

Hosei Business School of Innovation Management Global MBA Program 2019 Enrollment Information for Non-degree Students

Those who wish to take courses at this graduate school are permitted to take courses as “non-degree students” after a screening process, provided there is sufficient class capacity, according to Article 47 of the Professional Graduate Schools Regulations. Non-degree students may only take courses on which regular students are registered.

Description

- 1 Recruiting graduate courses and major subjects:
Major in Innovation Management Business School of Innovation Management
Global MBA Program (<http://www.im.i.hosei.ac.jp/gmba>)
- 2 Number of credits that can be taken: Up to 20 credits per year
 - ※ Article 6 of the Graduate School Non-degree student Regulations is not applicable.
 - ※ Please note that the following subjects are not available for enrollment:
Project1-A, Project1-B, Project2-A, Project2-B,
Multinational Business I and II
 - ※ Enrollment for non-degree students may also be restricted for subjects other than the aforementioned ones, depending on the enrollment status of the regular students taking the course.
- 3 Application period:
 - (1) March 19 (Tues.)–March 25 (Mon.), 2019 (Registration for courses starting in the spring semester only)
 - (2) June 24 (Mon.)–July 1 (Mon.), 2019 (Registration for courses starting in the summer intensive period only)
 - (3) August 26 (Mon.)–September 2 (Mon.), 2019 (Registration for courses starting in the fall semester only)
- 4 Applications address (mail receipt by recorded delivery):
3-3-9 Kudankita, Chiyoda-ku, Tokyo 〒102-0073
Hosei University Graduate School, Administrative Department, Professional Graduate School Division, IM
Office Phone: 03-3264-4341

Mail applications must have a valid postmark. Applications in person must be between these hours:
Mon.–Fri.: 9:00–16:30; Sat.: 9:00–12:00
- 5 Qualifications for application:
Applicants must satisfy the following qualifications “a”–“c.”
 - a. Professional qualifications (any one of the following as of April 1, 2019):
 - [1] Generally, those who have at least three years of practical experiences at private companies, government agencies, public interest corporations, etc., including those located overseas.
 - [2] Those who are recognized by this graduate school as having the same or higher level of practical ability than those who have at least three years of practical experiences through individual examination of application qualifications.
 - b. Academic qualifications (any one of the following)
 - [1] Those who have graduated from a 4-year university course in Japan or abroad, or those who are expected to graduate by the end of March 2019.
 - [2] Those who have completed 16 years of school education abroad or those who are expected to do so by the end of March 2019.
 - [3] Those who have reached the age of 22 and whom this professional graduate school recognizes as having equal or higher academic ability than those who have graduated from university through individual examination of application qualifications.
 - [4] Those with other qualifications that this professional graduate school recognizes as constituting at least the same academic ability as those who have graduated from university.

c. English language ability (any one of the following)

[1] TOEIC® score of 740 or higher

[2] TOEFL® score of 81 (internet) , 553 (paper test) or higher

[3] IELTS™ score of 6.0 or higher

※ If you are interested in having your application qualifications individually examined, please contact us for the spring semester by the end of February, for the summer intensive period by the end of April, and for the fall semester by the end of June.

6 Application documents:

(1) Application form

(2) Resume (use the specified form)

(3) Student certificate of eligibility (degree certificate or similar)

(4) Academic transcript*

(5) Photos (3 cm × 3 cm, borderless, two; Attach one photo to the resume, and the other will be submitted for the student ID card)

(6) Certificate of residence

Note 1: Graduates of this school are exempted from the submission of documents that are marked with an asterisk (*).

Note 2: If you wish to enroll more than once within the same year, you can omit the documents other than the application form during the second time you apply.

7 Tuition fees:

(1) Registration fee

10,000 yen

※ You do not need to pay the registration fee for the second time if you wish to take several courses within the same year.

※ You do not need to pay the registration fee for the second time if you are taking courses in other majors within the same year.

※ Graduates who have majored in Innovation Management are exempted from the registration fee.

(2) Course fee (for one subject [two credits]): 150,000 yen; (one subject [four credits]: 300,000 yen)

※ Graduates who have majored in Innovation Management pay half of the above amounts.

8 Permission to study and payment of course fees:

Those applying for the spring semester subjects will be notified as to whether their applications were successful in late April; those applying for summer intensive courses will be notified in late July; and notifications regarding fall semester subjects will be sent in late September. Notifications will be sent to the current address listed on the resume. If you have been accepted to take the course, please use the designated form for bank transfers within the period specified in the course approval notification.

※ **Please attend classes from the first lecture onward regardless of whether you have received permission to study from the Hosei Business School of Innovation Management.**

9 Issuance of accreditation of credits and certificates:

Non-degree students can take exams for the subjects they have opted. If you pass the exams, you will be certified as having taken the course subjects (units), and we will issue a certificate upon your request.

10 Visas for international students:

When applying as a foreign student to the non-degree students system of this graduate school, students must generally have a visa that allows them to stay or renew their stay in Japan for a period longer than the period they are enrolled in this school as a non-degree student (until the end of September 2019 for the spring semester and until the end of March 2020 for the fall semester).

Please be noted that this graduate course will not enable students to acquire a study abroad visa even for those accepted as non-degree students for either of the following reasons:

① Non-degree students may apply for up to 20 credits at this graduate course, but if, as a result of individual examination of a prospective student, permission to take one or more subjects is not granted, a student cannot study “10 hours or more per week” (six or more subjects) as stipulated in the “Ministry Ordinance to Establish Criteria for the Immigration Control and Refugee Recognition Act, Article 7, Section 1, Item 2” (Ministry of Justice Ordinance), then a student visa cannot be obtained (or renewed).

② Even if all the subjects applied for are approved, all of our admission procedures will be completed by early May for the spring semester, by early August for the summer intensive period, and by early October for the fall semester. It will then take approximately from one to two months from the visa application until the visa issuance, and the student visa will expire at the end of each semester when classes end.

11 Approval of credits after admission:

If you are enrolled at the Hosei Business School of Innovation Management, non-degree students are authorized to take up to 20 credits of the Hosei Business School of Innovation Management. However, while the 20 credits will be evaluated as R (accredited) and converted to completion credits, they will not be eligible for GPA or scholarship assessment.

End

2019 Hosei University Graduate Schools Non-degree Student 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 2019 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 fall semester, and second half of fall 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 non-degree student within this academic year:

<p>If you have already studied as a non-degree student for this course during this academic year, please circle the applicable period.</p> <p> <input type="checkbox"/> First half of Spring Semester <input type="checkbox"/> Second Half of Spring Semester <input type="checkbox"/> Summer Intensive Session <input type="checkbox"/> First half of Fall Semester <input type="checkbox"/> Second Half of Fall Semester </p>
<p>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.</p> <p>Name of other degree: _____</p> <p> <input type="checkbox"/> Spring Semester Course <input type="checkbox"/> Summer Intensive Course <input type="checkbox"/> Fall Semester Course </p>

*University Entry Column

<p>I am accepting this application for admission to the Innovation & Management degree course</p> <p>Department Head _____ ○ Stamp</p>
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Resume Form

Furigana				Attach here a 3cm by 3cm photo taken within the last 3 months
Full Name				
Date of Birth	年 月 日生 year month day			
Nationality	(For foreign applicants only)	Contact Information	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 _____

