



Global
Business
Program

2019 Academic Year

The Global Business Program,
Faculty of Business Administration

Application Guidelines for Self-Recommendation
(Fall Admission)

Page 2 and 3 of the guideline have been revised.
The revised points are highlighted in red (February
4, 2019).

English-based Degree Programs



法政大学
HOSEI University

The Global Business Program, Faculty of Business Administration

Application Guidelines for Self-recommendation

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- **All dates and times in this document are Japan Standard Time (JST).**

Privacy Policy

All personal information, including names and home addresses that applicants provided for the admission procedure, is used for the implementation of the screening (including the preparation of data on applicants), announcement of successful applicants, enrollment procedures, and other relevant operations. Hosei University Admission Center and Global Education Center outsource services to a contractor for the above operations. Note that some or all of the personal information that applicants provide may be shared with the contractor for implementing the above operations.

Schedule

Application Period	Friday, March 1, 2019 to Friday, March 22, 2019
Announcement of successful applicants	Tuesday, May 21, 2019
Enrollment Procedure Period	Tuesday, May 21, 2019 to Tuesday, June 18, 2019

1. Faculty and department in this program and the number of accepted students

10 students for the Global Business Program, Department of Business Administration, Faculty of Business Administration.

Enrollment: Tuesday, September 10, 2019

2. Screening method

The screening is based on application documents (reasons for applying to Hosei University, high school transcripts, results of English proficiency tests, and other relevant documents).

3. Qualification for applicants

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

(1) Applicants who qualify for either of the following requirements [1] and [2]:

[1] Applicants who have completed or are expected to complete 12 years of formal education in a country besides Japan before enrollment (Tuesday, September 10, 2019) ¹ and have qualifications for admission into a college program in the home country OR equivalent. The qualifications which Hosei University recognizes depend on educational systems. (Please refer to the following “List of recognized qualifications” for more details.)

[2] Applicants who have graduated or are expected to graduate from a high school in Japan and satisfy either of the following requirements:

- a. Applicants who graduated or are expected to graduate from a high school or midlevel education program before enrollment (Tuesday, September 10, 2019);
- b. Applicants who have completed or are expected to complete 12 years of formal education before enrollment (Tuesday, September 10, 2019); or
- c. Applicants who are certified to have fulfilled the same or higher academic requirements as high school graduates based on Article 150 of the Enactment of the School Education Law or Applicants who are expected to receive such certification before enrollment (Tuesday, September 10, 2019).

(2) Applicants who have a strong desire to study in the Global Business Program of Faculty of Business Administration

(3) Applicants who satisfy one of the following English proficiency tests score conditions; TOEFL® or IELTS. (No recommended score is set for the English proficiency tests, but applicants must have sufficient English proficiency to participate in classes taught in English.)

Note: The proof of English proficiency not required for applicants who have completed or expected to complete the last continuous six school years at an institution in which English is the language of instruction. However, Hosei University may request evidence that education at the applicants’ schools is delivered in English

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- (i) Applicants who have skipped a grade and completed a 12-year curriculum in less than 12 years are also qualified to apply for admission.
- (ii) Applicants who completed formal college-preparatory education of less than 12 years in a country besides Japan in addition to a preparatory program in an educational institution in Japan accredited by the Minister of Education, Culture, Sports, Science and Technology of Japan and are recognized as meeting this requirement. ~~(The applicant must be 18 or older at the time of enrollment.)~~
- (iii) Applicants who completed formal college-preparatory education of less than 12 years in a country besides Japan and are certified to have completed the equivalent of 12 years of formal education with an official certificate issued by the country and are recognized as meeting this requirement. (The applicant must be 18 or older at the time enrollment.)
- (iv) The 12 years of formal education may include programs in the Japanese school education system.

List of recognized qualifications

- a. Applicants who have completed or are expected to complete 12 years of formal education in a country besides Japan before enrollment must have qualifications below depending on educational systems.**

Educational system	Qualification	Documents to prove applicant's qualification
China	Have completed a standard 12-year education curriculum. If you have graduated from “職業中学(職業技術学校)”, contact the admission center	High school graduate certificate or completion certificate
Korea	Have completed a standard 12-year education curriculum.	High school graduate certificate or completion certificate
Taiwan	Have completed a standard 12-year education curriculum.	High school graduate certificate or completion certificate
Vietnam	Have completed a standard 12-year education curriculum.	High school graduate certificate or completion certificate
United States of America	Have sat for the SAT Reasoning Test or ACT.	Official score of SAT Reasoning Test or ACT SAT score direct report code: 3686 ACT score direct report code: 0607
Canada	<ul style="list-style-type: none"> Have sat for the provincial standardized examination and have passed and obtained credits of the required courses for university admission. If the applicant's high school is based in the province which does not have a provincial standardized examination, the applicant must obtain the high school graduate certificate. 	Completion certificate issued by a provincial government High school graduate certificate or completion certificate if the applicant's high school is based in the province which does not have a provincial standardized examination.
United Kingdom	<ul style="list-style-type: none"> Have passed (a) GCE Advanced Level three subjects OR (b) GCE Advanced Level two subjects and GCE Advanced Subsidiary Level two subjects (total of four subjects) 	Grade certificate of the GCE test
Australia	<ul style="list-style-type: none"> Have sat for the state standardized examination; having obtained NSW Higher School Certificate, VIC Certificate of Education, and so on. If the applicant's high school is based in the province which does not have a state standardized examination, the applicant must obtain the high school graduate certificate. 	Completion certificate issued by a state government (High school graduate certificate or completion certificate if the applicant's high school is based in the state which does not have a state standardized examination.
New Zealand	<ul style="list-style-type: none"> Have fulfilled university admission requirements (UE: University Entrance), including NCEA (National Certificate of Education Achievement) Level 3. (A graduation certificate from a high school in New Zealand alone is not enough for the application.) 	Certified Record of Achievement showing results that include NCEA Level 3. If NCEA Level 3 (New Zealand) cannot be obtained by the application deadline, provide a certificate of expected record of achievement by the graduating high school.
France	<ul style="list-style-type: none"> Have passed the French baccalauréat 	Transcript showing French baccalauréat results
Germany	<ul style="list-style-type: none"> Have passed the Abitur 	Transcript showing Abitur results
Other educational systems	Applicants must submit an educational certificate and/or college admission qualification test results to prove qualifications for university entrance in the country where an applicant's high school is based. Contact the Hosei University Admissions Center for details.	

