satisfied academic qualification (who have not graduated from four-year university) have to write an essay on the following matters:

- 1) Explanation on your career so far and reasons you didn't go to university
- 2) Reasons you think your career substitutes for the completion of four-year university course

Submit supporting documents on 1) and 2) (e.g., copies of Article of Incorporation, newspaper or web articles).

(2) Acceptance period of application documents (must arrive no later than the due date)

First-round screening: December 5 (Wed) to 19 (Wed), 2018

Second-round screening: March 25 (Mon) to April 8 (Mon), 2019

(3) Submission method

Enter "Qualifications Screening" on the subject line and send email to the following address:

Email address: gmba@ml.hosei.ac.jp

5. Screening

(1) General Examination

Prospective applicants are selected by a comprehensive review of documents and interviews.

a) First-round selection

The first-round selection is based on a comprehensive review of professional recommendation letters, English essays and English language proficiency test scores such as TOEIC®, TOEFL® or IELTS™.

b) Second-round selection (interview)

Interviews will be conducted as follows for:

[1] Applicants living in Japan

An interview will be conducted between 9:30 and 12:00 on the date below at the Hosei University Shin Hitokuchizaka Building.

<1st Entry> 9:30-12:00 (tentative), Saturday, March 2, 2019

<2nd Entry> 9:30-12:00 (tentative), Saturday, June 1, 2019

[2] Applicants living outside Japan:

An interview will be conducted at a mutually agreed upon time chosen from your three preferred times between 13:00 and 17:00 (Japan time). Further information is provided in the application document 'Preferred Time for Second-round Selection Zoom Interview'.

<1st Entry> 13:00-17:00 (tentative), Saturday, March 2, 2019

<2nd Entry> 13:00-17:00 (tentative), Saturday, June 1, 2019

(2) Examination for Applicants Recommended by the Hosei University Designated Educational Institutions

Applicants must be recommended by a Hosei University designated educational institution. For further details, please contact the Office of the Business School of Innovation Management.

6. Selection Schedule

Standard Examination <1st Entry>

	Date/Time (Japan time)
Application Period	Wednesday, January 9 - Saturday, February 9, 2019 NOTE: Application must arrive no later than February 9, 2019
First-round Selection (Screening of application documents)	
Notification of First-round Selection Results	Thursday, February 21, 2019 URL: http://www.im.i.hosei.ac.jp/gmba
Second-round Selection (Interview)	[Applicants living in Japan] 9:30 -12:00 (tentative), Saturday, March 2, 2019 Interview to be held at Shin Hitokuchizaka Building. [Applicants living outside Japan] 13:00-17:00 (tentative), Saturday, March 2, 2019 Interview to be conducted via Zoom.
Notification of Second-round Selection Results	Friday, March 8, 2019 URL: http://www.im.i.hosei.ac.jp/gmba
Period of Registration	Friday, March 8 -Friday, March 22, 2019 NOTE: The admission documents must arrive no later than March 22, 2019

Standard Examination <2nd Entry>

	Date/Time (Japan time)
Application Period	Monday, April 15 - Wednesday, May 15, 2019 NOTE: Application must arrive no later than May 15, 2019
First-round Selection (Screening of application documents)	
Notification of First-round Selection Results	Friday, May 24, 2019 URL: http://www.im.i.hosei.ac.jp/gmba
Second-round Selection (Interview)	[Applicants living in Japan] 9:30 -12:00 (tentative), Saturday, June 1, 2019 Interview to be held at Shin Hitokuchizaka Building. [Applicants living outside Japan] 13:00-17:00 (tentative), Saturday, June 1, 2019 Interview to be conducted via Zoom.
Notification of Second-round Selection Results	Tuesday, June 11, 2019 URL: http://www.im.i.hosei.ac.jp/gmba
Period of Registration	Tuesday, June 11 -Saturday, June 22, 2019 NOTE: The admission documents must arrive no later than June 22, 2019

7. Application Documents

All applicants must submit documents (1) to (11).

