

2016

**Application Guidelines
for Undergraduate Programs**

**Undergraduate Application Guidelines
for International Students**

Faculty of Global Studies

- Department of Global Business
- Department of Japanese Communication
- Department of Global Communication



武蔵野大学
MUSASHINO UNIVERSITY



Global Leader Scholarship

Number
Available

80
(Total number available
including domestic recipients)

In the Faculty of Global Studies, we foster human resources with a high level of international understanding and proficiency of English and Chinese – the languages which cover the two major economic zones of Europe and Asia – as well as the Japanese language. Musashino University provides a **100% exemption of tuition fees and Education Enhancement Fees (EEFs) for a maximum of 4 years** to those who have an excellent academic record and a strong desire to work in the global society.

Scholarship categories and exemption details

There are four categories in this scholarship, and exemptions will be as follows.

Category	Number Available	Exemption Amount	Exemption Details
Global – S	10	3.74 million yen	100% exemption of tuition fees & EEFs for 4 years
Global – A	20	2.8 million yen	100% exemption of tuition fees for 4 years
Global – B	25	1.4 million yen	50% exemption of tuition fees for 4 years
Global – C	25	0.84 million yen	30% exemption of tuition fees for 4 years

* This is the total number including domestic recipients.

* A review will be conducted each year for the following year's payment. Details will be sent to recipients.

Scores required for the application

English Proficiency Tests

Test Name	Minimum Score
TOEFL iBT®	61
IELTS (Academic)	5.5
TOEIC®	700

Japanese Language Tests

Test Name	Minimum Score for Students from Countries Which Use Kanji*1	Minimum Score for Students from Countries Which Do Not Use Kanji*2
Examination for Japanese University Admission for International Students (EJU)	300 in Japanese	200 in Japanese
Japanese Language Proficiency Test (JLPT)	115 at N1	90 at N2
Musashino University's Test*3	80 in Japanese	60 in Japanese

* 1 Countries which use kanji (China, Taiwan, Hong Kong and Korea)

* 2 Countries which do not use kanji (Vietnam, Nepal, Malaysia, Indonesia, Thailand, India, Singapore, European Countries and North & South American Countries, etc.)

* 3 Those who are applying to the Department of Global Communication or the Department of Japanese Communication in Intake II and Intake IV and successfully pass the scores in Japanese from the Musashino University's Test after submitting the Global Leader Scholarship application at the same time as applying for admission will be included in the scholarship selection pool.

Selection Method

Recipients will be chosen by document screening of those who submit the Global Leader Scholarship application. A decision on those who choose Musashino University's Test will be made by both document screening and the result of the entrance examination.

[Documents to be submitted]

Global Leader Scholarship Application Form, Certificate which shows the applicant's language proficiency*1, Academic transcript from applicant's high school, Results of national level university entrance examinations in the applicant's country*2

* 1. As for the language certificate, a photocopy of the original is acceptable. However, if you submit a photocopy, you must submit the original when you complete the admission procedure. Without this, your acceptance of the Global Leader Scholarship will become void. Those who take the "Musashino University's Test" are not required to submit a language certificate.

* 2. If you take a national level university entrance examination, please submit a document which shows the results.

Examples: China: National College Entrance Examination (NCEE)
Korea: College Scholastic Ability Test (CSAT)
Vietnam: University Enrolling Examination (UEE)

- The result will be sent at the same time as the entrance examination result.
- The result of the entrance examination does not affect the result of the Global Leader Scholarship.

Faculty of Global Studies

Faculty/
Departments,
Admission
Capacity

Faculty	Department	Admission Capacity
Faculty of Global Studies	Department of Global Business	20
	Department of Japanese Communication	40
	Department of Global Communication*	30

* Those who wish to be in the Department of Global Communication can apply to the Department of Japanese Communication as their second choice with just one application fee.

Examination
Schedule

Applications from overseas are only accepted for Intake I. If you are applying outside Japan, mail it using a method which provides a record of delivery, such as EMS. Overseas applications must reach us on or before the deadline.

Category	Application Period (by mail, postmark deadline)	Examination Date	Result Announcement	Admission Process (by mail, postmark deadline)
Intake I*	September 28, 2015 (Mon) - October 9, 2015 (Fri)	November 1, 2015 (Sun) or November 8, 2015 (Sun)	November 10, 2015 (Tue)	November 11, 2015 (Wed) - November 17, 2015 (Tue)
Intake II	November 9, 2015 (Mon) - November 20, 2015 (Fri)	December 20, 2015 (Sun)	December 22, 2015 (Tue)	December 24, 2015 (Thu) - January 6, 2016 (Wed)
Intake III	December 24, 2015 (Thu) - January 6, 2016 (Wed)	February 6, 2016 (Sat)	February 8, 2016 (Mon)	February 9, 2016 (Tue) - February 20, 2016 (Sat)
Intake IV	January 25, 2016 (Mon) - February 5, 2016 (Fri)	March 4, 2016 (Fri)	March 7, 2016 (Mon)	March 8, 2016 (Tue) - March 15, 2016 (Tue)

* Two examination dates of November 1 (Sun) and November 8 (Sun) are set for Intake I. Select the date suitable for you.

Application
Criteria

Applicants must meet all the following requirements (1) – (4). Applicants who apply for Intake I from overseas must meet all the requirements (1), (2) and (4).

