

**Graduate School of Management,
GLOBIS University**

**Part-time & Online
MBA Program
2020 Admission Guide**



GRADUATE SCHOOL OF MANAGEMENT,
GLOBIS UNIVERSITY

(As of August 13, 2019)

Table of Contents

1. Admission Policy.....	2
2. MBA Program Overview	2
3. Admission Requirements	2
4. Application Process	4
1. Submit Application	4
2. Initial Screening	4
3. Initial Result Notification.....	4
4. Second Screening.....	4
5. Final Result Notification	5
5. Admission Schedule	5
6. Application Documents	6
7. Essay Questions.....	9
8. Tuition.....	10
9. Scholarships and Loans.....	11
1. GLOBIS Scholarships.....	11
2. Education Loans from Other Organizations	12
10. Specialized Practice Education and Training Benefits System.....	12
11. Privacy Policy	12

1. Admission Policy

The Graduate School of Management at GLOBIS University has a mission to develop visionary business leaders who create and innovate societies. When considering applicants, we pay close attention to an individual's personal motivation, skill set, ability to think logically and way of interacting with others. We aim to attract future business leaders who are passionate about improving their skills, expanding their human network and finding their personal mission. In this way, we believe we can realize our mission and work together to bring about positive change and innovation for society, whether in Japan, Asia or other parts of the world.

2. MBA Program Overview

University	Graduate School of Management, GLOBIS University
Degree Conferred	Master of Business Administration (MBA)
Program Format	Part-time (weekday evenings and weekends) In-person at Tokyo Campus Live, interactive online classes
Language	English
Start Date	October 2020
Length of Program	2 years
Requirement for Program Completion	Obtain at least 36 credits in the specified courses Pass an examination administered by GLOBIS University
Intake	65 students (this number is subject to adjustment)

3. Admission Requirements

Applicants to GLOBIS University need to satisfy the following three requirements:

1. Be at least 22 years of age
2. Have at least two years of full-time work experience by the time of entrance
3. Possess a bachelor's degree or equivalent*

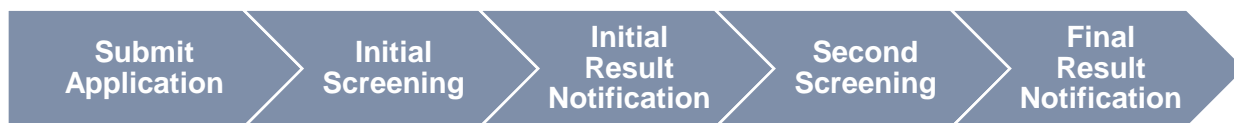
*You are required to meet one of the following criteria by the time of application:

- Received a bachelor's degree from a recognized college or university
- Completed a 16-year curriculum of school education in an institution outside of Japan and possess a degree equivalent to a bachelor's degree
- Received confirmation from GLOBIS University that your academic capacity is equivalent to that of a university or college graduate

If you are 22 years of age but do not meet one or more admission requirements indicated above, you are required to undergo a Preliminary Screening.