- b. Applicants who have specific qualifications below are eligible for the application no matter whether applicants have completed or are expected to complete 12 years of formal education in a country besides Japan before enrollment. ~~However, they must be 18 years old or older at the time of enrollment.~~**

Educational system	Qualification	Documents to prove applicant's qualification
International schools accredited by WASC, ACSI or CIS.	<ul style="list-style-type: none"> Have completed 12-year curriculum in the accredited school. 	Graduate certificate or completion certificate of the school
French baccalauréat	<ul style="list-style-type: none"> Have passed the French baccalauréat 	Transcript showing French baccalauréat results
Abitur	<ul style="list-style-type: none"> Have passed the Abitur 	Transcript showing Abitur results
International Baccalaureate (IB)	<ul style="list-style-type: none"> Have obtained IB Diploma. 	Transcript showing results of six subjects at the last exam and the IB Diploma.
GCE Advanced Level	<ul style="list-style-type: none"> Have sat for (a) GCE Advanced Level three subjects OR (b) GCE Advanced Level two subjects and GCE Advanced Subsidiary Level two subjects (total of four subjects) 	Grade certificate of the GCE test

• Copies of certificates issued by a national government or state government are accepted only when the copies are certified to be accurate and sealed in an envelope by the high school of an applicant.

● Certificates are required for all requirements.

● Applicants may apply for admission if they are expected to satisfy the above requirements. However, enrollments are cancelled if applicants are not able to satisfy the requirements at the time of enrollment.

4. Application documents

Certificates submitted from high schools must be written in English or Japanese.

If there is lack of documents, applications will not be accepted. Please check all the following documents before sending them.

Application documents	Required (●) for All Applicant s	Note
(1) Application form	●	Applicants must use the application form designated by Hosei University. The application form can be printed from the website and must be filled by hand. Refer to the notes and samples provided later to complete the forms.
(2) Enrollment request form	●	The enrollment request form is available for printing after completing online application and paying the screening fee. Online application is available only during the application period.
(3) Two photos (4 cm long by 3 cm wide)	●	<ul style="list-style-type: none"> - Paste a photo on the application form and one on the enrollment request form (two photos in total). - The photo should be 4 cm long and 3 cm wide (A color photo of the applicant taken within three months), borderless, and taken against a plain background. In the photo, the applicant should look straight ahead. - Photos of the applicant wearing caps or sunglasses will not be accepted. - Unclear photos, such as snapshots and digital photos, and photos that do not clearly identify the applicants because of hairstyles or for other reasons will not be accepted. - Write the applicant's name on the back of the photos. - Provide a photo clearly showing the applicant's eyes for accurate identification.
(4) High school graduation certificate (certificate of expected graduation)	●	Submit a document stating the reasons for not having a high school graduation certificate (certificate of expected graduation) if such certificate cannot be issued.
(5) Official transcripts for the entire period of high school education *Chosasho (grade reports) if you graduate from a high school in Japan	●	<p>[1] Submit official transcripts for the high school program (for three years). Submit transcripts for three years even if the applicant enrolled in multiple schools for high school. Submit a certificate of enrollment for the applicable period if an official transcript cannot be issued for reasons such as the period of enrollment in a high school was too short to issue a transcript.</p> <p>[2] If no transcript is available because of the educational system in the applicant's country, submit original copies of documents (reports) showing grades and evaluations for academic terms.</p>
(6) From schools you attended after high school: Graduation certificates and transcripts (if you have already graduated) Certificates of		<p>If the applicant lists schools (college, junior college, vocational school, etc.) the applicant has attended after high school in the space for academic background on the application form, submit graduation certificates (certificate of enrollment if the applicant is still in the school) and transcripts from all schools listed <u>in addition to certificates from the high schools listed in (4) and (5).</u></p> <p>Applicants who completed a preparatory educational program at an educational institution accredited by the Minister of Education, Culture, Sports, Science and Technology of Japan (as applicable under [2] in the</p>

