**Türk Eğitim Vakfı – Uluslararası Japon Üniversitesi**

**Japonya’da Yüksek Lisans (Master’s Degree) Bursları**

Türk Eğitim Vakfı (TEV) ile Uluslararası Japon Üniversitesi (IUJ) 2014-2015 Öğretim yılı için aşağıda belirtilen koşullarda TEV yoluyla başvuracak uygun adaylara IUJ’de Uluslararası İlişkiler ve Uluslararası Yönetim (MBA) alanlarında burslu yüksek lisans yapma imkanı sağlayacaktır.

Doğru müracaat için aşağıdaki bilgilerin dikkatle okunması gereklidir.

* **TEV’e verilecek belgelerin son teslim tarihi 10 Şubat 2014.**
* **IUJ’de online müracaatlar başlamıştır, ancak bölümlere göre müracaat tarihleri farklılık göstermektedir. Bu nedenle müracaat edeceğiniz bölümü ve burs imkanlarını acilen kontrol etmeniz gereklidir.**
1. **Adayların Dikkat Etmesi Gereken Hususlar:**
2. Adaylar burs şartlarımız dâhilinde; TEV aracılığı ile IUJ’ye müracaat edebilirler. TEV aracılığı ile müracaat edenlere **IUJ burslar, kayıt ve kalacak yer** konusunda yardımcı olacaktır.
3. Adaylar, IUJ tarafından uygun görüldüklerinde ve IUJ’nin web sitesinde detayları verilen burslardan imkan bulabildiklerinde TEV kendilerine gidiş dönüş yol ücreti imkanı saylayabilecektir.
4. Aday, TEV web sitesinden ulaşabilecekleri TEV-IUJ müracaat formunu doldurup İngilizce cv’leriyle birlikte IUJ’ye başvurulara başlamadan önce TEV’e vermek zorundadır.
5. IUJ yalnızca TEV aracılığı ile müracaat eden uygun adaylara, kayıt, başvuru ve kalacak yer konularında ve ayrıca IUJ’de mevcut olan birçok burs için kendilerine bilgi ve destek sağlayıp en uygun burs veya burslardan yararlanma şanslarını yükseltecektir.
6. Adaylar [www.iuj.ac.jp](http://www.iuj.ac.jp/admis/advice/) web sitesinden gerekli bilgilere ulaşabilirler. IUJ Öğrenci ofisinden *Bayan Gretchen Shinoda* ile temasa geçip kayıt, burs ve kalacak yer konularda bilgi alabilirler.

Gretchen Shinoda (gretchen@iuj.ac.jp)

*International University of Japan*

*Office of Student Services*

*Career Servieces/Alumni Relations*

*Tel: 025-779 14 38*

1. Adayların IUJ web sitesine girip 2014-2015 dönemi için bölüm müracaat tarihleri ile burs imkanlarına biran önce bakmaları ve takip etmeleri gereklidir. Bazı bilgiler aşağıda verilmiştir.

**B) TEV-IUJ Bursları için Adaylarda Aranılan Nitelikler:**

1. T.C. vatandaşıolmakve 30 yaşından büyük olmamak.
2. Türkiye sınırları içinde eğitim veren Fakülte veya Yüksekokulların son sınıflarında yukarıda belirtilen dallarda öğrenim görmek veya mezun olmak.
3. Yüksek öğrenim süresince alınan genel not ortalaması 4’lük sistemde değerlendiriliyorsa en az 3, 100’lük sistemde değerlendiriliyorsa en az 75 olması ve sadece Türkiye’deki üniversitelerin I.Öğreniminde öğrenim görmek,
4. Master programının gerektirdiği yabancı dili öğrenimini sürdürebilecek düzeyde bilmek.

**C) Adayların TEV’e Vereceği Belgeler:**

**Bu belgeler TEV’de kalacaktır. Aday IUJ’ye müracaat ettiğinde istenilen belgeleri ayrıca IUJ’ye süresi içinde vermesi gereklidir.**

 **Adayların IUJ’ye müracaat etmeden önce acilen TEV’e iletilmesi gerekenler:**

1. TEV Müracaat formu*(müracat formu linki eklenecek)* bu linten indirilebilir.
2. Son sınıf öğrencileri için güncel genel not dökümü, mezunlar için diploma örneğini,
3. Güncel özgeçmiş,
4. Nüfus cüzdanı fotokopisi,
5. Bir adet vesikalık fotoğraf.

 İstenilen belgelerin 10 Şubat 2014 tarihine kadar TEV’e ulaşması gereklidir.

 Adaylar belgelerini posta yoluyla ya da pdf formatında TEV’e iletebilirler.

 *Yurtdisiburs@tev.org.tr* *ya da* *Htuysuz@tev.org.tr*

 *Büyükder Cad. TEV Kocabaş İşhanı No:111-8*

 *34349-Gayrettepe-İSTANBUL*

 *Tel: 0212-318 68 00*

**Adayların, başvuru, burslar ve gerekli bilgiler için ACİLEN Ziyaret Etmesi Gereken IUJ Linkleri:** [**www.iuj.ac.jp/admis/scholarship/**](http://www.iuj.ac.jp/admis/scholarship/)**;** [**www.iuj.ac.jp/admis/advice/**](http://www.iuj.ac.jp/admis/advice/)

 Facebook: [http://www.facebook.com/iujpage](https://www.facebook.com/iujpage) Emag subscriptions: <http://www.iuj.ac.jp/emagazine/>

 **IUJ’de Temasa geçilecek kişi:** Ms.Gretchen Shinoda gretchen@iuj.ac.jp

**D) IUJ’de Eğitim Programları**

**YÜKSEK LİSANS ALANLARI:**

 **IUJ’de 2 Enstitü vardır:**

1. **Uluslararası İlişkiler Enstitüsü (GSIR) 3 master programlar 5 derece sunmaktadır:**
* **Uluslararası İlişkiler Programı (IRP - Uluslararası İlişkiler alanında yüksek lisans ve Uluslararası Barış yüksek lisans ile**
* **Uluslararası Kalkınma Programı (IDP - Ekonomi Uluslararası Kalkınma ve yüksek lisans alanında yüksek lisans ile)**
* **Kamu Yönetimi ve Politika Analizi Programı (PMPP - Kamu Yönetimi alanında yüksek lisans)**
1. **Uluslararası Yönetim (GSim), Enstitüsü 3 yüksek lisans programları sunmaktadır:**
* **2 yıllık MBA (normal program)**
* **1 yıllık MBA ve**
* **E-iş Yönetimi o Yüksek Lisans (1 yıllık bir program)**

**\* 5 yıllık iş deneyimi MBA için gereklidir.**

**Uluslararası İlişkiler Enstitüsü (GSIR) ve Uluslararası Yönetim Enstitüsü (GSim): IUJ iki enstitüler altında çeşitli alanlarda yüksek lisans derecelerine yol açan çok beğenilen yüksek lisans programları sunmaktadır**

