

Graduate School of International Administration All English Course (AEC) Admission Guideline



Josai International University April 2027 Admission (Applications from overseas)

This Admission Guideline covers the following topics:

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Introduction

The Graduate School of International Administration located at the Tokyo Kioicho Campus provides higher educational opportunities for student to become an international public administrator and/or a business administrator for challenging global issues in the 21st century.

This admission guideline will help you complete the application procedures. Approximately 35 students are admitted to the program per year and courses are available in either Japanese or English.

Admission Requirements

Applicants must meet both educational and English language proficiency requirements.

Admission Eligibility Requirements, either a) or b) :

- a) The completion of at least **16 years** of education including a bachelor's degree
- b) If an applicant has less than **16 years** of education with one of the following conditions, he/she may be qualified to apply:
 - The completion of at least three years of tertiary-level education including a bachelor's degree. The JIU Admissions Assessment Committee will assess an applicant's eligibility upon his/her request.
 - 22 years-old or older with sufficient work experience as a researcher, an instructor at an academic institution or a specialist in the fields relevant to this Master's Program. The JIU Admissions Assessment Committee will assess an applicant's eligibility upon his/her request.

English Language Proficiency Minimum Requirements (either one of the following):

- TOEIC[®] Listening & Reading 730 or higher
- TOEFL iBT 80 / PBT 550 or higher
- IELTS (Academic) 6.5 or higher
- Equivalent test scores

Notes:

1. The applicant's latest test score must be within **two years** prior to the application date.
2. For inquiries concerning an applicant's eligibility, please contact the Admissions Office as follows.

Address: 1 Gumyo, Togane-shi, Chiba-ken 283-8555 JAPAN
TEL: +81-475-55-8855
E-mail: admis_c@jiu.ac.jp

Assessment of Application

Two assessments are conducted in accordance with the following instruction. The Admissions Office may contact the applicant's academic institutions to ensure the credibility of information provided, or request additional documents regarding academic background, transcripts, and language proficiency.

- a) Document assessment
- b) Online Interview

Application Timeline

[IMPORTANT] Application from overseas: All dates/times are JST (Japan Standard Time).

Online Application and Registration	PDF Application Documents Pre-submission	Submission Period for Application Documents	Connection test of Online Interview	Online Interview	Announcement of Results	Enrollment Deadline
October 9 – November 24, 2026	October 9 – November 10	November 10 – November 25	December 9	December 12	December 22	January 6, 2027

Notes:

1. All the application documents in PDF format must be submitted by e-mail within Pre-submission period. See p.5 - 6 "Application Documents" for details.
2. All the application documents must reach the Admissions Office by the end of the Application period.
3. Applicants must complete all the matriculation procedures including payment of academic and other fees by this date. If not, admission may be cancelled unless they have requested special permission to postpone the procedure due to public reasons.

Application and Admission Procedures

Application from overseas:

- 1) Confirm the application timeline on page 2 and check the required application documents on page 5 and 6.
▼
- 2) Input information, make payment, and print out the application form from the online application site.
▼
- 3) Send application documents (PDF) in advance by e-mail. E-mail: admis_c@jiu.ac.jp
▼
- 4) Mail application documents.
▼
- 5) Download and print the examination ticket
▼
- 6) Online Interview
▼
- 7) Announcement of results
▼
- 8) Enrollment procedures
▼
- 9) Admission letter

Application Fee and Online Application Procedures

Application Fee for applicants from overseas: 10,000 yen

All admissions listed in this application guide refer to online applications, please go to <https://www.jiu.ac.jp/online-application/shutsugan>.



Note: You can print out the application form once payment of the application fee in Step 2 is completed.

Overall Flow of Online Applications

【Step 1】 Register

- 1) User Registration
 - ◎ If this is your first time to use the online application site, please complete the "User Registration" information.
 - ◎ If you have previously registered your information, please click "Login to My Page."
- 2) Selection of Entrance Examination Method
 - ◎ Please confirm and select the applicable entrance examination method.
- 3) Selection of Desired Graduate School and Degree
 - ◎ Enter the password : **Please contact the Admissions Office separately.**
 - ◎ Please select the graduate school and degree of your choice.
- 4) Input of Personal Information and Registration of Photo
- 5) Confirmation of Application Registration Information
 - Selection of Payment Method for Entrance Examination Fee

【Step 2】 Payment of application fee

Select payment method for examination fee and confirm payment information.

Please note that payment information is required when making the payment, so be sure to either write it down or print it out.

Please pay the application fee by **credit card**.

*Please note that once the application fee has been paid, no changes can be made to the application details.

*It may take up to 2 hours to confirm your payment, so please make your payment well in advance.

*Please check "Payment Method" on the online application site for details.

【Step 3】 Printing and submission of required documents

Important: Please submit your application documents in PDF format via email in advance.

(E-mail: admis_c@jiu.ac.jp)

©After payment of the application fee, please download and print out the application form from My Page on the online application site.

©Print the application form and address label (either color or black and white printing is acceptable)

©Place the address label on a commercially available *Kakugata 2* envelope (the size for an A4 sheet without folding), enclose the application form and necessary documents, and send by EMS or other international mail. (must arrive no later than the application deadline).

Postal address : Admissions Office, Josai International University
1 Gumyo, Togane-shi, Chiba-ken 283-8555 Japan

【Step 4】 Download and print the examination ticket

©The examination ticket can be downloaded from the online application site approximately 3-4 days prior to the screening date.

©Print the examination ticket vertically on a blank sheet of A4 size paper (either color or black and white) and be sure to keep it with you on the day of interview.

List of Application Documents

Notes:

1. In principle, application documents submitted cannot be returned under any circumstances. Original certificates may be returned if a written request is included with the application documents.
2. The contents of the application documents cannot be changed after their submission.
3. Any falsified documents may result in the cancellation of an application.

For all international applicants from overseas, #1 to #15 below:

1	Application Form
	● Please download and print out the application form from “My Page” after completing the payment of the application fee. ● Photograph (taken within the last 3 months, 4 cm (H) x 3 cm (W), frontal upper body, hatless, no background) Please register on My Page on the Online application site.
2	<u>Original</u> college or university graduation certificate(s) * <u>Copies cannot be accepted</u>
	● A graduation letter or diploma is also acceptable if an original certificate has not been issued by the end of the application period. ● If the certificate is not written in Japanese or English, please submit a translated copy (Japanese or English) as well.
3	<u>Original</u> academic transcript(s) from college or university * <u>Copies cannot be accepted</u>
	● If the transcript is not written in Japanese or English, please submit a translated copy (Japanese or English) as well.
4	<u>Copy</u> of Certificate of English Proficiency Test (The applicant's latest test score must be within two years prior to the application date.)
	● Either one of the following: • TOEIC Listening & Reading 730 or higher • TOEFL iBT 80 / PBT 550 or higher • IELTS (Academic) 6.5 or higher • Equivalent test scores
5	<u>Two Original</u> Letters of Recommendation * <u>Copies cannot be accepted</u>
	● Please use the designated form for graduate school applicants. <u>One letter</u> of recommendation must be from the applicant's university supervisor. <u>The other</u> can be from a university professor, a language school teacher, or an employer. • Applicants should submit letters written, signed, and sealed by the referees, and mail along with other application documents. • The recommendation letters must be translated into Japanese or English if the language used is not Japanese or English.
6	Statement of Application Purpose (Write in English)
	● Please use the designated form for graduate school applicants.

7	Essay Assignment (Write in English)
	- Please use the designated form for graduate school applicants. - About the essay assignment, see page 6 below of this admission guideline.
8	Employment verification letter (If applicable)
9	<u>Copy</u> of Graduation thesis
	If you cannot submit it due to unavoidable circumstances, submit a "statement of reason" instead. (The format is open.)
10	Statement of Financial Support and Guarantor's Contact
	Please use the designated form for graduate school applicants.
11	<u>Copy</u> of Passport
	Pages with photo and your personal information on
12	Original document(s) verifying the relationship of a financial provider/guarantor to the applicant
	- i.e., a copy of birth certificate - Chinese applicants must submit a copy of Household Registration Record (戸口簿), indicating the applicant's current address, name of a financial provider/guarantor, and the applicant's name. The copy should be the latest version.
13	Original official certificate of a financial provider's employment
	An official certificate, which indicates name, address, a telephone number, and job tenure, issued by her/his employer
14	Original official certificate of a financial provider's annual income and bank statement
	An annual income of the latest three years.
15	Application for Certificate of Eligibility (COE) and Resume
	Please fill out the prescribed form in Japanese, certify it, and attach a photograph. (For submission to the Tokyo Regional Immigration Bureau)

Essay Assignment

Write an essay in English to address the following questions. The essay's length should be 500 to 600 words.

