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# Graduate School of YCU - Application Guidebook

## Admissions for applicants who reside outside Japan for April 2027 Enrollment

### Graduate School of International Management (Master's Program)

※Application guidelines in English are for those who cannot appoint a representative in Japan and wish to take the examination in English. If you wish to take the written examination in Japanese, please apply using the application guidelines in Japanese.

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#### 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

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### 1-1. Eligibility

Applicants must fulfill ONE of the following conditions.

- 1) Have graduated from a university in Japan.
- 2) Have completed 16 years of school education in a country other than Japan, including cases where correspondence education offered by a foreign university is completed while residing in Japan.
- 3) Have completed a program at a foreign educational institution in Japan that has been designated as equivalent to a university by MEXT  
(i.e., overseas university programs conducted in Japan and designated by MEXT).
- 4) Have been awarded a degree equivalent to a bachelor's degree by completing a program of three years or more at a university or equivalent institution outside Japan.
- 5) Be 22 years of age or older and be recognized, through an individual eligibility screening conducted by this graduate school, as having academic abilities equivalent to or higher than those of a university graduate.

Applicants applying under category 5) are required to undergo a eligibility screening. Please refer to 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 apply for the October Round, the required documents **must arrive by July 3 (Fri), 2026**.
- If you apply for the February Round, the required documents **must arrive by November 27 (Fri), 2026**.

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: <a href="https://www.yokohama-cu.ac.jp/english/admissions/graduate/intman/index.html">https://www.yokohama-cu.ac.jp/english/admissions/graduate/intman/index.html</a>
2. Certificate of Payment of Application Fee	After payment is complete, enclose an original receipt or copy of the receipt as proof of remittance. ◆ <b><u>See page 5 for how to pay the application fee from outside Japan.</u></b>
3. 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.
4. Certificate of (Expected) Graduation <b><u>Sealed</u></b>	Submit an original of a Certificate of (Expected) Graduation. The document must be in a sealed envelope from the institution that issued it.
5. Transcript of Academic Record <b><u>Sealed</u></b>	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.
6. Research Plan	Write your research topic, objective, background, method and significance in as much detail as possible in Japanese or English.

## Note

**If you pass the Individual Preliminary Screening, we will send you a letter to the effect that you are eligible for the screening process along with a certificate of payment. You do not have to pay the application fee again when you submit these two documents to take the screening process. If you are not eligible for the screening process, we will refund the application fee minus 5,000 yen of administrative fees. (JPY 25,000 yen) Any additional overseas remittance fees will be borne by the applicant.**

## 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 July 24 (Fri), 2026**

February Round: **by December 18 (Fri), 2026**

## **1-3. Screening Process & Schedule**

### **October Round**

Academic Year 2027, April Enrollment	
Number of Students to be Admitted	14
Application Period (Submission of Required Documents)	September 7 (Mon) – September 9 (Wed), 2026 (Japan Standard Time) <b><u>From abroad:</u></b> All documents must arrive by September 9.
Payment of Application Fee	August 1 (Sat) – September 9 (Wed), 2026 (JST)
Screening (Essay & Interview)	October 7 (Wed), 2026 (JST) ◆ <b><u>If the number of applicants exceeds 20, we may use a two-step selection.</u></b> The first stage will be conducted based on the results of an essay examination. Only applicants who passed the first stage will proceed to an interview examination as the second stage of selection.
Announcement of Final Result	October 23 (Fri) 11:00, 2026 (JST)
Admissions Procedure	November 4 (Wed) – November 6 (Fri), 2026 (JST)
Admission fee payment period	October 23 (Fri) – November 6 (Fri), 2026 (JST)

### **February Round**

Academic Year 2027, April Enrollment	
Number of Students to be Admitted	Limited number
Application Period (Submission of Required Documents)	January 4 (Mon) – January 6 (Wed), 2027 (JST) <b><u>From abroad:</u></b> All documents must arrive by January 6.
Payment of Application Fee	December 1 (Tue), 2026 (JST) – January 6 (Wed), 2027 (JST)