[**Uluslararası İlişkiler Enstitüsü **](http://gsir.iuj.ac.jp/)
Kamu sektöründe küresel konuları ele Uluslararası İlişkiler Enstitüsü (GSIR), 21. yüzyılda küresel liderler geliştirmek için 1982 yılında kurulmuştur. Birçok mükemmel IUJ mezunları ondan ortaya çıkmıştır. Eylül 2011'de, İktisat parça MA açılacak. GSIR şimdi beş iki yıllık Yüksek Lisans programları (sağda) ile üç programı sunmaktadır.

|  |
| --- |
| **Uluslararası İlişkiler Programı (IRP):** [**MA Uluslararası İlişkiler** http://www.iuj.ac.jp/images/new_win.gif](http://gsir.iuj.ac.jp/irp/ir_features.html)Bu parça siyaset, ekonomi ve birincil toplumsal eğilimleri derin ve çok disiplinli anlayışı ile hem de kültürel ve tarihi, bugünün küresel toplumun çeşitli alanlarında etkin bir küresel liderler yetiştirmek için tasarlanmıştır. [**MA Uluslararası Barış Araştırmaları**](http://gsir.iuj.ac.jp/irp/ips_features.html) Bu parça gibi silahlı çatışma ve barış inşası, yoksulluğun azaltılması ve kalkınma, çevrenin yok edilmesi ve sürdürülebilir kalkınma, cinsiyet ayrımcılığı, ve ilgili tüm diğer konular gibi küresel konularda alır "insan güvenliği." |
| **Uluslararası Kalkınma Programı (IDP):** [**Uluslararası Kalkınma MA** http://www.iuj.ac.jp/images/new_win.gif](http://gsir.iuj.ac.jp/idp/id_features.html)Huzurlu ve çevre dostu, yoksulluk-ücretsiz uluslararası topluma doğru, bu parça tam uzmanlık, pratik beceri ve bilimsel teoriler ile donatılmış kalkınma konuları ele uzmanları hazırlar. [**MA Ekonomi**](http://gsir.iuj.ac.jp/idp/e_features.html) amacı çağdaş makroekonomik konularda kapsamlı bir anlayış ile öğrencilere donatmak ve onları Asya ve Pasifik sürdürülebilir ekonomik büyüme ve gelişimine katkıda yardımcı olmaktır. |
| **Kamu Yönetimi ve Politika Analizi (PMPP):** [**Kamu Yönetimi Yüksek Lisans** http://www.iuj.ac.jp/images/new_win.gif](http://gsir.iuj.ac.jp/pmpp/)Yeni tanıtılan Kamu Yönetimi ve Politika Analizi Programı çevre yönetimi, sağlık alanlarında politikaları uygulamak, yönetmek ve değerlendirmek için gerekli olan iyi yönetişim, ihtiyaçlarını karşılamak üzere tasarlanmıştır bakım, eğitim, ulusal ve bölgesel kalkınma. |

[**Uluslararası Yönetim Bilimleri Fakültesi **](http://gsim.iuj.ac.jp)
Özel sektörde küresel konuları ele Uluslararası Yönetim (GSim), Enstitüsü Japonya'da ilk ABD tarzı iş okulu (2 yıllık MBA programı) olarak 1988 yılında başladı. Günümüz iş ihtiyaçlarına yanıt olarak, bir yıllık E-İş Yönetimi Programı 2001 yılında eklendi. GSim Asya'da bir üst işletme okulu olarak sıralanır.

|  |
| --- |
| **MBA Programı:** [**Master of Business Administration** http://www.iuj.ac.jp/images/new_win.gif](http://gsim.iuj.ac.jp/content/en/node/10)IUJ MBA tüm önemli temel Finans da dahil olmak üzere dersler, Pazarlama, Ürün Geliştirme, Yönetimi, BT, ve İnsan Kaynakları Yönetimi kapsayan multidisipliner bir müfredat sunuyor. |
| **E-İş Yönetimi Programı (E-Biz):** [**E-Master İşletme** http://www.iuj.ac.jp/images/new_win.gif](http://gsim.iuj.ac.jp/content/en/node/18)E-İşletme Yönetimi Programı teknolojisi ile değer katmak için yöneticileri yetiştiren bir bir yıllık yüksek lisans derstir. Öğrenciler MBA dersleri de dahil olmak üzere esnek teklifleri ders seçebilirsiniz. |

**Kabul İşlemleri (Aşağıdaki bilgiler için** [**www.iuj.ac.jp/admis**](http://www.iuj.ac.jp/admis) **ya da www.iuj.ac.jp)**

 IUJ tüm Yüksek Lisans düzeyinde lisans programları (İngilizce öğretilen) uygulamayla dünyanın her yerinden farklı geçmişlere sahip nitelikli öğrenciler ağırlıyor. Burslar nitelikli öğrenciler için mevcuttur ve size IUJ derece başvuru sürecinin sonunda onlar için geçerli olabilir.

* [**Online Başvuru**](http://www.iuj.ac.jp/admis/online/)
Çevrimiçi uygulamaları okulun her kabul döneminde alınır. Ayrıntılar için (IUJ) web sitemizi ziyaret ediniz.
* [**Kabul için IUJ Kabul Kuralları**](http://www.iuj.ac.jp/admis/request/index_download.cfm?dlfile=InsE&Page=E)
başlamadan önce dikkatle Kabul Kuralları okuyunuz [**online başvuru**](http://www.iuj.ac.jp/admis/online/)
**Not: Kabul Kuralları genellikle her yıl Eylül ayında güncellenir.**
Siz uygulamaların kapalı süre içinde bir önceki başvuru süresi için bilgileri görebilirsiniz.
* [**Japon Başvuru Burslar Rehberi**](http://www.iuj.ac.jp/admis/scholarship/)
Burslar için başvurmak istiyorsanız, size online başvuruya başlamadan önce burs uygunluk durumunu okumanızı tavsiye ederiz. Burslar için başvurular Online başvuru bir parçasıdır. Not: Burs Rehberi genellikle her yıl Eylül ayında güncellenir.
* [**Bağlantı Programı ve RUHU Dünya Bankası Programı öğrencileri için özel seçimi için Başvuru belgeleri**](http://www.iuj.ac.jp/admis/linkage/)
Not: Başvuru belgeleri genellikle her yıl Eylül ayında güncellenir.
Uygulamalar kapalı süre içinde bir önceki başvuru süresi için bilgileri görebilirsiniz.
* [**Belgeleri talep için/ İndir**](http://www.iuj.ac.jp/admis/request/)
Bu site üzerinden kabul belgelerini indirebilirsiniz. E-posta ile zor IUJ broşür, Kabul ve Burs Rehberi kopyasını bilgi almak isterseniz, bu IUJ siteden kayıt olun.

Not: Güncelleme malzemeler genellikle her yıl Eylül indirmek için kullanılabilir.