Preliminary Screening (only if applicable)													
Applicable Individuals	<p>Applicants who meet any of the following conditions are applicable:</p> <ul style="list-style-type: none"> • Do not possess a bachelor’s or master’s degree • Do not have at least two years of full-time work experience by the time of entrance • Currently attending a university and is expected to obtain a bachelor’s degree by the time of entrance <p><u>If you are under 22 years of age and/or have no full-time work experience by the time of application, you are not eligible to apply.</u></p>												
Required Documents	<p>Submit the following through the Online Admission System:</p> <ul style="list-style-type: none"> • Personal Data • Photo • Transcript • Certificate of Graduation • Evidence of English Ability • CV (Optional) • GMAT/GRE score report (Optional) <p>Please refer to section 6 for details for each document.</p>												
Application Schedule	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Round</th> <th style="width: 35%;">Application Deadline</th> <th style="width: 50%;">Result Notification</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Nov.</td> <td style="text-align: center;">Sep. 18, 2019</td> <td style="text-align: center;">Oct. 2, 2019</td> </tr> <tr> <td style="text-align: center;">Mar.</td> <td style="text-align: center;">Feb. 6, 2020</td> <td style="text-align: center;">Feb. 19, 2020</td> </tr> <tr> <td style="text-align: center;">Jun.</td> <td style="text-align: center;">May 13, 2020</td> <td style="text-align: center;">May 27, 2020</td> </tr> </tbody> </table>	Round	Application Deadline	Result Notification	Nov.	Sep. 18, 2019	Oct. 2, 2019	Mar.	Feb. 6, 2020	Feb. 19, 2020	Jun.	May 13, 2020	May 27, 2020
Round	Application Deadline	Result Notification											
Nov.	Sep. 18, 2019	Oct. 2, 2019											
Mar.	Feb. 6, 2020	Feb. 19, 2020											
Jun.	May 13, 2020	May 27, 2020											
Application Fee	Free												
Application Result	The result will be announced through the Online Admission System on the dates indicated above. If you pass the Preliminary Screening, you will need to submit the remaining documents as described in section 6.												
Note	Should you pass the Preliminary Screening, the passing status is only valid for the 2020 admission year. If you decide to apply after this year’s admission, you are required to undergo the Preliminary Screening again unless you meet the admission requirements.												

4. Application Process



1. Submit Application

Applicants are required to submit the application documents listed in section 6 through the Online Admission System by **6:30 PM, Japan Standard Time**, of the application deadline indicated in section 5.

Online Admission System Login URL:

 <https://mbaadmission.globis.ac.jp/adm/c/ac0001>

Note:

- Applications submitted by email, fax or mail are NOT accepted
- The application fee cannot be reimbursed or deferred to another academic year
- Accepted applications which contain falsified or plagiarized information will automatically result in the withdrawal of acceptance
- The application will not be examined if it is incomplete or contains errors

2. Initial Screening

Initial screening is conducted using the information and documents submitted for application.

3. Initial Result Notification

The result is announced through the Online Admission System. Shortlisted applicants will receive their interview and examination schedule (if required).

4. Second Screening

Applicants who passed the initial screening phase are required to take an interview (required for all) and a logical thinking examination (if applicable).

Interview (30 min)

- **For applicants living/working in close proximity to Tokyo:**
You will need to attend a face-to-face interview at the Tokyo Campus
- **For applicants living/working geographically far from Tokyo:**
You will need to take part in a Skype interview

Logical Thinking Examination

- **For applicants living/working in close proximity to Tokyo:**
You will need to complete a one-hour logical thinking examination at the Tokyo Campus
- **For applicants living/working geographically far from Tokyo:**
You will be assessed on your logical thinking ability during the Skype interview

Exemption:

Applicants who have completed the Critical Thinking course in any language at either GLOBIS University or the GLOBIS Management School with a grade of A, B, or C by the time of interview will be exempt from taking the logical thinking examination.

5. Final Result Notification

The final result will be announced through the Online Admission System. You will be able to download the Acceptance Letter and Enrollment Guide from the Online Admission System should you successfully pass the screening. Please note that we cannot provide feedback to any inquiries regarding application results (including over the phone).

5. Admission Schedule

Round	Application Deadline	Initial Screening Result Notification	Second Screening (Interview & Exam)	Final Result Notification	Deadline for Confirmation of Enrollment
Nov.	Nov. 6, 2019	Nov. 28, 2019	Dec. 7-8, 2019	Dec. 19, 2019	Jan. 16, 2020
Mar.	Mar. 25, 2020	Apr. 9, 2020	Apr. 18-19, 2020	May 7, 2020	May 21, 2020
Jun.	Jun. 24, 2020	Jul. 9, 2020	Jul. 18-19, 2020	Jul. 30, 2020	Aug. 11, 2020

If you are invited to take an interview/exam, the dates will be decided from the dates listed above. In principle, schedule changes will not be permitted unless the applicant makes a request to the Admissions Office on the Online Admission System when submitting the application.

You can apply to only one of the following programs within the same academic year: *Part-time & Online MBA Program (English)*, *Full-time MBA Program (English)*, *Part-time MBA Program (Japanese)*, *Online MBA Program (Japanese)*.

6. Application Documents

Documents written in languages other than English are NOT ACCEPTED, except where otherwise prescribed. If the document is written in a language other than English, please attach an English translation signed by a translator.

Required for all	
<input type="checkbox"/>	Personal data
<input type="checkbox"/>	Photo
<input type="checkbox"/>	Letter of recommendation
<input type="checkbox"/>	Transcript / certificate of graduation
<input type="checkbox"/>	Essays
<input type="checkbox"/>	Application fee
Only if applicable	
<input type="checkbox"/>	Evidence of English ability <i>Non-native English speakers</i>
<input type="checkbox"/>	Evidence of financial resources <i>All non-Japanese applicants where required</i>
<input type="checkbox"/>	Residence card <i>All non-Japanese living in Japan</i>
<input type="checkbox"/>	GLOBIS Scholarship application <i>Eligible applicants who wish to apply</i>
<input type="checkbox"/>	CV <i>Optional</i>
<input type="checkbox"/>	GMAT / GRE score <i>Optional</i>

■ Personal Data (Required for all)

- Fill out your personal data, work experience and academic record as requested on the Online Admission System
- Make sure to show that you possess at least two years of full-time work experience. Work experience during a study period will not be regarded as “full-time” work experience unless an acceptable explanation is provided illustrating how both commitments were managed

■ Photo (Required for all)

- Upload a high-resolution photo (250 KB to 5MB) taken within the last three months
- Use a clear image of your full face, front view with a plain background (similar to a passport application photo)
- No hat or head covering are accepted unless for religious purposes
- The photo will be used for your Student ID Card upon enrollment

■ Letter of Recommendation (Required for all)

- One letter of recommendation is required
- The recommender should be a supervisor or person who has or has had a close business relationship with you
- There are two ways to submit the letter of recommendation:
 1. Uploaded by your recommender: by sending a request from the Online Admission System, your recommender will be able to receive a link to download the letter form and upload it to the system
 2. Mailed by applicant or recommender: if your recommender is unable to make the submission online, you can submit the original letter signed and sealed by the recommender to the Admissions Office by registered mail by the application deadline

■ Transcript (Required for all)

- Upload a transcript of your bachelor's degree (master's and/or doctoral degrees are additional and optional)
- If you are a Preliminary Screening applicant and do not have a bachelor's degree, you will need to upload a transcript of your highest level of education where you received a diploma (e.g. high school diploma)
- The transcript must include a list of all courses you completed and the grades you received
- Only a photocopy is required by the time of MBA application. However, you will be required to submit the original copy of your transcript should you be accepted and decide to join the GLOBIS MBA Program. The original copy will not be returned to you once submitted

■ Certificate of Graduation (Only if applicable)

- If the graduation date and the name of your obtained degree are stated in your transcript, it is not necessary to submit a Certificate of Graduation. Otherwise, you must upload a Certificate of Graduation for your bachelor's degree (master's and/or doctoral degrees are additional and optional)
- Only a photocopy is required by the time of MBA application. However, you will be required to submit the original copy of your Certificate of Graduation should you be accepted and decide to join the GLOBIS MBA Program. The original copy will not be returned to you once submitted

■ Essays (Required for all)

- Answer the essay questions on the Online Admission System (Refer to section 7-1 for the questions)

■ Evidence of English Ability (Only if applicable)

- All non-native English speakers are required to submit an English test score issued within two years of the application deadline
- TOEFL, TOEIC, IELTS and CEFR scores are accepted

Exemption: You are exempted from submitting an English test score if you meet any one of the following two conditions:

1. You are a native English speaker and chose “English” as your native language on the Online Admission System
2. Completed an undergraduate or graduate degree*¹ from a program taught entirely in English*²

*1: If your exemption relates to your graduate degree, please submit your certificate of graduation as evidence

*2: If the undergraduate or graduate degree was taught entirely in English, you are required to upload an evidence that your university was taught entirely in English. You are exempted from submitting this evidence only if you graduated from a university located in *Australia, Canada, India, Ireland, New Zealand, the Philippines, Singapore, the United Kingdom or the United States*. The evidence can be an official letter from your university or a link (enclosed in a word document) to the university’s web page clearly indicating that the program was taught entirely in English

■ Evidence of Financial Resources (Only if applicable)

- Non-Japanese applicants who wish to apply for a GLOBIS scholarship must submit financial evidence to show their current financial situation
- The evidence must show at least JPY 3 million
- Please declare your current available financial resources by entering the following information as requested on the Online Admission System:
 - Your Personal Savings (required)
 - Your Supporter’s Savings (optional)
 - Other (optional)
- Each amount indicated in your available financial resources should be accompanied by supporting evidence dated within the past three months (e.g. a copy of bank account balance)
- If you submit your supporter’s savings as available financial resources, a signed “Letter of Financial Support” is also required. Please note that your supporter must be a close family relation (up until and including a second degree on kinship). For example; a parent, a grandparent, a sibling or an aunt/uncle
- If the total amount of your financial resources is less than the required amount, please indicate your plan to fund the shortfall

- **Residence Card** (Only if applicable)
 - All non-Japanese applicants living in Japan are required to upload a scanned image or photo of both sides of the residence card
- **GLOBIS Scholarship Application** (Only if applicable)
 - Refer to section 10-1 for details
- **CV** (Optional)
 - Upload your most recent CV
- **GMAT / GRE Score** (Optional, but recommended)
 - Upload your official GMAT/GRE score issued within the last five years
- **Application Fee** (Required for all)
 - Applicants living in Japan: JPY 36,000
 - Applicants living overseas: JPY 15,000

*Payment can only be made by credit card

Policy of Returning Documents

Once submitted, we will not return any documents that can be reissued or replaced by other means. This includes the following: letter of recommendation, transcript, translation(s), notarized certifications, CV, evidence of financial resources and photocopy of residence card.

7. Essay Questions

The following essay questions need to be answered in your application. Please emphasize any international experience where applicable.

Q1. Tell us about a recent work or project experience (within a business setting) which you were passionate about. Describe why you were passionate about the experience, how your skills and values contributed to the experience, and how you worked with others. If the experience entails an element of “creation and innovation”, such as starting a new initiative by engaging other people or bringing a change to a certain environment, please include it in the essay. (250 to 550 words)

Q2. Tell us about a challenging situation that you have personally faced. Describe concretely what you did about the situation as well as what you learned from it. (250 to 550 words)

Q3. Tell us about a long-term goal or vision for society as a business professional and your career plan to realize this vision. Describe specifically the source of inspiration for your vision, such as an inspiring person, book, or other experience. Describe how GLOBIS University and an MBA degree will help realize your vision and concrete steps you will take to make this vision a reality. (250 to 550 words)

Q4. Tell us about any volunteer activities, social activities, or school groups that you have been involved with. Describe the activity as well as your role and how long you were involved. Additionally, mention any academic and/or business awards you have received. (250 to 550 words)

8. Tuition

Enrollment Fee	1 st Year		2 nd Year		Total Fees Over 2 years
	1 st Installment	2 nd Installment	3 rd Installment	4 th Installment	
JPY 80,000	JPY 749,500	JPY 749,500	JPY 749,500	JPY 749,500	JPY 2,998,000

- The enrollment fee and first installment of tuition shall be paid in the end of August 2020
- The tuition is paid every six months in four installments. You may pay in full upon request
- If you have paid the enrollment fee of JPY 23,000 for Pre-MBA, it will be deducted from the enrollment fee of JPY 80,000 for the Part-time & Online MBA Program
- The tuition for credits earned prior to admission and recognized as credits at GLOBIS University (including credits earned as a Pre-MBA student) will be deducted equally from the second and fourth installment (not from the first installment)

9. Scholarships and Loans

1. GLOBIS Scholarships

GLOBIS Scholarships are available to students who expect to earn more than 75% of the credits required for graduation through online courses.

Benefit	Up to 50% of tuition
Eligibility	<ul style="list-style-type: none"> • Enrollment in the Part-time & Online MBA Program in 2020 • Expect to earn more than 75% of the credits required for graduation (i.e. 27 credits) through online courses • Continuous efforts to accomplish what is stated in the scholarship essay and contribute to the program • Expect to successfully complete the requirements for graduation • Cooperation with GLOBIS' marketing activities, such as providing or participating in interviews, photos, profiles, and stories for internal and external use. Permission will be requested prior to publishing and, if unable to cooperate, you can inform the office of the reason and an exception will be considered • Outstanding performance during admission including but not limited to extensive international business experience, technology and innovation background, strong academic background and potential contribution to the GLOBIS student body • Sufficient need of financial assistance
How to apply	<p>Submit the scholarship essay along with your MBA application on the Online Admission System.</p> <p><Essay Questions></p> <ol style="list-style-type: none"> 1. How can you contribute to the betterment of GLOBIS University? Please state your plans. (250 to 550 words) 2. Why is a scholarship important in order for you to achieve your goals outlined in your MBA application? (Up to 200 words)
Result	The result will be announced through the Online Admission System together with your MBA application result.
Note	<ul style="list-style-type: none"> • Enrollment fee, additional tuition for long-term enrollment, non-GLOBIS textbooks, extra-curricular expenses and living expenses are not included • If you choose "Less than 50%" for "Expected Online Course Ratio" on the Online Admission System, you are not qualified to apply for this scholarship • Additional tuition shall be charged when the credits earned through online courses fall short of 75% of the credits required for graduation (i.e. 27 credits). Additional tuition per 1 credit for the shortfall is approximately JPY 83,250. If the recipient fails to repay shortfall, the degree may not be conferred.

2. Education Loans from Other Organizations

Financial institutions introduced by GLOBIS University offer educational loans with favorable interest rates. Please note that you are required to speak and read Japanese in order to understand the contract. If you need further information, please contact the Admissions Office.

10. Specialized Practice Education and Training Benefits System

***This benefit is applicable only for applicants working in Japan**

The GLOBIS MBA program has been designated as a Specialized Practice Education and Training facility by the Ministry of Health, Labor and Welfare. If you meet certain conditions, you will be able to obtain financial support from the government. To confirm your eligibility, please contact a Hello Work Office. GLOBIS cannot determine your eligibility for this program.

1. Specialized Practice Education and Training Benefits

If you have paid employment insurance in Japan for at least two years as of the start of the program and meet other conditions (e.g. completing the MBA program within two years), you may be entitled to receive a refund up to JPY 400,000 per year. In addition, if you are employed and paying employment insurance in Japan within one year of graduation, you may be entitled to receive a further refund up to JPY 320,000.

2. General Training and Education Benefits

If you pay or have paid employment insurance in Japan but do not meet the conditions for the Specialized Practice Education and Training Benefits system (e.g., planning to complete the MBA program in three years), you may still be able to receive the General Training and Education Benefits. You will receive a refund of up to JPY 100,000.

11. Privacy Policy

GLOBIS University recognizes the importance of complying with laws and regulations governing the protection of personal information and safeguarding privacy to ensure the safe and secure use of our services. Therefore, we have established a system for promoting compliance and developed internal regulations in our commitment to handle personal information with the utmost care. For details, please visit our website:

<http://www.globis.ac.jp/etc/privacy.html>

Contact Information

Admissions Advisors

Graduate School of Management, GLOBIS University

E-mail: imba-info@globis.ac.jp

Tel: +81-3-5275-3850

FAX: +81-3-5275-3787

Business hours: Monday to Friday, 10:00 - 18:30 (JST)

Address:

Sumitomo Fudosan Kojimachi Bldg., 5-1 Niban-cho, Chiyoda-ku, Tokyo, Japan 102-0084

- 1 minute on foot from Exit No.5 of Kojimachi Station (Yurakucho Line)
- 10 minutes on foot from Exit No.5 of Hanzomon Station (Hanzomon Line)