<p>enrollment and transcripts(if you are now being enrolled)</p>		<p>Qualification for applicants (1) in page 2) must submit a (expected) completion certificate.</p> <p>If the applicant is (or has been) enrolled in a Japanese language school, ask the school to issue transcripts and an attendance certificate and submit them.</p> <ul style="list-style-type: none"> • A Japanese language school both inside and outside of Japan is acceptable. • Submit official certificates bearing the official seals of the school. Certificates issued by students are not acceptable. • Submit certificates from all schools if you attended two or more schools. • Ask the school to provide information for the entire period that you attended the school.
<p>(7) Certificate concerning qualification for admission to college</p>		<p><u>*Submit this certificate by thoroughly checking the table on page 3 to see whether you need to submit this certificate.</u></p> <ul style="list-style-type: none"> • Submit an original certificate. • Copies of certificates issued by a national government or state government are accepted only when the copies are certified as accurate and sealed in an envelope by your high school. • Submit a certificate of a college admission qualification test (e.g. SAT and National Higher Education Entrance Examination) if you have taken one.
<p>(8) Two letters of recommendation</p>	<p>●</p>	<p>[1] Use the form designated by Hosei University. Print out the form from the website. (Any form may be used as long as the contents are the same.)</p> <p>[2] Two full-time teachers of the last school attended (except for a cram school (<i>juku</i>) or a preparatory school (<i>yobiko</i>)) must prepare letters of recommendation within six months prior to the application in either English or Japanese.</p> <p>The applicant must submit two different letters of recommendation from two teachers each.</p> <p>[3] The recommender must sign or put a seal in the signature space of the letter of recommendation.</p> <p>[4] Once the letter of recommendation is written, the recommender must enclose the letter in an envelope, then seal and sign across the flap.</p> <p>(See the diagram below.)</p> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;"> <p>Front</p> <div style="border: 1px solid black; padding: 10px; width: 200px;"> <p style="text-align: center;">To Hosei University</p> <p style="text-align: right; font-size: small;">Letter of Recommendation</p> </div> </div> <div> <p>*Any envelope is fine.</p> </div> </div> <p>Back Enclose the letter in an envelop and seal.</p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 10px; margin-right: 20px;"> <p style="text-align: center; font-size: small;">Applicant's name 菅 市谷</p> </div> <div style="font-size: 2em; margin-right: 20px;">➔</div> <div style="border: 1px solid black; padding: 10px; margin-right: 20px;"> <p style="text-align: center; font-size: 1.5em; font-weight: bold;">TARO FUJIMI</p> <p style="text-align: center; font-size: small;">Applicant's name 菅 市谷</p> </div> </div> <p>Write the applicant's name in English. Sign across the flap.</p>
<p>(9) Copy of passport *Only for non-Japanese nationals</p>		<p>The applicant must submit a copy of the passport (must include photo, applicant's name, date of birth, passport number and expiry date).</p>

<p>(10) Documents showing English language proficiency</p>	<p>●</p>	<p>Submit certificate of the results of one of the following tests: TOEFL® or IELTS.</p> <ul style="list-style-type: none"> • Results of tests taken within two years from the first day of the application period are acceptable. <p>< TOEFL® ></p> <ul style="list-style-type: none"> • Applicants must submit the original "Official Score Report" by following the two steps below. <ol style="list-style-type: none"> 1. Enclose a photocopy of the "Examinee Score Report" or the "Test Taker Score Report" when sending the application documents. 2. Request ETS (Educational Testing Service) to send the "Official Score Report" directly to Hosei University by the end of the application period. <p>(NOTE: The Institution Code for Hosei University in TOEFL® is 0407.)</p> <ul style="list-style-type: none"> • TOEFL® ITP (testing for groups) is not acceptable. <p>< IELTS ></p> <ul style="list-style-type: none"> • Applicants must submit the original Test Report Form. • Only the Academic Module is acceptable.
<p>(11) Statement of reasons for applying to Hosei University</p>	<p>●</p>	<p>Use the form designated by Hosei University. Print out the form from the university website. The statement must be an 800- to 1,000-word essay written in English. A computer may be used to write. Specifically state the reasons for applying to Hosei University and what the applicant would like to study at the University.</p>
<p>(12) Self-introduction video *Applicants must upload on "My page"</p>	<p>●</p>	<p>Prepare a self-introduction video in the format below.</p> <ul style="list-style-type: none"> • The length of the video should be 2.5 to 3 minutes. The language used must be entirely in English. • The format of the video should be one that can be played using Windows Media Player (.mpg, .avi, .wmd, .wmv). • The face of the applicant must be shown in the video at all times. • The video should show the applicant's strengths based on their own experiences—describing how they intend to challenge themselves at Hosei University, and what they hope to accomplish in their professional life upon graduation. <p>To upload your video, please refer to page 16 of the Online Application Guidance: "(5) Upload the "Self-Introduction video"".</p>
<p>(13) Documents related to the application for the status of residence in Japan by an agent *Only for non-Japanese nationals</p>		<p>This procedure is required only when the applicant ask Hosei University to serve as an agent for the status of residence in Japan. Please refer to "11. Acquisition of student residence status" and submit required documents.</p>
<p>(14) Application Checklist</p>	<p>●</p>	<p>Please complete the checklist to make sure nothing is missing.</p>

[Notes on all application documents]

- Hosei University will withdraw permission to take the screening or admission to the university if any false information is found on application documents concerning qualifications for applicants, or if an applicant is found ineligible under the qualification for applicants.
- Original documents must be submitted unless otherwise specifically stated. An application will be rejected if copies are submitted for documents for which originals are required.