* [**Başvuru Süreci**](http://www.iuj.ac.jp/admis/process/)
Devam etmek ve nasıl hazırlamak için ne gereklidir, Bu uygulama kabul ve kayıt için akışlar anlamanıza yardımcı olacaktır. Size daha fazla yardımcı olmaktan memnuniyet duyarız, ama bu başlangıç ​​için bir yerdir.
* [**Kabul Sonucu**](http://www.iuj.ac.jp/admis/online/)
Online uygulandığı takdirde Başvuru bu online sitesi aracılığıyla uygulama sonuçlarını kontrol edebilirsiniz.
* [**Kabul Tavsiye**](http://www.iuj.ac.jp/admis/advice/)
kabul, burs desteği ve verimli bir IUJ deneyimi için şansınızı artırmak için IUJ için geçerli ipuçlarını inceleyin.
* [**SSS**](http://www.iuj.ac.jp/admis/faq/)
Muhtemel adaylar sık sorulan sorular için anahtar kelime arama fonksiyonu ile bilgilere kolay ve hızlı erişim sağlar!
* [**Bilgi Oturumları ve Açık Kampüsleri**](http://www.iuj.ac.jp/admis/opencampus/)
Programı ve Bilgi için uygulama. Oturumlar ve Açık Kampüsler.
* [**E-Kampüs IUJ**](http://www.iuj.ac.jp/emagazine/)
"E-Kampüs IUJ" (İngilizce), genellikle her ayın ilk Pazartesi günü yayınlanır.

**JAPONYA – INTERNATIONAL UNIVERSITY OF JAPAN (IUJ)**

**GEREKLİ BİLGİLER:** **(**[**www.iuj.ac.jp**](http://www.iuj.ac.jp)**)**

**Misyon**: Dünyanın çeşitli ülke ve bölgelerde yaşayan insanlar, hem de hükümetler, şirketler ve sivil toplum kuruluşları da dahil olmak üzere kuruluşların karşı karşıya küresel sorunların pratik çözümüne katkıda bulunabilir liderler yetiştirmek ve küresel kamu ve sosyal faydaları genişletmek için.

Bunu mümkün kılmak için, IUJ bu liderlerin mesleki bilgi ve politika, ekonomi ve yönetimi ile ilgili becerilerini geliştirmeleri ve onları derin bir anlayış ve farklı kültürlere insan saygı ulaşmanıza yardımcı olmak için bir yer sunuyor.

Yol gösterici ilkeler ve komple bir eğitimin muazzam değerinin bilinci bu önceliklere, IUJ belirli güçlü bir potansiyeli vardır:

1. **Eğitim Küresel Liderler**
IUJ, Japonya'nın en eski enstitü, dünyanın karşı karşıya küresel sorunların pratik çözümüne katkıda bulunabilir liderlerinin yetişmesi amacı ile, 1982 yılında kurulmuştur.
2. **İngilizce verilen dersler**
IUJ İngilizce sunulan düzenli derslerin %100 ile, Japonya'nın en eski İngilizce tabanlı lisans okuludur.
3. **Gerçekten Uluslararası Öğrenme Ortamı**
IUJ global ortamda hemen hemen tüm IUJ öğrenciler kampüste birlikte yaşamak özellikle çünkü, sınıflar sonra da devam eder. Öğrenciler birbirleriyle hayat boyu dostluklar kurar. IUJ de inşa edilen insan ağlaır öğrencileri büyük ölçüde mezun olduktan sonra kariyerlerine yararlı olur.
4. **Mükemmel Öğretim Üyeleri**
Hemen hemen tüm IUJ en fakülte ABD ve Avrupa'nın en iyi bilinen okullarda kendi doktora (Ph.D.) kazandı.
5. **Pratik Araştırma Faaliyetleri**
IUJ, Dünya Bankası, çok uluslu şirketler ve bölgesel kuruluşlar gibi uluslararası kuruluşlar ile yakın ilişki sayesinde tüm öğrenciler için pratik araştırma faaliyetleri sağlar.
6. **Dikkatli Kariyer Destek**
IUJ kendi döneminde danışmanlık ve iş arama yardımı kayıttan önce öğrencilerine bire bir kariyer danışmanlık vererek, mükemmel Kariyer Danışmanlık Hizmetleri sağlar. Sonuç olarak, IUJ den mezun olduktan sonra üç ay içinde öğrenciler için çok yüksek bir istihdam oranı vardır. CC & S aynı zamanda dünya çapında aktif mezunları tarafından sağlanan tam kariyer destek sistemi sunuyor.

**Burs İmkanları için Bilgi** - **Scholarship Inf**o. IUJ is pleased to offer our successful applicants a variety of scholarship support to attend our 7 degree programs. Matches are made on a competitive basis, at the time Admissions, and based on the objectives of our various partner organizations, companies and foundations. Below is a quick list of the types of scholarships that applicants may be matched with, both directly by IUJ, through nominations from IUJ, and by independent applications with requests to join the IUJ community. IUJ would like to take this opportunity to extend our gratitude to our scholarship providers to make it possible for some many diverse and talented people to study at IUJ. Thank you.
For full details on each, please click on the PDF file below.


**(A)** [**IUJ SCHOLARSHIP GUIDELINES for Non-Japanese Applicants**](http://www.iuj.ac.jp/admis/request/index_download.cfm?dlfile=SchInsE&Page=E) ****

**Non-Japanese IUJ applicants who do not have sufficient funds can apply for scholarship(s) at the time of application to IUJ academic programs. Please read the information carefully and apply for appropriate scholarship(s). Scholarship information is subject to change.**

If you would like to apply for the scholarship:

1. Read the IUJ Scholarship Guidelines as linked above
2. Start an [Online Application](http://www.iuj.ac.jp/admis/).
3. In Phase 2 of the Online Application, you will find a Scholarship application to fill in.
Complete and submit the Scholarship application by the Admissions Deadline
4. The Admissions Committee considered scholarship awards along with the Admissions decisions.

*Note to those from Turkey:* Successful applicants may contact [TEV](http://www.tev.org.tr/) for scholarship support covering round trip airfare between Japan and Turkey to attend IUJ.

-----

**MEXT Scholarships.**
**Those who would like to apply for scholarships through the Japanese Government (MEXT) with Embassy Recommendation, please read below.**

2013 MEXT scholarship applications have already been completed.  The process starts 1.5 years before the start of your IUJ program.

For 2014 consideration, contact the Japanese embassy or consulate nearest you for the application form and their schedule. After you pass the preliminary screening conducted by the Embassy or Consulate, contact IUJ (we are not allowed to help you before passing that). Please contact IUJ as soon as possible after passing the screening in order to allow enough time to complete the process considering summer holidays. IUJ will ask for TOEFL, IELTS or TOIEC scores, and for the MBA candidates a GMAT score (or GRE for some that qualify), and other supportive documents. [More information](http://www.iuj.ac.jp/admis/scholarship/MEXTdetails.htm)

**Note:** IUJ will accept MEXT scholars only for the period needed to complete the degree for which the scholar plans to enroll. An additional 6 months of Japanese language training is not necessary for MEXT scholars who enroll at IUJ.

