

**Graduate School of Management,  
GLOBIS University**

**Part-time & Online  
MBA Program  
2021 Admission Guide**



GRADUATE SCHOOL OF MANAGEMENT,  
GLOBIS UNIVERSITY

(As of May 07, 2021)

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## 1. Admission Policies

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Our mission is to develop “visionary leaders who create and innovate societies”. To achieve this mission, we admit students with qualities that will enable them to play a wide range of roles as future visionary leaders. In addition, our diverse body of students inspire each other as they work to realize their own aspirations. Our students have critical and logical thinking skills, communication skills, and the ability to get things done. In addition to this, our students possess a *kokorozashi*, and the will and creativity to bring about positive change in society.

Before applying to the Part-time & Online MBA Program at GLOBIS University, we encourage you to view and understand the complete Admission Policy, Curriculum Policy and Diploma Policy of the university by visiting our website which is listed below.

<https://www.globis.ac.jp/about/about-the-school/part-time-online-mba-policies/>

## 2. MBA Program Overview

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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 the Tokyo Campus Live, interactive online classes
Language	English
Start Date	October 2021
Length of Program	2 years
Requirement for Program Completion	Obtain at least 36 credits and complete all required courses Pass an examination administered by GLOBIS University
Intake	65 students (this number is subject to adjustment)

## 3. Admission Requirements

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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\*

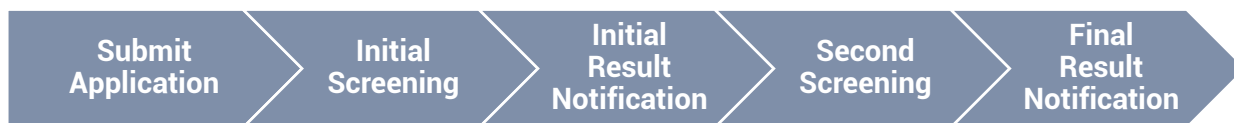
\*You are required to meet one of the following criteria by the time of application:

- 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.

<b>Preliminary Screening</b> (only if applicable)																
Applicable Individuals	<p>Applicants who meet any of the following conditions are applicable:</p> <ul style="list-style-type: none"> <li>• Do not possess a bachelor's or master's degree</li> <li>• Do not have at least two years of full-time work experience by the time of entrance</li> <li>• Currently attending a university and is expected to obtain a bachelor's degree by the time of entrance</li> </ul> <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 Portal:</p> <ul style="list-style-type: none"> <li>• Personal Data</li> <li>• Photo</li> <li>• Transcript</li> <li>• Certificate of Graduation</li> <li>• Evidence of English Ability</li> <li>• CV (Optional)</li> <li>• GMAT/GRE score report (Optional)</li> </ul> <p>Please refer to section 6 for details for each document</p>															
Application Schedule	<table border="1"> <thead> <tr> <th>Round</th> <th>Application Deadline</th> <th>Result Notification</th> </tr> </thead> <tbody> <tr> <td>Nov.</td> <td>Oct. 07, 2020</td> <td>Oct. 22, 2020</td> </tr> <tr> <td>Feb.</td> <td>Jan. 07, 2021</td> <td>Jan. 21, 2021</td> </tr> <tr> <td>Apr.</td> <td>Mar. 04, 2021</td> <td>Mar. 24, 2021</td> </tr> <tr> <td>Jun.</td> <td>May 20, 2021</td> <td>Jun. 03, 2021</td> </tr> </tbody> </table>	Round	Application Deadline	Result Notification	Nov.	Oct. 07, 2020	Oct. 22, 2020	Feb.	Jan. 07, 2021	Jan. 21, 2021	Apr.	Mar. 04, 2021	Mar. 24, 2021	Jun.	May 20, 2021	Jun. 03, 2021
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Feb.	Jan. 07, 2021	Jan. 21, 2021														
Apr.	Mar. 04, 2021	Mar. 24, 2021														
Jun.	May 20, 2021	Jun. 03, 2021														
Deadline	18:30 (JST) on each application deadline listed above.															
Application Fee	Free															
Application Result	The result will be announced through the Online Admission Portal 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 2021 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 Portal by **18:30, Japan Standard Time (JST)**, on the application deadline indicated in section 5.

