
Graduate School of YCU - Application Guidebook

Admissions for applicants who reside outside Japan
for April 2018 Enrollment

Graduate School of International Management (Master's Program)

Admission policy

This program admits talented individuals who share the philosophy of the Graduate School of International Management; have the ambition to enthusiastically tackle from a global perspective the various issues that actually rise in economic society through the application of the latest research methods; and have extensive knowledge in management, accounting, economics, and law. Admitted individuals should also possess the ability to complete a master's thesis based on a clear awareness of issues.

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1. Application Process

1-1. Eligibility

Applicants must fulfill ONE of the following conditions.

- 1) Those who have graduated or are expected to graduate from an undergraduate degree program at a Japanese university by March 31, 2018.
- 2) Those who have completed or who are expected to complete 16 years of school in countries other than Japan by March, 2018.
- 3) Those designated by the Minister of Education, Culture, Sports, Science, and Technology of Japan.
- 4) Those who have been recognized as having an academic ability equal to or higher than the average undergraduate degree recipient by the Graduate School as a result of individual preliminary screening and who have reached 22 years of age.

How to apply Please see next section.

1-2. Individual Preliminary Screening to Qualify for Application

If you wish to apply for the individual preliminary screening, please send the following required documents **by each deadline**. All documents **must arrive by the deadline**.

- If you will apply for October Round, the required documents **must arrive by August 4 (Fri.), 2017**.
- If you will apply for February Round, the required documents **must arrive by November 24 (Fri.), 2017**.

The documents to be printed out should be A4-sized and one-sided.

Required Documents	Notes
1. Resume *Prescribed Form	Be sure to fill in all sections. Please download the prescribed form from the following website: Website: http://www.yokohama-cu.ac.jp/en/academics/graduate/intman/admissions/
2. Thesis Concerning your Research Field	Written in Japanese or English. If your thesis is written in a language other than Japanese or English, you must also submit a Japanese or English translation.
3. Certificate of (Expected) Graduation Sealed	Submit an original of a Certificate of (Expected) Graduation. The document must be in a sealed envelope from the institution that issued it.
4. Transcript of Academic Record Sealed	Submit an original of a transcript of academic record up to the last year completed. The document must be in a sealed envelope from the institution that issued it.
5. Research Plan	Write your research topic, objective, background, method and significance in as much detail as possible in Japanese or English.

How to Submit

Send all the application documents to the following address. You should use a traceable, express mail service such as EMS to submit your documents. All documents must **arrive by the deadline**. You are responsible for providing the envelope for sending the documents.

Please put the documents in an envelope, and write [Individual Preliminary Screening for Graduate school of International Management] in red ink on the front of the envelope.

Address

22-2 Seto, Kanazawa-ku, Yokohama, Kanagawa, 236-0027, JAPAN
Yokohama City University Admissions Office for Graduate School

The result will be announced to you as follows.

October Round: **by August 25 (Fri), 2017**

February Round: **by December 15 (Fri), 2017**

1-3. Screening Process & Schedule

October Round

Academic Year 2018, April Admission	
Number of Students to be Admitted	14
Application Period (Submission of Required Documents)	September 4 (Mon) – September 6 (Wed), 2017 (Japan Standard Time) <u>From abroad:</u> All documents must arrive by September 6.
Payment of Application Fee	August 7 (Mon) – September 6 (Wed), 2017 (JST)
Screening (Essay & Interview)	October 11 (Wed), 2017 (JST)
Announcement of Final Result	October 20 (Fri) 11:00, 2017 (JST)
Admissions Procedure	October 24 (Tue) – October 26 (Thu), 2017 (JST)

February Round

Academic Year 2018, April Admission	
Number of Students to be Admitted	Limited number
Application Period (Submission of Required Documents)	January 4 (Thu) – January 5 (Fri), 2018 (JST) <u>From abroad:</u> All documents must arrive by January 5.
Payment of Application Fee	December 8 (Fri) – January 5 (Fri), 2018 (JST)
Screening (Essay & Interview)	February 9 (Fri), 2018 (JST)
Announcement of Final Result	February 16 (Fri) 11:00, 2018 (JST)
Admissions Procedure	February 27 (Tue) – March 1 (Thu), 2018 (JST)

Note

If you apply for February Entrance Examination, you must have a valid visa status in Japan (other than “short-term stay”).

1-4. Required Documents for Application

Follow the instructions written in the “Notes” below and send all the application documents during the specified application period. Please download the university’s prescribed forms from the following website:

Website: <http://www.yokohama-cu.ac.jp/en/academics/graduate/intman/admissions/>

The documents to be printed out should be **A4-sized** and **one-sided**.

Required Documents *...Prescribed Form	Notes
1. Application Form *	- Be sure to fill in all sections. - Paste the same photo as the one used for “2-2. Photo Sheet” in the designated space.
2-1. Examination Admission Card *	- Be sure to fill in all sections. ◆ Do not separate this sheet.