**Good luck to those who need financial support to attend IUJ!  We hope you can join our many alumni, like Anjan and Angga highlighted below, in exciting careers after receiving the generous support from our scholarship partners.**

## Sık sorulan sorular www.iuj.ac.jp/faq/faq\_list.cfm

|  |  |  |
| --- | --- | --- |
| **Application & Admissions**

|  |
| --- |
|  |

 |  |

**2013 Admissions Guidelines**

[**www.iuj.ac.jp/admis/pdf/2013/Instructions-E.pdf**](http://www.iuj.ac.jp/admis/pdf/2013/Instructions-E.pdf)

**2013 Admissions Guidelines**

**Graduate School of International Relations Graduate School of International Management**

・ **International Relations Program (IRP)** ・ **2-year MBA Program**

・ **International Development Program (IDP)** ・ **1-year MBA Program**

・ **Public Management and Policy** ・ **E-business Management Program**

**Analysis Program (PMPP)**

Dear Applicant:

We are pleased to learn of your interest in the graduate education at the International University of Japan (IUJ).

IUJ, in accordance with the international emphasis embodied in its founding principles, welcomes well qualified students from

a variety of backgrounds and from various parts of the world to join its graduate level programs taught in English.

As a graduate school chartered by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT), IUJ

must operate within the government policies governing educational institutions. Therefore, some of our application

requirements and procedures differ from those in other countries. This guide contains information to enable all applicants to

complete the application process smoothly. Some information may not be applicable to you, so please read the “notes”

sections if there is doubt, or ask the Admissions staff. Please prepare your application, online, carefully in line with all the

instructions given in this guideline.

This guide, along with the IUJ brochure and website, including the Admissions One-Point advice series, should answer most

of your questions about the admissions process. Please do not hesitate to contact us if you need further assistance.

**To apply to IUJ, please access the online application site at http://www.iuj.ac.jp/admis/**

**If it is impossible to use this site, please contact us for alternatives.**

Please note that deadlines are strictly upheld: all *original* documents and test scores must reach the Admissions Office by

the stated deadline to be considered by the Admissions Committee. Faxed items, attachments, or non-notarized copies are

unacceptable unless specifically noted.

***Master’s Programs Offered by IUJ***

IUJ has 2 *graduate* schools:

 **Graduate School of International Relations (GSIR)** offers 3 master programs and 5 degrees:

o International Relations Program (IRP – with an MA in International Relations and an MA in International Peace

Studies),

o International Development Program (IDP – with an MA in International Development and an MA in Economics),

and

o Public Management and Policy Analysis Program (PMPP – an MA in Public Management)

 **Graduate School of International Management (GSIM)** offers 3 masters programs:

o 2-year MBA (regular program),

o 1-year MBA (special track\*) and

o Masters of E-business Management (1-year program)

*\* Designed for corporate sponsored students with 5 year work experience, and who will return to their sponsoring*

*company.*

Before you apply, please read the detailed introduction about the objectives and curricula of each program in the brochure or

websites. Please note, that cross-registration between programs and schools is encouraged to customize your IUJ

education, but the degree you select is very important for your professional growth.

GSIR: http://gsir.iuj.ac.jp GSIM: http://gsim.iuj.ac.jp IUJ main page: http://www.iuj.ac.jp

*Not*e*: IUJ does not offer any undergraduate degrees or a PhD at this time.*

**2013 IUJ Admissions Guidelines**

**2**

***Minimum Qualifications for Admission***

The International University of Japan considers individuals with one of the following qualifications to be an eligible applicant:

1. Those who hold, or are about to receive, their bachelor’s degree from an accredited four-year college or university

and who have completed a minimum of 16 years of formal schooling.

2. Those who hold a bachelor’s degree in a country where *less than* 16 years of formal schooling is required for

completion of that degree program and who have one or more years of research experience subsequent to their

bachelor’s degree at an academic institution; minimum age of 22. *Note: An official letter attesting to the academic*

*research experience is required as part of the application documents.*

Note: In some cases, those who hold a bachelor’s degree from an educational institution in a country where 15

years of formal schooling is required for completion of that degree program but who have no research

experience may be regarded as eligible applicants *based on their undergraduate performance*.

*3.* Those who hold an Associate Degree (one of the higher tertiary degrees issued usually after 14 years of schooling

by such educational institutions as junior colleges in the U.S.A., Japan or other countries that have compatible

education systems), minimum age of 22, has 2 years of work experience, and whose demonstrated *academic*

*ability is recognized as equivalent to that of a bachelor’s degree holder by IUJ prior to application.* ***Those in this***

***category, please contact the IUJ Admissions team for details.***

***Special considerations for 1-year MBA***

In addition to holding a bachelor’s degree as noted in (1) above, the applicant should have a minimum of 5 years of work

experience, and be sponsored and endorsed by their company to which they will return after graduating from IUJ.

***Admissions Policy and Screening Criteria***

**Admissions Policy**

The fundamental objectives of the Admissions Committees at IUJ is to admit to our graduate programs as many of the

most competent students as possible, within the limits of the number of places available in each school (see below).

In order to select the most competent students, the committee will review all the applicants individually and on the basis of

several criteria listed below, through interviews (domestic applicants) and/or documentary screening. IUJ does not use a

predetermined formula for rating the content of undergraduate education, nor does it use quotas based on nationality, age,

or gender.

**Screening Criteria**

The purpose of the IUJ screening is to find applicants who can contribute to creating a stimulating academic environment

for studying important practical policy issues, especially those related to enhancing understanding among different

cultures and nations, increased economic performance, good governance, establishing peace and improving living

conditions throughout the world.

Eligible applicants who meet one of the minimum qualifications described above, will be reviewed on the basis of the

following criteria:

1. Well-defined motivation to pursue graduate studies; clear research and/or career goals which IUJ can support

2. Demonstrated scholastic achievement at the undergraduate level

3. Aptitude and potential to become a leader who can significantly contribute to and/or manage increasingly globalizing

organizations

4. Maturity for a demanding academic experience

5. Fair sense of values to be able to become a member of our multinational and multicultural IUJ community with an

interest in understanding different cultures, drive to actively communicating with others, and desire to create a

world-wide human network

In addition, the applicant's skills in written and spoken English is a vital point to be evaluated as all the courses at IUJ are

taught in English.

***Number of Students and Time of Enrollment***

**Type of Applicants**

IUJ receives applications from two groups:

**Domestic Applicants** (residents of Japan, regardless of nationality. “Resident” means Japanese passport holders

who are living in Japan through the Admissions deadlines, or those holding a non-Japanese passport but have a

Resident’s Card or Alien Registration card, and with re-entry permissions into Japan on any type of visa at the time

of application and through the Admissions deadlines), and

**International Applicants** (residents of countries other than Japan, regardless of nationality. This implies: Japanese

nationals with residential permissions in a 2nd country and who are living in that country through the

Application/Admissions process; or non-Japanese with no status in Japan through the Application/Admissions)

Admissions guidelines and fees are slightly different for domestic and international applicants.

**Number of Students**

The GSIR will admit up to 125 students for its three programs per year.

The GSIM will admit up to 75 students for the MBA and E-business Management programs combined.

