



# Application Guidelines

Entrance Exam for Foreign Student Admission

for entrance in September 2019

Faculty of Global Management

[Method B]

CHUO UNIVERSITY

Tokyo, Japan

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### Treatment of Personal Information

Chuo University treats personal information stated through admission application documents submitted by applicants for admission (including name, gender, date of birth, and address, etc.) with meticulous care as per the Chuo University Personal Information Protection Regulations and the Chuo University Privacy Policy, and uses such information only for the purposes of: (1) entrance exam administration (application processing and screening); (2) announcement of exam results; (3) admission procedure; and (4) statistical processing.

Furthermore, Chuo University may consign part of the personal information for the above-mentioned purposes to external contractor(s) who are bound by an appropriate contract regarding treatment of personal information.

## 1. Faculty, Department, and Admission Quota

| Faculty                                       | Department                      | Admission Quota |
|-----------------------------------------------|---------------------------------|-----------------|
| Department of Global Management<br><Method B> | Department of Global Management | 30              |

## 2. Exam Overview

| English proficiency test requirement<br>(must be dated in or after April 2017)<br>*Excluding those falling under Note *1<br>below.                  | Period of application<br>through the Online<br>Application Form<br>Output System | Application period (by<br>mail)<br>(as indicated by the<br>postmark on the<br>envelope) | Date of<br>announcement<br>of exam results |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------|
| TOEFL iBT® score of 72 or higher,<br>TOEIC® (L&R+S&W) score of 785 or<br>higher for L&R <b>and</b> 310 or higher for<br>S&W, or IELTS 5.5 or higher | February 22 (Fri) to<br>March 8 (Fri), 2019                                      | March 1 (Fri) to March<br>8 (Fri), 2019                                                 | May 10, 2019<br>(Fri)                      |

\*1. Those who fall under either (1) or (2) below are exempted from the English proficiency test requirement but are required to submit a certificate (a certificate of enrollment period, academic transcript(s), or equivalent) issued by every school attended during the entire period of education in English.

- (1) Those who were enrolled in education curriculum(s) in English for 6 years of secondary education (seventh through twelfth grades or equivalent) and at least 1 year of elementary education, i.e. seven years in total out of 12 years of school education
- (2) Those who were enrolled in education curriculum(s) in English for at least 10 years out of 12 years of school education

### NOTE

1. No individual exam is to be implemented at Chuo University. Admission decisions will be made through comprehensive evaluation of submitted application documents.
2. For IELTS, only scores from the Academic module (test) are accepted.
3. For TOEIC® (L&R + S&W), scores from the IP test are not accepted.
4. Scores from the Examination for Japanese University Admission for International Students (EJU) and Japanese Language Aptitude Test (JLPT) are not required.

### 3. Application

#### (1) Application qualification

Applicants shall satisfy all of the following requirements.

1. Being a citizen of a country other than Japan.
2. By September 20, 2019, having or anticipated to:
  - (1) have completed/complete a 12-year school education curriculum(s) abroad (including those who completed the same curriculum(s) in less than 12 years for positive acceleration);
  - (2) have completed/complete a high school education curriculum in a country where less than 12 years are required to complete regular high school education, have completed/complete a preparatory education curriculum in Japan at an institute designated by MEXT (university preparation course only; a Japanese language course is not accepted), and have reached/reach 18 years of age;
  - (3) have passed/pass a national test (or equivalent) that certifies or is deemed as certifying the proficiency level of completion of a 12-year school education curriculum(s) in the respective country, have been/be qualified for admission to university in the country, and have reached/reach 18 years of age;
  - (4) have been/be certified to have academic abilities by the Minister of Education, Culture, Sports, Science and Technology (e.g. foreign qualification for admission to university (such as an International Baccalaureate degree, Abitur or baccalaureate, and the General Certificate of Education Advanced Level) or completion of a 12-year curriculum(s) at an educational institute accredited by an international organization such as WASC, ACSI, and CIS, etc.) and have reached/reach 18 year of age;
  - (5) have completed/complete a curriculum of a school for foreign nationals in Japan that Chuo University deems to be equivalent to curriculums of Japanese high school education; or
  - (6) have been/be certified to have proficiency level of completion of a 12-year school education curriculum(s) through a separate qualification screening by Chuo University, have been/be qualified for admission to university in the respective country, and have reached/reach 18 years of age.
3. Satisfying one of the following requirements for English proficiency in a test taken in or after April 2017:
  - (1) TOEFL iBT® score of 72 or higher
  - (2) TOEIC® (L&R + S&W) score of 785 or higher for L&R **and** 310 or higher for S&W
  - (3) IELTS Academic test score of 5.5 or higher

\* Those who fall under either of (1) or (2) below are exempted from the requirements of (1) through (3) above but are required to submit a certificate (a certificate of enrollment period, academic transcript(s), or equivalent) issued by every school attended during the entire period of education in English.

  - (1) Those who were enrolled in education curriculum(s) in English for 6 years of secondary education (seventh through twelfth grades or equivalent) and at least 1 year of elementary education, i.e. seven years in total out of 12 years of school education
  - (2) Those who were enrolled in education curriculum(s) in English for at least 10 years out of 12 years of school education

**NOTE**

- A. "Proficiency level of completion of 12-year school education curriculum(s) in the respective country" refers to completion of a high school curriculum (twelfth grade curriculum equivalent to the third year of high school education in Japan) under the normal school education system of the respective country.
- B. Those who have graduated or are anticipated to graduate from a Japanese high school or those who have gained the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduation (or passed the former University Entrance Qualification Examination) in Japan are not qualified for application to this exam regardless of years of residence in Japan.
- C. Those who wish to be qualified for application as per Item 2-(6) above should contact the Admissions Center and undergo a screening by Chuo University by February 8, 2019.

**(2) Application procedure****(1) Means of submission**

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>From within Japan</b> | <p>Put your application documents in a 角(<i>kaku</i>)2 size envelope and mail it by <b>express registered mail</b> by the application deadline (as indicated by the postmark on the envelope). Stick a destination label prepared through the Online Application Form Output System on the envelope and mail it to the Admissions Center. (See P.13 - P.16.)</p> <p><b>*Application documents are deemed received on the date indicated by the postmark on the envelope.</b> Do not fold the application documents.</p>                                                                                                                                                                                                                                              |
| <b>From abroad</b>       | <p>Mail application documents to the Admissions Center by <b>registered post by airmail, using EMS or DHL, for example.</b></p> <p><b>*Application documents are deemed received on the date indicated by the postmark on the envelope.</b> Do not fold the application documents.</p> <p>Destination: Admissions Center, Chuo University<br/>742-1 Higashinakano, Hachioji-shi, Tokyo<br/>192-0393 Japan</p> <p><b>*Only documents that are not in sealed envelopes</b> may be scanned and transmitted (in commonly-used formats such as PDF or JPEG) by e-mail to admission-grp@g.chuo-u.ac.jp instead of mailing. In such cases, however, applicants are still required to submit original copies in the admission procedure after passing the entrance exam.</p> |

- \* Submitted documents (including certificate(s)) will not be returned for any reason.
- \* **Certificates to be submitted must be original copies.** However, if you need original copies returned for any inevitable reason, please follow the **original verification procedure described on P.11-12.**

**About submission of a self-promotion video**

**For this entrance exam, applicants must submit a self-promotion video. Follow the procedure described on P.9 to create and submit a video.**

## (2) Application fee

The application fee is **15,000 JPY**.

The payment method for the application fee can be selected from credit cards and convenience stores (the latter is not available from outside Japan). Follow the payment procedure generated by the Online Application Form Output System. (See P.13 - P.16)

If you select a convenience store payment, be sure to put the **Certificate of Payment** on the designated sticking space on the application form.

- \* **For a credit card payment, be careful not to make duplicate payments by clicking the button more than once.**
- \* **Convenience store payment is not possible outside Japan.**
- \* If you are unable to make payment through either a convenience store or credit card in Japan, or by credit card from abroad, please contact the Admissions Center at the following e-mail address before making your application:  
E-mail: admission-grp@g.chuo-u.ac.jp
- \* In principle, any paid application fee (testing fee) will not be refunded.

### About reimbursement of an application fee

In principle, any paid application fee will not be refunded. However, in the cases of A, B, or C below, all or an excess application fee (less any bank transfer fees) will be refunded **subject to a refund request submitted by the deadline (June 30, 2019, as indicated by the postmark).**

#### <Refund request deadline>

**June 30, 2019 (as indicated by the postmark)**

#### <Eligible cases>

- A. Overpayment/duplicate payments: When an amount exceeding the due application fee is paid.
- B. Application documents not submitted: When no application documents are submitted after the application fee payment.
- C. Late submission: When application documents are submitted after the application deadline.
- \* Application fees will not be returned for any other reasons, such as insufficient application documents  
Any refund request submitted after the above deadline will not be accepted.

#### <Refund request procedure>

(1) In the case of A or B:

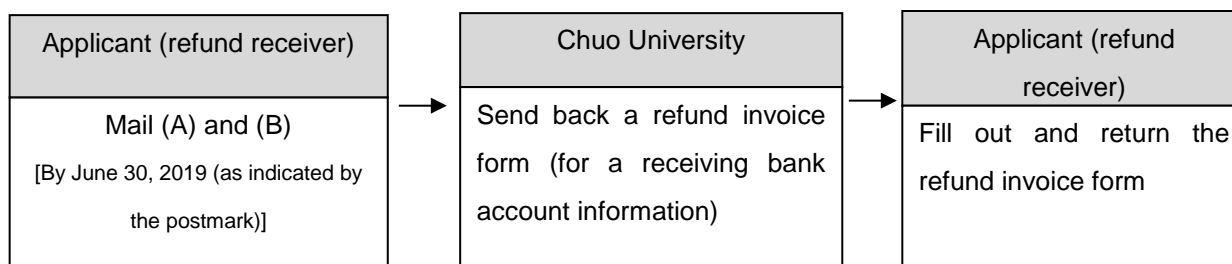
(A) State the items (1) through (9) listed below in a piece of paper:

(1) Intent to request a refund of an application fee, (2) the name of the exam applied for, (3) the faculty applied to, (4) the applicant's name (write your signature beside your printed name), (5) applicant's date of birth, (6) applicant's postal code, (7) applicant's address, (8) applicant's phone number, and (9) reason for the refund request ("Overpayment/duplicate payments" or "Application documents not submitted")

(B) Put a Certificate of Payment for a pertinent application fee in the margin.

- \* In the case of credit card payments, enclose the application form generated by the Online Application Form Output System (for a pertinent paid application fee) instead of a Certificate of Payment.

(C) Mail it to the Admissions Center by **express registered mail**. Upon receipt of the request, a refund invoice form (so that the receiving bank account information can be entered) will be sent to the reported address. Please fill out and return the form to Chuo University.



(2) In case of C:

Chuo University will provide a notice and send a refund invoice form to subject applicants. Fill out and return the form.

**NOTE**

1. Submitted documents will not be returned.
2. Fill out and return the refund invoice form (for receiving bank account information) without delay.
3. Please take note in advance that for the convenience of administration, it will take one to two months to send a refund invoice form after submission of a refund request.

**\*For repayment to an overseas bank account, any fees required for overseas remittance will be deducted from the refund amount.**

**(3) Application documents**

**[Precautions for entries in application documents]**

1. **Download the necessary application document forms from the Chuo University website.**
2. Print out the downloaded forms on A4-size paper.
3. The applicant must fill out the forms using a black ballpoint pen. Do not use a pencil or an erasable ballpoint pen.
4. Use a standard style for kanji characters, block letters for the alphabet, and Arabic numerals for numbers.
5. **If you make an error, do not use correction tape (or whiteout) but draw a doublet (=) over the error and re-write the correct letter(s) beside it.**
6. Use the designated forms for the FY2019 entrance exam. Other forms will not be accepted.
7. If any false representation is detected in the application documents, acceptance may be revoked.

**[Precautions regarding certificates]**

1. Submit an original copy or certified true copy (a copy certified by the issuing school (except Japanese language schools) or any public agency such as an embassy) of each certificate.
2. Certificates to be submitted must be written in a language of applicant's origin, **Japanese, English, or Chinese**. However, any certificate in a language other than Japanese, English, and Chinese must be submitted along with a Japanese or English translation (certified by a public agency such as an embassy or a notary public office).

3. Certificate of translation or original copy verification by a Japanese language school will not be accepted.
4. Submit the certificate issued by your high school even if your last attended school is a university/college.
5. If the name and/or date of birth appearing on a certificate is not the same as those of your passport, have a public agency such as an embassy certify that the person indicated on the certificate and the one in the passport are the same person.
6. Any certificate submitted as part of the application documents will not be returned.

([Subject] ◎: All applicants ○: Appropriate applicants only)

| Documents                                                                                                                     | Subject | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) Application form and identification photograph<br><br>* Use the Online Application Form Output System. (See P.13 - P.16.) | ◎       | (1) Be sure to print out the generated application form and mail it along with the other application documents. Your application will be accepted upon reception of the application documents. <b>The application procedure is not completed only by submitting entries through the website.</b><br><br>(2) The photograph shall be <b>4cm in height and 3cm in width</b> and taken within three months prior to the application (no hat, taken from the front, color photo, and no background images). The photograph submitted will be used not only for the entrance exam but also displayed on your student ID issued after admission. <b>The identification photograph may not be changed during your period of enrollment.</b> If you wear glasses in your self-promotion video, you must also wear the glasses in your identification photograph.<br><br><b>*If you find any errors such as typos in a generated application form, or if you wish to modify any entry, draw a doublet (=) over it and re-write the correct content beside it. You do not need to start over with the Online Application Form Output System.</b><br><br>Please take particular note that payment of the application fee is settled upon generation of the application form if you choose to pay by credit card. |
| (2) Applicant's curriculum vitae (use a prescribed format)                                                                    | ◎       | The form must be filled out by the applicant in English.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