If only one original document is issued, use either of the following options from A to C.

- A. Submit a certified copy verifying that the document is a replica of the original issued from the high school where the applicant was enrolled.
 - B. Bring an original document to Hosei University Admissions Center before submitting an application and receive a copy containing the seal as a certified true copy from Hosei University. Submit it instead of the original document.
 - C. Submit the original document in the set of application documents and have it returned from Hosei University Admissions Center later. Enclose a letter stating that the original document needs to be returned and include a self-addressed stamped envelope (postal code, address, and name). Contact Hosei University Admissions Center if the original document needs to be returned immediately.
- Certificates issued by a high school for the application must be written in English or Japanese.
 - The Admissions Center will not accept certificates that are not identifiable as belonging to an applicant due to a discrepancy in the name that the applicant provides on documents and the name stated on certificates. Confirm the name with the offices that issue certificates before the application.

Specifically for those applying from South Korea: Discrepancies in the spelling of a name is often found between a name provided by applicants and the name on official documents, including certificates of graduation and certificates and notification of transcripts. Be sure to confirm that the spelling used for a name is the same on all certificates and documents before applying.

5. Screening fee

Fee: 20,000 JPY

Method of payment: Pay the fee using a credit card through online application. See the Online Application Guidance for details on page 16.

- A transaction fee of 900 JPY is required upon payment.
- The screening fee is non-refundable.

[Note]

If applicants reside in one of the countries listed as “Least Developed Countries” or “Other Low Income Countries” on the “DAC List of ODA Recipients” (<http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/daclist.htm>) and hold the nationality of one of those countries, the applicants may be exempted from paying the screening fee. In such cases, please contact ebdp-i@ml.hosei.ac.jp before the first day of the application period. Once the application period starts, the applicants are not eligible for the exemption in any cases.

6. Procedure and application period

The applicant must complete online application and pay the screening fee. The main flow of this process is described in [1] to [4] below. Read the Online Application Guidance carefully before making the application.

- Online application is not available before the start of the application period.

[1] Access the Hosei University online application system, (<http://exam.52school.com/guide/hosei-ebdp/>) and

register the applicant information.

[2] Pay the screening fee on the application system using a credit card.

[3] Print out the application documents and provide the necessary information.

Mail the application document set to Hosei University.

[4] An applicant number will be uploaded on “My Page” by five days prior to the day of announcement of successful applicants. Contact us if applicants cannot confirm the applicant numbers three days prior to the day of announcement of successful applicants.

<Important> Dates concerning application and procedures are based on Japan Standard Time.

Application Period: Friday, March 1, 2019 to Friday, March 22, 2019

- Application documents must arrive at Hosei University by the deadline.

Note

- The applicant needs to complete online application, payment of the screening fee, and submission of application documents during the above period.
- Completing only online application does not mean completion of the application procedure. The application procedure is completed when Hosei University receives all application documents.
- Application documents from outside of Japan should be sent well in advance so that they are received in enough time to be processed.
- The applicant is not allowed to change the faculty or department after submitting the application.
- The applicant is not allowed to cancel the application once it is submitted.
- Documents submitted to Hosei University are not returned. Documents cannot be replaced.

Documents to submit

Put all necessary documents in an A4 size envelope (240 mm by 332 mm). Mail the envelope using a rapid delivery service such as EMS or FedEx to Hosei University. (Use registered express mail when mailing documents from within Japan.) Applications will not be accepted after the deadline.

Mail to: GBP/SCOPE, Academic Affairs Department, Hosei University
2-17-1, Fujimi, Chiyoda-ku, Tokyo 102-8160 Japan

Applications must arrive at the address above no later than the deadline.

Applicants with disabilities who require special consideration for learning must contact us before starting the application process (before making online application).

An applicant number will be uploaded on “My Page” by five days prior to the day of the announcement of successful applicants. The applicant number is necessary for confirmation of successful applicants and enrollment procedure.

7. Announcement of successful applicants

Date of announcement: **Tuesday, May 21, 2019**

Applicant can check whether they are accepted or not on the following website on **Tuesday, May 21, 2019 at 10:00 AM.** <http://exam.52school.com/guide/hosei-ebdp/>

The Letter of Acceptance and Enrollment Procedure Guide are mailed only to accepted applicants. No notification is mailed to unsuccessful applicants. Contact the Admissions Center if no notification is received in six days after the day of announcement of successful applicants.

Hosei may announce additional successful applicants to fill vacancies in student admissions. In that case, the announcement will be made on July 2, 2019. If there is no announcement, there are no additional successful applicants.

