

2023

**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 an innovation practitioner.

Innovation practitioners 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.)

Contents

1. **General Information**
2. **Number of Students to be Accepted**
3. **Qualifications**
4. **Qualifications Screening**
5. **Screening**
6. **Selection Schedule**
7. **Application Documents**
8. **Information of Application Documents**
9. **Application Procedure**
10. **Notification of First-round Selection Results**
11. **Notes for Second-round Selection Examination**
12. **Notification of Second-round Selection Results**
13. **Campus Location**
14. **Tuition and Other Fees**
15. **Financial Aid**
16. **Request of Proxy Application for ‘Certificate of Eligibility’ (if applicable)**

[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.

Scan the QR code to download the application package →

<https://www.im.i.hosei.ac.jp/gmba/examination/apply/>



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: 1.5 years (The Program is to start in September 2023)
- (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] Sobu Line
 - [Subway] Toei Shinjuku Line, Toei Oedo Line,
Tokyo Metro Yurakucho Line/Tozai Line/Namboku Line

2. Number of Students to be Accepted

Up to 15 students

3. Qualifications

Applicants must fulfill all of the following criteria:

- (1) Have a professional qualification (by September 1, 2023, applicants must satisfy either (a) or (b))

(a) Basic Professional Qualification:

Have a minimum of three years of full-time work experience (excluding part-time jobs) in private companies, administrative agencies, public interest corporations or similar, in Japan or overseas countries.

→ **In this case, submit application as is**

(b) Equivalent Professional Qualification via Qualifications Screening:

For those not meeting (a) above, have professional qualification equivalent or superior to a minimum of three years of full-time work experience, as determined by the HOSEI Business School of Innovation Management in a Qualifications Screening (refer to pg.3). In making this determination, the HOSEI Business School of Innovation Management values non-traditional forms of work as alternatives to regular full-time employment. These include, for example: self-employment, freelancing and contract work, family business, entrepreneurship, as well as non-profit and volunteer work, self-development endeavors and other forms of societal impact activities.

→ **In this case, apply first for Qualification Screening for Professional Qualification before submitting application (see below)**

(2) Have an academic qualification (by September 1, 2023, applicants must satisfy at least one of the following, including expected to complete as of application period)

(a) Basic Academic Qualification:

Have graduated from a four-year university course or be expected to graduate by the end of August 2023. (※1)

→ **In this case, submit application as is**

(b) Basic Academic Qualification:

Have completed sixteen years of educational curriculum in a country other than Japan or expect to complete it by the end of August 2023. (※2)

→ **In this case, submit application as is**

(c) Basic Academic Qualification:

Have completed a correspondence course offered in Japan by a foreign school that is equivalent of sixteen years of educational curriculum in that country or expected to complete it by the end of August 2023. (※3)

→ **In this case, submit application as is**

(d) Basic Academic Qualification:

Have been awarded a degree equivalent to a Bachelor's degree by completing a three-year or longer course from a foreign university or school. (※4)

(e) Basic Academic Qualification:

Have been designated by the Minister of Education, Culture, Sports, Science and Technology. (※5)

(f) Equivalent Academic Qualification via Qualifications Screening:

For those not meeting at least one of (a), (b), (c), (d) or (e) above, be at least 22 years old, and have academic qualification equivalent or superior to university graduates at the HOSEI Business School of Innovation Management, as determined by the HOSEI Business School of Innovation Management in a Qualifications Screening (refer to pg.3).

→ **In this case, apply first for Qualification Screening for Academic Qualification before submitting application (see below).**

※1, 2, 3 Those who have not acquired bachelor's degree (including those who are expected to acquire it by the end of August 2023) are not applicable.

※4 Those who meet the qualification stated in (d) above and wish to apply must first contact the Office of the Business School of Innovation Management one month before the application submission due date.