|                                                         |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (3) Certificate of (anticipated) high school graduation | ◎ | <p>(1) <b>Applicant's name, date of birth, enrollment month and year, and high school name shall be appropriately indicated</b> on the certificate.</p> <p>(2) If you were enrolled in more than one high school due to transfers, submit a certificate of your enrollment period at each high school.</p> <p>(3) If you are qualified to apply as per 2-(2) in "Application qualification" (P.3), submit a certificate of (anticipated) completion of the preparatory education curriculum.</p> <p>(4) If the above certificate(s) does not suffice as proof of (anticipated) completion of a 12-year school curriculum(s), submit sufficient supplementary materials.</p> <p>(5) Also submit a document certifying positive acceleration (if any) issued by a pertinent school.</p> <p>(6) If you are qualified to apply as per 2-(3) in "Application qualification" (P.3), submit a test certificate and a transcript.</p> |
| (4) High school transcript                              | ◎ | <p>(1) <b>Applicant's name, date of birth, enrollment month and year, high school name, and an academic transcript showing grades by academic year (up to the most recent term if you are an anticipated graduate) shall be appropriately indicated</b> in the certificate.</p> <p>(2) If you were enrolled in more than one high school due to transfers, submit a transcript stating grades by academic years in your enrollment period at each high school.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| (5) Letters of recommendation                           | ◎ | <p>Submit letters of recommendation from two teachers of your high school (two letters in total), written in English. There is no specified format. <b>Each letter shall be sealed in an envelope.</b></p> <p>*If you are unable to submit letter(s) of recommendation from teacher(s) of your high school, submit letter(s) of recommendation from teacher(s) of any educational institute(s) (excluding elementary school) you have attended.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| (6) A copy of your passport                             | ◎ | <p>(1) Use A4- or letter-size paper.</p> <p>(2) <b>Submit a copy of the page of your passport which shows your name, date of birth, photograph, nationality, and passport expiration date.</b> Submission of a visa page copy is not required.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| (7) A score report of an English proficiency test       | ◎ | <p>Only the scores of tests taken in or after April 2017 are valid.</p> <p>Check the score requirements for applications, as described in P.2.</p> <p>Submit one of (1) through (3) below. <b>Even if you take a test within the application period, you may not use your score of the test for application when you cannot submit the test report within the</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|                                                                                                       |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>* Will not be returned<br/>(Refer to "About original verification of certificates" (P.11,12).)</p> |          | <p><b>application period.</b></p> <p>*Submission of this document is not required if you fall under Note *1 in P.2.</p> <p>(1) <b>An original copy of an TOEFL iBT® official score report</b><br/>Submit an original copy of the Test Taker Score Report or Examinee Score Report. Alternatively, you may use the test provider (Educational Testing Service (ETS))'s direct score reporting service to Chuo University. (<b>Chuo University's institution code for this purpose is "0151."</b>) In this case, submit a printout of the web page that confirms you have completed the direct score reporting request and a copy of the Test Taker Score Report or Examinee Score Report together with the other application documents.</p> <p>(2) <b>TOEIC® L&amp;R and TOEIC® S&amp;W (excluding IP test) official score report</b></p> <p>(3) <b>IELTS (Academic module only) official score report</b><br/>You may use the direct score reporting service to Chuo University. In this case, submit a printout of the web page that confirms you have completed the direct score reporting request and a copy of the score report together with the other application documents.</p> |
| <p>(8) A statement of purpose<br/>(use a prescribed format)</p>                                       | <p>◎</p> | <p>The form must be filled out by the applicant in English.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>(9) A self-promotion video</p>                                                                     | <p>◎</p> | <p>Time: 2 mins. 5 secs. to 3 mins.<br/>Language: English<br/>Make a video of your presentation regarding each of the topics (1) through (3) below (about 1 minute each).<br/>Topics: (1) Self introduction<br/>(2) Statement of purpose<br/>(3) What you will do in 2030 and where in the world.</p> <p><u>Means of submission:</u><br/>Transmit, upload, or ship your self-promotion video by any of the following means. Chuo University will assume no responsibility for any trouble associated with transmission, shipment or uploading, etc. of the video. Please transmit, ship, or upload the video with due care.</p> <p>(1) E-mail (up to 25MB)<br/>Send the video to admission-grp@g.chuo-u.ac.jp. If the video file size is 25MB or larger, use any of the following means (2) through (4).<br/>The subject of the e-mail must read "中央大学出願書類【自己PR動</p>                                                                                                                                                                                                                                                                                                                   |

|                                                                                                           |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                           |          | <p>画】 " and the e-mail body text must include your (the applicant's) name (using the alphabet, as the name appears in your passport) and date of birth.</p> <p>(2) Storage media (e.g. CD and USB memory)<br/>Enclose a storage media (e.g. CD and USB memory stick) together with the application documents.<br/>* Do not send any storage media from abroad as it may be subject to problems when clearing customs.</p> <p>(3) YouTube<br/>Sign up with YouTube and upload your video with the "Unlisted" option selected. Indicate the URL of your uploaded self-promotion video in your curriculum vitae and e-mail it to admission-grp@g.chuo-u.ac.jp. The subject of the e-mail must read "A self-promotion video for application" and the e-mail body text must include your (the applicant's) name (using the alphabet, as the name appears in your passport) and date of birth.</p> <p>(4) 微信 (WeChat)<br/>i) Add Chuo University's account ID "ChuoAdmissions" from "Add Contacts." The ID can be added only in the period from February 22 to March 8, 2019.<br/>ii) Send the video to the Chuo University's account ID "ChuoAdmissions." Be sure to indicate your name and date of birth as they appear in your passport, together with the video.<br/>*Do not send any other information. Note that no inquiries through WeChat will be responded to.</p> |
| <p>(10) A grade/score certificate of a university admission qualification test or a standardized exam</p> | <p>○</p> | <p>Be sure to submit a grade/score certificate of a national or international standardized test for university admission qualification (if you have any), such as SAT, IB, ACT, GCE, GCSE, HKDSE, and 高考 (the National College Entrance Examination in China), as it may affect your screening result.</p> <p>*A SAT score report to be submitted must be an original copy. You may use the test provider's direct score reporting service to Chuo University. Chuo University's institution code for this purpose is "SAT 1648." In this case, submit a printout of a web page that confirms you have completed the direct score reporting request and a copy of the score report, together with the other application documents. If you fail to submit the above, your SAT score will not be considered in the screening process.</p> <p>*If there is only one original copy of a certificate, you may submit a certified true copy (a copy certified by an issuing institution or a public</p>                                                                                                                                                                                                                                                                                                                                                                      |

|                                                                                       |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                       |   | agency such as an embassy as a true copy of the original) instead.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| (11) Copy of your<br>*residence card<br>(both sides)                                  | ○ | [For residents in Japan only]<br>Copy it on A4-size paper.<br>*Not required if you are not a registered resident in Japan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| (12) A certificate of<br>enrollment in<br>an education<br>curriculum(s) in<br>English | ○ | <b>[For those who were enrolled in education curriculum(s) falling under either (1) or (2) below AND are exempted from submission of (7) A score report of English proficiency test]</b><br>Those who fall under either of (1) or (2) below are required to submit a certificate (a certificate of enrollment period, academic transcript(s), or equivalent) issued by every school attended during the entire period of education in English.<br>(1) Those who were enrolled in an education curriculum(s) in English for 6 years of secondary education (seventh through twelfth grades or equivalent) and at least 1 year of elementary education, i.e. seven years in total out of 12 years of school education<br>(2) Those who were enrolled in an education curriculum(s) in English for at least 10 years out of 12 years of school education |

**Regarding original verification of certificates (from within Japan only)**

Once submitted, application documents (including storage media) will not be returned regardless of whether you are qualified for application. (Please also note that any submitted certificate(s) will not be returned.)

If you need to have a certificate returned for any compelling reason (e.g. there is only one original copy and re-issuance is not possible), follow any of the original verification procedures (1) through (3) described below.

(1) Visit Chuo University for original verification:

- (1) An original copy of a certificate for original verification
- (2) A copy of the said certificate

Bring the two materials above to the Admissions Center of Chuo University. (The copy will be verified on the spot.)

(2) Mail for original verification (from within Japan only):

Put the following documents in an appropriate envelope and mail them to the Admissions Center of Chuo University. (Write "original verification of certificates" in red on the face of the envelope.)

- (1) An original copy of a certificate for original verification
- (2) A copy of the said certificate
- (3) A written statement to the effect that the applicant wishes to have the certificate undergo original verification and returned thereafter

\* No specified format. A piece of paper like a memo is acceptable.

- (4) A return envelope

\*On the envelope, write your name and address so that you may receive the verified original and copy of the certificate, and put the necessary postage stamps on it. (For the required postage, refer to the postal office

website, etc. and make sure you have affixed a sufficient amount of postage stamps. If you wish to receive the return envelope by express registered mail, make sure that the postage stamps on the envelope include any required extra charge.)

(3) Mail the materials together with the application documents:

Enclose the materials (1) through (4) specified for the procedure (2) above with the application documents to be mailed for admission application.

#### **NOTE**

\* In the case of (2) or (3), please note that it will take several days to return the certificate. (A return envelope will be generally dispatched two to three days after receipt at Chuo University.) Chuo University will not bear the return postage cost. In addition, Chuo University will not assume any responsibility for loss of documents in transit or delay in mail delivery.

\*If you live outside Japan and wish your certificate to undergo original verification, please contact the Admissions Center of Chuo University at [admission-grp@g.chuo-u.ac.jp](mailto:admission-grp@g.chuo-u.ac.jp).

[Contact for original verification (destination in the case of mailing)]

Admissions Center, Chuo University

742-1 Higashinakano, Hachioji-shi, Tokyo 192-0393 Japan

Business hours: 9:00 - 12:00 and 13:00 - 17:00 (Mon-Fri), 9:00 - 12:00 (Sat)

\*The Admissions Center is not open on Sundays, public holidays, and the university's holidays, such as summer/winter vacation periods. For details, please refer to the Chuo University website.