8. Enrollment procedure

Deadline for enrollment procedures: **Tuesday, June 18, 2019**

- Accepted applicants must pay the enrollment procedure fee no later than the deadline for the enrollment procedure and mail the enrollment documents to Hosei University (must arrive by the deadline for the enrollment procedure).
- Acceptance to the university is cancelled if an applicant fails to complete the procedures before the deadline regardless of circumstances.
- Certificate of Admission is issued upon request to applicants who have successfully completed the enrollment procedure. Check how to receive the Certificate of Admission on the enrollment documents sent to accepted applicants.
- Acceptance to the university is withdrawn if an applicant cannot obtain the status of residence in Japan that permits enrollment at Hosei University, even if the applicant is accepted or completes the enrollment procedure. The admission fee is not refundable in such case.
- The admission fee, and tuition and education enhancement fee (1st semester) paid are not refundable if an applicant fails to satisfy the requirements specified in the school regulations, such as failing to obtain the status of residence in Japan and cannot reside in Japan after enrollment.

9. School fee

Item	Year			
	1st year	2nd year	3rd year	4th year
Admission fee	¥240,000	--	--	--
Tuition	¥968,000	¥968,000	¥968,000	¥968,000
Education Enhancement Fee	¥228,000	¥228,000	¥228,000	¥228,000
Others	¥16,000	¥10,600* ¹	¥10,600* ¹	¥40,600* ^{1*2}
Total	¥1,452,000	¥1,206,600	¥1,206,600	¥1,236,600

Note: 1. Amount to be paid as part of enrollment procedure: Pay ¥854,000 which consists of the admission fee, the tuition and the education enhancement fee for the 1st semester (the half of the annual amount), and the others.

2. Amount to be paid after enrollment: Pay the tuition and the education enhancement fee for the 2nd semester (the other half of the annual amount).

*¹ For the 2nd to the 4th year students, approximately ¥10,600 needs to be paid for various related expenses as noted above. The amount of the expenses will be determined at that year.

*² The 4th year students also need to pay ¥30,000 for membership in the alumni association which all graduates are automatically enrolled in.

10. Important points for completing the application form

- (1) Applicants must fill out the necessary information using a black or blue pen (ink); refer to the sample on the next page. Use whiteout or correction tape to correct mistakes.
- (2) Fill out the form carefully in BLOCK LETTERS.
- (3) Enter the name printed on the passport in the name space.
 - The Admissions Center cannot identify an applicant if the name on the application form differs from the name provided on the certificates. Such application documents will be rejected; thus, all applicants must make sure that the name is the same.
 - Fill in *NAME in Kanji / 漢字* if the Chinese characters of the applicant's name is known.
 - Fill in *NAME in Kana / フリガナ* if the Japanese pronunciation of the applicant's name is known.
- (4) Fill in the birthdate based on the Western calendar. Do not use *nengo* or any other country-specific calendar.
- (5) Fill in the address and room number if the applicant lives in an apartment or condominium in the home country. Fill out the mobile phone number and e-mail address if available.

Note: Hosei University will contact applicants using e-mail address on the application form until the enrollment. Please write the e-mail address which will be valid until then.
- (6) Enter the country name in the place of birth space.
- (7) Enter the country of Citizenship in the nationality space. If applicants hold dual citizenship, indicate both. Then circle the one the applicants would use to enter Japan. If applicants hold dual citizenship of Japan, Japanese nationality must be used.
- (8) Fill in the name of parents, or legal guardian in the guardian space.
- (9) Provide an emergency contact number of a person other than the applicant only if when the emergency contact resides in Japan.
- (10) Describe a plan for financial support while enrolled at Hosei University based on plans known at the time of application.
- (11) Describe educational background completed from elementary school to the present school in the educational background space. Describe the expected graduation date and number of years in enrollment if an applicant is now enrolled in a school. List Japanese language schools in this space. Applicants who have completed (or are expected to complete) a college preparation program for non-Japanese speakers must list the name of the program. Do not list cram schools (*juku*) or preparatory schools (*yobiko*). Note that schools enrolled in after high school cannot be listed in the educational background space if such schools cannot issue certificates of graduation (or enrollment).
- (12) Sign documents to confirm that all information provided is true and correct.
- (13) Fill in the applicant's name and *NAME in Kana / フリガナ* (if available) on the second page as well and staple the two pages together.

2019 Academic Year Hosei University Application Form

2019年度 法政大学入学願書 (GIS・GBP・SCOPE・IGESS)