**2013 IUJ Admissions Guidelines**

effective as of October 12, 2012 and superseding earlier versions

**3**

**Time of Enrollment**

Fall Term (beginning in September of each year)

Note: Residents of Japan applying with an interview in February or earlier may be considered for enrollment in the

GSIR in the Spring Term (beginning in April). However, it is strongly recommended that successful applicants enter in

September (Fall Term) at the start of each academic year in order to take courses systematically. GSIM, due to the

progression in the curriculum, allows Fall entry only. (See “Admission Schedules”)

***Decision Cycles and Admission Schedules***

For Domestic Applicants:

It is mandatory for residents of Japan to sit for an exam and take an interview conducted by IUJ faculty members in

English. Each program offers several opportunities for admission interviews throughout the selection cycle. These

interviews are scheduled between December and May for GSIR, and between January and May for GSIM each year.

IUJ bases each applicant's admission decision on the evaluation of the interview, test results, and application materials

submitted. Applicants will be notified of the results according to the Admission’s Schedule (See “Admission

Schedules”).

Domestic Special Screening: **Special screening will operate within the GSIM domestic decision cycle** for those

applicants endorsed at IUJ by their employers. Eligible applicants must submit the endorsement form indicating they

are endorsed by their sponsoring companies/organizations to study at IUJ while maintaining their employment. In the

special screening, alternatives for GMAT test and English Test scores will be arranged. Please see Required

Application materials below.

Applicants will be informed of details relevant to the interview and entrance examination after submission of the

application documents.

**Exam Site\***

 **International University of Japan (Campus)**

777 Kokusai-cho, Minami Uonuma-shi, Niigata 949-7727 Japan

**http://www.iuj.ac.jp/about/location/**

\*On certain occasions the Exam Site may be the IUJ Tokyo Office.

For International Applicants:

International applicants should submit originals (with original signatures when applicable) of all required documents by

the stated deadline. Incomplete applications and applications received after the deadline will not be considered.

Documents that are sent as PDF attachments, are non-notarized copies, or that appear faked will not be considered.

Document screening will be conducted immediately following the application deadline(s). The decision whether or not

to admit a candidate will be based on evaluation of all the required documents submitted.

***Required Application Materials\****

Your completed admissions package must include the items listed below. They are explained in detail in the next pages.

Please remember that the Admissions Committee will not review your application until all the required items, in their

original form, have been received by IUJ. Incomplete applications will not be considered. Applications with PDF and faxed

documents are not considered complete until the originals arrive. **Items in BOLD are required for all applicants.\***

**1. Completed online Application Form** (including the checklist\*\*) filled out in English

**2. 4 Photographs**

**3. Personal Statement**

**4. Research Interest description**

**5. College Certificates from all undergraduate** and graduate schools attended:

a) transcripts and b) certificates of graduation/degrees

**6. Support Letters and Forms**

**a) 2 Recommendation Letters**

b) Endorsement Form (1-year MBA and Domestic Special Screening applicants *only*)

**7. Signed Pledge**

**8. English Test Score: TOEFL, IELTS or TOEIC Score Report (See exemption policy below)**

9. GMAT score or alternative test score (MBA applicants *only*). See below

**10. Application Fee & Application Fee Form**

11. Application for Scholarship (for those requiring financial support *only*)

12. Copy of the Residents Report (Non-Japanese Domestic Applicants *only*)

13. Letter Attesting to Academic Research Experience (for those with less than 16 years of schooling *only*)

14. Copy of your Passport (those already holding an internationally recognized passport – Non-Japanese *only*)

**2013 IUJ Admissions Guidelines**

**4**

*\* International applicants with* special sponsorship/scholarship please refer to your sponsor and email to the Admissions

Staff for instructions.

\*\* The Check List is in the Online Application site, and serves to help you track your programs and confirm you have filled out

all relevant sections and prepared all relevant documents to be sent to IUJ. It should be printed out after all items have

been prepared for mailing, and mailed with your documents.Applicants





Important Notes on Test Validation and Test Result delivery dates:

**English scores** must be taken *within 2 years* of application deadline date

 TOEFL iBT: Allow **5 weeks** to reach IUJ after testing date.

 TOEFL PBT: Allow **7 weeks** to reach IUJ after testing date.

Information on the TOEFL is available from: http://www.ets.org/toefl/

 IELTS: Allow **4 weeks** to reach IUJ after testing date.

Information on the IELTS is available from: http://www.ielts.org/

 TOEIC: Allow **4 weeks** to reach IUJ after testing date.

Information on the TOEIC is available from: http://www.ets.org/toeic/

**GMAT** (MBAs *only*): score must be taken within 5 years of the application deadline date

 Allow **3 weeks** to reach IUJ after testing date.

Information on the GMAT is available from: http://www.mba.com/

Note: As an alternative MBA applicants may submit a GRE score, though the GMAT is highly recommended,

especially or those requesting scholarship support.

Information on the GRE is available from: http://www.ets.org/gre/

1) Applicants can begin their application process at any time after the online forms are opened (mid September each

year), but the application must be completed, including the submission of all documents, by the designated

deadline for the candidates to take an interview as scheduled. Applicants are encouraged to interview early in the

overall process.

The interview serves two purposes:

① to judge the academic and professional readiness to succeed in the IUJ programs, including career goals and

research interests (during the interview, consultation on research topics is also very useful to the applicant)

② to judge the English proficiency levels and cultural adaptability skills to adjust to the diverse campus

environment and thrive in it.

2) (GSIR only) On the basis of the decision made by the Admissions Committee after the interview, unsuccessful

applicants may be offered a chance to take another interview. They may reapply for admission in the following

month without paying an additional application fee. Revised application materials, or sometimes an improved

English test score, may be required for reapplication.

***Explanation of Required Application Materials***

Below is a quick description of the online application system and how to proceed to apply to IUJ. It is followed by a detailed

explanation of items required as noted above to help you prepare the needed documents and forms.

**1) Completed ONLINE\* Application**

Register to create your application ID and Password online at http://www.iuj.ac.jp/admis/online/. Then, after receiving an

email confirmation, return to the online site, log on and fill in all the sections including the checklist in the 1st Phase

(basic and required information), and then proceed to the 2nd Phase (supplemental information)**.** Keep your ID and

Password safe as you will need it each time you log on, and your ID to communicate with the IUJ Admissions staff

smoothly.

**Sections include:**

**1st Phase:**

 **Sponsorship**: Indicate if a government or company is sponsoring you or if you are privately funded

 **Personal Data**: Your basic demographics

 **Academic Background**: Where you attended school showing 16 years of education

 **Employment History**: Where you worked in a professional capacity full time

 **Internship and Volunteering Experience:** Other experiences relevant to your career development

 **English Test score**

 GMAT, GRE, Math test score *(MBAs only)*

 **Personal Statement:** Your goals for attending IUJ

 **Research Interests**: What kind of research you plan to conduct at IUJ

 **Support Letters and Form:**

o **2 Recommendations**

o Endorsement Form (*1-year MBA and Domestic Special Screening applicants only*)

 **Admissions Fee**

 **Check List** for the above items, and for other documents to be mailed to campus as noted below.

**2nd Phase:**

 Scholarship application: Optional, and for those privately funded requiring financial support

 Questionnaire: to help IUJ improve

 Submit button: to finally inform IUJ you are ready for your online information to be reviewed

Please complete each section of the online application in English as fully and accurately as possible. Please respond to

all questions. Applicants from countries using Chinese characters should present names and addresses in both the

Roman alphabet and Chinese characters.