Screening (Essay & Interview)	February 5 (Fri), 2027 (JST) ◆ If the number of applicants exceeds 20, we may use a two-step selection. The first stage will be conducted based on the results of an essay examination. Only applicants who passed the first stage will proceed to an interview examination as the second stage of selection.
Announcement of Final Result	February 19 (Fri) 11:00, 2027 (JST)
Admissions Procedure	March 1 (Mon) – March 3 (Wed), 2027 (JST)
Admission fee payment period	February 19 (Fri) – March 3 (Wed), 2027 (JST)

**Note**

If you apply for February Entrance Examination, you must have a valid visa status in Japan with a period of stay of March 31, 2027 or later (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: <https://www.yokohama-cu.ac.jp/english/admissions/graduate/intman/index.html>

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 *	- 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	- Paste the certificate of payment of application fee in the designated space. ◆ <b>See page 5 for how to pay the application fee from outside Japan.</b>
4. Certificate of (Expected) Graduation <b>Sealed</b>	- Submit an original of a Certificate of (Expected) Graduation. *If it is not possible to submit sealed documents, please refer to “Note” below.
5. Certificate of (Expected) Degree Award <b>Sealed</b>	- Submit an original of a Certificate of (Expected) Degree Award if your degree is not mentioned on the Certificate of (Expected) Graduation. *If it is not possible to submit sealed documents, please refer to “Note” below.
6. Transcript of Academic Record (Graduate) <b>Sealed</b>	- Applicants in their final year of an undergraduate program should submit their transcript of academic record up to the previous year (last year completed). *If it is not possible to submit sealed documents, please refer to “Note” below.
7. Research Plan	- Typed and in Japanese or English. - Research Plan must be more than 2,000 characters in Japanese, or more than 1,000 words in English.
8. Proof of English Proficiency <Optional>	- Submit a score from one of the following English proficiency tests. - TOEFL, TOEIC, or IELTS - TOEFL-ITP & TOEIC-IP will not be accepted. <u>The English proficiency test score reports must be dated April 1, 2024 or later.</u> <u>You must submit the ORIGINAL.</u>

<p>9. Recommendation Letter* &lt;Optional&gt; <b>Sealed</b></p>	<ul style="list-style-type: none"> <li>- Written by a supervisor who can evaluate well the applicant's research ability through academic activities.</li> <li>- 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.</li> <li>- 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.</li> </ul>
<p>10. Copy of Passport &lt;Applicant whose nationality is not Japanese&gt;</p>	<ul style="list-style-type: none"> <li>- 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.</li> </ul>
<p>11. Copy of Residence Card &lt;Applicant whose nationality is not Japanese&gt;</p>	<ul style="list-style-type: none"> <li>- Submit a copy of both sides of your residence card and a certificate of residence.</li> <li>- If you will apply for October Round and you reside outside Japan, you do not have to submit these documents.</li> <li>- If you apply for February Entrance Examination, you must have a valid visa status in Japan with a period of stay of March 31, 2027 or later (other than "short-term stay").</li> </ul>

**Note**

If sealed documents cannot be obtained, applicants must complete both of the following procedures:

- a) Send the original documents required in items 4, 5, and 6 (Certificate of (Expected) Graduation, Certificate of (Expected) Degree Award, and Transcript of Academic Record) obtained by the applicant to the University.
- b) Request the institution from which the applicant graduated or is enrolled to send the same documents directly to the University by the application deadline (via email or postal mail).

Applications will not be accepted unless both submissions (a and b) are confirmed.

Email address: [ycuadm@yokohama-cu.ac.jp](mailto:ycuadm@yokohama-cu.ac.jp)

Mailing address:

Admissions Center, Yokohama City University

22-2 Seto, Kanazawa-ku, Yokohama, Kanagawa, 236-0027, JAPAN

When sending the documents, please ensure that the applicant's name is clearly indicated.

