

HOSEI Business School of Innovation Management

Global MBA Program 2026

Enrollment Information for Non-Degree Students

Those who wish to take courses at HOSEI University Graduate Schools 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.

1. Recruiting Graduate School and Major:

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

2. Enrollment Period

Spring Semester: April 1, 2026 – September 15, 2026
Fall Semester: September 16, 2026 – March 31, 2027

3. Maximum Number of Credits Allowed:

Up to 20 credits per year

- Article 6 of the Graduate School Non-Degree student Regulations is not applicable.
- Only courses indicated with a circle in the "Other Majors" section of the "Course List" (pages 13-14) in the 2026 edition of the Course Catalog are eligible to be taken.

AY 2025 Course Catalog

HOSEI Glaobal MBA Program AY 2025 Course Catalog

NOTE : The URL for the 2026 Course Catalog (Japanese only) will be updated prior to the application period.

- In the meantime, please feel free to use it as a reference.
- Enrollment for Non-Degree students may also be restricted for courses other than the aforementioned ones, depending on the enrollment status of the regular students taking the course.
- It is not possible to register for multiple courses that are held on the same day and time.
- Limited to courses offered for the GMBA program (page 12 in the Course Catalog).

4. Application period (postmarked deadline):

- (1) Friday, March 13, 2026 – Friday, March 20, 2026
Registration for courses starting in the Spring Semester, Spring Intensive and Fall Intensive I
- (2) Wednesday, July 23, 2026 – Wednesday, July 30, 2026
Registration for courses starting in the Fall Semester, Fall Intensive II

NOTE: Please submit the application documents via recorded delivery/Letter Pack Plus (Japan Post Office)

5. Submit to:

HOSEI University Graduate Schools
Business School of Innovation Management, IM Office
3-3-9 Kudankita, Chiyoda-ku, Tokyo 102-0073 Japan
Email: innovation@hosei.ac.jp

6. Qualifications:

Applicants must satisfy the following qualifications (1) to (3)

(1) **Work Experience** (applicants must meet the term below)

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

(2) **Academic Experience** (applicants must meet at least one of the following a to h)

- a. Have graduated from a four-year university program with a bachelor's degree or be expected to graduate with a bachelor's degree.
- b. Have completed 16 years of educational curriculum in a country other than Japan or expect to complete it.
- c. Have completed a correspondence program offered in Japan by a foreign school that is equivalent of 16 years of educational curriculum in that country or expected to complete it.
- d. Have been awarded a bachelor's degree or equivalent to a bachelor's degree by completing a program of three years or more from a foreign university or school.
- e. Have been designated by the Minister of Education, Culture, Sports, Science and Technology.

NOTE 1: **a** to **e** includes those who are expected or planning to graduate by March 31, 2026 for spring semester courses and by September 1, 2026 for fall semester courses.

NOTE 2: **b** and **c** do not apply if the equivalent of a bachelor's degree has not been awarded.

(3) English Language Proficiency (any one of the following a to c)

- a. TOEIC L&R® score of at least 740
- b. TOEFL iBT® score of at least 81
- c. IELTS AcademicTM score of at least 6.0

However, if **d** or **e** below applies, you **do not need** to submit your English Proficiency test score report.

- d. Those whose mother language is English and who have been raised in a country where English is an official language.
- e. Those whose mother language is not English but who have completed an undergraduate or higher educational program offered in English. Applicants must submit official documents issued by the relevant institution that certify the medium of instruction for the program was English.

7. Application Documents:

(1) Form 1: **Application Form**

(2) Form 2: **Resume**

(3) **Graduation Certificate or Certificate of expected graduation:** original certified copy

For those graduated from graduate schools, submit both undergraduate and graduate school's certificates.

(4) **Academic transcript:** original certified copy

For those graduated from graduate schools, submit undergraduate transcript. For those transferred, submit both universities' transcript.

(5) **Certificate of residence**

Official copy without your "My Number" printed, issued within 3 months of application

(6) **Degree Certificate**
Submission required only for those who have graduated from a university in a country other than Japan.)

(7) **A copy of an Official English Proficiency Test Score Result**
TOEIC L&R®, TOEFL iBT® or IELTS Academic™ score certificate or report (issued in or after April 2024)

Note 1. If you plan to enroll in Innovation Management courses multiple times within the same academic year, from your second application onward, you only need to submit the application form and can omit other documents.

Note 2. Applicants applying as expected graduates must provide a "Certificate of Graduation" and "Transcript" after enrollment. Detailed instructions will be provided separately.

Note 3. If your application is based on expected qualifications and these are not met by the time of enrollment, your enrollment permission will be revoked.