- (1) Applicants must have a nationality other than Japanese and be 18 years of age by March 31, 2016.
- (2) Applicants must have, or are due to have, completed a school education of 12 years outside Japan, as well as being qualified to enter a university in their country; or have been recognized by the Minister of Education, Culture, Sports, Science and Technology as having an equivalent status.
- (3) Applicants whose current visa status is **College** student or **those who can change to College student**; or have been approved via admission qualification screening individually conducted by Musashino University.
- (4) Applicants must be able to pay the tuition fees and living costs while studying at Musashino University.

【Department of Global Business】

Applicants must meet one of the following criteria as well as (1) – (4) above.

TOEFL iBT® (minimum score of 61), IELTS (Academic module with a minimum score of 5.5) or TOEIC® (minimum score of 700).

* Contact the Admissions Center for details on the English language standard for applicants whose first language is English or who have passed the International Baccalaureate.

【Department of Japanese Communication】

Applicants who are applying for Intakes I or III must meet the following criteria as well as (1) – (4) above.

Applicants must take the EJU or the JLPT (at any level) and forward the results to us.

【Department of Global Communication】

Applicants who are applying for Intakes I or III must meet the following criteria as well as (1) – (4) above.

Applicants must take the Examination for Japanese University Admission for International Students (EJU) or N1 of the Japanese Language Proficiency Test (JLPT) and forward the results to us.

Undergraduate Application Guidelines for International Students

Selection Method

■ Intakes I and III

<Department of Global Business>

Comprehensive evaluation of the interview and document screening.

Time	Examination Subject		Maximum Score
Starts at 10:00 am	Interview (Approx. 15 minutes)	Comprehensive evaluation of the interview (conducted in English) and application documents.	100

<Department of Japanese Communication>

Comprehensive evaluation of the interview and document screening (the application documents and the result of the EJU or the JLPT).

Time	Examination Subject		Maximum Score
Starts at 10:00 am	Interview (Approx. 15 minutes)*2	Comprehensive evaluation of the interview (conducted in Japanese) and application documents	100
	Japanese	“Japanese (except the written part)” of the EJU or the JLPT N1 (convert the result to a percentage) <small>*The result will be decided upon comprehensively by taking both the score and the level into consideration.</small>	100

<Department of Global Communication>

Comprehensive evaluation of the written English examination, interview and document screening (the application documents and the result of the EJU or the JLPT).

Time	Examination Subject		Maximum Score
10:00 am - 10:30 am	English*1	Written Examination (Multiple Choice Format)	50
Starts at 11:00 am	Interview (Approx. 15 minutes)*2	Comprehensive evaluation of the interview (conducted in Japanese) and application documents	100
	Japanese	“Japanese (except the written part)” of the EJU or the JLPT N1 (convert the result to a percentage)	100

■ Intakes II and IV

<Department of Global Business>

Comprehensive evaluation of the interview and document screening.

Time	Examination Subject		Maximum Score
Starts at 10:00 am	Interview (Approx. 15 minutes)	Comprehensive evaluation of the interview (conducted in English) and application documents.	100

<Department of Japanese Communication>

Comprehensive evaluation of the written Japanese examination and interview.

Time	Examination Subject		Maximum Score
10:00 am - 11:00 am	Japanese*3	Written Examination (Multiple Choice Format)	100
Starts at 12:00 pm	Interview (Approx. 15 minutes)*2	Comprehensive evaluation of the interview (conducted in Japanese) and application documents	100

<Department of Global Communication>

Comprehensive evaluation of the written examinations in English and Japanese and the interview.

Time	Examination Subject		Maximum Score
10:00 am - 11:00 am	Japanese	Written Examination (Multiple Choice Format)	100
11:30 am - 12:00 pm	English*1	Written Examination (Multiple Choice Format)	50
Starts at 1:00 pm	Interview (Approx. 15 minutes)*2	Comprehensive evaluation of the interview (conducted in Japanese) and application documents	100

*1 Applicants who have scores in one of the following English proficiency tests will be exempt from taking the written English test portion of Musashino University's Test. They will be assigned a score of 50.
TOEFL PBT (minimum score of 470), TOEFL iBT (minimum score of 52), TOEIC (minimum score of 500) or IELTS (Academic module with a minimum score of 4.0).

*2 The interviews for the Department of Japanese Communication and the Department of Global Communication may change to a group interview depending on the number of applicants.

*3 Applicants who apply to the Department of Japanese Communication in Intakes II or IV will take different tests depending on their native language. Specify your language when submitting an online application.

Faculty of Global Studies

Application
Documents

The table below shows the documents required for application. Different documents are required depending on the department and category.

The application method is via online application (see pages 6 and 9).

If you are applying outside Japan, mail it using a method which provides a record of delivery, such as EMS. Overseas applications must reach us on or before the deadline.