# Online Application Form Output System

Application fee payment can be made at any time through a convenience store or by credit card

## 「Web願書出力システム」の利用について

Web上で必要事項を入力すれば、  
志願票の作成とお支払いまで完了できます(出願は郵送)。

出願内容  
エラーチェック  
機能

選考料は  
コンビニ・カード  
で24時間  
お支払い可能

Automatic error check for application

※Web上の入力だけでは出願となりません。選考料の支払いおよび出願書類が本学で受理されて初めて正式な出願となりますので、選考料を支払った後、必ず作成・出力した志願票、出願書類(高等学校の成績証明書等)を郵便局窓口から速達・簡易書留(日本国外の場合はEMS、DHL等)で郵送してください。日本国外からの出願の場合は、電子メールで出願書類を添付し、送付することでの出願も可能です。

Enter and submit the required information in the online form and then an application form will be generated. Payment can also be completed online. (Application documents must be mailed to complete the application process.)

\* The application procedure is not completed only by submitting entries through the website. Your application will not be formally accepted until completion of the application fee payment and reception of the application documents at the Admissions Center.

Be sure to send the generated application form and other application documents (e.g. your high school academic transcript(s)) by express registered mail (EMS or DHL, etc. from outside Japan) after payment of the application fee.

### Preparation for Application

#### (Prerequisites)

- 1 Prepare a PC.
- 2 Install required applications
- \* Required applications are available over the Internet.
3. Set up a printer.

### 利用するには・・・ (利用環境を準備してください)

- 1 パソコンを用意します。 **Windows 7, 8, 10** / **Macintosh OS X (10.2以降)** **Do not use** IOS (iPhone, iPad, iPod等)・Android (携帯電話・タブレット等)・ゲーム機・テレビなどは正常動作せず、クレジットカード支払い時などに重大な事故を引き起こすことがあります。絶対に使用しないでください。
- 2 アプリをインストールします。 ※必要なのはWeb上で入手可能です。 **Webブラウザ** 下掲のもの以外にはインストールしてご利用ください。 **Windows** : Internet Explorer ※10.0以降 / Firefox **最新版** **Macintosh** : Safari **最新版** **PDFビューア** (表示・印刷アプリケーション) **Adobe Acrobat Reader DC 最新版** (6.0以上はAdobe Reader 最新版) ※ブラウザやOSの更新のアップデートは使用しないでください。
- 3 プリンタを用意します。 A4普通紙に印刷することができるカラープリンター(推奨)または、モノクロ(白黒)プリンターを用意してください。

#### Windows 8 でのご利用について

- ①必ずデスクトップ画面から「AdobeReader」をインストールしてください。
- ②必ずデスクトップ画面からブラウザを立ち上げてください。(下図参照)
- ③画面全体に表紙画(PDF)が表示されても、デスクトップ画面のブラウザに戻って、画面の説明をよく読んで出願作業を続けてください。

#### Windows 10 でのご利用について

- 標準ブラウザがEdgeになっているので以下のいずれかの方法で「Internet Explorer」を立ち上げてご利用ください。
- 「スタートメニュー」→「すべてのアプリ」→「Windowsアクセサリ」→「Internet Explorer」→をクリック。
  - 「Edge」の画面の右上にある「…」→「Internet Explorerで開く」をクリック。

\*iOS devices (iPhone, iPad, and iPod), Android devices (phones and tablets, etc.), and other cell phones, gaming devices, and TVs are NOT supported and using them may cause critical issues in credit card payment. Never use such devices.

\* Do not use the browser's viewer function or OS's native viewer program.

\*Even if the application form (PDF) is displayed in full-screen mode, return to the browser in the Desktop screen and carefully read the on-screen instructions before proceeding with the application procedure.

## Procedure

Access <https://e.syutsugan.jp/OP7073/>

\*You may also access the system from the Chuo University website (<http://www.chuo-u.ac.jp/>).

### ①入試情報確認 \* The screen design is subject to change.



初めて利用される方は「初めて出願する」ボタンから、既に利用された方はログインIDと生年月日を入力して「IDを入力してサービスを利用する」ボタンから申込みを開始してください。

#### (1) Check exam information

If you are using the system for the first time, click "Apply for the first time." If you have used the system before, enter your login ID and date of birth. Then click "Enter ID and use the service."

### ②試験方式選択



志願する試験方式を選択してください。

#### (2) Select test method

Select an exam method to apply for.

**ログインIDとは?** 申し込み完了時に画面上とメールで通知されます。前回入力した情報(出願情報以外)が自動入力され便利です。

### Login ID?

Your login ID is displayed in the browser screen and sent to you by e-mail upon completion of your application. You can use it to automatically recall previously entered information (other than application details) for your convenience.

### ③学部・学科選択



志望する学部・学科(専攻・コース)を選択してください。

#### (3) Select faculty and department

Select the desired faculty, department (major/course) you want to apply for.

### ④出願内容の確認



選択した出願内容と選考料が表示されます。正しければ「次へ」をクリックしてください。

#### (4) Check your application information

Selected faculty/department and application fee are displayed. If OK, click "Next."

### ⑤情報入力



個人情報を入力してください。  
※クレジットカード決済の場合は、次にカード情報入力画面をはさんでから入力情報の確認画面に進みます。

#### (5) Enter applicant information

Enter your personal information.

\* If you select credit card payment, a credit card information form will be displayed next.

### ⑥入力情報の確認



入力内容を確認し、よろしければ「確定」をクリックしてください。

#### (6) Confirm your entries

If OK, click "Submit."

### ⑦登録



「志願票を表示する」ボタンをクリックし、志願票や出願用封筒ラベル等を表示してください。

#### (7) Register

Click "Application Form" to display your application form and a destination label, etc.

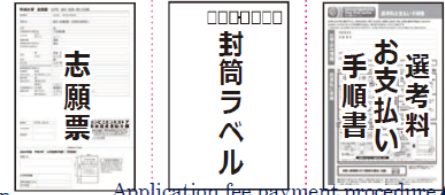
**\*The application process has not been completed yet.**

⑧出願書類を印刷

表示された書類を印刷してください。  
(カラー・モノクロどちらでも可)

- ※お支払い手順書には選考料の支払いに必要な番号と支払期限が記載されています(支払番号等はメールでも通知されます)。
- ※クレジットカード決済の場合は、志願票に「クレジットカード決済(選考料支払い済み)」と印字されます。

▼Application form ▼Destination label



If you entered an address in Japan Application fee payment procedure ▲

|             |   |   |   |
|-------------|---|---|---|
| 日本住所を入力した場合 | ○ | ○ | ○ |
| 海外住所を入力した場合 | ○ | — | — |

If you entered an address that is outside Japan is outside Japan

(8) Print out the application documents

Print out the displayed documents. (either in color or monochrome)

- \* Your application fee payment number and payment due date are indicated in the payment procedure page. (The payment number will also be sent to you by e-mail.)
- \* In the case of credit card payments, "クレジットカード決済(選考料支払い済み)" (Credit card payment (application fee paid)) is printed on the application form.