Use the checklist as a guide to be sure all required documents and test scores (see below) are prepared for delivery or

delivered from the testing bodies.

\*If you cannot apply online, please contact us at admgsir@iuj.ac.jp for GSIR or admgsim@iuj.ac.jp for GSIM as early as

possible.

**2) 4 Photographs**

Four (4) Photographs should be mailed to the Admissions Office by the deadlines.

The photographs must be:

1) 4 cm x 3 cm without margins (like a passport photo\*)

2) Facing front, chest height, with no hat and no sunglasses

3) Taken within the past 3 months

**2013 IUJ Admissions Guidelines**

**6**

4) The same exact image (do not send different images)

5) Have your name printed on the back of all 4 photographs

\*Note: Digitally processed photographs, which are taken by a digital camera or captured by a scanning device

and printed using personal computers by the applicants themselves, are unacceptable. Please prepare

photographs that are valid for official use, such as those used on passport applications.

**3) Personal Statement**

Write, independent from the assistance of others, your personal statement and upload it using the online application

system. We suggest you write it off line, and after careful checking, upload .doc, .docx or pdf file nicely formatted.

Length: Between 400 and 600 words.

*Please carefully note* the topic of your statement requested by the GSIR and GSIM admissions teams.

**4) Research Topic**

In the section provided, please note the title and topic of your proposed IUJ Thesis in less than 200 words. The topic

should be related to your Personal Statement.

**5) College Certificates**

**a. Official transcript of academic record, and**

**b. Certificate of graduation/degree**

You should request official certificates and transcripts written in (or translated into) **English** from every undergraduate or

graduate college/university you have attended. The transcripts need to include the names of all courses taken and

grades received. Download a formal request from to submit to your universities to request these documents from the

IUJ online Application system in the Check List section: ***“College Certificate Request Form.”***

The certificates, along with the “College Certificates Request Form,” ***must* be sealed in an envelope with the**

**college/university’s name on it, which is signed or stamped across the seal by an official of the institution**.

If you are *currently enrolled* in an undergraduate/graduate program, you must submit an official transcript covering

courses completed by the time of application and an official letter certifying the specific date and title of the expected

degree upon completion of the program.

NOTES:  Photocopies of certificates/transcripts are not acceptable.

 Once certificates/transcripts have been opened, they are not acceptable.

 Certificates/transcripts without the institution’s stamp or signature of registrar are not acceptable.

 If a college/university has a policy not to issue more than one official transcript/certificate, you may submit

photocopies verified by the college/university or a notary public. Put the documents in an envelope with the

university or public notary logo and address noted, with an official’s signature over the flap.

 If a college/university cannot issue an official English certificate/transcript, you are required to submit both

the official certificate/transcript written in its original language and its English translation made by a

professional translator. They should be in the same envelope, which must be signed across the sealed flap

by the translator.

**6) Support Letters and Forms**

**a) Two Recommendation Letters**

Using the online application system, input the name, title and contact information of two people you wish to have

recommend you. The email address given must be to their professional email account, and not a gmail, hotmail, or

yahoo (etc) account. Your recommender(s) should be 1) an academic advisor or professor, and 2) an immediate

supervisor from your work, and/or a company official. An automatic request email will be sent to the two professionals

**GSIR Applicants (IDP, IRP, PMPP):**

While the content is free, we suggest the

following topics:

 Motivation for coming to IUJ;

 The kind of special research you would

like to conduct, and subjects you would

like to focus on

 why do you feel that research is

important?

Please note: This statement is very important for

the Admissions committee to assess your fit for

the program you are applying.

**GSIM Applicants (MBA, E-business):**

Focus your statement on your Career Plans:

 Describe your short- and long-term career

plans and how the IUJ program, with a

significant international emphasis, will

contribute to the achievement of your career

goals.

 How important is the international

management component of the IUJ program

to the realization of those goals?

**2013 IUJ Admissions Guidelines**

effective as of October 12, 2012 and superseding earlier versions

**7**

you indicate by IUJ, with a link to receive the Recommendation Letter form. We highly suggest you inform your

recommenders about this process ahead of you submitting their names to IUJ.

The recommendations **should be filled out, and printed by your referee and, after signing, *must* be placed in a**

**sealed envelope with recommender’s signature across the seal. You should submit these, using postal mail,**

***with the other required* documents in one admissions packet. You may use the label provided in the online**

**Check List to ensure delivery to IUJ.**

If you are not in a position to submit confidential statements from two different types of recommenders as indicated

above, two statements provided by different individuals from the academic institution you have attended, or your

workplace shall be acceptable. Every effort should be made to have the statements written in (or translated into)

English.

**b) Endorsement Form** (1-year MBA and GSIM Domestic Special Screening applicants *only*)

Those applying to 1-year MBA or those applying for GSIM Domestic Special Screening must submit an Endorsement

Form from their sponsoring company, specifically the HR officer in charge. The form should be download from the

online application site. Applicants need to obtain the official company stamp or signature on the form. Alternatively,

the sponsoring or hosting companies can issue their own letter of endorsement stating that the applicants will be

granted financial support or a leave to attend all classes and required program activities.

**7) Pledge Form**

Print out the Pledge Form on the Admissions Check List, read and sign it, returning the original, using postal mail, to the

Admissions Office by the deadline along with your other documents in one application packet. Please note: by signing the

Pledge Form you take full responsibility for the content of your application and related documentation to IUJ and

scholarship sponsors. Any discrepancy found in your documentation could be means for IUJ to overturn any admissions

decisions either before you begin the program or thereafter.

**8) English Test Score:** TOEFL, IELTS\* or TOEIC\*\* Score Report

An official TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System)

score is required of applicants whose native language is not English or who did not study at the university level in English

in the countries noted below Australia, Canada, Ireland, New Zealand, the UK, and the USA are considered as native

English speaking countries. **See the Exemption policies below Categories A and B.** All those not included in those

categories are required to submit official test scores, without exemption.

\* Note: IELTS includes General Training and Academic Modules in the reading and writing sections. You should take

the **Academic Modules**.

\*\* Note: You may also submit an official TOEIC (Test of English for International Communication) score certificate.

However, we strongly recommend you to take a TOEFL or IELTS test.

*\*\* Note for the domestic special screening applicants: TOEIC IP TEST taken at their sponsoring organizations are*

*acceptable. Please contact us for further instructions.*

**The test score is valid as part of the application documents for admission if it was obtained within the two years**

**prior to the time of enrollment.** (Valid test dates are provided in “Admission Schedules”).

**Please note that we accept only original score report(s) directly sent to us from ETS or the British Council (or an**

**IELTS test center).**

**IUJ’s institution code for TOEFL score reporting is 0712**.

Please make your test appointment early enough to allow your scores to be reported before our due date (please refer to

“Score Delivery” for guidance).

Your TOEFL/IELTS/TOEIC test information must be correctly note in the appropriate section of the online application. If

you are exempt from submitting a test score (see categories below), you may indicate so in that section after carefully

reading our exemption policies. If you have any questions be sure to ask the Admissions staff.