2-2. Photo Sheet *	<ul style="list-style-type: none"> - Write your name on the back of the photo and paste it in the designated space. Photo must be in color, sized 4 cm x 3 cm, and taken within the last three months. It must show your upper body and face from the front, be taken without a hat, and have a plain background.
3. Certificate of Payment of Application Fee	<ul style="list-style-type: none"> - Paste the certificate of payment of application fee in the designated space. ◆ <u>See page 5 for how to pay the application fee from outside Japan.</u>
4. Certificate of (Expected) Graduation Sealed	<ul style="list-style-type: none"> - Submit an original of a Certificate of (Expected) Graduation.
5. Certificate of (Expected) Degree Award Sealed	<ul style="list-style-type: none"> - Submit an original of a Certificate of (Expected) Degree Award if your degree is not mentioned on the Certificate of (Expected) Graduation.
6. Transcript of Academic Record (Graduate) Sealed	<ul style="list-style-type: none"> - Applicants in their final year of an undergraduate program should submit their transcript of academic record up to the previous year (last year completed).
7. Research Plan	<ul style="list-style-type: none"> - Typed and in Japanese or English. - Research Plan must be no more than 2,000 characters in Japanese, or no more than 1,000 words in English.
8. Proof of English Proficiency <Optional>	<ul style="list-style-type: none"> - Submit a score from one of the following English proficiency tests. - TOEFL, TOEIC, or IELTS - TOEFL-ITP & TOEIC-IP will not be accepted. <p>If you submit the copy of an English proficiency test score, <u>you must bring the ORIGINAL with you on the date of the entrance examination.</u></p>
9. Recommendation Letter* <Optional>	<ul style="list-style-type: none"> - Written by a supervisor who can evaluate well the applicant's research ability through academic activities. - Print out and use the prescribed form. The letter should be written in Japanese or English. If it is written in a language other than Japanese or English, the person who wrote the letter must also submit a Japanese or English translation verified by an official organization such as an embassy or notary office. The verification must state that there are no discrepancies between the translation and the original. - Prepare an envelope in advance and ask the person who wrote the letter to put it in the envelope, seal it, and sign across the seal.
10. Copy of Passport <Applicant whose nationality is not Japanese>	<ul style="list-style-type: none"> - Submit a photocopy of the page of your passport that states your name, passport number, nationality, date of birth, and the date of issue of the passport.
11. Copy of Residence Card 12. Certificate of Residence <Applicant whose nationality is not Japanese>	<ul style="list-style-type: none"> - Submit a copy of both sides of your residence card and a certificate of residence. - If you will apply for October Round and you reside outside Japan, you do not have to submit these documents.

How to Submit

Send all the application documents to the following address. You should use a traceable, express mail service such as EMS to submit your documents. All documents must **arrive by the deadline** mentioned on the previous page. You are responsible for providing the envelope for sending the documents.

Address

22-2 Seto, Kanazawa-ku, Yokohama, Kanagawa, 236-0027, JAPAN
Yokohama City University Admissions Office for Graduate School

Supplementary Information Regarding Required Documents

- 1) Handwritten documents (if any) should be written with a non-erasable black or blue ink pen.
- 2) A “sealed” document means the issuing institution encloses the document in an envelope, glues the flap closed and affixes its seal or stamp. Transcripts, graduation certificates and degree award certificates must be submitted in this “sealed” condition. Documents will be deemed invalid if they are not enclosed in an envelope or are enclosed in an unsealed envelope.
- 3) If the name on the applicant’s certificates differs from the applicant’s current name due to marriage or any other reason, an official document (copy of family register, etc.) to certify that the bearers of both names are the same person should be attached.
- 4) Application documents will not be returned/cannot be changed once they have been submitted.

1-5. Application Fee

JPY 34,000 yen (Includes 4,000 yen currency handling fee of Yokohama Bank)

- 1) If payment is made from outside Japan, please arrange payment by bank transfer using the information given below.
- 2) Payment must be made in Japanese yen. Any transfer fee required by the overseas financial institution must be borne by the applicant. **(If your local bank charges for the bank transfer, you must pay the transfer fee in addition to the amount stipulated above.)**

Please note that if your payment does not include the transfer fee and that the amount that enters the University account is not sufficient, you will have to make another payment to cover the shortfall.

- 3) After payment is complete, enclose an original receipt or copy of the receipt with the other documents as proof of remittance.