⑨選考料のお支払い

海外在住の方へ 決済手段がない方は、本学へ問い合わせください。

**コンビニエンスストアでお支払い**  
国内からの出願に限る

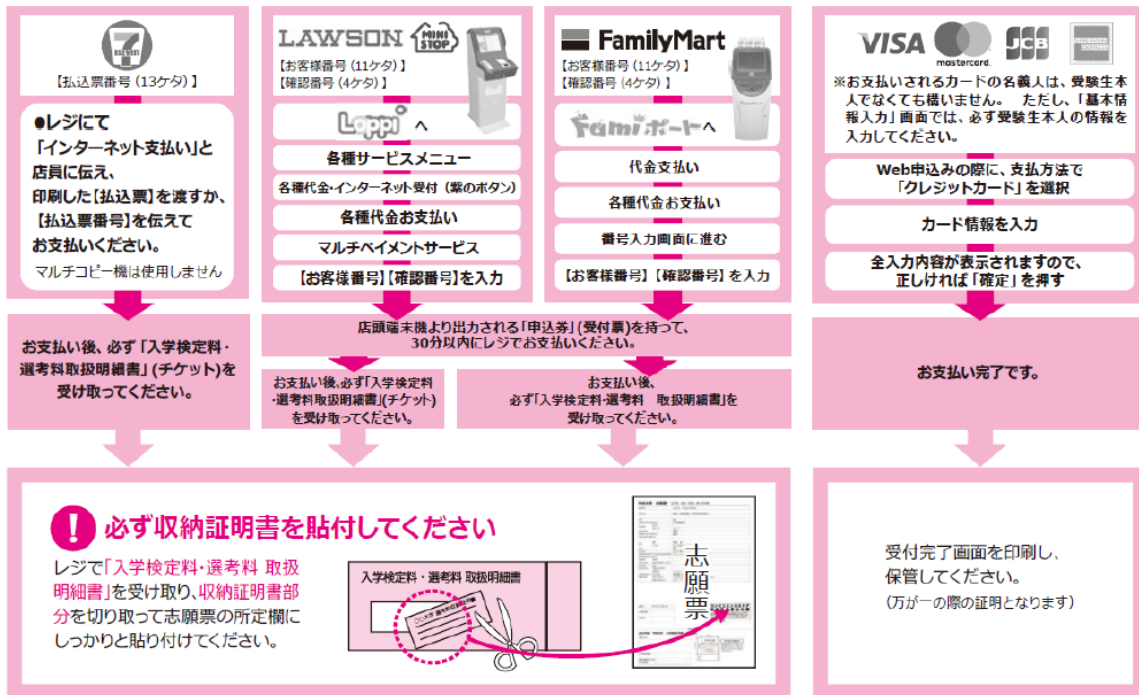
**現金支払のみ**

- 選考料はATMでは振り込みできません。必ずレジでお支払いください。
- 取り扱いコンビニ、支払い方法、店頭端末機の画面デザイン等は、予告なく変更される場合があります。

**クレジットカードでお支払い**  
国内・国外どちらからの出願でも利用可能

選考料お支払い手順書に記載されている支払番号をもって、  
選択したコンビニエンスストアでお支払いください。

⑦の「受付完了画面」が表示された時点でお支払いは完了しています。





## (9) Pay the application fee

### Convenience store payment (In Japan only)

\*Cash only

\*You cannot remit the application fee from an ATM. Make the payment over the counter.

\*Convenience store chains accepting the payment, payment method, and store terminal design are subject to change without prior notice.

1. Use the payment number indicated in the application fee payment procedure to make payment at a selected convenience store.
2. After payment, be sure to receive a ticket titled "入学検定料・選考料取扱明細書" (admission/application fee payment statement).

\*Be sure to attach Certificate of Payment

Detach the Certificate of Payment portion of the "入学検定料・選考料取扱明細書" (admission/application fee payment statement) you received and securely attach it to the designated space on your application form.

### Credit card payment

\*Either in Japan or overseas

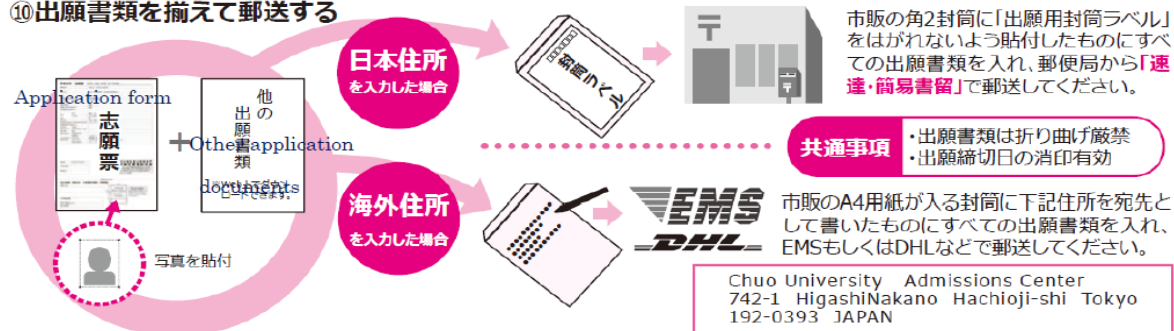
\*Payment has been completed when the submission completed screen is displayed in Step (7).

\*The card holder's name on the credit card used for payment need not be the applicant. However, be sure to enter the applicant's name in the basic information entry form.

1. Select "Credit card" for payment method in the online application system
2. Enter the credit card information
3. Entered information is displayed. If OK, click "Submit"
4. Payment is completed.
5. Print out and retain the submission completed screen (as evidence of payment in the event of any issues)

\*For overseas applicants : Please contact the Admissions Center if you do not have a valid means of payment.

## ⑩ 出願書類を揃えて郵送する



## (10) Mail the application documents

### Common notes

- Never fold the application documents
- The envelope must be postmarked by the application deadline

If you entered an address in Japan, securely attach the destination label onto a 角2 size envelope, put all application documents in it, and send the envelope by express registered mail from a postal office.

If you entered an address that is outside Japan, write down the following address on an envelope large enough for A4 paper, put all application documents inside, and send the envelope by EMS or DHL, etc.

Chuo University Admissions Center

742-1 Higashinakano Hachioji-shi Tokyo 192-0393

## 4. Admission Ticket

- (1) An admission ticket is required to check your exam result online. You may print out your admission ticket from the Chuo University website (web admission ticket). You will not receive an admission ticket by mail.
- (2) You may view your web admission ticket from 10:00A.M. on April 26, 2019 (Fri). To view the ticket, visit the following URL and enter your **passport number and date of birth (four digits)**, as stated in the application form.

<Web admission ticket URL>

<https://www.d-juken.jp/chuo-gm/>



- (3) **Print the web admission ticket on A4-size paper and use it for checking your exam result.**  
If you pass the exam, please keep the web admission ticket printout at hand until enrollment.

## 5. Announcement of Exam Results and Admission Procedure

### (1) Announcement of exam results

- (1) Exam results will be announced on the Internet (accessible by PC, smartphone, and tablet, etc.) at 10:00 a.m. on the announcement date. A letter of acceptance and admission forms will be dispatched to successful applicants on the same date.
- (2) No notification of rejection will be sent.

\* No inquiry about exam results by phone or e-mail will be responded to.

#### **Announcement of exam results on the Internet (accessible by PC, smartphone, and tablet)**

The result inquiry website can be accessed by a PC, smartphone, or tablet through the Internet. Described below are precautions for use and how to use the website. Read the following carefully and use the website appropriately.

##### **1. Precautions for use**

- (1) The result inquiry website is available from 10:00 a.m. on the result announcement date of a respective faculty/exam until 24:00 on the last day of the admission period.
- (2) You may not check your exam result before 10:00 a.m. on the result announcement date. There may be a heavy volume of traffic over the website immediately after the announcement. If access is slow, please try to access after a while.
- (3) It may take some time to access and display your result depending on your PC's performance and Internet connectivity. Images and characters of the website may be misaligned or garbled depending on your browser settings. In such cases, please adjust your browser settings.
- (4) No inquiry about exam results, how to use the website, access status, or compatibility with specific terminal devices will be responded to. No audio assistance is provided for this system.
- (5) For the admission procedure after announcement, refer to the "Admission Procedure," which will be mailed from Chuo University.
- (6) An admission procedure implemented after the admission deadline for reasons such as system malfunction, wrong entries, or misunderstanding of a result will not be accepted.

##### **2. How to use the website**

Access the following URL.

<https://www.go-hi.jp/chuo-u-gm/>



\* The **exam code (7F1), examinee number (5 digits), and date of birth (4 digits)** are required. The exam code is as indicated above. Be sure to enter half-width capital letters.

## (2) Admission procedure

- (1) **Admission procedure** is a process of paying tuition and admission fees and submitting admission documents within a prescribed period of time. For details, please refer to the "Admission Procedure" enclosed with the admission documents mailed to successful applicants.  
If you are a resident in Japan, tuition and other fees shall be remitted through a bank in Japan (excluding Japan Post Bank) in principle. However, if you do not have a bank account in Japan, you can remit the amount from outside Japan (overseas remittance). Overseas remittance is only accepted during the admission period. For details, please refer to the "Admission Procedure." **Please note that you may not use a credit card for payment of tuition or admission fees.**
- (2) Admission documents will be dispatched to successful applicants on **May 10, 2019 (Fri)**, by express registered mail. The documents will arrive in about two to three days in Japan and about a week outside Japan. A personal seal or signature will be required in order to receive the documents.
- (3) Admission procedure implemented after the admission period due to delay or non-arrival of the admission documents will not be accepted. If you pass the exam and do not receive the documents after the mail delivery period mentioned above, please be sure to contact the Admissions Center. (For contact information, refer to P.29.)
- (4) The admission procedure is all to be done by mailing.  
The admission period is **from May 13, 2019 (Mon) to May 31, 2019 (Fri) (as indicated by the postmark)**. Please note that you will not be admitted without completing the required admission procedure within the admission period.
- (5) For applicants who wish to withdraw from admission to Chuo University after completing the admission procedure and follow a prescribed withdrawal procedure by a designated deadline, the amount already paid as tuition fees, for example, will be refunded, but not the admission fee itself. For details, please refer to the "Admission Procedure" mailed to successful applicants.
- (6) Please note that a guarantor is not required for application for admission but is required for the admission procedure. A guarantor must be a Japanese or foreign person who is resident in Japan and earns his/her own living and must assume all responsibilities for all matters associated with the exchange student during his/her period of study in Japan. However if you cannot secure a guarantor who is resident in Japan, your parent in your home country can be a guarantor. In such cases, you need to designate an emergency contact person who is resident in Japan and able to contact your parent.

### (3) Payment of tuition and other fees

i) For the first year

(in JPY)

| Admission fee | Tuition | Experiment fee | Facility costs | Student Club Association fee | Amount payable upon admission procedure (A) | Amount payable after admission (B) | Total amount payable for 1st year (A)+(B) |
|---------------|---------|----------------|----------------|------------------------------|---------------------------------------------|------------------------------------|-------------------------------------------|
| 240,000       | 943,600 | 50,000         | 216,400        | 10,000                       | 855,000                                     | 605,000                            | 1,460,000                                 |

ii) Subsequent years (yearly total)

(in JPY)

| 2nd year  | 3rd year  | 4th year  |
|-----------|-----------|-----------|
| 1,220,000 | 1,220,000 | 1,240,000 |

Note 1: Payment of the admission fee is only necessary for the first year.

Note 2: The date of payments and amounts are as follows. (If the date of a payment falls on a Sunday, Saturday, or a public holiday, the next bank business day becomes the due date.)

Fall Semester: Upon admission procedure (January 14 for subsequent years)

50% of the admission fee, tuition, facility costs, experiment fee, and membership fees

Spring Semester: June 30

50% of the admission fee, tuition, facility costs, and experiment fee

Note 3: Membership fees (items and amounts) for FY2019 and onward have not been determined. The amounts indicated above were calculated based on membership fees for FY2018 for reference.

Note 4: The amount for the fourth year includes the Alumni Association membership fee (20,000 JPY).

Note 5: Tuition and conditions of tuition are subject to change.

## 6. Registration after Admission

Under the Ministerial Ordinance to Provide for Criteria Pursuant to Article 7, paragraph (1), item (ii) of the Immigration Control and Refugee Recognition Act, exchange students with the residence status "Student" are not allowed to exclusively attend a night school. Accordingly, exchange students with the residence status "Student" may not register predominantly for courses starting after 17:00.

## 7. Residence Permission Procedure

- (1) In principle, enrolled students will stay in Japan under the residence status of "Student." Students with a different residence status, such as "Dependent," "Long-Term Resident," or "Spouse or Child of Japanese Nationals" do not have to change their residence status. However, only students under the residence status of "Student" are eligible for scholarship and tuition reduction programs for exchange students.
- (2) The Certificate of Admission will be issued and sent to successful applicants who have completed the admission procedure and wish to apply for the "Student" residence status. Apply for the residence status of "Student" after receiving the Certificate of Admission. Proceed with your application for the residence permission at the earliest possible time in preparation for your enrollment in September. For details of the residence permission procedure, please refer to the "Admission Procedure" mailed to

successful applicants.

**[If you already have residence status in Japan]**

**i) To extend the period of your residence status "Student"**

After receiving the Certificate of Admission, apply for the residence status "Student" at the Immigration Bureau.

Documents required for application include "Application for Extension of Period of Stay" (use a format designated by the Immigration Bureau), the Certificate of Admission, and evidence of financial support. For details of documents required for application, please refer to the "Admission Procedure."

**ii) To change your residence status from "Dependent" to "Student"**

After receiving the Certificate of Admission, apply for the residence status of "Student" at the Immigration Bureau.

Documents required for application include "Application for Change of Status of Residence" (use a format designated by the Immigration Bureau), the Certificate of Admission, and evidence of financial support. For details of the documents required for application, please refer to the "Admission Procedure."

**[If you do not have residence status in Japan]**

To obtain a visa for entry to Japan, you need to apply for the Certificate of Eligibility from the Immigration Bureau of the Ministry of Justice in Japan.

After issuance of the Certificate of Admission, Chuo University will apply for the Certificate of Eligibility on your behalf. It will take about one or two months from filing the application with the Immigration Bureau until the Certificate of Eligibility is issued. Once the Certificate of Eligibility is issued, Chuo University will dispatch the certificate together with the Certificate of Admission to you (your address outside Japan). After receiving them, present the Certificate of Eligibility and your passport at a diplomatic mission of Japan such as the Japanese Embassy in your country and apply for the residence status of "Student."

Documents required for application include "Application for Certificate of Eligibility" (use a format designated by the Immigration Bureau), the Certificate of Admission, and evidence of financial support (e.g. a bank account balance statement and a copy of the residence register of your financial supporter).

For details of the documents required for application, please refer to the "Admission Procedure."

## **8. Student Life**

### **(1) Scholarships**

Chuo University offers various scholarships, including external programs of Japanese Government Scholarship and private scholarship providers, and Chuo University's scholarship and tuition reduction programs. Only students with the residence status of "Student" are eligible for the scholarship and tuition reduction programs.

For details, please refer to the International Center website.

<http://www.chuo-u.ac.jp/international/inbound/scholarship/>

| Name                                                                                                                                              | Description                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) Chuo University Scholarships for International Students (Scholarships for new undergraduate students)                                         | These scholarships cover 30% of the tuition and laboratory fees for new undergraduate students with outstanding academic results                                                                                                   |
| (2) Chuo University Scholarships for International Students (Scholarships for undergraduate in and above their second year and graduate students) | These scholarships cover 50% of the tuition and laboratory fees for undergraduate students in and above their second year and graduate students with outstanding academic results in the previous academic year(s)                 |
| (3) Tuition Reduction for Privately-Funded International Students of Chuo University                                                              | The reduction covers 30% of the tuition for privately-funded international students with excellent academic results and strong personal characteristics but facing with difficulties attending the university for economic reasons |

\*The application period of all scholarship and tuition reduction programs will start after your enrollment (September 2019 or later).

\*If you apply for (1), you need to have scores in the "Japanese as a foreign language" subject of the first or second Examination for Japanese University Admission for International Students (EJU) in FY2018.

\*Scholarships (1) and (2) above may not be granted together with the Monbukagakusho Honors Scholarship for Privately-Financed International Students.

\*The scholarship and tuition reduction programs are subject to change.

## **(2) Accommodation and International Residence**

### i) Accommodation

Chuo University Co-op Accommodations Services can arrange accommodation for international students. Please refer to the Co-op website for details.

Chuo University Co-op Accommodations Services

TEL: +81 42-674-3051 FAX: +81 42-674-3052

Co-op website: <http://www.chudai-seikyo.or.jp/room>

### ii) Comprehensive Renters' Insurance for Foreign Students Studying in Japan

For international students who wish to rent a studio-style apartment in Japan but are unable to find a guarantor required for a lease agreement, Chuo University agrees to be a guarantor subject to the Comprehensive Renters' Insurance for Foreign Students Studying in Japan. There are specific requirements for use of this service; e.g. the lease agreement must be signed through the Chuo University Co-op. For details of this service, please refer to the guide enclosed with the Application Guidelines or the International Center website.