**Note: English Test Exemption Policy**

Those who fall into one or both of the following categories are exempted from submitting an English Test score (TOEFL,

IELTS or TOEIC):

**Category 1:** Students whose mother tongue is English and who lived and were largely educated in countries

where English is the native language (e.g., the U.S.A., Canada, the UK, Australia, New Zealand, and

Ireland) are exempted from submitting an English test score.

**Category 2:** Students who have formally completed an undergraduate or graduate program (in English) in a native

English speaking country (e.g., the U.S.A., the U.K., Canada, Australia, New Zealand, and Ireland)

are automatically exempted from submitting an English language test score. Furthermore, students

from the following countries are exempted if they have formally completed an undergraduate or

**2013 IUJ Admissions Guidelines**

**8**

graduate program in an English-medium institution in one of these countries: India, the Philippines,

Singapore, or a Caribbean country such as Jamaica, Barbados, and Trinidad and Tobago where

English is a primary institutional language. ***Such students must submit evidence that the medium***

***of instruction at the undergraduate or graduate university was English.***

*NOTE: We are aware there are other countries where English is one of the official languages, and that other countries’*

*schools may be conducted in English. However, IUJ policies do not include them.* All others are required to

submit a TOEFL, IELTS or TOEIC as part of their application documents.

Priority will be given in the admissions process to applicants who have at least the following English scores:

TOEFL: Paper-based exam 550

Internet-based exam 80

IELTS: 6.5

TOEIC: 800

(No other English test score is accepted)

Those falling below the recommended test scores, but who are admitted to IUJ, are highly recommended (or in some

cases, as a condition of admissions) to attend the Intensive English Program during the summer (8 weeks) before their

first term of IUJ.

***Note on IUJ English Classes Exemptions***

Please be aware that on-campus English exemption tests will be administered in late September for the purpose of

deciding which new students need to enroll in English classes that are held in the regular terms. Information concerning

which new students are exempted from these on-campus tests is contained in the document, ‘English Exemption

Policies for IR & IM Students’ which is included in the packet of documents sent to all admitted students.

***Note on Japanese Language requirements****:* Applicants are not required to know any Japanese language because

the medium of instruction at IUJ is English

**9) GMAT or alternative test score\*** (MBAs *only*)

A GMAT (The Graduate Management Admission Test) score is required\* of all MBA applicants and highly recommended

for scholarship considerations. **The test score is valid as part of the application documents for admission if the**

**score is obtained within five years prior to the time of enrollment** (Valid test dates are provided in “Admission

Schedules”).

**Please note that we accept only original score report(s) directly sent to us from Pearson VUE.** Please make your

test appointment early enough to allow your scores to be reported before our due date (please refer to “Score Delivery”).

**IUJ’s institution code for GMAT score reporting is BV1-7F-20**.

***\*Alternative 1:*** If for logistical reasons taking the GMAT is not possible for you, you may submit a GRE (general) test

score. We highly recommend you consult with the Admissions staff before choosing this option,

especially if scholarship support is required.

The IUJ GRE Designated Institution code is **0659**

***\*Alternative 2***: For the domestic special screening, an IUJ administered Math Test is also an option. The online

system will guide you to this option. If you choose this option, you must sit for the test which is

conducted on the same day as the admission interview.

Your GMAT/GRE result or Math test must be indicated in the appropriate section online. Unless indicated, we will

assume that you have not taken/will not take this test, but in this case your application cannot be completed so you are

not eligible for admissions. In addition to indicating your results online, the original test scores must be sent from the

testing body to IUJ by the deadlines.

**10) Application Fee**

**Domestic Applicants: 30,000 yen**

**International Applicants: 5,000 yen**

All applicants are required to submit a non-refundable application fee. There are **no exceptions**.

The application fee is payable by bank transfer or credit card (VISA, MASTERCARD, American Express, JCB, UC). The

online application system will guide you to your payment options. If it is impossible for you to make a payment in

Japanese yen, you may pay the equivalent amount in US dollars.

The applicant is also responsible for all handling fees (remittance fee etc.).

**2013 IUJ Admissions Guidelines**

effective as of October 12, 2012 and superseding earlier versions

**9**

<Bank Information>

Name of the Bank: Hokuetsu Bank (Bank No. 0141) 北越銀行 (銀行番号: 0141)

Branch Name: Yamato Branch (Branch No. 510) 大和支店 (支店番号: 510)

Account Name: Kokusai Daigaku Kenteiryo-guchi 学校法人国際大学検定料口

Savings Account No: 111130 111130 普通預金

Routing No. (SWIFT code): HETSJPJT

Bank Address: 996 Urasa, Minamiuonuma-shi, Niigata-ken 949-7302 JAPAN

TEL: +81-25-777-3145 FAX: +81-25-777-4129

Notes:

1) Payer’s name must be APPLICANT’S NAME

2) Applicants are responsible for all the remittance charges incurred.

**11) Application for Scholarship** (those requiring financial support to attend IUJ *only*)

Several scholarships are available through IUJ for highly qualified non-sponsored students. IUJ selects scholarship

candidates from the pool of successful applicants at the time of admissions decisions. Those requiring financial support

fill in the required online section, in the 2nd phase of the online application process, or indicate that no scholarship is

needed in that section.

***For Japanese Applicants***

IUJ grants S. Nakayama Memorial Scholarships or a loan program to qualified Japanese applicants. All non-sponsored

applicants are eligible to apply for them. Those who would like to apply for this financial aid should fill out the “Scholarship

Application for Japanese Applicants” by the deadlines, and mail it to the Admissions Office attaching a “Certificate of

Income” “Gensen Choshusho”, “Kakutei Shinkokusho” etc. with the other required documents.

For more details, please refer to the IUJ Scholarship Guidelines for Japanese Applicants.

***For Non-Japanese Applicants***

IUJ grants S. Nakayama Memorial Scholarships to qualified non-Japanese applicants. All non-sponsored applicants are

eligible to apply for this scholarship. Non-Japanese applicants can also apply for scholarship programs provided by our

affiliated organizations such as ADB (Asian Development Bank), KMMF (The Konosuke Matsushita Memorial

Foundation), AEON (AEON 1% Club), Mitsubishi UFJ Trust Foundation Scholarship\*, Sojitz, etc. if they qualify for such

scholarship programs.

\* This scholarship application form is available from December each year and requires several additional documents. If

you qualify contact the Admissions Office for details.

To be considered for the above-mentioned scholarships, complete the online application form in the 2nd phase of the

online system.

For more details, please refer to the **“IUJ Scholarship Guidelines for Non-Japanese Applicants”** on the website at

http://www.iuj.ac.jp/admis/scholarship/

Applicants are strongly encouraged to seek alternative sources of funding on their own, as not all those admitted to IUJ

programs can be supported through IUJ administered processes.

Financial planning is especially important for non-Japanese applicants in obtaining a Certificate of Eligibility (CE) needed

to obtain a College Student Visa. You will be required to prove to the consular officer and the Japanese Ministry of Justice

that you have sufficient funds to cover expenses for study in Japan, such as the university's tuition and fees and living

expenses (housing, food, clothing, etc.).

