

## Guide to completing application procedures via the Hitotsubashi ICS FT MBA Online Application System

### 1. Application period:

- The “Register” and “Upload the Application Documents” sections must be completed by the deadlines shown below.
- Submissions under these sections made after the deadlines will not be accepted.

#### Round 1

From 00:00AM (JST, UTC+9) Thursday, August 01, 2019  
To 11:59PM (JST, UTC+9) Friday, October 18, 2019

#### Round 2

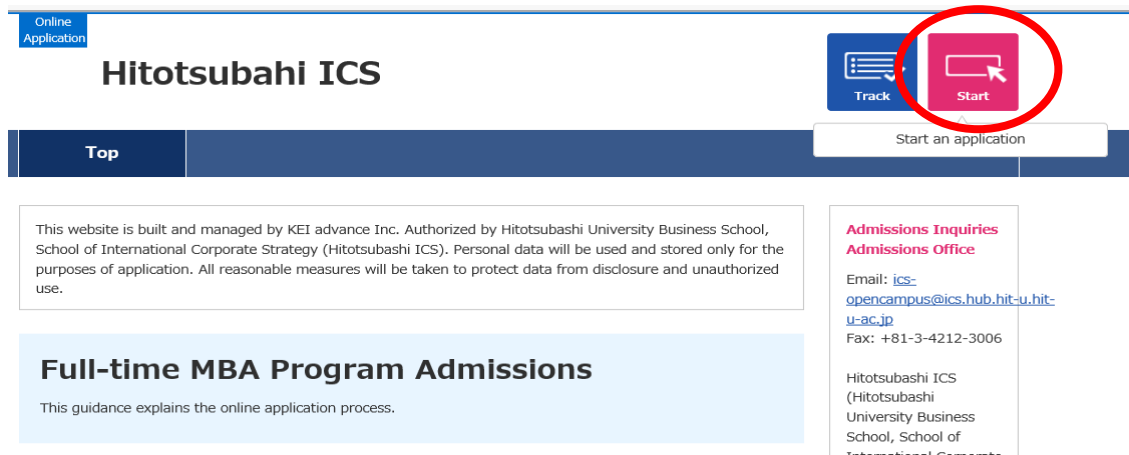
From 00:00AM (JST, UTC+9) Friday, December 06, 2019  
To 11:59PM (JST, UTC+9) Thursday, January 16, 2020

### 2. Preparing to “Register”:

- Applicants should download “Application Forms (zip)” from the “Guidance” webpage.  
<http://www.guide.52school.com/guidance/net-hit-u-mba/>
- Applicants should complete “(A) Application Form (xlsx)” in advance, as some of this information is used in registration forms.
- Upon completion of registration, applicants are sent an email concerning obtaining a reference from two referees. As these references must also be submitted via the Hitotsubashi ICS FT MBA Online Application System by the deadline, it is recommended that applicants consult with potential referees well in advance of making their application.
- Applicants and referees should check their e-mail account settings to ensure that the Hitotsubashi ICS Admissions Office (ics-admission@hub.hit-u.ac.jp) is on their list of safe senders.
- Applicants should have GMAT/GRE and TOEFL/IELTS officials send official score reports to the Hitotsubashi ICS Admissions Office directly. As official score reports must be received by three working days prior to the interview date, applicants should request these as early as possible.

### 3. Registration process

(1) Access the Registration page via the Guidance page (during the application period).



The screenshot shows the Hitotsubashi ICS website interface. At the top left, there is a blue box labeled 'Online Application'. The main header features the 'Hitotsubashi ICS' logo. On the right side, there are two buttons: 'Track' and 'Start'. The 'Start' button is highlighted with a red circle. Below the header, there is a navigation bar with a 'Top' link and a 'Start an application' button. The main content area includes a disclaimer, contact information for the Admissions Office (Email: [opencampus@ics.hub.hit-u.hit-u.ac.jp](mailto:opencampus@ics.hub.hit-u.hit-u.ac.jp), Fax: +81-3-4212-3006), and a section for 'Full-time MBA Program Admissions' with a link to a guidance page.

(2) Select the desired program.

Round  
\*Round 1  
Application Period  
From 0:00AM(JST,UTC+9), Thursday, August 01, 2019  
To 11:59PM(JST,UTC+9), Friday, October 18, 2019

\*Round 2  
Application Period  
From 0:00AM(JST,UTC+9), Friday, December 06, 2019  
To 11:59PM(JST,UTC+9), Thursday, January 16, 2020

Program  
• 1 Year Program (Sep. 2020 - Aug. 2021)  
• 2 Year Program (Sep. 2020 - Aug. 2022)

> 2 Year Program

> 1 Year Program

➤ Select carefully! Once accepted to one program, it is not possible to switch to another program.

(3) Select the desired interview method.

1 Year Program

Select the desired interview method

In-person  Telephone

➤ Applicants residing in Japan should select “in-person interview”.

➤ Applicants residing overseas may select either “in-person interview” or “telephone interview”.

(4) Complete applicant information and referee information.

### Applicant information

- Applicants should refer to (A) Application Form, including the instructions, in the event of having any questions in relation to applicant information.

Applicant information	
Family Name	<input type="text" value="Hitotsubashi"/>
First Name	<input type="text" value="Taro"/>
Date of Birth *MM-DD-YYYY	<input type="text" value="11"/> - <input type="text" value="30"/> - <input type="text" value="1984"/>
Email-address	<input type="text" value="ics-info@ics.hit-u.ac.jp"/>

### Referee information

- A professional e-mail address, given by the referee's organization, must be provided here. Do not register a free e-mail address (e.g. Gmail, Hotmail).

