

Application Guidelines December Special Examination

For admission in April 2017

GIS DEPARTMENT OF
GLOBAL AND
INTERDISCIPLINARY
STUDIES



Number of places to be offered: 30

Application period: October 24 through November 4, 2016

First-stage results posted on the university website: December 2, 2016

Interview and essay date for successful first-stage applicants:

December 11, 2016

Final-stage results posted on the university website: December 20, 2016

All Dates Japan Standard Time (JST)

Application Guidelines for December Special Examination (For admission in April of 2017)

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For details and updates, refer to the GIS website:

<http://www.hosei.ac.jp/gis/en/admission/>.

1. Number of places to be offered

30

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 March of 2017 one of criteria (1) or (2) below:

(1) In the case of education in Japan, meet **one** of the following requirements ①, ② or ③:

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 requirement ③ is limited to the following persons:

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

b. Those who have completed 12 years at a school in Japan that is accredited by an international accreditation organization (WASC、CIS、ACSI).

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 (as of April 1, 2017) 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 (as of April 1, 2017) and recognized by Hosei University as having scholastic ability equivalent to or higher than that of a high school graduate.

(2) In the case of education overseas, meet one of criteria ① or ② below:

① completed or expect to complete by March 2017 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 March 2017 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 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.

| Education System | Requirement | Documents to submit |
|------------------|--|--|
| U.S.A. | Have sat for the SAT Reasoning Test or ACT | Official Score Report of SAT or ACT. Hosei University's Code for SAT is 3686. SAT scores for all subjects will be considered. |
| Canada | British Columbia, 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 (New Zealand) cannot be obtained by the |

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| | | 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. | Official Score Report of SAT or ACT. Hosei University's Code for SAT is 3686. SAT scores for all subjects will be considered. |

3. Meet one of the following standards of English proficiency and/or academic achievements: S, A or B.

| | |
|------------|---|
| S Standard | TOEFL iBT® 88 (writing 21) <u>or</u> IELTS (Academic Module) band 6.5 (writing 5.5) <u>or</u> IB Diploma (English A: LIT or English A: LAL). |
| A Standard | TOEFL iBT® 76* <u>or</u> IELTS (Academic Module) band 6.0 <u>or</u> TOEIC® 820 (Japan)** <u>or</u> STEP (英検): Pre-1st grade. For applicants achieving a pre-1st grade in 2016, a CSE score above 2450 is required. (For applicants applying with test results in or before 2015, a pre-1st grade is sufficient.) |
| B Standard | GPA of 4.0, together with a level of English proficiency considered equivalent to Standard A. Applicants are required to submit the results of English proficiency tests taken (e.g. TOEFL®*, IELTS [Academic Module], TOEIC®**, STEP (英検), regardless of actual scores. English proficiency is evaluated through an interview, a written exam, and the submitted results of the proficiency tests. Note: For applicants having graduated or with the expectation to graduate from an overseas high school, please enclose in your application materials a grade report or document showing your GPA to be equivalent to or above 4.0 in the Japanese system. Please also contact the Department ahead of time to confirm the qualification of these documents. |

* TOEFL-ITP® scores will not be accepted.

** TOEIC® score certificates must be issued by an institute in Japan. Certificates issued by overseas institutes will not be accepted. TOEIC® IP scores will not be accepted.

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 hats or head coverings, 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 eyeglasses 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 high school or secondary education school should submit a school report that includes grades in 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 and 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 study abroad 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 on a non-Japanese curriculum, submit certified results of a university entrance qualification test: IB (Worldwide), SAT or ACT (USA), GCE A-level (UK), HSC (NSW, Australia), University Entrance (NZ), etc.
 - 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.
 - IB predicted scores should be provided using the downloadable form. Detailed information (in Japanese) on the required documents can be found here: http://e-apply.jp/e/hosei/suisen_index.html.
 - Graduates without IB diplomas or those from countries other than the UK, Canada, Australia, NZ, Germany and France are required to submit SAT or ACT results. Hosei University's Code for SAT is 3686. Official score reports for SAT sent directly to Hosei University should reach the university by the application deadline.

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

Submit the official score report of any among TOEFL®, IELTS, TOEIC®, or Eiken that satisfies the application requirement (see 3 above). You may submit scores from multiple tests.

Please note the following:

- Submit only official score reports. Printouts or copies of online score reports (even those with an official school seal) 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, and the GIS department code is 00.
 - Official score reports for TOEFL® 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.
- Official score reports for IELTS may be mailed directly to Hosei University, or they may be sent together with the application and other required documents.
 - Official score reports for IELTS 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® scores 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 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.

*A and B standard applicants may include similar content to their Japanese essay, but please limit the length to 1000 words.

(6) A statement of purpose handwritten in Japanese, within 2,000 characters. Download the form and follow instructions on the cover sheet. (S standard applicants are exempted from the Japanese statement of purpose.)

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 it by registered mail to

Dept. of GIS, Office of Academic Affairs
2-17-1, Fujimi, Chiyoda-ku, Tokyo, 102-8160, Japan

4. Application Period

October 24, 2016 (Monday) – November 4, 2016 (Friday)

Application submitted in Japan: postmarked November 4

Application submitted from overseas: must arrive no later than November 4

5. Schedule of Examination and Announcement of Results

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

Announcement of first screening results: December 2, 2016 (Friday)

Second screening:

S standard applicants: interview (in English)

A & B standard applicants: essay exam (in English, 60 minutes), interview (in English)

Exam date: December 11, 2016 (Sunday)

Location: Boissonade Tower, Ichigaya campus, Hosei University (reference the map on page 10 of the enclosed pamphlet)

- 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、共通冊子 (別冊)), 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 lunch.
- (5) Smart phones, cell phones, PHS, tablets, wearable communication 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: December 20, 2016 (Tuesday)

6. Deadline for Completing Enrollment Procedure:

January 20, 2017 (Friday)

7. 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 scholarship or other assistance for international students.