

Guide to completing application procedures via the ICS EMBA 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.

Application period

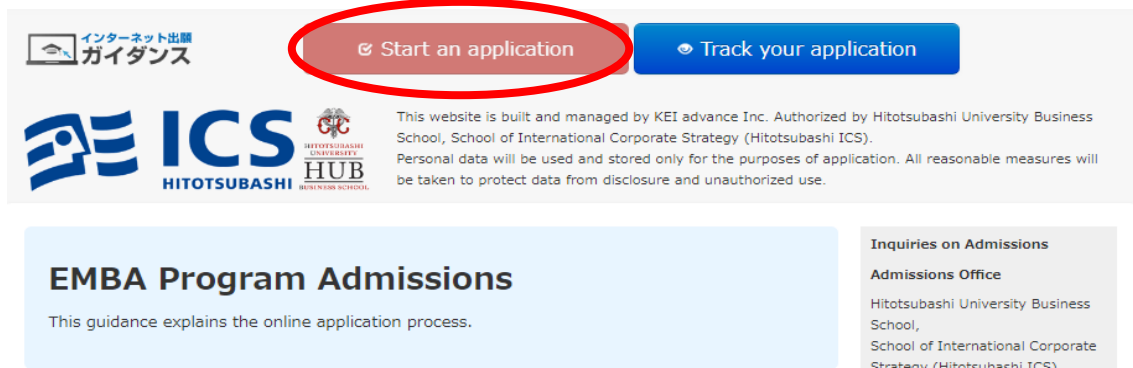
From	0:00AM (JST, UTC+9) November 26 (Monday), 2018
To	11:59PM (JST, UTC+9) April 4 (Thursday), 2019

2. Preparing to register:

- Applicants should download “Application Forms (zip)” from the “Guidance” webpage.
<http://exam.52school.com/guide/hit-u-emba-en/>
- Applicants should complete “(A) Application Form (xlsx)” in advance, as some of this information is used in registration forms.
- Upon completion of registration, company sponsored applicants are sent an email concerning obtaining a sponsoring letter and self-sponsored applicants are sent an email concerning obtaining a reference letter from their senior executive. As this sponsoring/reference letter must also be submitted via the ICS Web Application System by the deadline, it is recommended that applicants consult with potential sponsor/referee well in advance of making their application.
- Applicants and the author of sponsoring/reference letter should check their e-mail account settings to ensure that the ICS Admissions Office (ics-admission@hub.hit-u.ac.jp) is on their list of safe senders.

3. Registration process

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



(2) Select the desired program.

Select the desired program :

Round

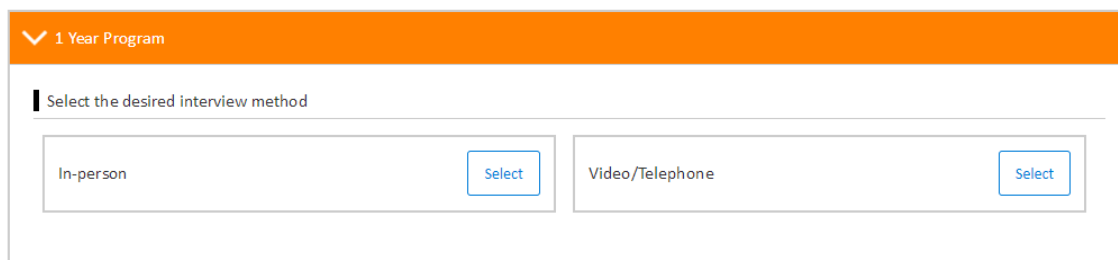
From 0:00AM (JST,UTC+9), Monday, November 26, 2018
To 11:59PM (JST, UTC+9), Thursday, April 4, 2019

Program

• 1 Year Program (Sep. 2019 - Aug. 2020)

> 1 Year Program

(3) Select the desired interview method.



- Applicants residing in Japan should select “in-person interview”.
- Applicants residing overseas may select either “In-person interview” or “Video/Telephone interview”.