FACULTY/ DEPARTMENT 志望学部・学科	FACULTY Business Administration 学部				Applicant number 受験番号	
	DEPARTMENT Business Administration 学科				※Not required to be filled out.	
FULL NAME in English 英字氏名	FAZHENG FIRST	 MIDDLE	WEN LAST		<div style="border: 1px dashed black; padding: 10px;"> Attach a Color PHOTO taken within three months 4 cm x 3 cm No caps / sunglasses Plain Background </div>	
フリガナ NAME in Kana NAME in Kanji (if applicable) 漢字氏名	文 姓(LAST)		法政 名(FIRST)			
DATE OF BIRTH 生年月日	YEAR XXXX 年	MONTH 4 月	DAY 10 日	AGE 年齢 18		
MAILING ADDRESS in English 英字現住所	105,200,Nan Chang Lu, Shanghai Shi, XXXXXX China					
	PHONE No. 電話番号 +86-21-456XXXX		CELL PHONE No. 携帯電話番号 +86-1390-123XXXX			
	E-mail xxxxxx@xxxxxx.xx.cn					
HOME ADDRESS 本国住所	105,200,Nan Chang Lu, Shanghai Shi, XXXXXX China					
	PHONE No. 電話番号 +86-21-456XXXX		CELL PHONE No. 携帯電話番号 +86-1390-123XXXX			
	E-mail xxxxxx@xxxxxx.xx.cn					
COUNTRY OF BIRTH 出生国	China	NATIONALITY 国籍	Chinese		NATIVE LANGUAGE 母国語	Chinese
GUARDIAN 保護者	FULL NAME 氏名	WEN ZHENGFA		AGE 年齢	50	RELATIONSHIP TO APPLICANT 続柄 Father
CONTACT INFORMATION IN JAPAN 本人以外の 日本の 緊急連絡先	FULL NAME or SCHOOL NAME 氏名 (または学校名)	<i>Enter information only if an emergency contact besides the applicant is present in Japan.</i>				RELATIONSHIP TO APPLICANT 関係
	ADDRESS 住所	PHONE No. 電話番号				
PLANS FOR FINANCIAL SUPPORT 在学中の 経費負担 計画	Sources of Funds (YEARLY) 支出元 (年額)	The person himself /herself 本人	Parent or relative 両親または親戚	Government / Incorporated foundation 政府または財団 (NAME:)	Others (Financial support from acquaintance) その他(知人の援助等)	
	Amount Japanese JPY (YEARLY) 金額(年額)	(¥ 500,000)	(¥ 900,000)	(¥)	(¥ 200,000)	

NAME in Kana フリガナ	
NAME in English 氏名	WEN FAZHENG (Print)Block Letter only

EDUCATIONAL BACKGROUND FROM ELEMENTARY SCHOOL TO PRESENT 学歴 (小学校から現在まで) ※Include the Japanese language school ※Exclude a private supplementary school or cram school. ※塾や予備校等は除く。	NAME OF SCHOOL 学校名	COUNTRY 所在国	PERIOD OF ATTENDANCE 在学期間	YEARS 年数
	Shanghai FaFa elementary school	China	mm/yyyy ~ mm/yyyy 9 / 2007 ~ 7 / 2013	6 years months
	Shanghai Zhengzheng junior high school	China	9 / 2013 ~ 7 / 2016	3 years months
	Shanghai Zhengzheng high school	China	9 / 2016 ~ 7 / 2019 (Graduation expected)	3 years months
			/ ~ /	years months
			/ ~ /	years months
			/ ~ /	years months
			/ ~ /	years months
			/ ~ /	years months
TOTAL EDUCATIONAL BACKGROUND YEARS 小学校から高校までの合計在学期間 ※Not required to be filled in.				年 ヵ月
EMPLOYMENT HISTORY 職歴	NAME OF COMPANY/ EMPLOYER 勤務先	COUNTRY 所在国	PERIOD 在職期間	YEARS 年数
			m / y ~ m / y	years months
			m / y ~ m / y	years months
MILITARY SERVICE 兵歴	m / y ~ m / y (months years)			
I hereby declare that the above-mentioned statements are all true and correct in every detail. 以上について真実の通りであることを自書署名をもって誓います。				
YEAR MONTH DAY 2019 年 3 月 10 日	SIGNATURE 本人署名 文法政 ←			● Do not forget to sign.

11. Acquisition of student residence status

Non-Japanese students must obtain the residence status in order to study in a college or university in Japan. Students cannot be enrolled in a college or university with the status of residence as Temporary Visitor. Students can be admitted to a college or university with the status of residence as Dependent or Long-term Resident. Yet, students with the status of residence other than Student are not eligible for assistance programs or scholarships for international students..

1) Applicants who reside outside of Japan at the time of enrollment procedure

Applicants who reside outside of Japan at the time of the enrollment procedure must select either of the following for application.

(1) Applicants who request Hosei University to apply as an agent

Hosei University applies for the Certificate of Eligibility, which is required for a student visa, if an applicant does not have an agent to do so (a sponsor or a relative who pays living expenses in Japan). In such cases, send the following documents required for the procedure to Hosei University along with application documents at the time of application. Hosei University does not submit an agent application if the required documents are not enclosed at the time of the application. Hosei University does not return admission fees even when an applicant fails to obtain a student visa and cannot be enrolled in Hosei University.

Applicants must understand that the Certificate of Eligibility may not be issued even when Hosei University applies for it as an agent. Hosei University does not return documents submitted to the university regardless of whether an applicant is accepted or rejected.

Hosei University requests the submission of these documents at the time of application because it will be too late to start the application procedure after enrollment; the timing is irrelevant to the acceptance or rejection in the screening.

* Hosei University cannot submit an agent application if the documents have mistakes or insufficient information.

◆ Documents required for the application procedure

- [1] Request Form for COE Application by Hosei University (the form can be downloaded from <http://exam.52school.com/guide/hosei-ebdp/guidebook/>)
- [2] One photo
- [3] Copy of a passport (the page with a photo)
- [4] Other (See *Note*.)

(2) Applicants who request someone living in Japan to apply as an agent

Send one photo of the applicant to the person who serves as the agent for the application and request the following ①, ②, and ③. The agent must be a sponsor who pays the living expenses in Japan or a relative living in Japan.

① The agent who received the Certificate of Admission must immediately submit the following documents to the Immigration Bureau and apply for the Certificate of Eligibility as an agent of the applicant to apply for a student visa. (All documents must be prepared within the past six months.)

- [1] Application for Certificate of Eligibility (three pages of the form designated by the Immigration Bureau to be completed by the applicant and two pages to be filled in by the organization to which the

applicant belongs)

* Hosei University fills in the last two pages (to be filled in by the organization to which the applicant belongs). Apply for this procedure at Hosei University well in advance before the application at the Immigration Bureau.

* The entry form is available on the Immigration Bureau website for download.

Immigration Bureau website: <http://www.immi-moj.go.jp/>

(Entry form: <http://www.moj.go.jp/ONLINE/IMMIGRATION/16-1-1.html>)

[2] One photo (paste a photo 4 cm long and 3 cm wide onto the application [1].)

[3] A self-addressed stamped envelope (paste a 392-JPY stamp for registered mail onto the envelope and write the address of the agent to which the Certificate of Eligibility is sent.)

[4] Other (See *Note.*)

② The Immigration Bureau usually sends the Certificate of Eligibility to an agent about 1.5 months after the application. The agent who received the Certificate of Eligibility must immediately send it to the applicant using international express mail so that the applicant can apply for a student visa.

③ The applicant must present the Certificate of Eligibility and a passport to a nearest Japanese Embassy or Consulate and receive a student visa.

2) **Applicants who reside in Japan at the time of the enrollment procedure**

Applicants living in Japan who received the Certificate of Admission must immediately bring a passport, resident card, or alien registration certificate to the nearby Immigration Bureau and apply for the status of student residence.

(1) **For those who have the “dependent” or other status to apply for the “Student” residence status**

Attach the following documents. (These documents must be prepared within the previous six months.)

[1] Application for permission to change the status of residence (three pages of the form designated by the Immigration Bureau to be filled in by the applicant and two pages to be filled in by the organization to which the applicant belongs)

[2] The Certificate of Admission or its copy (The original must be presented in order to use a copy.)

[3] Other (See *Note.*)

(2) **For those who have the “Temporary Visitor” residence status to apply for the “Student” residence status** (also for those who entered Japan from a country with a visa waiver agreement with Japan to apply for the “Student” residence status):

To apply for changing the status of residence from “Temporary Visitor” to “Student,” the applicant must first apply for a Certificate of Eligibility as Student at the nearest Immigration Bureau. Once the Certificate of Eligibility is issued, bring it to the nearest Immigration Bureau to apply for permission to change the status of residence. If an applicant cannot apply for permission to change the status in Japan, apply for a student visa at a Japanese Embassy or Consulate outside of Japan as soon as the Certificate of Eligibility is issued. Attach the following documents (prepared within the past six months) to apply for the Certificate of Eligibility.

[1] Application for Certificate of Eligibility (three pages of the form designated by the Immigration Bureau to be filled in by the applicant and two pages to be filled in by an organization to which the applicant belongs)

* Hosei University prepares the last two pages (completed by the organization to which the applicant belongs). Apply for this procedure at Hosei University well in advance before application at the Immigration Bureau.

*The entry form is available on the Immigration Bureau website for download.

Immigration Bureau website: <http://www.immi-moj.go.jp/>

(Entry form: <http://www.moj.go.jp/ONLINE/IMMIGRATION/16-1-1.html>)

- [2] One photo (Paste a photo of 4 cm long and 3 cm wide on the application [1].)
- [3] A self-addressed stamped envelope (paste a 392-JPY stamp for registered mail onto the envelope and write a return address to which the Certificate of Eligibility will be sent (Japanese address only).)
- [4] Other (See *Note*.)

Applicants may apply for the Certificate of Eligibility in their home countries without using the agent application.

NOTE: This process may take several months to obtain a student visa.

Note: Other aspects

- Applicants may be asked to submit documents for financial assistance, tuition and living expenses, or Applicant History.
- Japanese translations with an official certificate must be attached to submitted documents written in a non-Japanese language.
- Applicants are required to submit documents certifying their ability to pay expenses during their stay depending on the following:
 - If applicants pay the expenses by themselves, applicants are required to submit a bank account balance certificate in the name of the applicants.
 - If applicants' financial sponsors such as parents and other relatives pay the expenses, applicants are required to submit a bank account balance certificate or a proof of annual income in the name of the applicants' financial sponsors.
 - If applicants receive scholarships to pay the expenses, applicants are required to submit a certificate of receiving scholarships which includes how much scholarships they receive, how long they receive scholarships, and which organization gives scholarships to them.
- The Certificate of Eligibility will not be issued to applicants with dual nationality of Japanese and another.

[Contact for inquiries concerning the application for status of residence in Japan]

Contact the office below for any uncertainties before applying.

Tokyo Immigration Information Center

5-5-30, Konan, Minato-ku, Tokyo, 108-8255 Japan

TEL: 03-5796-7112

12. Online Application Guidance

Hosei University Online Application Guidance: <http://exam.52school.com/guide/hosei-ebdp/>

[Preparation]

(1) Prepare for the application by reading the application guidelines for admission and check the application period, qualification for applicants, application documents, and other information. Online application as part of the application process is available on the first day of the application period. The application forms are available for printing before the application period. Applicants are advised to print them out beforehand.

- The Enrollment Request Form becomes available for printing after completing the payment.
- Start preparation early. Documents showing English language proficiency take time to be issued.

(2) Prepare [1] to [3] below prior to the online application.

[1] Computer	A computer must be connected to the Internet.
[2] E-mail address	E-mail confirmation is sent after completing online application and payment of the screening fee. Hosei University will contact applicants by using e-mail address which applicants register online until the enrollment. Please write the e-mail address which will be valid until then.
[3] Printer	Prepare a printer that can print out A4-size (210 mm by 297 mm) paper.

*If an applicant uses a smartphone, a printer that works with a smartphone is required.

[Application Process]

Access the Hosei University online application website (<http://exam.52school.com/guide/hosei-ebdp/>) after 10:00a.m. on the first day of the application period and click “Start Online Application” button then complete the following steps from (1) to (8).



Please note that completing only online application does not mean completion of the application procedure. The application procedure is completed when Hosei University receives all application documents.

(1) E-mail address Registration

Enter your e-mail address, and click the “Registration” button.

An e-mail address confirmation e-mail is sent once the registration is completed. Go to the URL in the e-mail.

A screenshot of the Hosei University online application website. The page title is "HOSEI UNIVERSITY" and the page content is "Internet application > Email address Registration". The form is titled "Email address Registration" and contains the instruction "Please enter your email address to be registered". There are two input fields: "Email Address" and "Email Address Confirm", both marked as "required" and "Alphanumeric". A blue "Registration" button is at the bottom.

(2) Enter personal information

Enter your personal information following the instructions on the website. Name of the applicant, gender, date of birth, current address, etc.

(3) Payment of the screening fee

In the last part of the online application, the applicant is guided to the payment website for credit card payment. Follow the instructions on the page and enter your credit card number, expiration date, cardholder's name, and security code to pay the screening fee.

The amount of payment: 20,000 JPY (A charge of 900 JPY is required upon payment.)

<Types of accepted credit card>



(4) Receive a confirmation e-mail

An application confirmation e-mail will be sent once the online application is completed. The e-mail includes your "Reference number" and "Security code". Go to the URL of a login page to "My Page" in the e-mail and log in it with your "Reference number" and "Security code". Applicants must upload the "Self-introduction video", print the "Enrollment Request Form", and confirm an application number on "My Page". The details are available on (5), (6), and (8).

(5) Upload the "Self-introduction video"

Click the "Upload Self-introduction video" button on "My page". Upload the "Self-introduction video" following the instruction shown on the page. Regarding how to prepare the video, please refer to page 6 of the Application documents: "(10) Self-introduction video".

(6) Print the "Enrollment Request Form"

Click the "Print Enrollment request form" button on "My page". The Enrollment Request Form is then automatically displayed. The Enrollment Request Form already contains information registered in "(2) Enter personal information". Print out the Enrollment Request Form and paste a photo on the designated space.

(7) Mailing application documents

Put all necessary documents in an envelope for A4 size documents (240 mm by 332 mm). Mail the envelope using a rapid delivery service such as EMS or FedEx to Hosei University. (Use registered express mail when mailing application documents from within Japan.) Applications will not be accepted after the deadline (**Friday, March 22, 2019**).

Mail to: GBP/SCOPE, Academic Affairs Department, Hosei University

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

Application documents must arrive at the address above no later than the deadline.

- Complete online application, payment of the screening fee, and mailing application documents during the application period.
- Completing only online application does not mean completion of the application procedure. The application procedure is completed when Hosei University receives all application documents.

- Applicants cannot change faculty or department after the application.
- Applicants cannot cancel an application once it is submitted.
- Hosei University does not return submitted documents.

(8) Confirm an application number

An applicant number will be uploaded on “My Page” by five days prior to the day of announcement of successful applicants. The applicant number is necessary for confirmation of successful applicants and enrollment procedure.

13. Housing and Scholarships

- Hosei University does not have a student dormitory or housing owned by the university. Real estate agencies that offer apartments, dormitories, and flats to international students are posted on the website of Hosei University. Those who want to use this service must directly contact the real estate agencies.
- A person who rents an apartment usually must have a co-signer who resides in Japan. By paying a deposit (usually 1/4 to 1/3 of the monthly rent), some real estate agencies allow a rental contract without a co-signer for those who cannot find a co-signer in Japan. Check the website of Hosei University for details.
[Finding Accommodation] http://www.hosei.ac.jp/english/admissions/ebdp/finding_accommodation.html
- Hosei University has established a scholarship system for students who have financial difficulties paying for school and students who have produced outstanding results in their studies or other fields. Please check the details on the following websites.
[International students] <http://www.hosei.ac.jp/english/campus/tuition/scholarship/>
[Japanese students and permanent residents in Japan] <http://www.hosei.ac.jp/campuslife/shogaku/>

14. Others

- The Global Business Program does not accept transfer students.

List of contact information

- ◆ Contact information for inquiries concerning the screening, the qualification for applicants, the acquisition of status of residence
GBP at Hosei University
E-mail: ebdp-i@ml.hosei.ac.jp
2-17-1 Fujimi, Chiyoda-ku, Tokyo, 102-8160 Japan
- ◆ **Inquiries concerning English proficiency tests**
Directly contact each testing organization.