

Application Guidelines

Fall Admission Special Examination

Domestic 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: February 27, 2018 through March 23, 2018

First-stage results posted on the university website: April 25, 2018

Interview and essay date for successful first-stage applicants: May 13, 2018

Final-stage results posted on the university website: May 22, 2018

All Dates Japan Standard Time (JST)

**Application Guidelines for
Fall Admission Special Examination
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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)

Domestic Applications

This application is for applicants who have graduated or expect to graduate by the time of enrollment from a high school located in Japan. Applicants who have completed or expect to complete the IB Diploma Programme at an accredited IB school and have passed (or expect to pass) English A: LIT or English A: LAL and obtained (or expect to obtain) an IB Diploma in Japan should refer to the International Application.

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 Completion of high school (高等学校) or secondary education (中等教育学校) in Japan.

② Completion of 12 years of education based on a standard Japanese curriculum.

③ Have scholastic qualifications equivalent to a high school graduate as stipulated in Article 150 of the School Education Act Enforcement Regulations.

Note: Application under criterion ③ is limited to the following persons:

- a. Those who have completed an advanced course at a vocational school, which meet the standards set by the Minister of Education, Culture, Sports, Science and Technology.

- b. Those who are 18 years of age or older (by the time of enrollment) and have completed 12 years at a school in Japan that is accredited by an international accreditation organization (WASC, CIS, ACSI). However, those who have completed (or expect to complete) the IB Diploma Programme at an accredited IB school and have passed English A: LIT or English A: LAL and obtained (or expect to obtain) an IB Diploma should apply through the International Application.
 - c. Those who have completed a course of study at a designated school for foreign students in Japan considered as equivalent to the foreign country's high school.
 - d. Those who are 18 years of age or older (by the time of enrollment) who have passed an authorized high school degree examination (Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates or University Entrance Qualification Examination).
 - e. Those who are 18 years of age or older (by the time of enrollment) and recognized by Hosei University as having scholastic ability equivalent to or higher than that of a high school graduate.
3. Meet one of the following standards of English proficiency
- ① TOEFL iBT® 76 (TOEFL® ITP scores will not be accepted.)
 - ② IELTS (Academic Module) band 6.0
 - ③ TOEIC® 820 (Score certificate must be issued by an institute in Japan.
TOEIC® IP scores will not be accepted.)
 - ④ STEP (Eiken): 1st grade or pre-1st grade. For applicants achieving their score For applicants achieving a pre-1st grade in or after 2015, a CSE score above 2450 is required. (For applicants applying with test results in or before 2014, a pre-1st grade is sufficient.)

3. Application Documents

(1) Application 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 application 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.
- If the applicant intends to wear glasses on the day of the interview, he/she must wear them in the photo too.

(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 Applicants who have passed, or are expected to pass, an authorized high school degree examination and those who have passed the high school equivalence test should submit an official transcript. There is no need to submit a certificate of credit acquisition for the exempted courses.
- ③ 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.

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

Submit the official score report of any TOEFL®, IELTS, TOEIC®, or STEP (Eiken) test 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 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.

- Send TOEIC and Eiken scores together with the application and other required documents.
- 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) A statement of purpose handwritten in Japanese, within 2,000 characters. Download the form and follow the instructions on the cover sheet.

1. Include a title no longer than 20 characters.
2. Essays should be 2,000 characters in length, including the title.
3. Content should include the same items listed for the English essay.
4. The essay should be handwritten using a ballpoint pen in blue or black ink.
5. Essay pages should be stapled vertically in the upper left-hand corner.

(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 label: Download and print.

Attach the printed label on a document envelope of size 「角 2」(240mm x 332mm), and 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. Examination Fee

Amount ¥35,000

Way of payment Pay by credit card, ATM deposits, internet banking, or at a convenience store in Japan within the period of application.

Note: Any one way of payment incurs a service charge. Once paid, the examination fee will not be refunded. However, ¥15,000 will be refunded to applicants who fail the first screening (bank transfer procedures may take up to three months).

5. Application Period 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 examination fee by credit card, ATM deposits, internet banking, or at a convenience store in Japan.
- ③ Send all application materials together to Hosei University by postal mail.

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

Application submitted in Japan: postmarked by deadline

Application submitted from overseas: arrive by deadline

Note:

- Complete online registration, pay examination 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.

Admissions 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

First screening: Document screening (transcript, statement of purpose, etc.)

Announcement of first screening results: April 25, 2018 (Wednesday)

- The second screening notification will be sent by postal mail only to candidates who have passed the first screening. They should arrive one or two 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 mobile website or the university website from 10:00 am on the day the results are announced to the day of the second screening.
- 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 two days after the announcement of results.
- Applicants who failed the first screening will receive a refund of 15,000 yen.
- The number of passing candidates may be less than the number of places offered.

Second screening: Interview (in English), essay exam (in English)

Date: May 13, 2018 (Sunday)

Venue: Ichigaya campus, Hosei University (see p.12 「12.キャンパス案内」)

Information on time and room number will be provided in the second screening notification.

Please note the following:

- (1) Bring the application guides (入試要項), second screening notification or examination admission ticket, and stationary (ballpoint pens, etc.).
- (2) Late applicants will be admitted to the exam up to twenty minutes after the start time. However, applicants should take ample time and plan to arrive to the exam location early. Call the examination headquarters (03-3264-5805) in case of transportation or other delays.
- (3) Applicants may enter the campus any time after 9 am.
- (4) On campus cafeteria and other nearby restaurants will be closed. Bring your own lunch.
- (5) Smart phones, smart watches, cell phones, and other electronic devices must be turned off and stored in your bag before entering the examination room, and the alarm in these devices must be disabled. These devices may not be used as a clock. Bring a watch. (There is no clock in the examination room.)
- (6) The ending time depends on your place in the interview schedule.
- (7) Accompanying persons may not enter the examination room. They may wait in the lounge on the first floor of Boissonade Tower.
- (8) No dictionary is allowed during exams.

Announcement of results of second screening: May 22, 2018 (Tuesday)

- Notice of results and Enrollment Documents will be sent by postal mail only to candidates who have passed the second screening. They should arrive one or two 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 mobile website or the university website from 10:00 am on the day the results are announced to the day of the second screening.
- 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 two 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 Procedures: 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 procedures 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 may be denied if an applicant who has passed the screening has failed to fulfill the 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:

1. 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)
2. 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/>