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# Graduate School of YCU - Application Guidebook

Admissions for applicants who reside outside Japan  
for April 2024 Enrollment

Graduate School of International Management (Master's Program)

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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) Those who have graduated or are expected to graduate from an undergraduate degree program at a Japanese university by March 31, 2024.
- 2) Those who have completed or who are expected to complete 16 years of school in countries other than Japan by March 2024.
- 3) Those designated by the Minister of Education, Culture, Sports, Science, and Technology of Japan.
- 4) Those who have been recognized as having an academic ability equal to or higher than the average undergraduate degree recipient by the Graduate School as a result of individual preliminary screening and who have reached 22 years of age as of April 1st, 2024.

**How to apply:** Please see next section.

### 1-2. Individual Preliminary Screening to Qualify for Application

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

- If you apply for the October Round, the required documents **must arrive by July 28(Fri), 2023**.
- If you apply for the February Round, the required documents **must arrive by December 1 (Fri), 2023**.

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-user.yokohama-cu.ac.jp/~english/index.php/academics/graduate/intman/admissions/">https://www-user.yokohama-cu.ac.jp/~english/index.php/academics/graduate/intman/admissions/</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 August 18(Fri), 2023**

February Round: **by December 22(Fri), 2023**

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

### **October Round**

Academic Year 2024, April Admission	
Number of Students to be Admitted	14
Application Period (Submission of Required Documents)	September 11 (Mon) – September 13 (Wed), 2023 (Japan Standard Time) <b><u>From abroad:</u></b> All documents must arrive by September 13.
Payment of Application Fee	August 1 (Tue) – September 13(Wed), 2023(JST)
Screening (Essay & Interview)	October 11 (Wed), 2023(JST)
Announcement of Final Result	October 27 (Fri) 11:00, 2023 (JST)
Admissions Procedure	November 6(Mon) – November 8 (Wed), 2023 (JST)

### **February Round**

Academic Year 2024, April Admission	
Number of Students to be Admitted	Limited number
Application Period (Submission of Required Documents)	January 4 (Thu) – January 9 (Tue), 2024 (JST) <b><u>From abroad:</u></b> All documents must arrive by January 9.
Payment of Application Fee	December 1 (Fri) , 2023 (JST) – January 9(Tue), 2024 (JST)
Screening (Essay & Interview)	February 2(Fri), 2024 (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	February 16 (Fri) 11:00, 2024 (JST)
Admissions Procedure	February 26(Mon) – February 28(Wed), 2024 (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, 2024 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-user.yokohama-cu.ac.jp/~english/index.php/academics/graduate/intman/admissions/>

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

Required Documents *...Prescribed Form	Notes
1. Application Form *	<ul style="list-style-type: none"> <li>- Be sure to fill in all sections.</li> <li>- Paste the same photo as the one used for “2-2. Photo Sheet” in the designated space.</li> </ul>
2-1. Examination Admission Card *	<ul style="list-style-type: none"> <li>- Be sure to fill in all sections.</li> <li>◆Do not separate this sheet.</li> </ul>
2-2. Photo Sheet *	<ul style="list-style-type: none"> <li>- 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.</li> </ul>
3. Certificate of Payment of Application Fee	<ul style="list-style-type: none"> <li>- Paste the certificate of payment of application fee in the designated space.</li> <li>◆<b><u>See page 5 for how to pay the application fee from outside Japan.</u></b></li> </ul>
4. Certificate of (Expected) Graduation <b><u>Sealed</u></b>	<ul style="list-style-type: none"> <li>- Submit an original of a Certificate of (Expected) Graduation.</li> </ul>
5. Certificate of (Expected) Degree Award <b><u>Sealed</u></b>	<ul style="list-style-type: none"> <li>- Submit an original of a Certificate of (Expected) Degree Award if your degree is not mentioned on the Certificate of (Expected) Graduation.</li> </ul>
6. Transcript of Academic Record (Graduate) <b><u>Sealed</u></b>	<ul style="list-style-type: none"> <li>- Applicants in their final year of an undergraduate program should submit their transcript of academic record up to the previous year (last year completed).</li> </ul>
7. Research Plan	<ul style="list-style-type: none"> <li>- Typed and in Japanese or English.</li> <li>- Research Plan must be more than 2,000 characters in Japanese, or more than 1,000 words in English.</li> </ul>
8. Proof of English Proficiency <Optional>	<ul style="list-style-type: none"> <li>- Submit a score from one of the following English proficiency tests.</li> <li>- TOEFL, TOEIC, or IELTS</li> <li>- TOEFL-ITP &amp; TOEIC-IP will not be accepted.</li> </ul> <p><u>The English proficiency test score reports must be dated April 1, 2020 or later.</u> <u>You must submit the ORIGINAL.</u></p>
9. Recommendation Letter* <Optional>	<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</li> </ul>

