

2023 Academic Year Hosei University

The Global Business Program, Faculty of Business Administration

Application Checklist for Period I

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) Letters of recommendation from **TWO** full-time teachers 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) Statement of reasons for applying to Hosei University *
The statement MUST BE a 250-300 word essay written in English.
- (12) Self-introduction video * Applicants must upload it on "My page".
The length of the video should be 2.5 to 3 minutes and in one of the following formats: .mpg, .avi, .wmd, .wmv.
Upload Upload Date ____/____/____
- (13) SAT/ACT Score (Optional) Order Date ____/____/____
- (14) Documents related to the application for the status of residence in Japan by an agent
Only for non-Japanese nationals who ask Hosei University to serve as an agent for status of residence in Japan
- (15) Copy of your Residence Card (在留カード^{ざいりゅうカード}) Required only for applicants who hold a Residence Card
- (16) 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