#### Online Admission Portal 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 Portal. 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 a 30-minute online interview (required for all) and a 60-minute online logical thinking examination.

#### 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.

#### Note:

For any applicants with disabilities and require special considerations for the second screening, please contact the Admissions Office prior to application.

## 5. Final Result Notification

The final result will be announced through the Online Admission Portal. You will be able to download the Acceptance Letter and Enrollment Guide from the Online Admission Portal should you successfully pass the screening. Please note that we cannot respond to any inquiries regarding application results.

## 5. Admission Schedule

Round	Application Deadline	Initial Screening Result Notification	Second Screening (Interview & Exam)	Final Result Notification	Deadline for Confirmation of Enrollment
Nov.	Nov. 24, 2020	Dec. 08, 2020	Dec. 12 - 13, 2020	Dec. 22, 2020	Jan. 12, 2021
Feb.	Feb. 10, 2021	Feb. 25, 2021	Mar. 06 - 07, 2021	Mar. 16, 2021	Mar. 30, 2021
Apr.	Apr. 15, 2021	Apr. 28, 2021	May 08 - 09, 2021	May 18, 2021	May 26, 2021
Jun.	Jun. 29, 2021	Jul. 12, 2021	Jul. 17 - 18, 2021	Jul. 26, 2021	Aug. 02, 2021

The application deadline is **18:30, Japan Standard Time (JST)**.

If you are invited to take an interview/exam, the date will be decided by the Admissions Office 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 Portal 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 & 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 provide 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>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 Portal
- Make sure to show that you possess at least two years of full-time work experience and list every work experience after graduation. 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 at your current or previous place of employment or someone who 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 Portal, 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 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 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 Portal (Refer to section 7 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, Cambridge CPE\* and Cambridge CAE\* English proficiency examinations are accepted

\*Please select CEFR for the 'Test Type' on the Online Admission Portal

**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. Please select "English" as your native language on the Online Admission Portal
2. Completed an undergraduate or postgraduate degree\*<sup>1</sup> from a program taught entirely in English\*<sup>2</sup>

\*1: If your exemption relates to your postgraduate degree, please submit your certificate of graduation as evidence to prove that you completed the degree in English

\*2: If the undergraduate or postgraduate degree was taught entirely in English, you are required to upload evidence that your university degree was completed in English. You are exempted from submitting this evidence 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 of JPY 3 million, to show how they are planning to cover the Part-time & Online MBA Program tuition
- Please declare your current available financial resources by entering the following information on the Online Admission Portal:
  - Your Personal Savings (required)
  - Your Supporter's Savings (optional)
  - Other (optional)
- Each amount indicated should be accompanied by supporting evidence dated within the past three months (e.g. a copy of bank account balance)
- If the total amount of your financial evidence is less than the required amount, please indicate your plan to fund the shortfall (e.g. future salary, education loan etc.) and provide additional evidence if available
- If you submit your supporter's savings as financial evidence, 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 of kinship). For example: a parent, a grandparent, a sibling or an aunt/uncle

- **Residence Card** (Only if applicable)
  - All non-Japanese applicants who hold residence status in Japan are required to upload a copy of both sides of the residence card
- **GLOBIS Scholarship Application** (Only if applicable)
  - Refer to section 9-1 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**

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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 <sup>st</sup> Year Tuition Fee		2 <sup>nd</sup> Year Tuition Fee		2 Year Tuition Total
	1 <sup>st</sup> Installment	2 <sup>nd</sup> Installment	3 <sup>rd</sup> Installment	4 <sup>th</sup> 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 must be paid at the end of August 2021
- 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

