

**Graduate School of Management,
GLOBIS University**

**Part-time & Online
MBA Program
2024 Admission Guide**



GRADUATE SCHOOL OF MANAGEMENT,
GLOBIS UNIVERSITY

(As of August 24, 2023)

Table of Contents

1. Admission Policies	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	10
1. GLOBIS Scholarship	10
2. Pro Athlete Career Support MBA Scholarship	11
3. Ibaraki Robots Career Support MBA Scholarship	12
4. GLOBIS Scholarship for Refugee Students	12
5. Education Loans from Other Organizations	13
10. Specialized Practice Education and Training Benefits System	13
11. Privacy Policy	14

1. Admission Policies

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 inspires 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 listed below.

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

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 the Tokyo Campus Live, interactive online classes
Language	English
Start Date	October 01, 2024
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
Annual 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. Possess a bachelor’s degree or equivalent*
3. Have at least two years of full-time work experience by the time of entrance

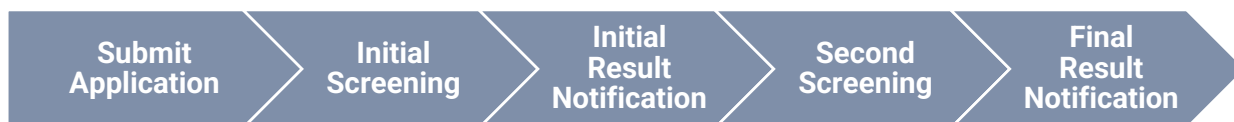
*Applicants are required to meet one of the following criteria by the time of application:

- 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 an applicant is 22 years of age but does not meet one or more admission requirements indicated above, it is necessary to undergo 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 expected to obtain a bachelor's degree by the time of entrance <p><u>If applicants are under 22 years of age and have no full-time work experience by the time of application, applicants 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"> • 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>															
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;">Oct. 25, 2023</td> <td style="text-align: center;">Nov. 01, 2023</td> </tr> <tr> <td style="text-align: center;">Feb.</td> <td style="text-align: center;">Jan. 17, 2024</td> <td style="text-align: center;">Jan. 24, 2024</td> </tr> <tr> <td style="text-align: center;">Apr.</td> <td style="text-align: center;">Mar. 19, 2024</td> <td style="text-align: center;">Mar. 26, 2024</td> </tr> <tr> <td style="text-align: center;">Jul.</td> <td style="text-align: center;">Jun. 19, 2024</td> <td style="text-align: center;">Jun. 26, 2024</td> </tr> </tbody> </table>	Round	Application Deadline	Result Notification	Nov.	Oct. 25, 2023	Nov. 01, 2023	Feb.	Jan. 17, 2024	Jan. 24, 2024	Apr.	Mar. 19, 2024	Mar. 26, 2024	Jul.	Jun. 19, 2024	Jun. 26, 2024
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Deadline	18:30 (JST) on each application deadline listed above.															
Screening Fee	Free															
Result	The result will be announced through the Online Admission Portal on the dates indicated above. If an applicant passes the Preliminary Screening, they will need to submit the remaining documents as outlined in section 6.															
Note	The passing status for Preliminary Screening is only valid for the 2024 admission year. If applicants decide to apply after this year's admission, they are required to undergo the Preliminary Screening again unless the admission requirements are met.															

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>

Notes:

- 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
- Student visa support is not available for the Part-time & Online MBA Program

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

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 for the Logical Thinking Examination:

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 date will be exempt from taking the Logical Thinking Examination.

Notes:

1. To ensure that the examination is conducted in a fair and impartial manner, the interview will be recorded using Zoom's video recording function. The recorded video and audio will not be used for any purpose other than to conduct the examination and to determine whether the applicant has passed or failed. Recording of the interview by the applicant is strictly prohibited.
2. For any applicants with disabilities and require special considerations for the second screening, please contact the Admissions Office prior to submitting the MBA application.

5. Final Result Notification

The final result will be announced through the Online Admission Portal. Successful applicants will be able to download the Acceptance Letter and Enrollment Guide from the Online Admission Portal. We are unable to respond to any inquiries regarding application results.

5. Admission Schedule

Round	Application Deadline	Initial Screening Result Notification	Second Screening (Interview & Exam)	Final Result Notification	Enrollment Confirmation Deadline
Nov.	Nov. 21, 2023	Dec. 05, 2023	Dec. 09 - 10, 2023	Dec. 19, 2023	Jan. 09, 2024
Feb.	Feb. 06, 2024	Feb. 20, 2024	Feb. 24 - 25, 2024	Mar. 05, 2024	Mar. 12, 2024
Apr.	Apr. 16, 2024	May 07, 2024	May 11 - 12, 2024	May. 20, 2024	May 27, 2024
Jul.	Jul. 09, 2024	Jul. 23, 2024	Jul. 27 - 28, 2024	Aug. 05, 2024	Aug. 12, 2024

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

If invited to take an interview/examination, 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.