- (1) Application form
- (2) Official graduation certificate (original document prepared by the issuing institution within 6 months of application, photocopy is not accepted)
- (3) Official transcript (original document prepared by the issuing institution within 6 months of application, photocopy is not accepted)
- (4) Two professional Recommendation letters from supervisors (preferably one academic supervisor and one work supervisor) who know the applicant well.
- (5) Two essays in English
- (6) A copy of a page of an official identification card with applicant's ID photo (e.g. passport or resident card, if applicable)
- (7) A copy of official TOEIC®, TOEFL® or IELTS™ score certificate (issued in or after September 2017)
- (8) [Applicants living outside Japan] Preferred time for second-round selection Zoom interview
- (9) A copy of a page of completed payment by credit card with transaction number
- (10) Request form of proxy application for Certificate of Eligibility (if applicable)
- (11) Application Checklist

8. Information re Application Documents

<General>

- (1) For application documents (1), (4), (5), (8), (10) and (11), use the prescribed downloadable forms at the following URL: <http://www.im.i.hosei.ac.jp/gmba>
- (2) All documents must be written in either English or Japanese. (NOTE: Essays must be written in English).
- (3) (1)Application form and (5)two essays must be filled out using a PC.
Only single side printing is acceptable.
- (4) The box labeled '*Examination ID*' on each document should be left blank.
- (5) Should any false information be found in any of the submitted documents, the application will be rejected or acceptance will be cancelled.

<Employment History>

The following items should be described:

- (1) All fulltime employment history (limited to fulltime work experience, part-time jobs excluded), in reverse chronological order since graduation from university.
- (2) 'Corporate Name,' 'Division Name,' 'Title,' 'Employment Period' (MM/DD/YYYY), and 'Main Responsibilities'.
- (3) Employment history if applicant was enrolled in an evening degree or correspondence program (if applicable).
- (4) A certificate describing one's employment history is not required. Note, however, that companies or

organizations listed may be contacted for verification.

<Certificates>

- (1) Certificates must have been issued within the last six months prior to submission.
Certificates should be sent in an unsealed envelope.
- (2) Applicants must submit an official graduation certificate (or certificate of expected graduation) and an official university transcript.
- (3) If enrollment/graduation (or expected graduation) month/year is indicated in the transcript, the graduation certificate need not be submitted.
- (4) Those with postgraduate degrees must submit a postgraduate certificate as well as an undergraduate certificate.
- (5) Those who have already submitted certificates for a preliminary screening need not submit the same certificates.
- (6) Those who have not graduated at the time of application, but expect to graduate before admission, are required to submit the graduation certificate on the admission date.
- (7) A copy of a page of an official identification card with applicant's ID photo, such as a passport, a resident card or similar official document is required as part of the application documents. For proof of identity, a photo taken recently is preferred.
- (8) TOEIC®, TOEFL ® or IELTS™ test score which has been issued in or after September 2017

<Professional Recommendation Letters>

- (1) TWO professional Recommendation letters from supervisors (preferably one academic supervisor and one work supervisor) who know the applicant well must be submitted.
- (2) The letters should be written in either English or Japanese, using a prescribed downloadable form and a PC.
- (3) The applicant's capabilities and personality should be included in the recommendation reasons.
- (4) Each recommender should sign and seal the envelope s/he has inserted the recommendation in.
"Attention Hosei University" should be written on the envelope.

<Essays >

Applicants must write two essays on the following questions in English, using prescribed downloadable forms and a PC.

Questions:

- (1) Describe a challenging experience you have had. How were you tested? What did you learn? What are your future professional goals and your business dreams? (300 words)
- (2) Describe a professional experience that required you to influence people. What did this experience teach you about working with others, and how will it make you a better leader? (300 words)

9. Application Procedure

- (1) Application Fee of ¥35,000 (excluding a transaction fee)

Payment must be made by credit card using the following URL. Follow the Instructions given on the URL. Please note the transaction fee is charged separately from the application fee.

<https://e-shiharai.net/ecard/>

<1st Entry> Payment due date: Saturday, February 9, 2019

<2nd Entry> Payment due date: Wednesday, May 15, 2019

NOTE: Application fee is non-refundable.

(2) Application documents

- a) Only documents sent by post are acceptable. The documents must be delivered by recorded delivery or courier service (e.g. FedEx, DHL or similar).

<1st Entry> Submission due date: Saturday, February 9, 2019

<2nd Entry> Submission due date: Wednesday, May 15, 2019

Please send all 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 Fax: +81-3-3264-3990**

- b) To avoid any trouble, early submission is advised.

- c) In principle, all documents are non-returnable.

(3) The applicant will be informed of his/her Examination ID by email after the application period.

10. Notification of First-round Selection Results

- (1) Notification of first-round selection result will be released on the Global MBA website.

<1st Entry> Thursday, February 21, 2019 10:00 a.m. (Japan time)

<2nd Entry> Friday, May 24, 2019 10:00 a.m. (Japan time)

URL: <http://www.im.i.hosei.ac.jp/gmba>

- (2) After the first-round selection results are released, information about the second-round selection (interview) will be sent by e-mail.

11. Notes for Second-round Selection Examination

- (1) Zoom Interview (Applicants living outside Japan)

- a) Have ready the original official identification card with ID Photo (passport or a driver's license) which was submitted for proof of identity for the Zoom interview.

- b) Start your Email with a camera and stand by before we send you an email for the Zoom interview at the time of your interview (Japan time).

- (2) Interview at Shin Hitokuchizaka Building (Applicants living in Japan)

Applicants should be punctual for the appointment time.

Information about the interview will be given at this time.

12. Notification of Second-round Selection Results

(1) The notification of second-round selection result will be released on the Global MBA website.

<1st Entry> Friday, March 8, 2019 10:00 a.m. (Japan time)

<2nd Entry> Tuesday, June 11, 2019 10:00 a.m. (Japan time)

URL: <http://www.im.i.hosei.ac.jp/gmba>

(2) Paper-based 'Notification of second-round selection result' and the 'Admissions Guide' will be sent to successful applicants by email as soon as the notification is released on the Global MBA website.

(3) Submit all admission documents and the payment for admission, tuition and facility fees as follows.

Admission, tuition and facility fees : ¥1,164,000 (excluding bank fee)

Document Submission and payment due date:

<1st Entry> Friday, March 22, 2019

<2nd Entry> Saturday, June 22, 2019

(Those who intend to submit the request form of proxy application for Certificate of Eligibility are recommended to submit it earlier in the registration period.)

(4) No inquiries of any kind concerning the results will be accepted.

13. Campus Location

Examination Venue for interviews: Shin Hitokuchizaka Building on Ichigaya Campus

3-3-9, Kudankita, Chiyoda-ku, Tokyo 102-0073, Japan (Tel: +81-3-3264-5326 / Fax: +81-3-3264-3990)

<JR> [The Sobu Line]: Approx. 10-minute walk from Ichigaya Station and Iidabashi Station

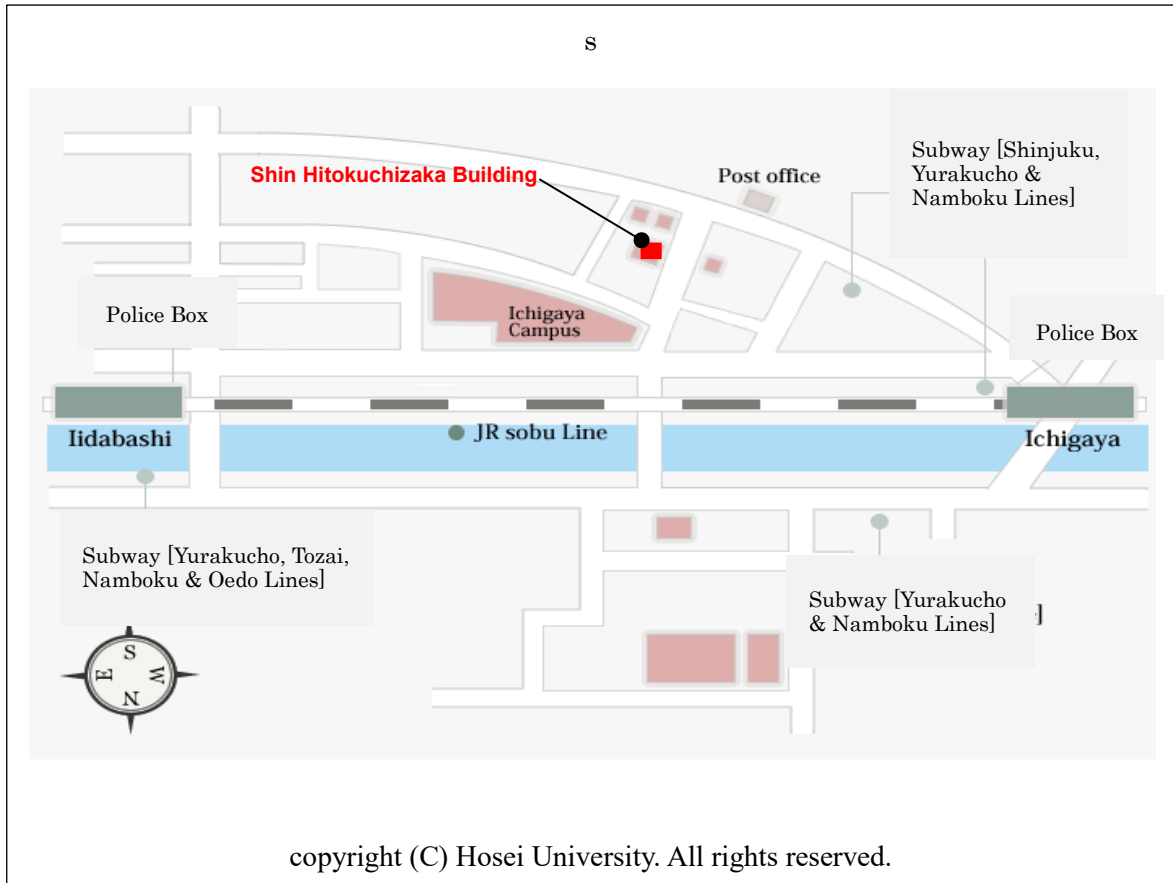
<Subway> [The Toei Shinkuku Line]: A 10-minute walk from Ichigaya Station

[The Toei Oedo Line]: A 15-minute walk from Iidabashi Station

[Tokyo Metro Yurakucho Line]: A 10-minute walk from Ichigaya Station or a 12-minute walk from Iidabashi Station

[The Tokyo Metro Tozai Line]: A 13-minute walk from Iidabashi Station

[The Tokyo Metro Nanboku Line]: A 10-minute walk from Ichigaya Station or a 12-minute walk from Iidabashi Station.



14. Tuition and Other Fees

(1) Entrance, Tuition and Facilities Fee

(Unit: Yen)

Description	Global MBA Program		
	1st (Fall 2019)	2nd (Spring 2020)	3rd (Fall 2020)
Entrance Fee	270,000	-	-
Tuition Fee	714,000	713,000	713,000
Facility Fee	180,000	180,000	180,000
Total	1,164,000	893,000	893,000

(2) Refund

If you decide to withdraw your enrollment after completion of admission procedures, i.e. after the payment of your academic fees in full, submit the form of 'Admission withdrawal' to our institution by Friday, August 30, 2019. You will have a full refund less the entrance fee.

For details, please refer to the 'Admission Guidelines' sent to successful applicants.

15. Financial Aid

(1) Hosei University Centennial Graduate Scholarship

(2) Hosei University Graduate School Scholarship

(3) Others

- Tuition reduction and waiver program

For full details, please contact Hosei Global Education Center after admission to our school.

- Japanese Government (MEXT) scholarship

Grantees are selected by screening

- External Scholarship Foundations

Grantees are selected by screening

16. Request of Proxy Application for ‘Certificate of Eligibility’ (if applicable)

You can make a request to Hosei University for proxy application for the Certificate of Eligibility to enter Japan only if you are outside Japan at time of the admission procedure and there is no one to turn to.

Hosei Business School of Innovation Management
3-3-9 Kudankita, Chiyoda-ku, Tokyo 102-0073 Japan
Phone: +81-3-3264-5326 / Fax: +81-3-3264-3990
E-mail: gmba@ml.hosei.ac.jp
URL: <http://www.im.i.hosei.ac.jp/gmba/>