

2023 Academic Year Hosei University

The Global Business Program, Faculty of Business Administration

Application Checklist for Period II

If there is lack of documents, applications will not be accepted. All applicants must submit the required documents marked with an asterisk (*). Please check all the following documents and put a mark in each box below before sending.

- (1) Application form * Including your photo
- (2) Enrollment request form *
- (3) Photo * Paste a photo on the application form
- (4) High school graduation certificate (certificate of expected graduation) *
- (5) Official high school transcripts *
- (6) From schools you attended in Japan after high school
- a Graduation certificate(s) and transcript(s) if you have already graduated
- b Certificate(s) of enrollment and transcript(s) if you are currently enrolled in or partially attended
- c Attendance certificate(s) if you attended a Japanese language school(s)
- (7) Certificate concerning qualification for admission to college
Depends on your educational system. Check the application guidelines, pages 4-5
- (8) Letter of recommendation from **ONE** full-time teacher of high school *
- (9) Copy of passport *
- (10) Documents showing English language proficiency * (Select a TOEFL® iBT or b IELTS)
- a TOEFL® iBT required **both** types of documents
- (a-1) Test Taker Score Report Enclose a photocopy
- (a-2) Official Score Report Sent from the institution Order Date ____/____/____
- b IELTS (b) Test Report Form submitted in one of the following ways
- Enclose the original
- or Sent from the institution Order Date ____/____/____
- (11) Short Essay *
The Short Essay must be a 250-300 word essay written in English.
- (12) SAT/ACT Score (Optional) Order Date ____/____/____
- (13) Documents related to the application for the status of residence in Japan by an agent (*)
Only when the applicant asks Hosei University to serve as an agent for status of residence in Japan
- (14) Copy of your Residence Card (在留カード) (*). Required only for applicants who hold a Residence Card
- (15) Application Checklist * This Sheet

Submission Date(MM/DD/YYYY): _____

Applicant's Name: _____

The documents must be delivered by recorded delivery or courier service (e.g. FedEx, DHL or similar). Please send all application documents via post to:

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