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 certified translator. The contact information of the translator must be included with the translated documents. Translations cannot be undertaken by the applicant.

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 applicants 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 personal data, work experience and academic record as requested on the Online Admission Portal
- Ensure to input and show 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” 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 three months of the application deadline
- Use a clear image of the face, front view with a plain background (like a passport application photo)
- No hat or head covering are accepted unless for religious purposes
- The photo will be used for the GLOBIS Student ID Card upon enrollment

- **Letter of Recommendation** (Required for all)
 - One letter of recommendation is required
 - The recommender should be a supervisor or a person at a current or previous place of employment or someone who has had a close business relationship with the applicant
 - There are two ways to submit the letter of recommendation:
 1. **Uploaded by the 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 the recommender is unable to make the submission online, applicants can submit the original letter signed and sealed by the recommender to the Admissions Office by registered mail. The letter of recommendation must arrive at the Admissions Office no later than one week before the application deadline. If this is not possible, please contact the Admission Office immediately for guidance.

- **Transcript** (Required for all)
 - Upload a complete bachelor's degree transcript (master's and/or doctoral degrees are optional)
 - The transcript must include a list of all courses completed and the grades received for all years of enrollment
 - If the applicant is a Preliminary Screening applicant and does not have a bachelor's degree, it is required to upload a transcript of the highest level of education where the applicant received a diploma (e.g., high school diploma and transcript)

- **Certificate of Graduation** (Only if applicable)
 - If the graduation date and the name of the obtained degree are stated in the transcript, it is not necessary to submit a Certificate of Graduation. Otherwise, a Certificate of Graduation for the bachelor's degree (master's and/or doctoral degrees are optional) must be uploaded

- **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: Applicants are exempted from submitting an English test score if either of the following conditions are met:

1. Applicants are native English speakers. Select “English” as the native language on the Online Admission Portal
2. Completed an undergraduate or postgraduate degree*¹ from a program taught entirely in English*²

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

*2: If the undergraduate or postgraduate degree was taught entirely in English, applicants are required to upload evidence that the university degree was completed in English. Applicants are exempted from submitting this evidence if they graduated from a university located in *Australia, Canada, India, Ireland, New Zealand, the Philippines, Singapore, the United Kingdom, or the United States*. Evidence can be an official letter from the 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 do not possess a Japanese passport) 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
- It is necessary to declare the currently available financial resources by entering the following information on the Online Admission Portal:
 - Personal Savings (required)
 - Supporter’s Savings (optional)
 - Other (optional)

Each amount indicated should be accompanied by supporting evidence dated within three months of the application deadline (e.g., a copy of the bank account balance)

- If the total amount of your financial evidence is less than the required amount, it is necessary to indicate a detailed plan to fund the shortfall (e.g., future salary, education loan, etc.) and provide additional evidence to support the plan
- If a supporter’s savings as financial evidence is submitted, a signed “Letter of Financial Support” is also required. The supporter must be a close family relation (up until and including a second degree of kinship). For example, a parent, a grandparent, a spouse, a sibling, or an aunt/uncle

■ **Residence Card** (Only if applicable)

- All non-Japanese applicants (who do not possess a Japanese passport) who hold a 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 for details
- **CV** (Optional)
 - Upload the most recent CV as a PDF file
- **GMAT / GRE Score** (Optional, but recommended)
 - Upload the 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, the Admissions Office will not be able to return any documents that have been submitted. 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 the application. Applicants should 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 Tuition Fee		2 nd Year Tuition Fee		2 Year Tuition Total
	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 must be paid at the end of August 2024
 - Tuition is paid every six months in four installments
 - It is possible to in full upon request to the Admissions Office
 - If the Pre-MBA application fee of JPY 23,000 has been paid, it will be deducted from the enrollment fee of JPY 80,000 for the Part-time & Online MBA Program
- The tuition for credits earned (Nano-MBA or Pre-MBA) 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 installments

9. Scholarships and Loans

1. GLOBIS Scholarship

Benefit	Up to 50% of MBA program tuition
Eligibility	<ul style="list-style-type: none"> • Enroll in the 2024 Part-time & Online MBA Program • Clear need for financial assistance to support tuition payments • 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
Expectations	<ul style="list-style-type: none"> • Continuous efforts to accomplish what is stated in the scholarship essay and strong contribution to GLOBIS University • Complete all requirements for graduation and maintain strong academic performance throughout enrollment • Agree to act in an ambassadorial role, participate in photoshoots, and provide student profiles, interviews, or testimonials when requested • Attend scholarship or recruitment events as required for GLOBIS • Proactively support the growth of the GLOBIS community <p>Note: GLOBIS reserves the right to withdraw scholarships at any time during the program if recipients are unable to meet the above expectations.</p>

How to apply	Submit the scholarship essay along with the MBA application on the Online Admission Portal. <Essay Questions> 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 scholarship awarding result will be sent on the day of the final admission result announcement.
Note	T 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"> 1. Enroll in the Part-time & Online MBA Program in 2024 2. The university recognizes that the applicant relies on the following income sources to earn a living. <ul style="list-style-type: none"> • 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.) • Prize money comes from competitions the athlete competed in <p>Notes:</p> <ul style="list-style-type: none"> • The sports specified above refer to physical athletic competitions (including martial arts and public competitions) that adhere to certain rules regardless of whether performed individually or as a group • This does not include coaches or managers who guide athletes in any form • Applicants who are eligible to receive the Specialized Practice Education and Training Benefits at the point of MBA enrollment are not eligible • Students re-entering the MBA program are not eligible to apply
How to apply	Submit the required documents with the MBA application on the Online Admission Portal.
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 scholarship awarding result will be sent on the day of the final admission result announcement.
Note	Additional tuition for long-term enrollment, non-GLOBIS textbooks, extra-curricular expenses, and living expenses are not included.

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"> 1. Enroll in the Part-time & Online MBA Program in 2024 2. Belong to the 'Ibaraki Robots' managed by Ibaraki Robots Sports Entertainment Co., Ltd. and receive its recommendation <p>Notes:</p> <ul style="list-style-type: none"> • Applicants will lose eligibility to apply if they have left the above team, withdraw from the program, or are expelled • Students re-entering the MBA program are not eligible to apply
How to apply	Submit the required documents with the MBA application on the Online Admission Portal.
Selection Process	In principle, scholarship recipients will be selected based on their essays, application documents provided at the time of application, and the admissions screening results.
Result	The scholarship awarding result will be sent on the day of the final admission result announcement.
Note	Additional tuition for long-term enrollment, non-GLOBIS textbooks, extra-curricular expenses, and living expenses are not included.

4. GLOBIS Scholarship for Refugee Students

Benefit	Up to 100% of the MBA admission fee, MBA enrollment fee, MBA tuition fee
Eligibility	<ul style="list-style-type: none"> • Enroll in the Part-time & Online MBA Program in 2024 • Holder of a Designated Activities Visa (Refugee Applicants) issued by the Immigration Services Agency of Japan and have received a recommendation from WELgee • Clear need for financial assistance to support tuition payments • 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
Expectations	<ul style="list-style-type: none"> • Continuous efforts to accomplish what is stated in the scholarship essay and strong contribution to GLOBIS University • Complete all requirements for graduation and maintain strong academic performance throughout enrollment • Agree to act in an ambassadorial role, participate in photoshoots, and provide student profiles, interviews, or testimonials when requested • Attend scholarship or recruitment events as required for GLOBIS • Proactively support the growth of the GLOBIS community <p>Note: GLOBIS reserves the right to withdraw scholarships at any time during the program if recipients are unable to meet the above expectations.</p>
How to apply	<p>Submit the scholarship essay along with your MBA application on the Online Admission Portal.</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)
Selection Process	In principle, scholarship recipients will be selected based on their essays, application documents provided at the time of application, and the admissions screening results.

Result	The scholarship awarding result will be sent on the day of the final admission result announcement.
Note	Additional tuition for long-term enrollment, non-GLOBIS textbooks, extra-curricular expenses, and living expenses are not included.

5. Education Loans from Other Organizations

Financial institutions introduced by GLOBIS University offer educational loans with favorable interest rates. Please note that applicants are required to speak and read Japanese to understand the contract. Contact the Admissions Office for further information.

10. Specialized Practice Education and Training Benefits System

***This benefit is generally applicable only to applicants who have paid employment insurance in Japan for a certain period.**

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

<https://www.globis.ac.jp/admission-fees/part-time-online-mba-fees-and-financing/part-time-online-mba-education-and-training-benefits-system/>

1. Specialized Practice Education and Training Benefits

If an applicant has paid employment insurance in Japan for at least two years as of the start of the program and meets other conditions (e.g., completing the MBA program within two years), applicants may be entitled to receive a refund of 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 of up to JPY 320,000.

2. General Training and Education Benefits

If an applicant is paying or has paid employment insurance in Japan but does not meet the conditions for the Specialized Practice Education and Training Benefits system (e.g., planning to complete the MBA program in three years), they may still be able to receive the General Training and Education Benefits. It may be possible to 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 handling personal information with the utmost care.

For details, please visit our website: <https://globis.com/privacy/>

Contact Information

Admissions Advisors (Before Application Submission)

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

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

Admissions Office (After Application Submission)

E-mail: mba-admission@globis.ac.jp

Tel: +81-(0)3-5275-3826

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)