Note 4. Applicants who have graduated or completed studies at a university or graduate school outside Japan (excluding China) are required to submit a "Degree Certificate" and "Transcript" in either Japanese or English. If your educational institution has issued certificates in a language other than Japanese or English, you must submit the following documents:

- ① The original certificate (not in Japanese or English)
- ② A translation of the certificate (in Japanese or English)
- ③ Notarization by an embassy or notary public to verify the accuracy of the translation.

Note 5. Applicants who have graduated or completed studies at a Chinese university or graduate school cannot submit university-issued certificates and translations as application documents. Instead, please include the English PDF version of the online verification report issued by the China Higher Education Student Information Network (CHSI) as part of your application documents. Additionally, ensure that CHSI directly sends the online verification report to HOSEI University at innovation@hosei.ac.jp before the application deadline.

Degree certificate: "Online Verification Report of Higher Education Degree Certificate"

Transcript: "Verification Report of China Higher Education Student's Academic Transcript"

8. Tuition fees:

(1) **Registration fee**
10,000 yen (Graduates who majored in Innovation Management are exempted from the registration fee.)

NOTE: If you have already paid the registration fee as a non-degree student at another HOSEI Graduate School within the same academic year, there is no need to pay the registration fee again. When applying, please submit a copy of your special student ID card.

(2) **Course fee(s)**
2 credits course: 195,000 JPY
4 credits course: 390,000 JPY

NOTE 1: Graduates who have majored in Innovation Management pay half of the above amounts.

NOTE 2: If fraud or any other misconduct is identified following the approval of your registration and your registration is subsequently revoked by the university, neither the registration fee nor the course fees will be refunded.

9. Course Permission and Tuition Payment:

Enrollment permission for spring semester applications will be provided in late May, and for fall semester applications, in early October. Details about tuition payment will be shared with you separately. Ensure that the payment is made via bank transfer within the stated deadline using the designated transfer form. Be aware that tuition fees are non-refundable once paid, irrespective of the circumstances.

10. Credit Approval and Certificate Issuance:

Upon recognition of earned credits for the courses completed, a transcript can be issued upon request (subject to a fee).

11. Visas for International Students:

Under Graduate Schools of HOSEI University non-degree student's policy, in principle, foreign students must have either a valid or renewable visa that allow them to stay in Japan legally for a period longer than the period they are enrolled in the university (until the end of September 2026 for spring semester courses and until the end of March 2027 for fall semester courses).

Please note that you will not be able to acquire a student visa even accepted as non-degree students at HOSEI Business School of Innovation Management for the following reasons:

- (1) At HOSEI Business School of Innovation Management, non-degree students may apply for up to 20 credits. However, if a student is not approved to enroll in multiple courses following the screening process, they will be restricted to taking no more than 10 hours per week (equivalent to six or more courses). This limitation aligns with the Ministry of Justice Ordinance prescribing the criteria under Article 7, Paragraph 1, Item 2 of the Immigration Control and Refugee Recognition Act. Consequently, the student will be unable to obtain or renew a student visa.
- (2) All admission procedures at our university are finalized in late May for spring semester applications and early October for fall semester applications. As the visa application process typically requires one to two months, student visas will be issued by the end of each semester after courses conclude.

12. Credit Recognition following Enrollment:

If you are enrolled at the HOSEI Business School of Innovation Management, up to 20 credits completed as a non-degree student can be regarded as credits for the HOSEI Business School of Innovation Management. However, while the 20 credits will be evaluated as RR/RS (accredited) and converted to completion credits, they will not be eligible for GPA or scholarship assessment.

NOTE: The subjects eligible for this procedure are those listed in Appendix I of the Professional Graduate Schools Regulations (Courses Offered by the Business School of Innovation Management) as of the time of enrollment in the regular program. Consequently, certain subjects may not be recognized due to course changes or discontinuations.

13. Others

- (1) Facility use after admission
You can use the library, AV library, study room, and the university IT services as needed.
- (2) School commuter pass/student discount
School commuter passes and student discounts are not available to non-degree students. They are available for regular students only.
- (3) Preparing for online learning environment
At our university, we have introduced online learning for some of our classes. There are classes in which both faculty members and students use the Learning Management System to distribute assignments and course materials and submit reports. Besides classes, students use computers for daily learning activities, view syllabi, and faculty members announce grades online. For this reason, please prepare your own laptop computer, tablet, or other device that can connect to the internet and has the environment at a level that allows you to participate in class. Although there is no need to purchase your laptop prior to enrollment, please be prepared that you will need to bring it with you to the university if necessary.