●: For all applicants, △: Needs to be submitted if applicable

Documents		Note	Dept. of Global Business	Dept. of Japanese Communication	Dept. of Global Communication																											
(1)	Photograph	A 4cm x 3cm color or black & white photograph of the applicant, no older than 3 months prior to submission of the application, with a plain background. Write your name on the back. (This is not required if the back of the photograph is adhesive.)	●	●	●																											
(2)	Stamp required to receive your candidate card	A 332 yen stamp is required to receive your candidate card. Download the stamp sheet and adhere a 332 yen stamp.	●	●	●																											
(3)	International Students Entrance Examination Entry Form	Use the International Student Entrance Examination Form enclosed in the Application Guidelines or downloaded from Musashino University's website. *Write the contact information of a person who lives in Japan (excluding yourself) in the emergency contact column.	●	●	●																											
(4)	Originals of high school graduation certificate and academic transcript	If you cannot submit the originals of these documents, you may substitute these with certified copies. (The photocopied documents must be certified by the school that you graduated from or a public institution, such as a notary public office, to be true copies of the originals.) Also, if you are to submit a photocopy of your graduation diploma instead of the graduation certificate, this must be a certified true copy. *Certificates must be certified in Japanese, Chinese or English. If the certificates are certified in other languages, a translation either in Japanese or English (with the official seal of the school) must be attached to the original documents.	●	●	●																											
(5)	Photocopy of your passport or residence card	Photocopy must be submitted of the pages that provide your name, date of birth, photograph, gender, nationality, visa status and period of stay (use an A4 sized paper).	●	●	●																											
(6)	Photocopy of the result of EJU or JLPT.	<div>If you are applying to the Department of Global Communication or the Department of Japanese Communication in Intakes I or III, you must submit the result of one of the following tests. * Multiple submission or changing after application is not permitted. If you are applying for another Department or examination category, you must submit a photocopy of the certificate if you have taken any of the following tests.</div> <table><tr><th>Category</th><th>EJU</th><th>Category</th><th>JLPT</th></tr><tr><td rowspan="4">Intake I</td><td>November 2013</td><td rowspan="5">Intakes I or III</td><td>December 2013</td></tr><tr><td>June 2014</td><td>July 2014</td></tr><tr><td>November 2014</td><td>December 2014</td></tr><tr><td>June 2015</td><td>July 2015</td></tr><tr><td rowspan="4">Intake III</td><td>June 2014</td><td></td><td></td></tr><tr><td>November 2014</td><td></td><td></td></tr><tr><td>June 2015</td><td></td><td></td></tr><tr><td>November 2015</td><td></td><td></td></tr></table>	Category	EJU	Category	JLPT	Intake I	November 2013	Intakes I or III	December 2013	June 2014	July 2014	November 2014	December 2014	June 2015	July 2015	Intake III	June 2014			November 2014			June 2015			November 2015			△	Essential for Intakes I and II △ for Intakes II and IV	Essential for Intakes I and II △ for Intakes II and IV
Category	EJU	Category	JLPT																													
Intake I	November 2013	Intakes I or III	December 2013																													
	June 2014		July 2014																													
	November 2014		December 2014																													
	June 2015		July 2015																													
Intake III	June 2014																															
	November 2014																															
	June 2015																															
	November 2015																															
(7)	Originals of transcript and attendance record from Japanese Language School	If you are attending or have attended a Japanese language school, submit original copies of the transcript and attendance record. (Must have been issued within the last three months.)	△	△	△																											
(8)	Photocopies of the graduation certificate and transcript from university, junior college or technical college	If you graduated from a university, a junior college or a technical college, whether inside or outside Japan, submit photocopies of the graduation certificate and academic transcript from the institution. (Certificates must be certified as a true copy in Japanese, Chinese or English. If the certificates are certified in other languages, attach a translation either in Japanese or English.)	△	△	△																											
(9)	Photocopies of your qualifications	<Applicants for the Department of Global Business> Applicants must submit a photocopy of the result of one of the following English tests: TOEFL iBT® (minimum score of 61), IELTS (Academic module, minimum score of 5.5) or TOEIC® (minimum score of 700) . <Applicants for All Departments> If you have taken an English language test such as TOEFL iBT®, IELTS (Academic module), TOEFL®, J-TEST, etc., you must submit a photocopy of the result.	●	△	△																											
(10)	Global Leader Scholarship Application	If you are applying for the Global Leader Scholarship, submit the "Global Leader Scholarship Application Form" *1 and language certificates*2. If you took a national level university entrance examination in your country, you must also submit that result. *1. The application form can be downloaded from the Musashino University website, or you can use the one enclosed in the application guideline package. *2. As for the language certificate, a photocopy of the original is acceptable. However, if you submit a photocopy, you must submit the original when you complete the admission process. Without this, your acceptance of the Global Leader Scholarship will become void. Those who take the "Musashino University's Test" are not required to submit a language certificate. See Page 1 for details on the Global Leader Scholarship and examples of national level university entrance examinations.	△	△	△																											
(11)	Address Label for Application	Put all the above application documents in a store bought envelope, download the "Address Label for Application" from the online application website and glue it to the envelope securely. Mail it via "Kakitome Sokutatsu" (express registered mail) from the post office.	●	●	●																											

Guidelines for International Students

Please note the following conditions regarding application submissions

- (1) We do not accept incomplete applications.
- (2) We will not refund or return the entrance examination fee or the submitted documents under any circumstances.
- (3) If we find any false information in the application documents or an act of dishonesty during the examination, we will rescind your acceptance to the university.
- (4) If different names are used in your application documents due to situations such as marriage, enclose a letter or certificate issued by a public institution to prove that the changes are valid. If there is any change in your name(s) or address, please inform us immediately.
- (5) Check the updated information on the Musashino University website before submitting your application.

