

Application Guidelines

Fall Admission Special Examination

International Application

For admission in September 2018



Number of places to be offered: 10 (total of international periods I and II and domestic applications)

Application period I: December 4, 2017 through December 22, 2017

Results posted on the university website: February 9, 2018

Application period II: February 27, 2018 through March 23, 2018

Results posted on the university website: May 22, 2018

All Dates Japan Standard Time (JST)

**Application Guidelines for
Fall Admission Special Examination
International Application
(For admission in September of 2018)**

Table of Contents	Page
1. Faculty's name and number of places to be offered	2
2. Application requirements	2
3. Application documents	3
4. Screening fee	6
5. Application periods and method	7
6. Method of selection and announcement of results	8
7. Enrollment procedures and admission	8
8. Applicants with non-Japanese nationality	9
9. FAQ	9
10. School fees	10
11. Overseas Academic Study Program (OAS)	10

For details and updates, refer to the GIS website:

<http://gis.hosei.ac.jp/admissions/>

GIS Fall Admission Special Examination (for admission in September of 2018)

International Applications

This application is for applicants who have graduated or expect to graduate by the time of enrollment from an overseas educational institute or an accredited IB school located in Japan (application requirement 2.(3) below).

1. Faculty's Name and Number of Places to be Offered

Faculty of Global and Interdisciplinary Studies (GIS), Department of Global and Interdisciplinary Studies

Total of international (Application Periods I and II) and domestic applications for fall admission: 10

2. Application Requirements

An applicant must meet each of requirements 1 – 3:

1. Have a strong desire to study in GIS.
2. Have satisfied or expect to satisfy by the time of enrollment one of the criteria (1), (2), or (3) below.

(1) Completed or expect to complete by the time of enrollment a course of study at an overseas educational institute certified by the Minister of Education, Culture, Sports, Science and Technology in Japan.

(2) Completed or expect to complete by the time of enrollment 12 years of education or equivalent in a non-Japanese educational institution (*) or an institution designated as satisfying this requirement by the Minister of Education, Culture, Sports, Science and Technology in Japan (**). Applicants are required to submit results of a university entrance qualification test (IB: International Baccalaureate Diploma, GCE A-level, etc.) of the respective country or an SAT or ACT test score by the time of entrance into the department. (See table below.)

(*) This includes:

- a. applicants who graduated before completing 12 years of education by the time of enrollment due to grade skipping.
- b. applicants graduating from an overseas educational institution that offers less than 12 years of education and who have an official document from the pertinent country certifying that the education received is equivalent to that of 12 years.

(**) This includes applicants who are 18 years of age or older (by the time of enrollment) graduating from an overseas educational institution that offers less than 12 years of education and have completed a preparatory course at an institution designated by the Minister of Education, Culture, Sports, Science and Technology in Japan.

(3) Completed the IB Diploma Programme at an accredited IB school, having passed English A: LIT or English A: LAL and obtained an IB Diploma in Japan.

3. Meet one of the following standards of English proficiency

- ① TOEFL iBT® 80 (TOEFL-ITP score will not be accepted)
- ② IELTS (Academic Module) band 6.5
- ③ IB Diploma (English A: LIT or English A: LAL)

3. Application Documents

(1) Enrollment request form

The downloadable form can be printed upon payment of the application fee.

(2) Photo (4 cm by 3 cm)

- Write your name on the back of the photo and attach it to the Enrollment request form.
- The photo must show you from the waist up, facing forward and looking straight at the camera, without a hat or head covering, unless worn for religious purposes, and against a plain background.
- The photo must be taken within the previous three months, and it can be in color or in black and white. Snapshots, digital camera photos not taken or printed professionally, and blurred photos are not acceptable.

(3) Certification of high school graduation and school reports (sealed)

For applicants expected to graduate, the required documents should have been issued within the previous three months. For applicants who have graduated high school, documents issued any time after graduation are accepted.

- ① Applicants expected to graduate from high school should submit a school report that includes grades from the first term in the third year.
- ② If a school report cannot be issued, submit proof of (expected) graduation or an official transcript.