Method of Remittance	Telegraphic Transfer
Payment Method	Advise and Pay
Name of Bank	The Bank of Yokohama, Ltd.
Bank Branch Name	Kanazawa Branch
Account Number	351-1501770
Swift Code	HAMAJPT
Address of Bank	4-1, Deiki 2-chome, Kanazawa-ku, Yokohama, Kanagawa, 236-0021, JAPAN
Name of Payee (Account Name)	Yokohama City University

Address of Payee	22-2, Seto, Kanazawa-ku, Yokohama, Kanagawa, 236-0027, JAPAN
Purpose of Payment	Application fee
Message to Payee	Please write the applicant's name legibly

Note

- 1) Your application will not be completed until the payment has been made. Make sure to make the payment well in advance of the deadline.
- 2) Even if the payment of necessary fees is made within the application period, YCU will not accept the application if the required documents do not reach us within the application period.
- 3) In principle, the application fee will not be refunded. However, a refund may be considered in the following cases:
 - Applicant has paid the application fee, but has not filed an application (e.g., application documents were not sent).
 - The application fee has been paid twice by mistake.

We will deduct the handling fee and any additional fees from the amount received and refund the rest.

2. Entrance Examinations

The screening consists of an essay and an interview.

	October Round	February Round
Screening Date	October 11 (Wed), 2017 (JST)	February 9 (Fri.), 2018 (JST)
Time	Essay: 9:30 a.m. – 11:00 a.m. Interview: From 1:00 p.m.	
Place	Kanazawa-hakkei Campus of Yokohama City University Access map : http://www.yokohama-cu.ac.jp/en/about/campus/hakkei/	
Subject of Essay Examination	You must select only one subject from the five subjects below. - For Management : Management, Marketing - For Accounting : Accounting - For Economics : Macroeconomics, Microeconomics *The subject selected must correspond to your research field after admission.	

3. Announcement of Final Results

October Round: **October 20 (Fri), 2017, 11:00 a.m. (JST)**

February Round: **February 16 (Fri), 2018, 11:00 a.m. (JST)**

The application numbers of accepted applicants will be posted on the Yokohama City University website (<http://www.yokohama-cu.ac.jp/>). Simultaneous with the posting, applicants will be mailed a letter of acceptance and enrollment procedure documents.

4. Admissions Procedure

4-1. Schedule of Admissions Procedures

October Round: **October 24, 2017 – October 26, 2017**

February Round: **February 27, 2018 – March 1, 2018**

Note Documents are accepted if postmarked on or earlier than the last day of the specified period.

4-2. Admission Fee

282,000 yen

Note Admission fee will not be refunded for any reason.

4-3. Tuition Fee and Other Payments

Tuition Fee	535,800 yen (per year)
Academic Research Membership fee (Gakujyutsu Kenkyu Kaihi)	2,000 yen
Support Association Membership fee (Koen Kaihi)	30,000 yen

4-4. Submission of Required Documents

Once you are accepted, YCU will send you an admissions procedure guidebook with your letter of acceptance.

Please read the guidebook carefully and submit the required documents by the deadline.

5. Notes

- 1) If you enter false information in your application form or other documents, or commit plagiarism, your application may not be accepted or you may not be allowed to take the entrance examination or be admitted to the graduate school.
- 2) If you are expected to graduate from your undergraduate program by March 31, 2018, submit an ORIGINAL Certificate of Graduation and your Academic Transcript by March 25, 2018. The documents must be in a sealed envelope from the institution that issued them.

If you cannot graduate from your undergraduate program, you may not be admitted to YCU.

6. Contact Information

Admissions Office, Yokohama City University

E-mail: admiss3@yokohama-cu.ac.jp

7. Supervisor List

You must select a supervisor in the admissions procedure.

Please refer to the following supervisor list.

If you need more information, please see the following website.

<http://www.yokohama-cu.ac.jp/en/academics/graduate/intman/staff-masters/>



< Degree: Master of Management (Business Administration) / Subject of Essay: Management, Marketing >

AKABANE, Jun	NAGAMATSU, Akira
ASHIZAWA, Michiko	NAKAYAMA, Takeshi
OSAWA, Masatoshi	YASUKAWA, Fumiaki
ONISHI, Jun	YAMAFUJI, Ryutaro
KAMOSHIDA, Akira	YOSHINAGA, Takashi
NAGAHATA, Shushi	

< Degree: Master of Accounting / Subject of Essay: Accounting >

KUROKI, Makoto	NAKAJO, Yusuke
TAKAHASHI, Takayuki	FUJISAKI, Haruhiko
CHANG, Ying-Hsin	MIURA, Takashi

< Degree: Master of Economics / Subject of Essay: Macroeconomics, Microeconomics >

IWASA, Tomoko	SUI, Qingyuan
OTA, Rui	NAKAZONO, Yoshiyuki
KANG, Seongill	NAKAMURA, Akihiro
KOOK, Joongho	NISHIJIMA, Masuyuki
SAKAGUCHI, Toshihiro	WADA, Junichiro
SHIRAIISHI, Sayuri	