Special assistance for taking the entrance examination and studying at Musashino University

If you are a prospective student of Musashino University and have a physical disability (the degree of disability shall be in accordance with Paragraph 3 of Article 22 of the Ordinance for Enforcement of the School Education Act), please inform the Admissions Office (Tel: +81-3-5530-7300) at least **three weeks before the first day of acceptance of application for each examination**. You may need special consideration in order for us to provide you a safe environment when taking the entrance examination and when studying at the university. If the above degree of disability does not apply to you but you would like special assistance from us when taking the entrance examination and after being admitted, please inform us of this in the same manner specified above. If necessary, an interview will be conducted at Musashino University with the applicant and a person from the applicant's previous school who can represent the applicant.

Do not pay the entrance examination fees or submit your application documents until you contact our Admissions Office. If you are applying for more than one department, you will need to inform us each time you submit an application. If you need special assistance when taking the entrance examination due to injury or illness, please contact our Admissions Office.

Examination Location/ Exam Card

Location of examination

- The examination is held on the Musashino Campus.
- This location opens at 9:00 am.
- For interviews, check the location of the interview room before the meeting time on the notice board in the examination information center and enter the room before that time.
- For written examinations starting at 10:00 am, check the location of the examination room on the notice board in the examination information center. Then sit on the seat in the examination room which contains your candidate number 20 minutes before the examination starts.
- Applicants are not allowed to enter the examination room 20 minutes after the examination started (20 minutes after the meeting time for the interview). For the written English examination, this will be 10 minutes after the examination started.
- If there is a public transportation delay, the examination time may be delayed too. Obtain a letter to prove the delay from the public transport company and contact our Admissions Office (Tel: +81-3-5530-7300).

Information in connection with the execution of the entrance examination is on the Musashino University website.

- Only applicants are allowed to enter the examination room and the interview room.
- It will not be necessary for you to wear indoor shoes. You can wear your street shoes.

Exam card

- Your exam card will be sent after the application deadline. If you do not receive it within two days before the examination date, please contact our Admissions Office (Tel: +81-3-5530-7300).
- Please bring your exam card to the examination.
- If you lose it or forget to bring it, please contact the examination information center before the meeting time.
- After the completion of your application process, a confirmation email will be sent to the email address provided at the time of application. If you applied for Intake I and are from a location outside Japan, print out this email and bring it with you on the examination day to the examination information center and exchange it for your exam card.

Application Method and Special Notes

Faculty of Global Studies

Entrance examination fee

35,000 yen

*If you are applying to the Department of Global Communication, you can also apply to the Department of Japanese Communication as your second choice with a single payment of the entrance examination fee.

Application Method

The application method is via Online Application by entering the necessary information on the entry form on the Musashino University website.

[Application Flow]

(1) Enter the necessary information on the entry form for online application.

Enter the information, such as the examination category, that you are applying for.



(2) Complete payment of the entrance examination fee.

A credit card payment option is available.



(3) Put application documents in an envelope and glue the address label that you printed out onto the front.

Ensure that your envelope is securely sealed.



(4) Mail the envelope. "Kan-i kakitome sokutatsu"

Mail the envelope from a post office.

Application is complete when you finish Steps (1) – (4). Please note that completing the online entry does not mean that your application is complete. You must pay the entrance examination fee and mail your application documents from a post office with "Kan-i Kakitome Sokutatsu (express registered mail)" by the application deadline.

If you are applying outside Japan, omit Step (3). After completing Steps (1) and (2), **mail it using a method which provides a record of delivery, such as EMS**. Overseas applications must reach us on or before the application deadline.

[Application Process]

Follow the instructions below for application.

If you are experiencing problems with the online application, call:

TEL. 050-3786-5124
TEL: +81-50-3786-5124

① Access to the online application page.

During the application period, open the online application entry screen via the Musashino University website, or access the online application website (<https://www.univ-jp.com/musashino/>).

Check your PC requirements and follow the instructions.

PC Requirements

Recommended browsers and their versions are as follows:

[Windows]

- Internet Explorer 8.0 or higher
- Chrome (The latest version)
- Firefox (The latest version)

[Mac OS]

- Safari 5.1 or higher

Application Method and Special Notes

2 Check the entrance examination information on the “Home” page.

Check the examination category and application procedures, click “Register My Application”.

3 Select the examination category in which you wish to apply.

Select the examination category, faculty and department in which you wish to apply. You can check the entrance examination fee here.

4 Enter your personal information

Follow the instructions on the screen for registration.

Enter your name and address correctly.

5 Complete your application registration

Either write down the application number or print out the page. You will need this number to check details on your application and the payment number.

Also, write down the payment number. You will need this number when paying your entrance examination fee.

After completing your registration application, print out the address label, which will be required in (7) of Page 9 “Mailing the application documents”.

* If you do not have a printer, write the address label details (receiver's address, application number, applicant's name and address) on the envelope.

6 Payment of entrance examination fee

Pay your entrance examination fee via one of the following methods. Please note that payment is finalized at the same time you complete the payment.
See “Paying my entrance examination fee” on the online application website for detailed procedures regarding this payment.

[Concerning the administration fee on your entrance examination fee payment]

When you pay your entrance examination fee, an administration fee of 780 yen will be separately charged.

[Payment methods for entrance examination fee]







The following methods of (1) – (5) are available.

(1) Credit Card

We accept VISA, MasterCard, JCB, and AMERICAN EXPRESS cards. You will need to enter your credit card details, so please get your credit card ready before submitting your application. Only a single installment is available. Please check your credit card limit in advance.