Referee 1 information	
Family Name	<input type="text" value="Hitotsubashi"/>
First Name	<input type="text" value="Jiro"/>
Business email address	<input type="text" value="jhitotsubashi@ics.hit-u.ac.jp"/>

Referee 2 information	
Family Name	<input type="text" value="Hitotsubashi"/>
First Name	<input type="text" value="Saburo"/>
Business email address	<input type="text" value="shitotsubashi@ics.***.com"/>

(5) Answer the Questionnaire\*.

- Hitotsubashi ICS would like to use applicants' responses for future marketing purposes.
- Responses are processed by administrative staff and NEVER used in the admission decision.

\*Applicants are free to choose whether they wish to respond.

[1. How did you learn about Hitotsubashi ICS?(Please select all that apply.)]

Hitotsubashi ICS Website

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Other website – please specify

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MBA search engine – please specify

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Social media – please specify

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Hitotsubashi ICS Open campus event

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Hitotsubashi ICS Online coffee chat

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General MBA event – please specify

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Newspaper/Magazine – please specify

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ICS faculty/staff/student/alumni– please specify

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(6) Upon completion of registration section, the applicant's registration number will be displayed as below.

Registration Completion

Registration Number has been issued

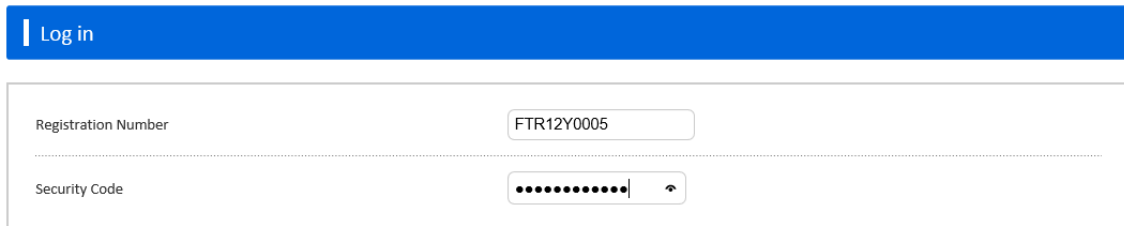
Registration Number	FTR12Y0005
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Please log in to your application page from the emailed link to complete application procedures.

- At the same time, an e-mail including the registration number and password for login to the applicant's personal page will be sent to the applicant's registered e-mail address.
- The applicant's referees will also be sent via email information in relation to providing a reference.

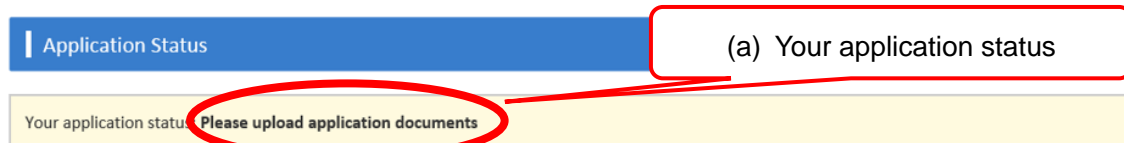
## 4. Uploading application documentation

(1) Log in to the personal application page via the emailed link.



- In the case of losing your registration number and/or password, applicants should contact the Hitotsubashi ICS Admissions Office ([ics-admission@hub.hit-u.ac.jp](mailto:ics-admission@hub.hit-u.ac.jp)).

(2) Access the personal page



Please upload from this page application documents listed below.

You can download the forms as well as samples from each link. Regarding documents 1 and 4, the ICS Admissions Office accepts only the prescribed forms.

In the case of receiving multiple uploads of the same document, we will review the most recently uploaded document

No.	Document Name	Who should submit	Uploaded ?	Action
1.	<a href="#">Applicant details (Form A)</a>	All applicants		<input type="button" value="Upload"/>
2.	Degree Certificate (Scan data of originals)	All applicants		<input type="button" value="Upload"/>
3.	Official Transcript (Scan data of originals)	All applicants		<input type="button" value="Upload"/>
4.	<a href="#">Essays (Form B)</a>	All applicants		<input type="button" value="Upload"/>
5.	<a href="#">GMAT or GRE score report (Scan data of Test Taker Copy)</a>	All applicants		<input type="button" value="Upload"/>
6.	TOEFL or IELTS score report (Scan data of Test Taker Copy)	Applicants who are required to submit		<input type="button" value="Upload"/>
7.	Proof of application Fee payment (Scan data of original)	All applicants		<input type="button" value="Upload"/>
8.	Passport (copy of information page)	Non-Japanese applicants		<input type="button" value="Upload"/>

(b) Link

(c) Upload

(a) Check application status

- Application status is indicated as below;

<b>Display</b>	<b>Status</b>
Please upload application documents	You have just finished registration
Please wait for confirmation	You have already finished uploading all application documentation.
Application completed	The Hitotsubashi ICS Admissions Office has confirmed all your application documentation.

(b) Download forms and files via links

- Forms and sample files will be downloaded by clicking each icon.

(c) Upload documentation

- Application documents will be uploaded here.
- It is possible to re-upload a document that has been revised.
- Application documentation uploaded after the deadline will not be accepted.

(3) The Hitotsubashi ICS Admissions Office will check all application documentation received. In the event of error(s)/omission(s) are found, the Hitotsubashi ICS Admissions Office will email the applicant at their registered email address. Applicants are therefore advised to check their registered email address frequently.