

# **2016**

## **Application Guidelines for Undergraduate Special Admission for International Baccalaureate**

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

### **【Contact】**

**Musashino University Admissions Office**

**TEL: +81-3-5530-7300**

**E-mail: [nyushi@musashino-u.ac.jp](mailto:nyushi@musashino-u.ac.jp)**

### **【Office Hours】**

**Weekdays: 8:45 am - 5:00 pm**

**Saturdays: 8:45 am - 3:00 pm**

**(Closed on Sundays and public holidays)**

Application Guidelines for Undergraduate: Special Admission for International Baccalaureate

Faculty/  
Departments  
  
,  
Admission  
Capacity

Faculty	Department	Admission Capacity
Faculty of Global Studies	Department of Global Business	Several
	Department of Japanese Communication	Several
	Department of Global Communication	Several

Examination  
Schedule

Application Period (by mail, postmark deadline)	Preliminary Result Announcement	Second Selection Date	Result Announcement	Admission Process (by mail, postmark deadline)
October 5, 2015 (Mon) - October 19, 2015 (Mon)	November 10, 2015 (Tue)	December 20, 2015 (Sun)	December 22, 2015 (Tue)	January 7, 2016 (Thu) - March 10, 2016 (Thu)

Application  
Criteria

- Applicants must meet all the following requirements:
- (1) Applicants must have, or be due to receive, an International Baccalaureate (IB) Diploma awarded by the IB Office by March 31, 2016 and be 18 years of age by March 31, 2016.
- (2) Applicants must also meet the following requirements specified by each department when taking their IB Diploma:
- 【Department of Global Business】
- As well as (1) above, applicants must meet one of the following requirements:
- If English is the applicants’ native language, they must take “English A” at a higher level (HL) or a standard level (SL) and achieve a minimum score of 4.
- If English is not the applicants’ native language, they must take “English B” at a HL with a minimum grade of 4 or at a SL with a minimum grade of 5.
- 【Department of Japanese Communication】
- As well as (1) above, applicants must meet one of the following requirements:
- If Japanese is the applicants’ native language, they must take “Japanese A”.
- If Japanese is not the applicants’ native language, they must take “Japanese B” at a HL with a minimum grade of 4 or at a SL with a minimum grade of 5.
- 【Department of Global Communication】
- As well as (1) above, applicants must meet one of the following requirements:
- If Japanese is the applicants’ native language, they must take “Japanese A” at a HL with a minimum grade of 4 or at a SL with a minimum grade of 5.
- If Japanese is not the applicants’ native language, they must take “Japanese B” at a HL with a minimum grade of 6 or at a SL with a minimum grade of 7.
- \*Contact the Admissions Center if you do not meet the above criteria but still wish to apply to Musashino University and seek advice.**
- \*You may still be able to apply if you can provide the result of an external English language examination such as IELTS, TOEFL iBT or TOEIC or an external Japanese language examination such as EJU or JLPT.**

Selection  
Method

- (1) First Selection
- By screening application documents, the preliminary result will be announced.

(2) Second Selection

Time	Examination Subject	Maximum Score
Starts at 1:00 pm	Interview (Approximately 15 minutes)	100

- \* The interview may change to a group interview depending on the number of applicants.
- \* The starting time of interviews may change.

Application  
Documents

Applicants must submit the documents (1) to (7) below and (8) if it is applicable.

	Documents	Note
(1)	Application Form	Download from the Musashino University website and fill in the required information.
(2)	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.)
(3)	Stamp required to receive your exam card	A 332 yen stamp is required to receive your exam card via express mail. *This is not required if you are applying from abroad.
(4)	<b>Photocopy</b> of the payer’s copy of the examination fee payment (if you live in Japan) or a certificate of international transfer (if you live abroad)	If you are paying from abroad and choose to transfer the funds to our bank account, the transfer may be executed by involving another bank in the transaction. In such a case, a separate fee might become payable. Please advise your branch that you are paying all the fees, including the bank transfer fee and the incurring fee.
(5)	Proof of your application criteria (such as a photocopy of your IB Diploma)	“Photocopy of your IB Diploma awarded by the IB Office” “Result certificate of the IB examination” If you cannot submit the above documents, you may submit a letter or certificate written by the principal or the person in charge of career guidance in your school confirming that you are obtaining an IB qualification.
(6)	<b>Photocopy</b> of your Extended Essay (EE)	If you cannot submit a photocopy, you may submit a report of the same content. There is no specific format.
(7)	<b>Photocopy</b> of your passport	You may replace this with a letter or certificate which can prove your name and nationality (for example, a residence certificate such as a citizenship register issued by a public institution in the applicant’s home country).
(8)	<b>Photocopies</b> of your qualifications	If you have taken EJU or JLPT, you must submit a photocopy of the result. If you have taken an English proficiency test such as TOEFL®, TOEFL iBT®, TOEIC® or IELTS, you must submit a photocopy of the result.