(2) Convenience Store

Cash payment only. Follow the instructions on the online application screen.

Convenience Store						
	Seven Eleven 	Lawson Mini Stop (Loppi) 	Family Mart (FamiPort) 	CircleKSunkus (K Station) 	Seicomart (Club Station) 	Daily Yamazaki Three F 
Payment Procedure	Tell a checkout assistant that you want to make an internet payment.	各種代金・料金お支払い (Payments for goods and services)	各種代金をお支払い (Payments for goods)	各種支払い (Payments)	各種代金お支払い (Payments for goods)	Tell a checkout assistant that you want to make an online transaction.
	Hand the “Payment Slip” that you printed out beforehand or give him/her your “Payment Slip Number.”	マルチペイメントサービス (Multi payment service) Enter your “customer number” and “confirmation number”.	マルチペイメントサービス (Multi payment service) Enter your “customer number” and “confirmation number”.	オンライン決済番号 (Online transaction number) Enter your “online transaction number”.	Enter your “online transaction number” and confirm your entry.	Enter your “online transaction number” and confirm your entry.
	Pay the entrance examination fee in cash at the checkout.	If your entry is correct, press the “Confirm” and “Print Out” buttons. The machine will print out a slip. Take it to the checkout and pay in cash within the next 30 minutes.				Pay the entrance examination fee in cash at the checkout.

* Convenience stores available for payment of the entrance examination fee and the design of the screen on each machine or the names of the buttons may change. Please check payment instructions on the “Online Application Website”.

Application Method and Special Notes

(3) Financial Institution's ATM "Pay-easy"

You can pay from an ATM machine with the "Pay-easy" symbol at any of the following financial institutions.

- Yucho Bank
- Mitsui Sumitomo Bank
- Mitsubishi Tokyo UFJ Bank
- Risona Bank/Saitama Risona Bank
- Mizuho Bank
- Regional Banks



Payment Instructions

Select "税金・料金払い込み" (tax or goods payments) or "Pay-easy".

Enter the "収納機関番号" (receiving agency code), "お客様番号" (customer number) and "確認番号" (confirmation number).

Select "現金" (cash) or "キャッシュカード" (ATM card) and complete the entrance examination fee payment.

* The design on the screen of each machine or the names of the buttons may change.

Please check "Payment Instructions for Entrance Examination Fee" on the "Home" screen of the "Online Application Website".

* Regional banks available for this payment are listed on the "Available ATM List" on

Well-Net: http://www.well-net.jp/multi/financial_list/index.html

(4) Internet Banking

You can pay the entrance examination fee via internet banking from banks, regional banks, Shinkin Banks (shinyokinko), credit unions (shinyokumiai), Labor Banks (roudokinko), Agricultural Cooperatives (nokyo) and Fishery Cooperatives (gyokyo). You need to apply for the payment beforehand.

The list of financial institutions available for this payment can be checked on

Well-Net: http://www.well-net.jp/multi/financial_list/index.html

(5) Pure-Internet-Play Banks

You can pay the entrance examination fee via Rakuten Bank, Japan Net Bank, Jibun Bank, or Sumishin SBI Net Bank. You will need to open a bank account at one of the banks beforehand.

7 Mailing the application documents

Put your application documents in a store bought envelope and securely glue the "Address Label for Application" on the front of the envelope. Send it to the address below **from a post office using "Kan-i Kakitome Sokutatsu" (express registered mail)**.

If you are applying outside Japan, mail it to the address below using a method which provides a record of delivery, such as EMS. Overseas applications must reach us on or before the application deadline.

* If you do not have a printer, write the contents of the address label (receiver's address, application number, applicant's name and address) on the envelope.

* The address label can also be printed out from the "Confirm My Application Contents (Log-In)" on the "Home" screen of the Online Application Website.

* Application documents can also be reviewed on the reception completed screen or the "Home" screen of the Online Application Website.

**Delivery
Address:**

〒 150-8681
東京都渋谷郵便局留
武蔵野大学入試センター書類受付係

Your application is now complete.

Your application will not be completed solely by finishing the entry procedures online. You will need to pay your entrance examination fee and mail the application documents from a post office using "Kan-i Kakitome Sokutatsu" (express registered mail) before the application deadline (postmark deadline). If you are applying outside Japan, mail it using a method which provides a record of delivery, such as EMS. Overseas applications must reach us on or before the deadline.

**Result
Announcement**

Admission Procedure Guidelines will be mailed to successful applicants on the day of the result announcement using “Kan-i Kakitome Sokutatsu” (express registered mail). Therefore, if you are successful, you will receive the package the following day or later. If you want to check your result, the “Entrance Examination Result Automatic Inquiry System” is available using voice prompts on the phone or by checking online via computer or cell phone.

Entrance Examination Result Automatic Inquiry System

Using voice guidance via telephone: +81-3-4579-9860 (Only Japanese)
Using online via computer or cell phone: <http://www.gouhi.com/mu-u/>

<Available Time> Between 12:00 pm on the announcement day and 12:00 am the following day.

<Password> Your date of birth (4 numbers)

Ex: If your birthday is September 8, your password is “0908”.