International Center website: <http://www.chuo-u.ac.jp/international/inbound/housing/>

### iii) Chuo University International Residence

Chuo University has an International Residence in two locations. Both are offered exclusively as accommodation for international students.

Riento Tamadaira Bldg. #244: Self-catering share suites (an 8-minute walk from JR Toyoda Station)

Seiseki Sakuragaoka: Self-catering studio-type apartments (an 8-minute walk from Seiseki-Sakuragaoka Station (Keio Line))

For details, please refer to the International Center website.

International Center website: <http://www.chuo-u.ac.jp/international/dormitory/>

## 9. Other

### (1) Q&A

| About application qualification                                                                                                       |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I graduated from a high school in Japan (not from any overseas high school).                                                          | ⇒ | If you graduated (or are anticipated to graduate) from a high school in Japan only, you are not eligible to apply for this exam regardless of residence in Japan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| I received education for nine years from the first to ninth grades in Japan and attended a high school for three years outside Japan. | ⇒ | You can apply for this exam as long as you graduate from an overseas high school.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| I am attending a Korean (Chinese) school in Japan.                                                                                    | ⇒ | You can apply for this exam.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| I am from a country where the formal education system comprises less than a 12-year curriculum(s).                                    | ⇒ | You can apply for this exam by completing a preparatory education curriculum in Japan at an institute designated by MEXT (a university preparation course only; a Japanese language course is not accepted) and the total years of education including the curriculum(s) you followed in your country and the said preparatory curriculum are 12 years or longer. In addition, you must reach 18 years of age before expected admission. Alternatively, you are eligible for this exam if you pass a national test (or equivalent) that certifies or is deemed as certifying the proficiency level of completion of a 12-year school education curriculum(s) in your country, or if you are qualified for admission to university in your country, and reach 18 years of age. |
| I have attended schools only for 11 years due to positive acceleration.                                                               | ⇒ | You can apply for this exam. However, you need to submit a document certifying your positive acceleration issued by a pertinent school.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



|                                                                                                                   |   |                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I have dual nationality.                                                                                          | ⇒ | You can apply for this exam.                                                                                                                                                                                   |
| My residence status is "Dependent" or "Long-Term Resident."                                                       | ⇒ | You can apply for this exam. However, only students with the residence status of "Student" are eligible for the scholarship and tuition reduction programs offered to international students after enrollment. |
| <b>About application documents</b>                                                                                |   |                                                                                                                                                                                                                |
| Must the application documents arrive at the Admissions Center by the application deadline?                       | ⇒ | Application documents must be postmarked by the deadline.                                                                                                                                                      |
| I found that my entry in the application documents is incorrect.                                                  | ⇒ | Do not use correction tape (or whiteout) but draw a doublet (=) over the error and re-write the correct letter(s)/number(s) beside it.                                                                         |
| I graduated from a university/college/junior college abroad. Do I still need to submit a high school certificate? | ⇒ | Yes, you need to submit a certificate issued by your high school even if your last attended school is a university/college.                                                                                    |
| Do I need to mail the application form generated by the Online Application Form Output System?                    | ⇒ | Yes. Please mail all the application documents within the application period. (From outside Japan, you may send them by EMS or DHL or send scanned images of the documents by e-mail.)                         |
| Is it possible to make payment of the application fee by a credit card belonging to the applicant's parent?       | ⇒ | Yes, it is possible.                                                                                                                                                                                           |
| Can I make payment through a convenience store outside Japan?                                                     | ⇒ | No, you cannot.                                                                                                                                                                                                |

## **(2) Three Policies of the Faculty of Global Management**

### **1. Diploma Policy**

#### **(1) Developing human resources at the Faculty of Global Management**

In this modern age where business activities are highly globalized, society requires human resources capable of building sustainably-developing societies based on coexistence and reciprocal relations among nations beyond interests of individual businesses or nations. Based on Chuo University's founding philosophy of "Fostering the ability to Apply Knowledge to Practice," the Faculty of Global Management offers education and research in theories of business management economics and related fields in pursuit of the goal of developing global business leaders with practical knowledge. Such individuals are expected to make the world their own stage with expertise in business management and the global economy, and high linguistic abilities.

#### **(2) Qualities and abilities that graduates of the Faculty of Global Management should have**

Besides linguistic abilities and global communication skills essential for global business leaders, students of the Faculty of Global Management are expected to acquire in-depth expert capabilities to:

- 1) Comprehend various issues in global business activities from the perspectives of business management and economics, and appropriately implement operations based on an understanding of their organization and action mechanisms
- 2) Comprehend and analyze current situations using statistical methods and techniques, and develop appropriate business management strategies
- 3) Correctly appreciate differences between the home country and others in terms of historical background, politics, economy, culture, and establish reciprocal relations toward sustainable development

#### **(3) Academic workload and requirements to graduate from the Faculty of Global Management**

At the Faculty of Global Management, the required number of credits for graduation is 124, including 64 credits from specialized courses, 18 credits from general education, 16 credits from courses to aid international success, and 14 credits from seminars. The maximum number of credits is 154, deliberately distributed by years for efficient study planning: 36 credits for the first year, 38 credits for the second year, and 40 credits each for the third and fourth years.

#### **(4) Expected career paths of graduates**

Career paths expected for internationally minded global business leaders with advanced expertise and superior linguistic abilities include positions with multi-national enterprises, foreign-affiliated companies, global consulting firms/think-tanks, public agencies, and international organizations, etc.

### **2. Curriculum Policy**

#### **(1) Basic policies and configuration of curriculums at the Faculty of Global Management**

The Faculty of Global Management seeks to develop global business leaders with practical knowledge to make the world their own stage by applying expertise in business management and the global economy, and high linguistic abilities. Accordingly, the faculty's curriculums are designed to enable students to systematically acquire qualities of global business leaders in stages, from the basics to application, through general education courses, specialized courses, and courses to aid international success.

For specialized courses, core subjects specifically based on business management and economics are designated as a core of studying at the faculty and grouped as global management courses. As applied courses based on content learned on the global management courses, corporate management courses, global economy courses, and area studies courses are offered for in-depth learning and expertise.

For general education underlying the expertise, there are basic courses and statistics & mathematical analysis courses.

Furthermore, courses to aid international success are designed to enable students to acquire essential language and communication skills for global human resources step by step through the academic years.

The seminar course in each academic year makes such knowledge and skills deep rooted in each student so they may acquire further human qualities.

#### **(2) Systematic design of curriculums**

##### **1) First year**

Goals: To learn the basics of business management and economics

To acquire English proficiency to attend courses of the Faculty of Global Management that are delivered in English

- (1) Students will learn the basics through global management courses, especially Introduction to Business Management, Principles of Economics, and Intermediate Microeconomics, which form a core of study in the specialized courses. Students will also learn underlying knowledge for the specialized courses through Introduction to Business Statistics.
- (2) Academic English I am designed to improve abilities to "question" and "solve problems" in English to the proficiency level sufficient to understand lectures in the specialized courses that are delivered in English. Academic English II aims to strengthen students' abilities to "communicate" so that students can apply knowledge acquired through lectures in the specialized courses and communicate information to the world in English.
- (3) In Global Studies I, students will undergo short-term language training abroad. Students will be aware of the necessity of English language skills and develop communication skills, self-management skills, cross-cultural competencies, and problem solving abilities through the off-campus training abroad.
- (4) Through liberal arts subjects, students will study the natural sciences, social sciences, and humanities, etc., which will underlie studying at the faculty and global communication in their post-graduate careers.
- (5) Students will learn what to study, how to study, and the purpose of study at university, and techniques of studying through small-group sessions in the Introductory Seminar.

## 2) Second year

Goals: To study specialized courses in corporate management and the global economy based on the basics of business management and economics

To study history, politics, economy, and culture of individual countries through area studies courses

To acquire proficiency in English that is sufficient enough to express the content learned through the specialized courses in debating and writing reports, etc.