Entrance Examination Fee

35,000 yen \*An administration fee will be charged separately for a bank transfer.

Payee’s Details

• Name of the bank	三菱東京UFJ銀行
	The Bank of Tokyo-Mitsubishi UFJ, Ltd.
• Swift code	BOTKJPJT
• Branch Name	吉祥寺駅前支店
	Kichijyoji-Ekimae Branch
• Address	〒180-0004 東京都武蔵野市吉祥寺本町1-15-2
	1-15-2 Kichijojihoncyo, Musashino-shi, Tokyo 180-0004, Japan
• Account number	365-1116846
• Account name	武蔵野大学
	Musashino Daigaku

Note for international transfer

Please pay your examination fees before the application deadline to the above bank account from a bank which handles international transfers. All other fees and charges, including the lifting charge and service charges, are payable by the ..

Application Method

(1) Application period

**Applicants must mail the application during the period from October 5, 2015 (Mon) to October 19, 2015 (Mon). All documents must reach us on or before the deadline.**

If you are applying from outside Japan, mail the documents using international mail or an international courier service. Application must reach us on or before the deadline above. After posting your application documents, please send us the following email:

**To: nyushi@musashino-u.ac.jp**  
**Subject: Application documents for Special Admission of International Baccalaureate**  
**Body of the email: Department/Your Name/Address/Telephone Number/Email Address**

(2) Address where the application documents are to be sent:

**<Applying in Japan>**  
**〒135-8181**  
**東京都江東区有明3-3-3 武蔵野大学入試センター**  
  
**<Applying from abroad>**  
**Admissions Office, MUSASHINO UNIVERSITY**  
**3-3-3 Ariake, Koto-ku, Tokyo 135-8181, Japan**

Notes for submission of applications

- (1) We do not accept incomplete application documents.
- (2) We do 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 changes 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 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 Center (Tel: +81-3-5530-7300, Email: nyushi@musashino-u.ac.jp) at least three weeks before the first day of enrolment. 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 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 Center. 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 Cente