- Those who have not acquired bachelor's degree are not applicable. For example, those who have graduated from a three-year course in China such as junior college and vocational collage, and not acquired bachelor's degree.
- A foreign university or school: This is limited only to those institutions whose overall education and research activities have been assessed by parties recognized by the foreign government or an affiliated organization, or those institutions that have been specially designated by the Ministry of Education, Culture, Sports, Science and Technology as equivalent institutions.
- (d) above includes 1) those who have completed a relevant course by studying subjects while residing in Japan through distance learning provided by a relevant foreign university and 2) those who have completed a course from an educational institution that offers an educational system of a foreign country and has been designated as such an institution as defined in the previous paragraph.

※5 Those who meet the qualification stated in (e) above and wish to apply must first contact the Office of the Business School of Innovation Management one month before the application submission due date.

(3) Have English Language Proficiency (Applicants must satisfy at least one of the following)

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

However, those for whom 1) or 2) below is applicable 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 the country where English is an official language.
- 2) Those whose mother language is not English but who have completed an undergraduate or higher educational program offered in English. (Applicants must submit documents that certify the relevant university program is offered in English.)

4. Qualifications Screening

Applicants who do not meet the Basic Academic or Basic Professional Qualifications described above, but who believe they have an equivalent qualification, may apply for Qualifications Screening, as described above in (1)-(b) and (2)-(f). (Applicants who apply with qualifications (2)-(d), (2)-(e) might also be asked to apply for Qualifications Screening if necessary.) The qualification must be approved before these applicants are permitted to submit their general application.

The procedure for applying for Qualifications Screening is described as follows:

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

The result of the screening will be sent via email.

Documents submitted for Qualifications Screening will not be returned.

(1) Application documents

- (a) Application form (This form can be used for the main application as well)
- (b) Essay (choose either [1] or [2] below depending on your Qualification Screening needs and write in 500 to 1000 words)

[1] Applicants who have not satisfied the Basic Professional Qualification and are requesting screening for Equivalent Professional Qualification, please write an essay on the following matters:

- 1) Explanation of your career so far, with the understanding that the GMBA Program values non-traditional forms of work as alternatives to regular full-time employment. These include, for example: self-employment, freelancing and contract work, family business, entrepreneurship, as well as non-profit and volunteer work, self-development endeavors and other forms of societal impact activities.

- 2) Reasons you think your career is equivalent to three years of job experience.
- 3) What are your career goals as you currently see them, and how do you feel that MBA learning in general and the HOSEI GMBA program in particular support your vision? (300 words)

Note that the GMBA Program requires at least three years of professional work experience because it enables applicants to better understand their learning needs in support of their specific career goals. Accordingly, clearly stating what your career goals and learning needs are will help us see whether or not you have an equivalent qualification.

Submit additional documents that support your claims in 1), 2) and 3) above (e.g., copies of Articles of Incorporation, newspaper or web articles, professional achievements, etc.), and a letter of reference and copy of the business card of a person who supports what you say in your essay.

[2] Applicants who have not satisfied the Basic Academic Qualification and are requesting screening for Equivalent Academic Qualification, please write an essay on the following matters:

- 1) Explanation of your career so far and the reasons you didn't complete a degree program or sixteen years of educational curriculum.
- 2) Reasons you think your experience is equivalent to completion of a degree program.
- 3) How you think the GMBA program will help you achieve your career goals?

Submit additional documents that support your claims in 1), 2) and 3) above (e.g., copies of Articles of Incorporation, newspaper or web articles, professional achievements, etc.)

*If the supporting document is not in English or Japanese, applicants must submit the English or Japanese translation together with the original document. Please note that the administration office will not answer any questions regarding the type or content of the supporting documents.

(2) Acceptance period of application (documents must arrive no later than the final day of the period listed below)

[1st Entry] screening: Thursday, December 1 to Thursday, December 15, 2022 (JST)

[2nd Entry] screening: Thursday, March 16 to Thursday, March 30, 2023 (JST)

(3) Submission method

Via email

Email address: innovation@hosei.ac.jp

Subject line: "Qualifications Screening_AY2023"

5. Screening

(1) General Examination

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

a) First-round selection (document screening)

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 screening)

Interviews will be conducted via ZOOM as follows:

[1st Entry] 9:30-17:00 (tentative), Saturday, March 4, 2023 (JST)

[2nd Entry] 9:30-17:00 (tentative), Sunday, May 28, 2023 (JST)

We will arrange the time schedule for your interview.