What structural problem(s) (such as economic, social, political, environmental or other) is the organization - be it a company, governmental or nongovernmental - that you may want to work for or manage facing? In your opinion, how should a leader of the organization respond to the problem(s) in order to achieve its objective(s)? Use data, evidence, and concrete examples, as much as you can.

Announcement of Acceptance

You can check the results from the online application site.

(1) You can check the result of your application by the following procedure.

1. Access the dedicated “Online Application” site from the university website.
2. Log in to “My Page” on the online application site. (To log in, you will need the “Login ID” and e-mail address you used when submitting your application.)
3. Click the “Print Pass / Fail Inquiry / Notification Letter” button.
4. Click the “Confirm” button to display the result of your application.

(2) Please confirm whether you have been accepted or not by using the above-mentioned method of inquiry. We will not respond to any inquiries by phone or e-mail, including reasons for acceptance or rejection.

(3) You can check your result from 3:00 p.m. on the day of the acceptance announcement.

(4) Only successful applicants will be able to print the “Notification of Acceptance” and “Transfer Form” from 3:00 p.m. on the day of the announcement of acceptance. Please log in to “My Page” on the online application site to print these documents.

Please note that neither the acceptance notification nor the money transfer form will be mailed.

■ Distribution Period

Distribution begins at 3:00 p.m. on the day of notification of acceptance of the entrance examination.



Online Application
QR Code

Enrollment procedures

You can check the information from “My Page” on the online application site.

- (1) Josai International University has introduced the international tuition payment service "Flywire". Please use this service when you pay tuition fees from overseas. Please note that it may take several days for the remittance. The University needs to check a payment. The university requests you to have a sufficient time before the due date of tuition payment.
- (2) Download and print the admission procedure documents from “My Page” of the online application site and complete the required information. Download the “Address Labels for Various Sending Documents (to the University)” from “My Page”, prepare the documents by the due date. Please email the documents to the university with the attachment before mailing the originals to the Admissions Office. (Email: admis_c@jiu.ac.jp)

Letter of Acceptance

The Letter of Acceptance will be issued on the “My Page” of the online application site to those who have completed the payment of tuition and other fees and mailed the enrollment documents by the deadline for enrollment procedures.

Please note that it will take some time for the issuance of the documents to be issued after confirming the payment of school expenses and other fees and the contents of the enrollment documents. Please note that admission will not be granted to applicants who have not completed the application procedures. After the issuance of the certificate, please print it out, keep it in a safe place, and bring it with you on the day of the orientation.

Academic and Other Fees

	First Year			Second Year
[Academic Fees (yen)]	Admission procedures (By the end of the matriculation period)	Fall Semester (By the end of October)	Total	Total Payment:
Admission Fee	270,000	-	270,000	-
Tuition Fee	290,000	290,000	580,000	Same as the first-year payments
Facility Fee	50,000	50,000	100,000	Same as the first-year payments
<u>Subtotal (yen)</u>	610,000	340,000	950,000	-
[Other Fees (yen)]				
Alumni Association Fee	10,000	-	10,000	M.A.Program (2nd) : 40,000 yen
Mutual Aid Fee	9,000	-	9,000	Same as the first-year payment
Academic Society Fee	3,000	-	3,000	Same as the first-year payment
<u>Subtotal (yen)</u>	22,000	-	22,000	-
<u>Total Fees (yen)</u>	632,000	340,000	972,000	M.A.Program (2nd) : 732,000 yen

Notes:

- Those who have completed JIU's undergraduate programs may be exempted from the admission fee and the alumni association fee provided that those fees were already paid prior to the application date.
- The fees shown on the table above exclude living expenses. Please note that this program is offered in Tokyo.

Withdrawal from the Admission

If an applicant decides to withdraw his/her application for admission after paying for the first semester, JIU can refund the full amount minus the admission fee of 270,000 yen. Please contact the Admissions Office at +81-475-55-8855 by 3 p.m. on March 18, 2027 (Japan Time), and we will mail you a form for declination of the admission offer. Fill it out and send it back to the Admissions Office via email by March 25, 2027 and the above said amount will be refunded on April 9, 2027.

Contact Us: Admissions Office, Josai International University
1 Gumyo, Togane-shi, Chiba-ken 283-8555 Japan

TEL: +81-475-55-8855
E-mail: admis_c@jiu.ac.jp
URL: <https://www.jiu.ac.jp/eng/>