Please note the following:

- Submit only originals. Copies are not accepted. If an original document cannot be submitted, submit a copy certified by the school principal.

- Provide a certified translation into Japanese or English for documents in any other language.
- For any term(s) spent in a school overseas during high school, provide documents showing the courses taken and the grades obtained by academic year.
- The transcripts must contain all the grades obtained in high school.
- In the case of completing secondary education based in a non-Japanese curriculum, submit certified results of a university entrance qualification test as follows.

Education System	Requirement	Documents to submit
U.S.A.	Have sat for the SAT Reasoning Test (including essay) or ACT	Official Score Report of SAT or ACT. The SAT code is 3686 and ACT code is 0607 for Hosei University.
Canada	Ontario: passed and obtained credits of the required courses for university admission.	Transcript or certificate issued by the provincial government
	Other provinces: completion of 12 years of education	Certificate issued by the provincial government showing the completion of study
U.K.	Have sat for (a) GCE Advanced Level 3 subjects or (b) GCE Advanced Level two subjects and GCE Advanced Subsidiary Level two subjects (total of 4 subjects)	Statement of Results certifying the achievements of the candidate in GCE
Australia	Have fulfilled university admission requirements: having obtained NSW Higher School Certificate, VIC Certificate of Education, and so on.	Transcript issued by the state government showing the relevant academic achievements
New Zealand	Have fulfilled university admission requirements (UE: University Entrance), including NCEA (National Certificate of Education Achievement) Level 3.	Certified Record of Achievement showing results that include NCEA Level 3. If NCEA Level 3 and UE:University Entrance (New Zealand) cannot be obtained by the application deadline, provide a certificate of expected record of achievement by the graduating high school.
France	Have passed the baccalauréat	Transcript showing baccalauréat results
Germany	Have passed the Abitur	Transcript showing Abitur results

IB: International Baccalaureate	Have obtained IB Diploma	Transcript showing results of six subjects at the last exam and the IB Diploma.
Other educational systems	Have passed the relevant university admission examinations. Contact the Hosei Admissions Office for details.	In addition to the requirement noted on the left, Official Score Report of SAT (including essay) or ACT is required. The SAT code is 3686 and ACT code is 0607 for Hosei University.

(4) Score reports of English proficiency tests (originals)

Submit the official score report of TOEFL® or IELTS that satisfies the application requirement (see 2.3 above). You may submit scores from multiple tests.

Please note the following:

- Submit only official score reports. Printouts of online score reports, including those certified by the principal, are not accepted.
- Official TOEFL® score (Official Score Report) must be delivered directly to GIS from ETS. Hosei University’s Code for TOEFL is 0407.

The Official Score Report sent directly from ETS to Hosei University should reach the university by the application deadline. (Sending score reports before the official application period is acceptable.) To make sure the Official Score Report reaches Hosei University by the application deadline, applicants must order the Official Score Report on or before the following dates.

Application period I: November 24, 2017 (Friday)

Application period II: February 23, 2018 (Friday)

- Official score for IELTS may be mailed directly to Hosei University, or it may be sent together with the application and other required documents.

Official score reports sent directly to Hosei University should reach the university by the application deadline. (Sending score reports before the official application period is acceptable.) Please plan to send your score report early, as it usually takes about one month for the official score reports to reach the university.

- Score reports will not be returned unless they are accompanied by a stamped self-addressed envelope and a note requesting the reports to be returned. As TOEFL® score reports must be delivered directly to GIS from ETS, in-person submissions and submission enclosed with other application materials are not accepted.

(5) A statement of purpose in English, approximately 1,000 words in length. Download official form from website.

1. Statement content should include the following (in any order).
 - Your reasons for applying to GIS
 - Your plans and goals after entering university
 - Your personal strengths
2. Download and fill in the "Statement of Purpose" cover sheet from online and type your statement on A4 or US letter size paper. Use 12-point font and double space lines and ample margins on all sides. Put your name on the upper right-hand corner and staple multiple pages together on the upper left-hand corner, along with the cover sheet.