Please note that the time difference (if any) will be considered, and further details will be informed via email.

(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

General Examination [1st Entry]

	Date/Time (JST)
Application Period	Wednesday, January 11 - Wednesday, February 8, 2023 NOTE: Application must arrive no later than February 8, 2023
First-round Selection (Screening of application documents)	
Notification of First-round Selection Results	Friday, February 17, 2023 URL: https://www.im.i.hosei.ac.jp/gmba
Second-round Selection (Interview)	Saturday, March 4, 2023 9:30 – 17:00 (tentative) Conducted via ZOOM
Notification of Second-round Selection Results	Wednesday, March 8, 2023 URL: https://www.im.i.hosei.ac.jp/gmba
Period of Registration	Wednesday, March 8 -Wednesday, March 22, 2023 NOTE: The admission documents must arrive no later than March 22, 2023

General Examination [2nd Entry]

	Date/Time (JST)
Application Period	Friday, April 7 - Tuesday, May 9, 2023 NOTE: Application must arrive no later than May 9, 2023 IM office will be closed during April 29- May 5 due to holidays. Emails and phone calls are unavailable during this period.
First-round Selection (Screening of application documents)	
Notification of First-round Selection Results	Friday, May 19, 2023 URL: https://www.im.i.hosei.ac.jp/gmba
Second-round Selection (Interview)	Sunday, May 28, 2023 9:30 – 17:00 (tentative) Conducted via ZOOM
Notification of Second-round Selection Results	Wednesday, May 31, 2023 URL: https://www.im.i.hosei.ac.jp/gmba
Period of Registration	Wednesday, May 31 -Wednesday, June 14, 2023 NOTE: The admission documents must arrive no later than June 14, 2023

7. Application Documents

All applicants must submit documents (1) to (10).

- (1) Application form (The applicants who passed the qualifications screening are only required to submit your face photo. It must be the print of a colored photo taken within the last 3 months. The size is 45mm by 35mm.)
- (2) Official graduation certificate (original document prepared by the issuing institution, photocopy is not accepted. Please note that this is NOT diplomas that your home institution only issues once. Please request to your home institution to issue it.)
- (3) Official transcript (original document prepared by the issuing institution, 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 Academic™ score certificate (issued in or after September 2021) (Please refer to pg. 3, "3. Qualifications", (3) Have English Language Proficiency)
- (8) A copy of a page of completed payment by credit card with transaction number
- (9) Request form of proxy application for Certificate of Eligibility (if applicable)
- (10) Application Checklist

8. Information of Application Documents

<General>

- (1) For application documents (1), (4), (5), (9), and (10), use the prescribed downloadable forms at the following URL: <https://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) If any false information were found in any of the submitted documents, the application will be rejected or acceptance will be cancelled.
- (6) When false statements in documents related to the application and fraudulent acts at the time of selection are found;
 - a) If fraud is discovered between the application period and the result announcement day, the application will be disqualified and application fee will not be refunded.
 - b) If fraud is discovered between the result announcement day and the enrollment day, and the HOSEI University cancels the acceptance, the application fee will not be refunded. However, if you have completed the admission procedures (full amount payment of your admission fee), you will have a full refund less the entrance fee.
 - c) If fraud is discovered after the enrollment day, and the HOSEI University cancels the acceptance, the application fee, entrance fee, tuition and other fees shall not be refunded.

<Employment History>

The following items should be described:

- (1) All full-time employment history (limited to full-time 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 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 in English or in Japanese. If it is difficult to submit either version, please have it translated to English or Japanese by yourself or by a translation company, receive a

certification that guarantees the correctness of the translation from embassy or public institution, and submit those original certificate that guarantees the correctness with the translated version and the original official graduation certificate and transcript.

- (3) If the graduation certificate does not include official evidence of the awarding of a degree, applicants must also submit additional documents that verify the conferral of such a degree.
- (4) If enrollment/graduation (or expected graduation) month/year and a degree awarded is indicated in the transcript, the graduation certificate need not be submitted.
- (5) Those who have transferred or transferred courses must submit certificates from each educational institution.
- (6) Those with postgraduate degrees must submit a postgraduate certificate as well as an undergraduate certificate.
- (7) Those who have already submitted certificates for a qualifications screening need not submit the same certificates.
- (8) 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.
- (9) 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.
- (10) TOEIC®, TOEFL ® or IELTS Academic™ test score which has been issued in or after September 2021.

<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 she/he has inserted the recommendation in. "Attention HOSEI University" should be written on the envelope.

<Essays>

Applicants must write two essays via a PC on the following topics in English, using the prescribed forms that are downloadable from our website.

Topics:

- (1) What are your career goals as you currently see them, and how do you feel that MBA learning in general and the HOSEI GMBA program in particular support your vision? (300 words)
- (2) Describe a challenging professional experience you have had, or one that required you to influence people. Please tell us how the experience tested you, what you learned from it, and what it taught you about working with others. (300 words)

<Proxy application for Certificate of Eligibility>

For those applicants who live in Japan at the time of application, and whose VISA expiration date is before the enrollment date (September 16, 2023), they must return to their home country once, in principle. (HOSEI University cannot help with the procedures of extension of VISA before one's enrollment date.) For those who are applicable above and wish to request HOSEI University for the proxy application, please fill in the request form of proxy application for Certificate of Eligibility and submit it with other application documents.

9. Application Procedure

(1) Application Fee of ¥35,000 (a separate handling fee is charged)

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

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

[1st Entry] Payment due date: Wednesday, January 11 - Wednesday, February 8, 2023 (JST)

[2nd Entry] Payment due date: Friday, April 7 - Tuesday, May 9, 2023 (JST)

NOTE: Application fee is non-refundable.

(2) Application documents

a) **Only documents sent by post are acceptable. The documents must be delivered by registered delivery or courier service such as FedEx, DHL or similar (note that ordinary mail and/or post office Letter Pack Light will not be accepted).** All the documents must be submitted together (and should arrive no later than the submission due date).

[1st Entry] Submission due date: Wednesday, January 11 - Wednesday, February 8, 2023 (JST)

[2nd Entry] Submission due date: Friday, April 7 - Tuesday, May 9, 2023 (JST)

(Please note that the IM office will be closed during April 29- May 5 due to holidays. Emails and phone calls are unavailable during this period.)

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 problems, early submission is recommended.

c) Documents are non-returnable.

(3) Applicants will be informed of their Examination ID via 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] Friday, February 17, 2023 10:00 a.m. (JST)

[2nd Entry] Friday, May 19, 2023 10:00 a.m. (JST)

URL: <https://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 via email.

11. Notes for Second-round Selection Examination

(1) Zoom Interview

a) For the Zoom interview, please prepare the original official identification card with ID Photo (passport or a resident card) which was submitted for proof of identity in an application documents.

b) Start your camera-equipped PC, launch your Email app, and log into the ZOOM URL you were informed of beforehand, and stand by until your designated interview time (JST).

(2) If applicant is infected with the COVID-19

As a general rule, we will not take special measures such as makeup examinations. However, only if applicant is infected with the COVID-19 during 1st Entry Second-round selection period, applicant may change the Second-round Selection Date/Time to 2nd Entry's Second-round Selection Date/Time. If applicants wish to do so, they must notify to the Office of the Business School of Innovation Management (innovation@hosei.ac.jp) by the day before your scheduled selection date. (Applicant must submit medical certificate issued by doctor to prove the infection of COVID-19 by the day before your changed selection date.)

If the Office of the Business School of Innovation Management did not receive above notification or if the applicant chose not to change the Second-round Selection Date/Time, we will consider that the applicant have declined to application, and please note that the application fee is non-refundable.

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] Wednesday, March 8, 2023 10:00 a.m. (JST)

[2nd Entry] Wednesday, May 31, 2023 10:00 a.m. (JST)

URL: <https://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 via 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

(Handling charges bear by a successful applicant)

Document Submission and payment due date:

[1st Entry] Wednesday, March 22, 2023 (JST)

[2nd Entry] Wednesday, June 14, 2023 (JST)

(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

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

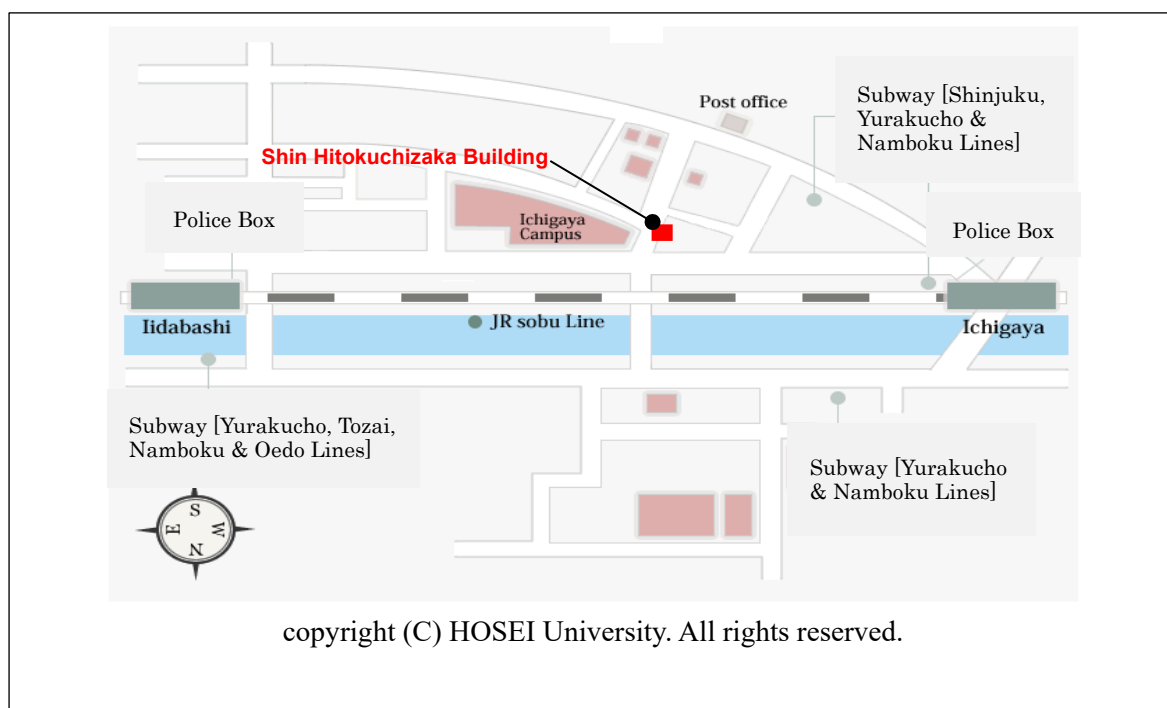
<Subway> [Toei Shinjuku Line]: A 10-minute walk from Ichigaya Station

[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

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

[Tokyo Metro Namboku 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 (AY2023)

(Unit: Yen)

Description	Global MBA Program		
	1st semester (Fall 2023)	2nd semester (Spring 2024)	3rd semester (Fall 2024)
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 the Office of the Business School of Innovation Management by Thursday, August 31, 2023 (JST). You will have a full refund less the entrance fee.

15. Financial Aid

(1) HOSEI University Centennial Graduate Scholarship

(2) HOSEI University Graduate School Scholarship

(3) Others

- Tuition reduction system

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 else 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

Email: innovation@hosei.ac.jp

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