Notes:

 Results of scholarship selection are not available from IUJ until after mid-March each year. Moreover, non-Japanese

applicants who are recommended by IUJ to an external scholarship foundation for consideration need to complete a

separate application process (The Admissions staff will guide you at the appropriate time) and wait for the final

decision which can take until the middle of July.

 Application for scholarships does not affect IUJ’s consideration of a student’s application for admissions.

 If you do not submit a scholarship application, you will not be considered for a scholarship.

 Deadlines for scholarship applications are the same as admission application deadlines. A scholarship application

must be submitted online along with the complete set of application materials for admission.

 There are no chances to apply for financial aid to cover tuition after entering IUJ, except the MEXT scholarships

which are highly competitive. Students may have an opportunity to apply for some scholarships that cover only

partial living expenses after enrollment, such as offered by JASSO. The selection process is competitive.

**12) Residence Card** (Non-Japanese Domestic Applicants *only*)

**Domestic applicants who are not Japanese nationals** must submit a copy of the Alien Registration Card/Residence

**2013 IUJ Admissions Guidelines**

**10**

Card (including the reverse side of the card) if you have been issued such a card and are still in possession of it,

irrelevant of current location. A non-notarized copy is acceptable.

**13) Letter Attesting to Academic Research Experience** (those with less than 16 years of education *only*)

Those with less than 16 years of education who are applying to IUJ under the **Minimum Qualifications for Admission**

**Category** (2) must submit a signed letter attesting to your academic research experience written by an official at the

academic institution where the research was conducted. The letter must include 1) the title or topic of research, 2) a

summary of the research, and 3) the specific time period during which the research was conducted.

**14) Passport Copy** (Non-Japanese *only*)

If you have an international passport, submit a copy of the pages showing your full name, nationality, date of birth,

photograph, passport number and expiration date. Include any and all visas relevant to Japan. A non-notarized copy is

acceptable.

***Mailing Instructions***

 **All application materials must be submitted online or received by IUJ on or before the appropriate application**

**deadlines.** (Please consult the “Admission Schedules” carefully.) Late applications will not be considered.

 From the Online Application checklist, you may print out our mailing address to ensure accurate delivery.

 Applicants must send all the application materials, except for the original GMAT/GRE and/or TOEFL/IELTS/TOEIC

score report(s), **altogether in one package**. Using express registered mail or a courier service is highly

recommended. Only when circumstances require, official college certificates and/or recommendations may be sent

directly to IUJ from the registrar and/or recommender. Contact us ahead of time if this is the case.

 **We will not return any documents or application fees once submitted.**

 **Application materials sent by Fax, Email attachments or E-mail messages are not accepted.**

 Be sure to indicate the mailing status of all your application materials on the “APPLICATION CHECKLIST” of the

online application system

 Please do not send any documents/materials which are not required.

 It is the applicant’s responsibility to request all supporting documents early enough to meet the designated deadline.

 We strongly recommend that you print out a copy of the online application and make copies of all supporting

documents for your files (except the recommendation letter’s which should be in sealed and confidential envelopes).

***Application Acknowledgment***

As IUJ receives your **completed** online application forms, and other required application materials/test scores and the

supporting documentation, IUJ will send you acknowledgment messages explaining your application status, usually by

E-mail. The acknowledgement will contain the same unique application ID number you were given when you started your

application online.

**We ask you, too, to use your Application ID number in all correspondence you may make with IUJ to help us**

**identify you and provide timely support.**

***Admissions Results***

Admissions results for both successful and unsuccessful applicants will be sent by express registered mail to each

applicant, regardless of his/her country of residence, on the dates of announcement of admissions results listed in the table

on the previous page. If you do not receive the documents from IUJ in a timely manner (appropriate to your location and

express mail services) contact us. A list of successful applicants will also be posted at IUJ’s Urasa campus at 13:00 Japan

time on those dates. In addition, you can inquire about your result via the IUJ website after the release date and time.

Admission decisions cannot be released by telephone or email, in principle.

**Announced decisions are final. IUJ will not answer any inquiries about unsuccessful results**.

***Admission Procedures***

After the Admissions Committees finalize their decisions, an Accept or Reject notice will be sent to you. A Notification *of*

*Successful Result* does not constitute a guarantee of admissions. Successful applicants will be requested to inform us of

their intention to enroll, and will be asked to submit some additional documents and pay the Admissions Fee. These

actions are referred to as “Admission Procedures”. Details of admission procedures are mailed to successful applicants

along with the admissions results. Only those who complete the “Admission Procedures” will be issued an official LETTER

OF ADMISSIONS. This letter, along with a Certificate of Eligibility which IUJ will help you obtain, is used to apply for your

College Student Visa from the applicant’s local Japanese embassy or consulate. Those who fail to complete these

procedures will be considered to have declined IUJ admissions. **Deferred admission is not offered at IUJ**.

**2013 IUJ Admissions Guidelines**

effective as of October 12, 2012 and superseding earlier versions

**11**

***Protection of Personal Information***

All personal information that IUJ obtains from applicants will be used solely for the purpose of admission screening and the

student registration process in subsequent admission procedures. All application information and supporting documents

provided by applicants will remain confidential and will not be released to any third party without prior permission of the

applicants.

***School Expenses***

**Admission Fee: 300,000 yen**

**Tuition: 1,900,000 yen per year (2-year MA, MBA programs)**

**2,200,000 yen (E-business Management program)**

**2,900,000 yen (1-year MBA program)**

**Dormitory Fees** (including LAN)**:**

**39,000 yen** (Single Rooms)

**53,000 yen** (Married Student Apartment)

**Monthly Living Expenses** (rough estimates)**:**

**5,000 yen** (Utilities)

**30,000 yen** (Meals)

**20,000 yen** (Educational Materials)

***For more information and support***

**Website Support and Resources**

Online Application Form: http://www.iuj.ac.jp/admis/online/

FAQ site: http://www.iuj.ac.jp/admis/faq/

Includes Application and Admissions information

Includes Career and Placement information

Admissions One-Point Advice site: http://www.iuj.ac.jp/admis/advice/

Career Counseling and Services site: http://www.iuj.ac.jp/career/

Alumni Information and Showcases: http://www.iuj.ac.jp/alumni/

**Contact Address for GSIR Applicants:**

Admissions

International Relations Program (IRP),

International Development Program (IDP), or

Public Management and Policy Analysis Program (PMPP)

Graduate School of International *Relations*

International University of Japan

777 Kokusai-cho, Minami Uonuma-shi

Niigata 949-7277 JAPAN

E-mail: admgsir@iuj.ac.jp

(Please use your Application ID number in every email)

Phone: 025-779-1200 (in Japan)

+81-25-779-1200 (from overseas)

**Contact Address for GSIM Applicants:**

Admissions

Masters of Business Administration (MBA regular track),

Masters of Business Administration (MBA 1-year track)

Masters of E-business Management (Ebiz)

Graduate School of International *Management*

International University of Japan

777 Kokusai-cho, Minami Uonuma-shi

Niigata 949-7277 JAPAN

E-mail: admgsim@iuj.ac.jp

(Please use your Application ID number in every email)

Phone: 025-779-1500 (in Japan)

+81-25-779-1500 (from overseas)