	it in the envelope, seal it, and sign across the seal.
10. Copy of Passport <Applicant whose nationality is not Japanese>	- Submit a photocopy of the page of your passport that states your name, passport number, nationality, date of birth, and the date of issue of the passport.
11. Copy of Residence Card <Applicant whose nationality is not Japanese>	- Submit a copy of both sides of your residence card and a certificate of residence. - If you will apply for October Round and you reside outside Japan, you do not have to submit these documents. - If you apply for February Entrance Examination, you must have a valid visa status in Japan with a period of stay of March 31, 2024 or later (other than “short-term stay”).

### **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	HAMAJPJT
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**

The screening consists of an essay and an interview.

	October Round	February Round
Screening Date	October 11 (Wed), 2023(JST)	February 2 (Fri.), 2024 (JST)
Time	Essay: 9:30 a.m. – 11:00 a.m. Interview: From 1:00 p.m.	Essay: 9:30 a.m. – 11:00 a.m. Interview: From 2:00 p.m (Expected).
Place	Kanazawa-hakkei Campus of Yokohama City University Access map : <a href="https://www-user.yokohama-cu.ac.jp/~english/index.php/about/">https://www-user.yokohama-cu.ac.jp/~english/index.php/about/</a>	
Subject of Essay Examination	<p>You must select only one subject from the four subjects below.</p> <ul style="list-style-type: none"> <li>- For Management : Management, Marketing</li> <li>- For Accounting : *<u>Accounting is only available in Japanese.</u></li> <li>- For Economics : Macroeconomics、 Microeconomics</li> </ul> <p>*The subject selected must correspond to your research field after admission.</p>	

## Note

In the February Round, 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 27 (Fri), 2023, 11:00 a.m. (JST)**

February Round: **February 16 (Fri), 2024, 11:00 a.m. (JST)**

The application numbers of accepted applicants will be posted on the Yokohama City University 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 6(Mon), 2023 – November 8,(Wed) 2023**

February Round: **February 26(Mon), 2024 – February 28(Wed), 2024**

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

### **4-2. Admission Fee**

282,000 yen

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

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

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

### **4-4. Submission of Required Documents**

Once you are accepted, YCU will send you an admissions procedure guidebook with your letter of acceptance. Please read the guidebook carefully and submit the required documents by the deadline.

## **5. Notes**

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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, 2024, submit an ORIGINAL Certificate of Graduation and your Academic Transcript by March 25, 2024. 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.

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

<https://www-user.yokohama-cu.ac.jp/~english/index.php/academics/graduate/intman/faculty-masters/>



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

HARA, Koji

NAGAHATA, Shushi

OSAWA, Masatoshi

SHIBATA, Noriko

YOSHINAGA, Takashi

NEMOTO, Yutaro

OTUBO, Tetsuya

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

CHANG, Ying-Hsin

FUJISAKI, Haruhiko

MIURA, Takashi

NAKAJO, Yusuke

TAKAHASHI, Takayuki

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

IWASA, Tomoko

KOOK, Joongho

NAKAMURA, Yuta

NAKAZONO, Yoshiyuki

OTA, Rui

OTSUKA, Akihiro

SAKAGUCHI, Toshihiro

SHIRAIISHI, Sayuri

SUI, Qingyuan

WADA, Junichiro