(4) Complete applicant information and the author of sponsoring/reference letter 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"/>
Middle Name	<input type="text"/>
Date of Birth *MM-DD-YYYY	<input type="text" value="11"/> - <input type="text" value="30"/> - <input type="text" value="1984"/>
Nationality / Region	<input type="text" value="Japan"/>
Financial Status	<input checked="" type="radio"/> Self-sponsored <input type="radio"/> Company-sponsored <input type="radio"/> MEXT scholarship
Telephone Number *include country code	<input type="text" value="81342123006"/>

Author of sponsoring/reference letter information

- A professional e-mail address, given by the sponsor's/referee's organization, must be provided here.

Author of sponsoring / reference letter	
Family Name	<input type="text" value="Hitotsubashi"/>
First Name	<input type="text" value="Jiro"/>
Relationship to applicant	<input checked="" type="radio"/> Business <input type="radio"/> Academic
Organization	<input type="text" value="Hitotsubashi University"/>
Title	<input type="text" value="Professor"/>
Business email address	<input type="text" value="jhitotsubashi@ics.hit-u.ac.jp"/>

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

Registration Completion

Registration Number has been issued

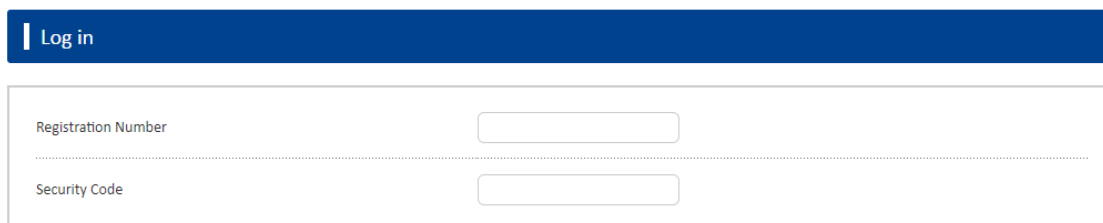
Registration Number	EMBAR10016
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Please log in to your application page from the emailed link to complete application procedures.

- 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 author of sponsoring/reference letter will also be sent via email information in relation to providing a sponsoring/reference letter.

4. Uploading application documentation

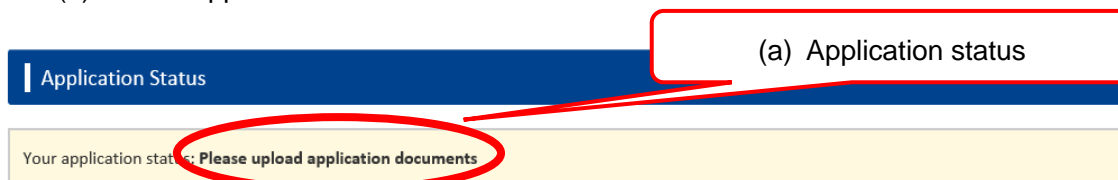
(1) Log in to the personal application page via the emailed link.



➤ In the case of a forgotten registration number or password, applicants should contact the ICS Admissions Office (ics-admission@hub.hit-u.ac.jp).

(2) Access the personal page

(a) Check application status



Please upload from this page application documents listed below. You can download the forms as well as samples from each link. Regarding documents 1, 4 and 5, the ICS Admissions Office accepts only the prescribed forms.

No.	Document Name	Who should submit	Uploaded ?	Action
1.	Applicant details (Form 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.	Essays (Form B)	All applicants		<input type="button" value="Upload"/>
5.	Proof of Application Fee payment (Scan data of original)	All applicants		<input type="button" value="Upload"/>
6.	Passport (copy of information page)	Non-Japanese applicants		<input type="button" value="Upload"/>
7.	Official TOEIC, TOEFL or IELTS score report (Scan data of Test Taker Copy)	Optional		<input type="button" value="Upload"/>
8.	Official GMAT score report (Scan data of Test Taker Copy)	Optional		<input type="button" value="Upload"/>

(b) Link

(c) Upload

- Application status is indicated as below;

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

(b) Download forms and files via links

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

(c) Upload documentation

- Application documents may 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 ICS Admissions Office will check all application documentation received. In the event that error(s)/omission(s) are found, the ICS Admissions Office will email the applicant at their registered email address. Applicants are therefore advised to check their registered email address frequently.