## 9. Scholarships and Loans

### 1. GLOBIS Scholarship

Benefit	Up to 50% of tuition
Eligibility	<ul style="list-style-type: none"> <li>• Enroll in the Part-time &amp; Online MBA Program in 2021</li> <li>• Continuous efforts to accomplish what is stated in the scholarship essay and contribute to the program</li> <li>• Complete the requirements for graduation</li> <li>• Cooperate 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 Student Services Office of the reason and an exception will be considered</li> <li>• Outstanding performance during the admission screening. Including, but not limited to extensive international business experience, technology and innovation background, strong academic background and potential contribution to the GLOBIS student body</li> <li>• Sufficient need of financial assistance</li> </ul>
How to apply	<p>Submit the scholarship essay along with your MBA application on the Online Admission Portal.</p> <p>&lt;Essay Questions&gt;</p> <ol style="list-style-type: none"> <li>1. How can you contribute to the betterment of GLOBIS University? Please state your plans. (250 to 550 words)</li> <li>2. Why is a scholarship important in order for you to achieve your goals outlined in your MBA application? (Up to 200 words)</li> </ol>
Result	The result will be announced through the Online Admission Portal together with your MBA application result.
Note	Enrollment fee, additional tuition for long-term enrollment, non-GLOBIS textbooks, extra-curricular expenses and living expenses are not included

### 2. Pro Athlete Career Support MBA Scholarship

Benefit	30% of the MBA enrollment fee, MBA tuition fee and MBA extension fee
Eligibility	<p>Applicants need to fulfill the following 2 requirements.</p> <ol style="list-style-type: none"> <li>1. Enroll in the Part-time &amp; Online MBA Program in 2021</li> <li>2. The university recognizes that the applicant relies on the following income sources to earn a living.</li> </ol> <p>Note: This does not include coaches or managers who guide athletes in any form</p> <ul style="list-style-type: none"> <li>• Remuneration primarily comes from athletic contracts with specific companies or organizations, as well as sponsor contracts or contracts of a similar nature (e.g. contracts for promotion appearances, advisory roles etc.)</li> <li>• Prize money coming from competitions the athlete competed in</li> </ul>

	<p>Notes:</p> <ul style="list-style-type: none"> <li>• The sports specified above refer to physical athletic competitions (including martial arts and public competitions) which adhere to certain rules regardless whether performed individually or as a group</li> <li>• Applicants who are eligible to receive the Specialized Practice Education and Training Benefits at the point of MBA enrollment are not eligible</li> <li>• Students re-entering the MBA program are not eligible to apply</li> </ul>
How to apply	Contact the Admissions Office at <a href="mailto:mba-admission@globis.ac.jp">mba-admission@globis.ac.jp</a> should you wish to apply for this scholarship and further instructions on how to apply will be provided.
Selection Process	Scholarship recipients will be determined after reviewing application documents submitted at the time of application (e.g. contracts, websites, brochures, and other proof confirming the applicant is a professional athlete), and a statement of income. An additional check of the necessary requirements is conducted at the time of admission to the program.
Result	The final decision regarding the scholarship will be sent on the day of the final admission result announcement.

### 3. Ibaraki Robots Career Support MBA Scholarship

Benefit	70% of the MBA enrollment fee, MBA tuition fee and MBA extension fee
Eligibility	<p>Applicants need to fulfill the following 2 requirements.</p> <ol style="list-style-type: none"> <li>1. Enroll in the Part-time &amp; Online MBA Program in 2021</li> <li>2. Belong to the 'Ibaraki Robots' managed by Ibaraki Robots Sports Entertainment Co., Ltd. and receive its recommendation</li> </ol> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Applicants will lose eligibility to apply if they have left the above team, withdraw from the program, or are expelled</li> <li>• Students re-entering the MBA program are not eligible to apply</li> </ul>
How to apply	Contact the Admissions Office at <a href="mailto:mba-admission@globis.ac.jp">mba-admission@globis.ac.jp</a> should you wish to apply for this scholarship and further instructions on how to apply will be provided.
Selection Process	In principle, scholarship recipients will be selected based on their essays, application documents provided at the time of application and the admissions interview results.
Result	The final decision regarding the scholarship will be sent on the day of the final admission result announcement.

### 4. 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

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### **\*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

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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](mailto:imba-info@globis.ac.jp)

Tel: +81-3-5275-3850

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)