- (1) Based on the basics of business management and economics learned in the first year, students will study International Business, Spatial Economics, Strategic Management, Multinational Enterprises, and International Development in global management courses in preparation for the specialized courses in the third and fourth years.
- (2) In order to correctly appreciate differences between the home country and others in terms of historical background, politics, economy, and culture, students will study the politics, history, and economic history of different parts of the world, Cross-Cultural Management, and Japanese Management.
- (3) Academic English III is designed for students to acquire "intellects" and "proper pronunciation" in English around subjects of the specialized courses. Academic English IV aims to build complete and integral abilities to "express" oneself in English.
- (4) The small-group seminar will continue in the second year and is a core part of students' full-scale research activities in specialized fields.

## 3) Third and fourth years

Goals: To write a graduation thesis in English or a second language as culmination of studying at the faculty

To develop as global business leaders with practical knowledge to make the world their own stage by applying expertise in business management and the global economy, and high linguistic abilities

- (1) In the third and fourth years, students will study advanced specialized courses in corporate management and the global economy, and in regional economies and corporations in different regions. These will be covered in area studies by applying knowledge learned through global management courses in previous years.
- (2) Through communication skills courses such as Business Communication and Business Negotiation (in English, Chinese, Spanish, and Japanese), students will improve their international communication skills. In ATC21s (Assessment and Teaching of 21st Century Skills) students will integrate communication skills they have learned.

- (3) Through seminar and thesis writing, students will write a graduation thesis in English or a second language as culmination of their studies at the faculty.

At the time of graduation, students are expected to have sufficient practical knowledge to make the world their own stage by applying expertise in business management and the global economy, and high linguistic abilities.

### 3. Admission Policy

#### (1) Desired applicants

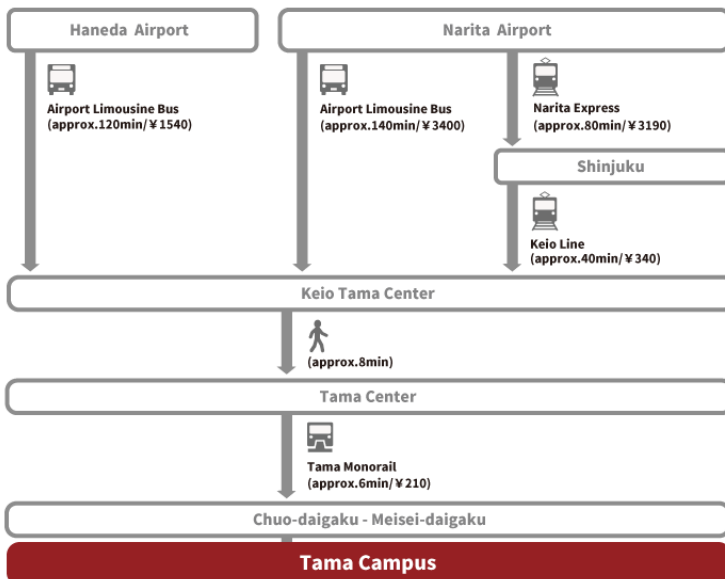
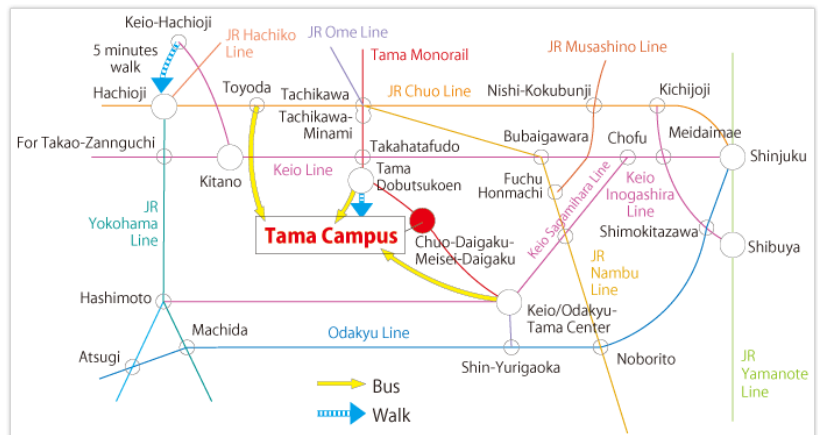
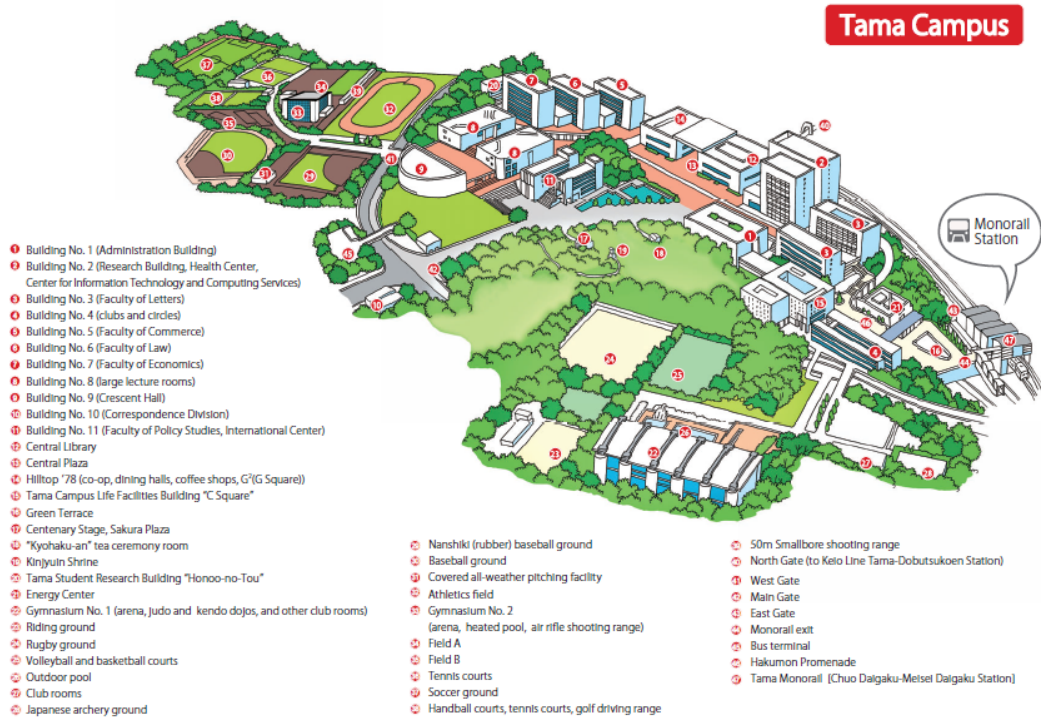
The Faculty of Global Management seeks to develop global business leaders with practical knowledge to make the world their own stage by applying expertise in business management and the global economy, and high linguistic abilities in our rapidly changing global society. Thus, the faculty seeks applicants who desire to:

- 1) Contribute to the development of the economy and society through business activities while possessing an interest in global-scale businesses
- 2) Acquire language and business skills, and become an active part of multinational enterprises, international consulting firms/think-tanks, public agencies, and international organizations while possessing an interest in business customs in different parts of the world and the local culture(s) behind them
- 3) Contribute to society by creating new values from a respect of diversity
- 4) Actively engage in and take leadership in operations of an organization or team contributing to society as a whole, beyond on-campus activities

#### (2) Prerequisites for entering the faculty

Regardless of exam methods, applicants should have basic academic knowledge and skills at high-school graduation level, sufficient language proficiency, self-expression abilities, logical thinking, an interest in global society, communication skills, and an inquiring mind in their field of specialization. Students who actively find problems, then think and act to resolve them and spare no effort in improving their language abilities in mother and foreign languages will be warmly welcomed.

### (3) Access and Campus Map



(4) Contact Information

|                                      |                                                               |                                                                                                                                      |
|--------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Chuo University<br>Admissions Center | 742-1 Higashinakano, Hachioji-shi,<br>Tokyo<br>192-0393 Japan | TEL +81 42 674 2121<br>FAX +81 42 674 2470<br>Email <a href="mailto:admission@tamajs.chuo-u.ac.jp">admission@tamajs.chuo-u.ac.jp</a> |
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