<Notes>

- We do not accept any late admissions after the deadline by using the system’s “malfunction” or “misunderstanding” as the reason.
- We do not provide a service to teach you how to use the system, candidate number or password. If a person other than the applicant wishes to use the system, the person needs to contact the applicant for such information.
- You may get a busy signal if many people are using the system at the same time. If this happens, please try again later.

**Admission
Process**

- (1) Admission Procedure Guidelines will be sent to successful applicants and should be reviewed carefully.
- (2) If you are mailing the admission documents outside Japan, mail them using a method which provides a record of delivery, such as EMS. Overseas applications must reach us on or before the deadline.
- (3) When filing admission documents, you need to submit a written oath with joint signatures from a guarantor (guarantor must reside in Japan).
- (4) If you applied to the Department of Global Communication with the Department of Japanese Communication as the second choice and passed both, you can complete the admission process only for your first choice (the Department of Global Communication).
- (5) If you applied to the Global Leader Scholarship and submitted a **photocopy** of a certificate to show your language ability, you must submit the **original** when you complete the admission process. Without this, your acceptance of the Global Leader Scholarship will become void.
- (6) If you do not complete the admission procedure before the deadline, we will assume that you have no intention of entering Musashino University.
- (7) We do not return documents submitted for the admission procedure.

Application Procedure and Notes

Payment at the time of admission procedure (excluding admission fee)

The amount of fees payable at the time of the admission process must be fully paid during the admission process period. If you wish to apply for a refund of this payment (excluding the admission fee) because you pass another university's entrance examination and wish to withdraw from Musashino University, please follow the steps below:

(1) Advance Notice of Request for Refund of Fees Paid at Time of Application Process (Excluding the Admission Fee)

Fill out the "Advance Notice of Request for Refund of Fees Paid at Time of Application Process (Excluding the Admission Fee)", sign and mail it (postmark deadline) during the admission process period together with your admission documents. We will not accept this application if it is submitted after the admission process period.

(2) Notice for Termination of Enrollment

After the above stated advance request, fill out the "Request for Termination of Enrollment and Refund of Fees Paid at Time of Application Process (Excluding the Admission Fee)", sign and mail it. This request must reach us no later than 4:00 pm (Thursday), March 31, 2016. We will not accept this application if it reaches us after this period.

* The fees paid at the time of the admission process will be refunded excluding the admission fee to those who complete steps (1) and (2) above.

* If you are mailing the admission documents outside Japan, mail using a method which provides a record of delivery, such as EMS. Overseas applications must reach us on or before the deadline.

* We do not process any request if there is a deficiency in the request process or documents.

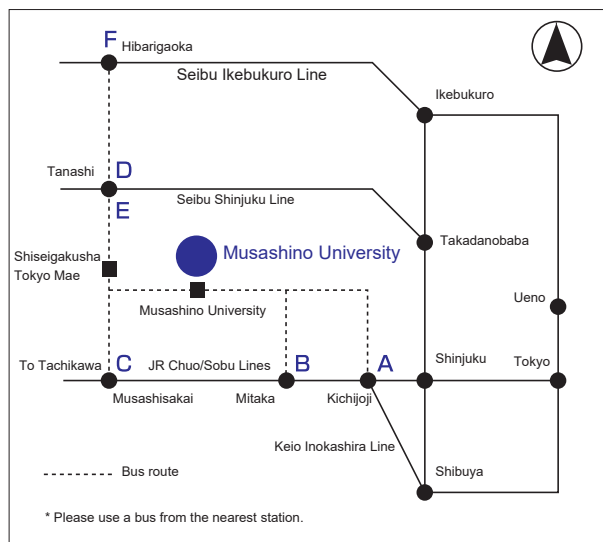
* The refund will be given as a "transfer via a financial institution". No matter when the request is lodged, the refund of the fees paid at the time of the admission process will be refunded (excluding the admission fee) to the specified bank account at the end of April 2016.

Handling of Personal Information

Personal information provided in the application documents is only used for implementation of entrance examination, management of the student registry and statistical processing in a manner which does not lead to the identification of an individual.

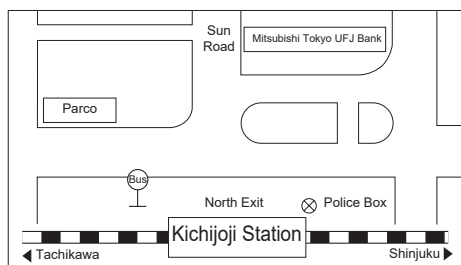
Personal information will not be used for any other purpose.

Access to the Musashino Campus (Examination Location) from the nearest railway stations

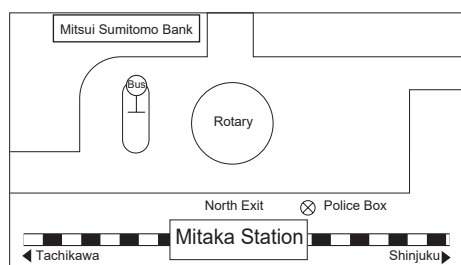


Please use public transport when coming to Musashino University. (Mitaka Station is the most convenient for the bus connection.)
Bringing a vehicle (including a two-wheeler) is not permitted.