**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.

<p><b><u>Address</u></b> 22-2 Seto, Kanazawa-ku, Yokohama, Kanagawa, 236-0027, JAPAN Yokohama City University Admissions Office for Graduate School</p>
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### **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 30,000 yen**

- 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	19-24,Seto, Kanazawa-ku, Yokohama, Kanagawa, 236-0027, JAPAN
Name of Payee (Account Name)	Public University Corporation 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**

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The screening consists of an essay and an interview.

	October Round	February Round
Screening Date	October 7 (Wed), 2026 (JST)	February 5 (Fri.), 2027 (JST)
Time	Essay: 9:30 a.m. – 11:00 a.m. Interview: From 1:00 p.m. (Expected).	Essay: 9:30 a.m. – 11:00 a.m. Interview: From 1:00 p.m. (Expected).
Place	Kanazawa-hakkei Campus of Yokohama City University (YCU) Access map : <a href="https://www.yokohama-cu.ac.jp/english/about/index.html#Campuses">https://www.yokohama-cu.ac.jp/english/about/index.html#Campuses</a>	
Subject of Essay Examination	You must select only one subject from the four subjects below. - For Management : Management, Marketing - For Accounting : <u>*Accounting is only available in Japanese.</u> - For Economics : Macroeconomics、 Microeconomics *The subject selected must correspond to your research field after admission.	

### **Note**

In both rounds, if the number of applicants exceeds 20, we may use a two-step selection. The first stage will be conducted based on the results of an essay examination. Only applicants who passed the first stage will proceed to an interview examination as the second stage of selection.

## **3. Announcement of Final Results**

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October Round: **October 23 (Fri), 2026, 11:00 a.m. (JST)**

February Round: **February 19 (Fri), 2027, 11:00 a.m. (JST)**

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

## **4. Admissions Procedure**

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### **4-1. Schedule of Admissions Procedures**

October Round: **November 4 (Wed), 2026 – November 6 (Fri) 2026**

-Admission fee payment period: October 23 (Fri) – November 6 (Fri), 2026 (JST)

February Round: **March 1 (Mon), 2027 – March 3 (Wed), 2027**

-Admission fee payment period: February 19 (Fri) – March 3 (Wed), 2027 (JST)

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

#### 4-2. Admission Fee

**JPY 282,000 yen**

**Note:** Admission fee will not be refunded for any reason.

#### 4-3. Tuition Fee and Other Payments

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

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- 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 have or are suspected to have an infectious disease (e.g., influenza, measles, etc.) on the day of the examination, you will not be permitted to take the examination because of the risk of spreading the infection to other applicants. Please be mindful of your health as the screening process will not be rescheduled on a different day.
- 3) If you are expected to graduate from your undergraduate program by March 31, 2027, submit an ORIGINAL Certificate of Graduation and your Academic Transcript by March 27, 2027. 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

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Admissions Office, Yokohama City University

E-mail: [ycuadm@yokohama-cu.ac.jp](mailto:ycuadm@yokohama-cu.ac.jp)

#### 7. Supervisor List

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You must select a supervisor in the admissions procedure.

Please refer to the following supervisor list.

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

ITO, Chiaki

IWASA, Tomoko

OSAWA, Masatoshi

SATO, Toru

SHIBATA, Noriko

TAKAGI, Toshio

NAGAHATA, Shushi

NEMOTO, Yutaro

HASHIMOTO, Noriaki  
YOSHINAGA, Takashi

HARA, Koji

< Degree: Master of Management (Business Administration) / Subject of Essay (\*in Japanese): Accounting >

TAKAHASHI, Takayuki  
FUJISAKI, Haruhiko

CHANG, Ying-Hsin

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

OTSUKA, Akihiro  
YU, Chaowen  
NAKAZONO, Yoshiyuki

KATO, Hirotaka  
TABA, Yumiko  
NAKAMURA, Yuta