<b>Selection Method</b>	Comprehensive evaluation of the document screening and interview.
<b>Examination Location/ Exam Card</b>	<p><b>Location of examination</b></p> <ul style="list-style-type: none"> <li>• The examination is held on the <u>Musashino Campus</u>.</li> <li>• <u>Check the location of the interview room</u> before the meeting time on the notice board in the examination information center. (The meeting time will be written on your exam card.)</li> <li>• <u>Applicants are allowed to enter the examination room within the first 20 minutes after the examination start time. After that, the door will be closed, and no applicant will be allowed to enter.</u></li> <li>• If there is a public transport delay, the examination time may be delayed too. <u>Obtain a letter to prove the delay from the public transport company</u> and contact the Admissions Center (Tel: +81-3-5530-7300). Information in connection with the execution of the entrance examination is on the Musashino University website.</li> <li>• Only applicants are allowed to enter the examination room and the interview room.</li> </ul> <p><b>Exam card</b></p> <ul style="list-style-type: none"> <li>• If your address is within Japan, 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 Center (+81-3-5530-7300).</li> <li>• If your address is outside Japan, your exam card will be emailed.</li> <li>• Please bring your exam card to the examination.</li> <li>• If you lose it or forget to bring it, please contact the examination information center before the meeting time.</li> </ul>
<b>Result Announcement</b>	<p>(1) Preliminary announcement The result will be sent to the applicant via email on the following date: Successful applicants will receive their exam cards via email at the same time they receive their result. <b>Date to be sent: November 10, 2015 (Tue)</b></p> <p>(2) Final announcement The result will be sent to the applicant via email and also via “Kan-i Kakitome Sokutatsu” (express registered mail) to the applicant’s address. *This will be via international mail if you reside outside Japan. Successful applicants will receive the Admission Procedure Guidelines at the same time they receive their result. <b>Date to be sent: December 22, 2015 (Tue)</b></p>
<b>Admission Procedure</b>	<p><b>Admission procedure must be completed during the period from January 7, 2016 (Thu) to March 10, 2016 (Thu). All documents must reach us on or before the deadline.</b></p> <p>(1) For details on the admission procedure, please read the Admission Procedure Guidelines which we send to all successful applicants. (2) As part of the admission procedure, you will need to submit a written oath containing a joint signature from a guarantor (guarantor must reside in (3) If you do not complete the admission procedure before the deadline, we will assume that you have no intention of entering Musashino University. (4) We do not return documents submitted for the admission procedure.</p>
<b>Refund of Payment at Time of Admission Procedure (Excluding Admission Fees)</b>	<p>The amount of fees payable at the time of the admission procedure must be paid in full during the admission procedure period. If you wish to apply for a refund of this payment (excluding admission fees) if you pass another university’s entrance examination and wish to withdraw from Musashino University, please follow the steps below:</p> <p>(1) Advance notice of request for refund of fees paid at the time of application procedure (excluding admission fees) Fill out the “Advance Notice of Request for Refund of Fees Paid at Time of Application Procedure (Excluding Admission Fees)”, sign and mail it (postmark deadline) during the admission process period together with any other admission documents. We will not accept this application if it reaches us after this period.</p> <p>(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 Admission Fees)”, 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.</p> <p>* The fees paid at the time of the admission process will be refunded, excluding the admission fees, to those who complete steps (1) and (2) above. * 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 fees, into the specified bank account at the end of April 2016.</p>
	<p><b>Handling of Personal Information</b></p> <p>Personal information provided in application documents is only used for implementation of the 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.</p>

# Tuition Fees and Other Fees

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					(Unit: Yen)				
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)	250,000	350,000	81,000	1,000	6,000	3,600		691,600
	Second (September)		350,000	81,000		6,000			437,000
		250,000	700,000	162,000	1,000	12,000	3,600	0	1,128,600
2	First (April)		350,000	131,000		6,000	3,600		490,600
	Second (September)		350,000	131,000		6,000			487,000
		0	700,000	262,000	0	12,000	3,600	0	977,600
3	First (April)		350,000	131,000		6,000	3,600		490,600
	Second (September)		350,000	131,000		6,000			487,000
		0	700,000	262,000	0	12,000	3,600	0	977,600
4	First (April)		350,000	131,000		6,000	3,600		490,600
	Second (September)		350,000	131,000		6,000		31,000	518,000
		0	700,000	262,000	0	12,000	3,600	31,000	1,008,600

### Notes

- 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.
- If your lectures require experiments and practicum, such fees are separately charged.
- 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”.

# Global Leaders 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.

**Application Form for Special Admission from an International Baccalaureate  
(2016 April Intake)**

Department	Candidate Number
	*

\*Office Use Only.

Name	Date of Birth
	Year                      Month              Day              Age

Gender		Nationality		Email Address
Male	Female	Japan	Overseas	

\*Please circle one for gender and nationality.

Contact Address	Telephone Number
	Mobile Phone Number

Residential address (*If different from above)	Telephone Number
	Mobile Phone Number

\*Documents are sent to the contact address. Please write an address and daytime telephone number where we can reach you.

Concernin g your recent education	Name of Senior High School	
	Date that you have, or are due to have, completed the secondary school education	Completed/ Due to complete on              Year                      Month                      Day
	Country	
	Address	
	Telephone Number	

Time that you took an IB Examination	<input type="checkbox"/> Took the May 2014 examination	<input type="checkbox"/> Took the November 2014 examination
	<input type="checkbox"/> Took the May 2015 examination	<input type="checkbox"/> Will take the November 2015 examination

\*Please check the applicable box.

English Language Tests		Other Language Tests	
TOEFL iBT	Score:	Test Name:	Score:
TOEFL PBT	Score:	Test Name:	Score:
TOEIC	Score:	Test Name:	Score:
IELTS	Score:	Test Name:	Score:

