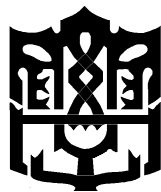


**2024**

**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.

# Curriculum Policy

The Business School of Innovation Management offers courses of instruction ranging from fundamental subjects to specialized and applied subjects, with our aim being to develop human resources with both the fundamental knowledge and practical skills befitting of a Master of Business Administration with an emphasis on innovation management.

Starting a new business requires an understanding of past business cases and industry trends, as well how this is all playing out currently, and to incorporate all this business knowledge into the decision making process. Our curriculum is designed to help students acquire such knowledge from past business examples through the “case method.” Our curriculum also includes “IT literacy” which emphasizes evidence-based decision-making that integrates data management, data analytics and Information Technology.

Our curriculum is formulated on the fact that theoretical “book-learning” alone cannot sufficiently develop business innovator talent, and thus requires this learning to be supported with practical experience. For this reason, we utilize the “project method” in which students undertake their own business project assignments, and internships as well.

## Diploma policy (degree-conferment policy)

The Business School of Innovation Management aims to nurture human resources capable of pursuing innovation in society or within an organization, and has developed its curriculum with this purpose in mind. Students enhance their understanding of and facility with innovation management through the acquisition of designated credits in fundamental, specialized and applied courses.

Through this approach, students earn the Master of Business Administration degree (MBA) as a result of gaining knowledge of innovation theory and its practical applications. This includes developing an ability to perform critical analysis in real-world environments, attaining proficiency in the conception of innovation strategies based on analytical assessments, achieving facility in the execution of strategies and tactics based in knowledge of innovation theory and practice, and acquiring skill in the communication of business ideas to various stakeholders.

\* Diploma Policy is segmented into skills, and each skill is designated by a number as listed below. Refer to the Web Syllabus to find out which skills in the policy can be acquired via which courses.

Item	Ability
DP1	Management expertise to foster social and corporate innovation
DP2	Analytical capacity for extracting actionable management concepts from ambiguous environments
DP3	Conceptual capacity to formulate innovation strategies bases on analytical assessments
DP4	Execution capacity for drafting plans to solve problems on the basis of management expertise
DP5	Capacity to express enterprise ideas and communicate them as a management leader

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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.

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) School: HOSEI Business School of Innovation Management
- (2) Program: Global MBA Program
- (3) Period for Completion of Study: 1.5 years (Starts in September 2024.)
- (4) Degree: Master of Business Administration (MBA)
- (5) Location: Ichigaya Campus

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, 2024, 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.

**(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, 2024, 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 2024. (※1)

**(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 2024. (※2)

**(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 2024. (※3)

**(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 2024) 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 college, 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 L&R® score of at least 740
- (b) TOEFL iBT® score of at least 81
- (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 a 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: Friday, December 1 to Friday, December 15, 2023 (JST)

[2nd Entry] screening: Friday, March 15 to Friday, March 29, 2024 (JST)

(3) Submission method

Via email

Email address: [innovation@hosei.ac.jp](mailto:innovation@hosei.ac.jp)

Subject line: "Qualifications Screening\_AY2024"



## 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 L&R®, TOEFL iBT® or IELTS Academic™.

#### b) Second-round selection (interview screening)

Interviews will be conducted via ZOOM as follows:

[1st Entry] 9:30-17:00 (tentative), Saturday, March 2, 2024 (JST)

[2nd Entry] 9:30-17:00 (tentative), Sunday, May 26, 2024 (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 Administration Office of the Business School of Innovation Management.

## 6. Selection Schedule

General Examination [1st Entry]

	<b>Date/Time (JST)</b>
<b>Application Period</b>	Wednesday, January 10 - Wednesday, February 7, 2024 NOTE: Application must arrive no later than February 7, 2024
<b>First-round Selection (Screening of application documents)</b>	
<b>Notification of First-round Selection Results</b>	Friday, February 16, 2024 URL: <a href="https://www.im.i.hosei.ac.jp/gmba">https://www.im.i.hosei.ac.jp/gmba</a>
<b>Second-round Selection (Interview)</b>	Saturday, March 2, 2024 9:30 – 17:00 (tentative) <b>Conducted via ZOOM</b>
<b>Notification of Second-round Selection Results</b>	Tuesday, March 5, 2024 URL: <a href="https://www.im.i.hosei.ac.jp/gmba">https://www.im.i.hosei.ac.jp/gmba</a>
<b>Period of Registration</b>	Tuesday, March 5 -Tuesday, March 19, 2024 NOTE: The admission documents must arrive no later than March 19, 2024

General Examination [2nd Entry]

	<b>Date/Time (JST)</b>
<b>Application Period</b>	Wednesday, April 10 - Wednesday, May 8, 2024 NOTE: Application must arrive no later than May 8, 2024 IM office will be closed during May 1- May 6 due to holidays. Emails and phone calls are unavailable during this period.
<b>First-round Selection (Screening of application documents)</b>	
<b>Notification of First-round Selection Results</b>	Friday, May 17, 2024 URL: <a href="https://www.im.i.hosei.ac.jp/gmba">https://www.im.i.hosei.ac.jp/gmba</a>
<b>Second-round Selection (Interview)</b>	Sunday, May 26, 2024 9:30 – 17:00 (tentative) <b>Conducted via ZOOM</b>
<b>Notification of Second-round Selection Results</b>	Tuesday, May 28, 2024 URL: <a href="https://www.im.i.hosei.ac.jp/gmba">https://www.im.i.hosei.ac.jp/gmba</a>
<b>Period of Registration</b>	Tuesday, May 28 -Tuesday, June 11, 2024 NOTE: The admission documents must arrive no later than June 11, 2024

## 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/degree certificate (Please read <Certificates> of 8. Information on Application Documents carefully)
- (3) Official transcript (Please read <Certificates> of 8. Information on Application Documents carefully)
- (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) Official TOEIC L&R®, TOEFL iBT® or IELTS Academic™ score certificate (Please read <Certificates> of 8. Information on Application Documents carefully)
- (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 on 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) Applicants must submit the original copy of a graduation certificate (or certificate of expected graduation) and academic transcript officially issued by their university in English or Japanese. If it is difficult to have them issued in English or Japanese, please translate them by yourself or have it translated by a translation company to either language, and request a public institution such as an

embassy to issue a notarial document that verifies the authenticity of the translation, and submit the notarial document together with the translation in addition to the original graduation certificate and academic transcript.

**[For those who have graduated or acquired a degree from a university or graduate school in the People's Republic of China]**

- University-issued certificates and their translations are not accepted as application documents (except for those who are expected to graduate).
- Enclose an English copy of an "Online Verification Report of Higher Education Degree Certificate" issued by China Higher-education and Student Information (CHSI) with the other application documents. Request CHSI to directly email it to Hosei University (innovation@hosei.ac.jp) before the end of the application period. An online verification report directly sent from the applicant is not accepted. Inquiries regarding confirmation of the arrival of these verification reports are not accepted either.
- For those who are expected to graduate, enclose the original copy of a certificate of expected graduation issued by the university with the other application documents, as CHSI only issues "Online Verification Reports" for those who have already graduated. Please make sure that only the original copy of a certificate can be accepted as application documents,
- Make arrangements well in advance, as it may take time for these verification reports to reach Hosei University from CHSI. Applicants may start making arrangements even before the start of the application period.

- (2) 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. (Original copy only. Photocopies not accepted.)
- (3) If enrollment/graduation (or expected graduation) month/year and a degree awarded is indicated in the transcript, the graduation certificate need not be submitted.
- (4) Those who have transferred or transferred courses must submit certificates from each educational institution.
- (5) Those with postgraduate degrees must submit a postgraduate certificate as well as an undergraduate certificate.
- (6) Those who have already submitted certificates for a qualifications screening need not submit the same certificates.
- (7) 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.
- (8) 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.
- (9) Only English proficiency test scores acquired in or after September 2022 are accepted. Note that

submission documents and methods differ for each English proficiency test.

### Type of English Proficiency Test and Special Notes

<b>TOEIC L&amp;R®</b>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Test taken in or before March 2024</div> <p>Submit the original copy of the Official Score Certificate. Photocopies are not accepted. TOEIC L&amp;R® IP scores are not accepted either.</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Test taken in or after April 2024</div> <p>Submit a photocopy of the Digital Official Score Certificate downloadable as a PDF.</p>
<b>TOEFL iBT®</b>	<p>Enclose a photocopy of the Test Taker Score Report with the other application documents, and request ETS of the USA to directly send the Institutional Score Report to Hosei University (Institution Code: 0407) before the end of the application period. iBT Home Edition and ITP (Institutional Testing Program) scores are not accepted.</p>
<b>IELTS Academic™</b>	<p>Enclose a photocopy of the Test Report Form (test taker version) with the other application documents, and request the organization to directly send the Test Report Form to Hosei University from the organization before the end of the application period. IELTS Online scores are not accepted.</p>

### <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, 2024), 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 10 - Wednesday, February 7, 2024 (JST)

[2nd Entry] Payment due date: Wednesday, April 10 - Wednesday, May 8, 2024 (JST)

NOTES: Application fee is non-refundable.

- (2) Application documents

- a) **Only documents sent by post are acceptable. The documents must be delivered by registered delivery (書留/簡易書留) 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 10 - Wednesday, February 7, 2024 (JST)

[2nd Entry] Submission due date: Wednesday, April 10 - Wednesday, May 8, 2024 (JST)

(Please note that the IM office will be closed during May 1- May 6 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) Please access the following URL or QR code, and fill out the form to confirm your application.  
Essential information including your examination ID number will be sent to your registered email address after the application period ends.

URL: <https://forms.gle/eEQrXV7s9sCTrHpU7>

QR Code:



## 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 16, 2024 10:00 a.m. (JST)  
[2nd Entry] Friday, May 17, 2024 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).

## 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] Tuesday, March 5, 2024 10:00 a.m. (JST)  
[2nd Entry] Tuesday, May 28, 2024 10:00 a.m. (JST)  
URL: <https://www.im.i.hosei.ac.jp/gmba>
- (2) Paper-based notification of passing the examination and admission procedure documents 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.  
**Entrance, tuition and facility fees: ¥1,164,000**  
**(Handling charges bear by a successful applicant)**  
**Document Submission and payment due date:**

**[1st Entry] Tuesday, March 19, 2024 (JST)**

**[2nd Entry] Tuesday, June 11, 2024 (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. Announcement of Additional Successful Applicants**

- (1) Limited to the 2nd entry entrance examination, additional successful applicants will be announced if there are vacancies in the admission procedures. No additional successful applicants will be announced for the 1st entry entrance examination.
- (2) The announcement of additional successful applicants will be made on the Global MBA website at 10:00 a.m. (JST) on June 14 (Fri), 2024. If there are no additional successful applicants, an announcement will be made to that effect.
- (3) At the same time as the announcement, a notification of passing the examination and admission procedure documents will be sent to additional successful applicants by email.
- (4) The admission procedure period for additional successful applicants is from June 14 (Fri) to June 20 (Thu), 2024. (Strictly adhered)
- (5) Additional successful applicants may request the university for proxy application for the "Certificate of Eligibility", but they might not be able to enter Japan in time for the first day of the semester as it takes a few months to be issued.
- (6) Inquiries regarding the status of additional successful applicants are not accepted.



## 14. 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

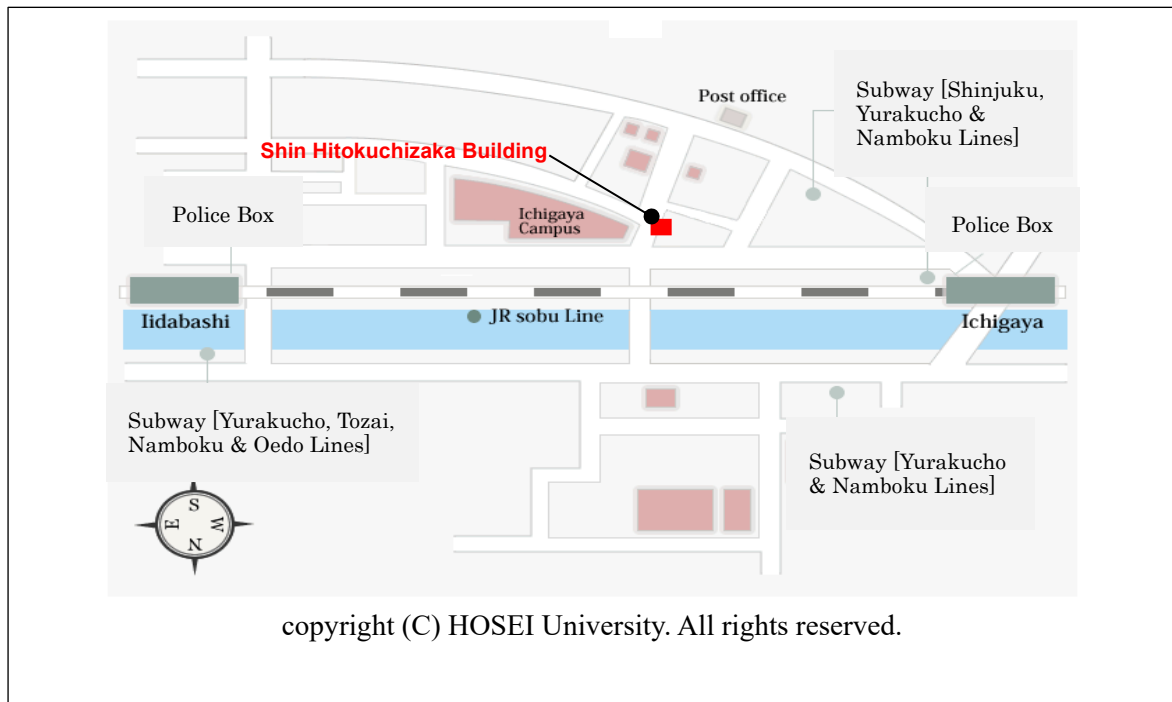
<Subway> [Toei Shinjuku Line]: A 10-minute walk from Ichigaya Station

[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.



## 15. Tuition and Other Fees

(1) Entrance, Tuition and Facilities Fee (AY2024)

(Unit: Yen)

Description	Global MBA Program		
	1st semester (Fall 2024)	2nd semester (Spring 2025)	3rd semester (Fall 2025)
Entrance Fee	270,000	-	-
Tuition Fee	714,000	713,000	713,000
Facility Fee	180,000	180,000	180,000
<b>Total</b>	<b>1,164,000</b>	<b>893,000</b>	<b>893,000</b>

\*Total amount of fees need to be paid during the admission procedure period is JPY 1,164,000.

(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 Saturday, August 31, 2024 (JST). You will have a full refund less the entrance fee.

## 16. Financial Aid

(1) HOSEI University Centennial Graduate Scholarship

(2) HOSEI University Graduate School Scholarship

(3) Others \*for international students whose residential status is 'Student'

- 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

## 17. 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

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Email: [innovation@hosei.ac.jp](mailto:innovation@hosei.ac.jp)

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