(6) Certificate of Japanese Proficiency

Submit certificate of Japanese Language Proficiency Test (JLPT) score OR Business Japanese Proficiency Test (BJT) score.

If neither is available, provide a self-assessment of Japanese language proficiency ((1) Native or Native-like, (2) Advanced, (3) Intermediate, (4) Elementary) on the cover sheet of the statement of purpose. Japanese language proficiency is not considered at the screening.

(7) Letters of recommendation in English or Japanese from two full-time teachers of a high school the applicant attended (issued within the previous 6 months and sealed). Download forms for the recommendation. Letters sent from overseas should be addressed to "GIS Office" on the envelope.

(8) Document checklist: Download and print.

(9) Address: Please send the application by registered mail to

Faculty of GIS, Office of Academic Affairs

2-17-1, Fujimi, Chiyoda-ku, Tokyo, 102-8160, Japan

4. Screening Fee

Amount ¥20,000

Way of payment Pay by credit card.

Note: Any one way of payment incurs a service charge. Once paid, the screening fee will not be refunded.

5. Application Periods and Method

All applicants must apply online. The process is as follows:

- ① Access the Hosei University application website (<http://exam.52school.com/guide/hosei-ebdp/>) and enter the relevant information.
- ② Pay screening fee by credit card.
- ③ Receive a confirmation email.

The email includes your "Reference number" and "Security code". Go to the URL of a login page to "My Page" in the email and log in it with your "Reference number" and "Security code". The "Enrollment request form" can be printed on "My Page".

- ④ Send all application materials together to Hosei University by postal mail.

Application period I: December 4, 2017 (Monday) – December 22, 2017 (Friday)

Application period II: February 27, 2018 (Tuesday) – March 23, 2018 (Friday)

Application submitted in Japan: postmarked by deadline

Application submitted from overseas: arrive by deadline

- ⑤ Confirm your applicant number.

Your applicant number will be uploaded on "My Page" by five days prior to the day of the announcement of results.

Note:

- Complete online registration, pay screening fee, and post application materials within the application period.
- The application is not complete until all application materials have been received at Hosei University.
- Cancellation after application is not possible.
- No application materials sent to Hosei University will be returned.

Applicants who need special arrangements with respect to study due to physical disability should consult the Admissions Office before registering online.

Admission Office

Tel: 03-3264-9312

Hours: Monday to Friday (9:00 – 17:00, except 11:30 – 12:30)

Saturday (9:00 – 12:00)

Sunday and holidays: closed

6. Method of Selection and Announcement of Results

Method of selection: Document screening (transcripts, statement of purpose, and so on)

Announcement of results:

For Application Period I: February 9, 2018 (Friday)

For Application Period II: May 22, 2018 (Tuesday)

Visit the following website and check your results with your applicant number.

<http://exam.52school.com/guide/hosei-ebdp/>

- Notice of results and Enrollment Documents will be sent by postal mail only to candidates who have passed the screening. They should arrive two or three days after the results have been announced. Those who have failed the screening will not be contacted.
- The results may be checked online through the university website from 10:00 am on the day the results are announced to the end of the enrollment period.
- The results will not be posted on the bulletin board on campus. Telephone inquiries will not be answered.
- Contact the Admissions Office (03-3264-9312) if you have not received the notice of results four days after the announcement of results.
- The number of passing candidates may be less than the number of places offered.

7. Enrollment Procedures and Admission

(1) Deadline for Completing Enrollment Procedure:

For application period I: March 9, 2018 (Friday)

For application period II: June 19, 2018 (Tuesday)

- Complete the payment of enrollment fee by the deadline and send the relevant documents to Hosei University by postal mail, postmarked by the deadline.
- Extension of admission procedure to July 3, 2018 (Tuesday) is possible if the "enrollment application fee (same amount as admission fee)" is paid by the enrollment deadline and the necessary paperwork completed. For details, see the "Information on Enrollment" sent to those who have passed the screening.
- Permission for admission will be cancelled, irrespective of the reasons, if the enrollment process is not completed by the deadline.
- Refund of payment except for admission fee will be made if the procedure for withdrawal after the enrollment process is completed by August 28, 2018 (Tuesday). For details, see the "Information on Enrollment" sent to those who have passed the screening.