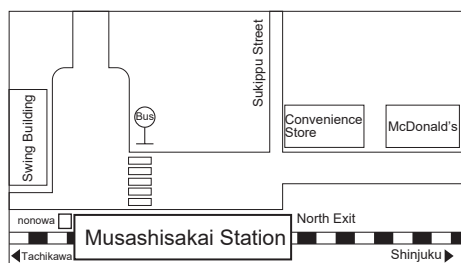
- A** Use one of the bus services bound for “Mukoudaicho 5 Chome”, “Sakurazutsumi Danchi” or “Sekimae Nishi Koen” from the bus stop (#1) of the North Exit of Kichijoji Station. It takes 15 minutes.



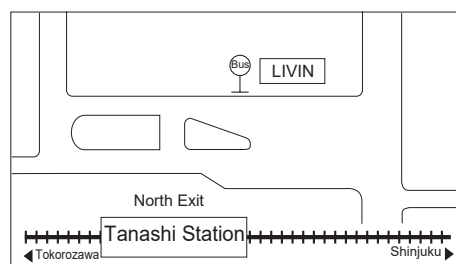
- B** Use one of the bus services bound for “Kyuko (Express) Musashino Daigaku”, “Musashisakai Eki”, “Musashikoganei Eki” or “Vi:Garden Nishitokyo” from the bus stop (#3) of the North Exit of Mitaka Station. Get off at Musashi Daigaku. It takes 10 minutes.



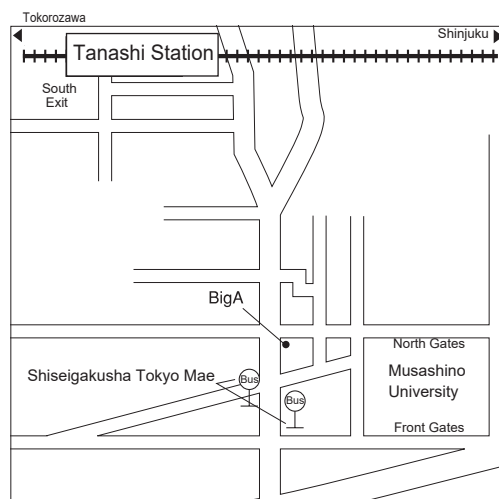
- C** Use one of the bus services bound for “Mitaka Eki” or “Musashino Eigyocho” from the bus stop (#3) of the North Exit of Musashisakai Station. Get off at Musashi Daigaku. It takes 7 minutes.



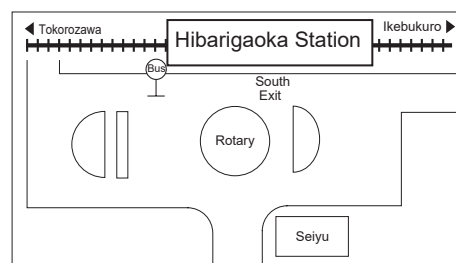
- D** Five minute ride on a bus bound for “Musashisakai Eki” from the bus stop (#5) of the North Exit of Tanashi Station. Get off at “Shiseigakusha Tokyo Mae” and walk for 5 minutes.



- E** Twenty minute walk from Tanashi Station.



- F** Twenty minute ride on a bus bound for “Musashisakai Eki (via Yato)” from the bus stop (#1) of the South Exit of Hibiya Station. Get off at “Shiseigakusha Tokyo Mae” and walk for 5 minutes.



* Due to road works, etc., the location of the bus stop where you get on may change.

Tuition Fees and Other Fees

**International students will be exempt from payment of admission fees (250,000 yen).
See Page 1 of the Global Leader Scholarship.**

Students pay their tuition fees in two separate payments: first semester (Terms 1 & 2) and second semester (Terms 3 & 4). During the second semester of your first year of admission, Musashino University will send you a “学費振込依頼書” (tuition fees transfer request form). Please go to a financial institution to complete your payment.

Faculty of Global Studies

Year	Semester	Tuition Fees			Other Fees				Total
		Admission Fees	Tuition Fees	Education Enhancement Fees	Support Association Joining Fee	Support Association Membership	Student Association Membership	Alumni Association Membership	
1	First (At the time of admission process)	0	350,000	81,000	1,000	6,000	3,600	0	441,600
	Second (September)	0	350,000	81,000	0	6,000	0	0	437,000
		0	700,000	162,000	1,000	12,000	3,600	0	878,600
2	First (April)	0	350,000	131,000	0	6,000	3,600	0	490,600
	Second (September)	0	350,000	131,000	0	6,000	0	0	487,000
		0	700,000	262,000	0	12,000	3,600	0	977,600
3	First (April)	0	350,000	131,000	0	6,000	3,600	0	490,600
	Second (September)	0	350,000	131,000	0	6,000	0	0	487,000
		0	700,000	262,000	0	12,000	3,600	0	977,600
4	First (April)	0	350,000	131,000	0	6,000	3,600	0	490,600
	Second (September)	0	350,000	131,000	0	6,000	0	31,000	518,000
		0	700,000	262,000	0	12,000	3,600	31,000	1,008,600

Note 1: As well as the above fees, students must pay the Personal Accident Insurance for Students Pursuing Education and Research in the second semester (September) of the first year.

Note 2: If your lectures require experiments and practicum, such fees are separately charged.

Note 3: Fees may change. Also, there may be a change during your studies at Musashino University in regard to payment details, such as payment due dates and methods of payment.

About the campus

Students in the Faculty of Global Studies study on Musashino Campus for the first year and on Ariake Campus their second year.

* During the first year, all students, regardless of faculty or department, study on Musashino Campus in accordance with Musashino University's original curriculum “Musashino BASIS”.

【Contact】

About admissions and application documents

TEL: +81-3-5530-7300

Musashino University Admissions Office

Office Hours: Weekdays 8:45 am – 5:00 pm

Saturdays 8:45 am – 3:00 pm (Closed on Sundays and public holidays)

Website: <http://www.musashino-u.ac.jp/> (for PCs)

<http://www.musashino-u.ac.jp/> (for smart phones)

Email: nyushi@musashino-u.ac.jp

About online applications

TEL: +81-50-3786-5124

Office Hours: 10:00 am – 6:00 pm

(weekdays, weekends and public holidays throughout the application period.)

About application documents after submission

TEL: +81-3-5778-4390

Office Hours: 10:00 am – 5:00 pm (Closed Saturdays, Sundays and public holidays)

2016

International Student Application Form for Undergraduate Programs

Circle the examination category
for which you wish to apply.

※Only Intake I is available for the Faculties of Law,
Economics, Literature, Human Sciences and Engineering.

Circle	Category	Circle	Category
	I		III
	II		IV

Write the name of the department
for which you wish to apply.

Department

Candidate Number *Office Use Only

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If you can write your name in Japanese "furigana", please write it here		Name in English (as shown on your passport)			
Name					
Date of Birth:		Gender:	M / F	Nationality:	
Age:					
Address:		(TEL:) (Mobile:)			
(Write address accurately including the number and name of the apartment.)					
Current Visa Status		Passport Number			

Emergency Contact in Japan	If you can write your name in Japanese "furigana", please write it here	Relationship to the applicant	
	Name		
	Address:	(TEL:)	
(Write address accurately including the number and name of the apartment.)		Occupation	

Academic Background	Name of Institution	Attendance Period		Number of Years of Attendance
Elementary School		From	To	
Junior High School		From	To	
Senior High School		From	To	
Tertiary Education		From	To	
Japanese Language School		From	To	
Other		From	To	
Work Experience	Name of Company	Employment Period		Number of Years of Employment
		From	To	
		From	To	

*If you fill in the results of language tests, you must submit a certificate (original or photocopy) so that we can confirm the scores.

Japanese Language Tests*			English Language Tests*	
Examination for Japanese University Admission for International Students (EJU)	Japanese <small>(excluding the written test)</small>	Score:	TOEFL iBT	Score:
	Japan and the World	Score:	TOEFL PBT	Score:
	Mathematics	Course 1 Score:	TOEIC	Score:
		Course 2 Score:	IELTS	Score:
	Science	Physics Score:	Other language tests*	
		Chemistry Score:	Test Name:	Score:
		Biology Score:	Test Name:	Score:
Japanese Language Proficiency Test (JLPT)		Level: Score:	Test Name:	Score:

<p>Your future expectations</p>	
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Reason for applying to Musashino University (Please include what you are expecting to learn at our university and what kind of student life you would like to lead.)

2016 Global Leader Scholarship Application Form

1

< Front Cover >

Name	
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Candidate Number	*Office Use Only

Write the department of your first choice. (You can apply for the department of your first choice only.)

Department	
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Write the examination category you are applying for.

(Ex: AO Admission, Musashino Scholarship, International Admission Intake I, etc.)

Examination Category	
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[Concerning your past language test results]

Please fill in the following table if you are applying for an examination category **other than International Admission**.

Language	Circle if applicable	Test Name	Level & Score	Date Acquired
English		TOEFL iBT®		
		IELTS (Academic)		
		TOEIC®		
Chinese		Chinese Proficiency Test (by the Society of Testing Chinese Proficiency, Japan)		
		HSK Chinese Proficiency Test		

Please fill in the following table if you are applying for **International Admission**.

Language	Circle if applicable	Test Name	Level & Score	Date Acquired
English		TOEFL iBT®		
		IELTS (Academic)		
		TOEIC®		
Japanese		Examination for Japanese University Admission for International Students (EJU)	Countries which use kanji	Japanese:
			Countries which do not use kanji	Japanese:
		Japanese Language Proficiency Test (JLPT)	Countries which use kanji	N1:
			Countries which do not use kanji	N1/N2:
		Musashino University's Test	Countries which use kanji	Japanese : Minimum 80
			Countries which do not use kanji	Japanese : Minimum 60

Countries which use kanji (China, Taiwan, Hong Kong and Korea)

Countries which do not use kanji (Vietnam, Nepal, Malaysia, Indonesia, Thailand, India, Singapore, European Countries and North & South American Countries, etc.)

* Those who are applying to the Department of Japanese Communication and the Department of Global Communication in Intake II and Intake IV and successfully pass the scores in Japanese from the Musashino University's Test after submitting the Global Leader Scholarship application at the same time as applying for admission will be included in the scholarship selection pool. Submission of a language test certificate is not required.

Submit this form (the Global Leader Scholarship Application Form ❶ Front Cover) for each examination category. The Global Leader Scholarship Application Form ❷ can be photocopied for submission.

(To be continued to ❷)

2

Candidate Number	*Office Use Only

1. Please describe what you have done to achieve the language test result you received, why you are choosing to study at Musashino University, your overseas experiences, etc.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There is no handwriting or other markings on the paper.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There is no handwriting or other markings on the paper.

Musashino University

*Please limit your answers to the space available on this sheet.