(2) Admission: September, 2018

(3) Note

- Admission will be denied if an applicant who has passed the screening has failed to fulfill the application requirements upon enrollment.
- Invalid or false documentation will result in the disqualification of the application.

8. Applicants with Non-Japanese Nationality

To study in Japan and to be eligible for scholarships and other assistance, students with non-Japanese nationality need to have a student visa (status: 留学). Inquire at the GIS office before applying should you be outside of Japan during the completion of the enrollment procedure. Non-Japanese students may enroll with a different visa (dependent, permanent resident, long-term resident, spouse or child of permanent resident, etc.) but will not be eligible for scholarships or other assistance for international students.

9. FAQ

(1) Is it possible to use forms of the past exams such as recommendation or statement of purpose?

→No. Please use the latest versions updated each year.

(2) If I attend a college or professional school after graduating from high school or have already graduated, who should write the recommendations and which transcript is required?

→The recommendations should be written by two full time teachers at the most recent school institution (this does not include cram school or Japanese language schools). Transcripts are required for all school institutions (from high school onwards) where formal qualifications have been attained. For example if a student has graduated from a high school, a two year college bourse and currently studying a four year university bourse, transcripts are required for all three institutions. However, the recommendations should be written by two full time teachers at the university.

10. School Fees

Item	Year			
	1 st year	2 nd year	3 rd year	4 th year
Admission fee	¥240,000	--	--	--
Tuition (annual sum)	¥1,071,000	¥1,071,000	¥1,071,000	¥1,071,000
Education Enhancement Fee	¥232,000	¥232,000	¥232,000	¥232,000
Total	¥1,543,000	¥1,303,000	¥1,303,000	¥1,303,000

Note:

- Amount to be paid as part of enrollment procedure= ¥891,500. Pay the admission fee (¥240,000) and the tuition and education enhancement fee for the 1st semester (half of the annual amount= ¥651,500)
- Amount to be paid after enrollment: ¥651,500. Pay the tuition and education enhancement fee for the 2nd semester (half of the annual amount).
 - In addition to the expenses noted above, approximately ¥15,000 - ¥20,000 needs to be paid for various related expenses: for first year students, this will be paid as part of the enrollment procedure; fourth year students need to pay ¥30,000 for membership to the alumni association, which all graduates automatically join.
 - From the second year, tuition and education enhancement fee would be billed as an aggregate sum.
 - Participation in the Overseas Academic Program would incur an additional fee.

11. Overseas Academic Study Program (OAS)

The study abroad program in GIS, called OAS, is an optional program. Participation in the program would incur additional tuition and other expenses, as shown in the table below. Expenses also vary across destinations, depending on the country, the university, period of study, exchange rate, and so on. Scholarships are also given to participants in the program.

OAS-related expenses in 2016

University	Tuition, accommodation, and other expenses*
San Jose State University (USA)	¥2,200,000
Prince Edward Island University (Canada)	¥1,100,000
Sussex University (UK)	¥1,600,000~2,000,000
Massey University (NZ)	Short-term: ¥1,600,000
	Long-term: ¥3,000,000~3,200,000

* The amount does not include travel expenses, insurance, and so on. The amount varies depending on the exchange rate at the time of payment.

Scholarship program

Name	Amount	Number of scholarships	Time of payment	Eligibility
GIS SA Scholarship A	Short-term: ¥ 500,000 Long-term: ¥ 1,000,000	All participants	The academic year when the students participate in the OAS program	All participants
GIS SA Scholarship B	Short-term: ¥ 100,000 or ¥ 200,000 Long-term: ¥ 100,000 or ¥ 400,000	About 20 participants		Participants with high academic achievement would receive Scholarship B in addition to Scholarship A

For details and updates, refer to the GIS website: <http://gis.hosei.ac.jp/admissions/>