

Application Guide

Global Leader Scholarship Program by Musashino University

Department of Global Business (September 2018 Intake)

1. About Musashino University

URL http://www.musashino-u.ac.jp/admission/global_studies/globalbusiness/

- Established in 1924
- Two campuses in Tokyo, Japan, catering more than 8000 students in total
- Undergraduate Academic Year: 2 Intakes
【April Intake】April to March
【September Intake】September to August
- Minimum completion of Bachelor degree: 4 years

2. Bachelor of Global Business

Bachelor of Global Business is under Faculty of Global Studies which is newly established in April 2016.

Details of Global Business

- Undergraduates will take the courses in English which are necessary for global business deployment.
- Undergraduates will master Japanese and Chinese Languages.
- The principal courses include: Business Economics, Accounting, Marketing in Global Business, organizational behavior, Strategy in Global Business, Global Trading etc.
- It also features a Global Project whereby students have the opportunity to cross-cultural exchange.



3. Global Leader Scholarship

Musashino University offers a new scholarship scheme for students in the Faculty of Global Studies.

➤ Fees per Scholarship Type

For all scholarships, there will be fees that will be borne by the applicant. Please see below for the fees breakdown as per scholarship type. **(The fees are subjected to change)**

All scholarships do not cover Support Association joining fees, Support Association membership fees, Student Association membership fees, Alumni Association membership fees and administrative fees upon enrollment, total to 129,400Yen for 4 years. (The fees are subjected to change)

Fees shown in JPY

Total Fee without scholarship								
Year	Semester	Tuition	Education Enhancement	Support Association Joining	Support Association Membership	Student Association Membership	Alumni Association Membership	Total
1st Year	Semester1	350,000	81,000	1,000	6,000	3,600	0	441,600
	Semester2	350,000	81,000	0	6,000	0	0	437,000
2nd Year	Semester1	350,000	131,000	0	6,000	3,600	0	490,600
	Semester2	350,000	131,000	0	6,000	0	0	487,000
3rd Year	Semester1	350,000	131,000	0	6,000	3,600	0	490,600
	Semester2	350,000	131,000	0	6,000	0	0	487,000
4th Year	Semester1	350,000	131,000	0	6,000	3,600	0	490,600
	Semester2	350,000	131,000	0	6,000	0	31,000	518,000

S Class								
Year	Semester	Tuition	Education Enhancement	Support Association Joining	Support Association Membership	Student Association Membership	Alumni Association Membership	Total
1st Year	Semester1	0	0	1,000	6,000	3,600	0	10,600
	Semester2	0	0	0	6,000	0	0	6,000
2nd Year	Semester1	0	0	0	6,000	3,600	0	9,600
	Semester2	0	0	0	6,000	0	0	6,000
3rd Year	Semester1	0	0	0	6,000	3,600	0	9,600
	Semester2	0	0	0	6,000	0	0	6,000
4th Year	Semester1	0	0	0	6,000	3,600	0	9,600
	Semester2	0	0	0	6,000	0	31,000	37,000

A Class								
Year	Semester	Tuition	Education Enhancement	Support Association Joining	Support Association Membership	Student Association Membership	Alumni Association Membership	Total
1st Year	Semester1	0	81,000	1,000	6,000	3,600	0	91,600
	Semester2	0	81,000	0	6,000	0	0	87,000
								178,600
2nd Year	Semester1	0	131,000	0	6,000	3,600	0	140,600
	Semester2	0	131,000	0	6,000	0	0	137,000
								277,600
3rd Year	Semester1	0	131,000	0	6,000	3,600	0	140,600
	Semester2	0	131,000	0	6,000	0	0	137,000
								277,600
4th Year	Semester1	0	131,000	0	6,000	3,600	0	140,600
	Semester2	0	131,000	0	6,000	0	31,000	168,000
								308,600

B Class								
Year	Semester	Tuition	Education Enhancement	Support Association Joining	Support Association Membership	Student Association Membership	Alumni Association Membership	Total
1st Year	Semester1	175,000	81,000	1,000	6,000	3,600	0	266,600
	Semester2	175,000	81,000	0	6,000	0	0	262,000
								528,600
2nd Year	Semester1	175,000	131,000	0	6,000	3,600	0	315,600
	Semester2	175,000	131,000	0	6,000	0	0	312,000
								627,600
3rd Year	Semester1	175,000	131,000	0	6,000	3,600	0	315,600
	Semester2	175,000	131,000	0	6,000	0	0	312,000
								627,600
4th Year	Semester1	175,000	131,000	0	6,000	3,600	0	315,600
	Semester2	175,000	131,000	0	6,000	0	31,000	343,000
								658,600

C class								
Year	Semester	Tuition	Education Enhancement	Support Association Joining	Support Association Membership	Student Association Membership	Alumni Association Membership	Total
1st Year	Semester1	245,000	81,000	1,000	6,000	3,600	0	336,600
	Semester2	245,000	81,000	0	6,000	0	0	332,000
								668,600
2nd Year	Semester1	245,000	131,000	0	6,000	3,600	0	385,600
	Semester2	245,000	131,000	0	6,000	0	0	382,000
								767,600
3rd Year	Semester1	245,000	131,000	0	6,000	3,600	0	385,600
	Semester2	245,000	131,000	0	6,000	0	0	382,000
								767,600
4th Year	Semester1	245,000	131,000	0	6,000	3,600	0	385,600
	Semester2	245,000	131,000	0	6,000	0	31,000	413,000
								798,600

4. Requirements for application

Three requirements should be met by all who wish to apply for Department of Global Business.

- i. Applicants must have completed at least 12 years of formal education before the course start date.
- ii. Applicants must be at least 18 years of age on the course start date.
- iii. Applicants must have a minimum of TOEFL iBT 61, IELTS Academic 5.5 or equivalent (band 4 at MUET /C at SPM 1119 for Malaysian) upon application.

5. How to apply

Please send following documents in PDF format to mu2018@world-edu.com.sg

* Form is available at World Square's website

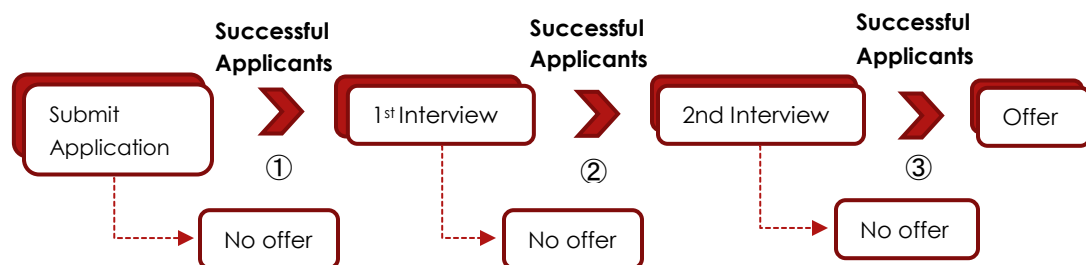
- ✓ Application Form * (must be completed)
- ✓ Scholarship Application Form * (must be completed)
- ✓ A copy of a valid Passport
- ✓ School Transcript / National examination transcript (Eg GCE "A" level)
- ✓ Official score of English test (IELTS Academic/TOEFL iBT etc.)
- ✓ Singed PP.9-10 of this "Application Guide"

6. Application deadline

31st January 2018 *World Square reserves the right to close the application earlier. Applicants are encouraged to submit their application early.

7. Application & Assessment Process

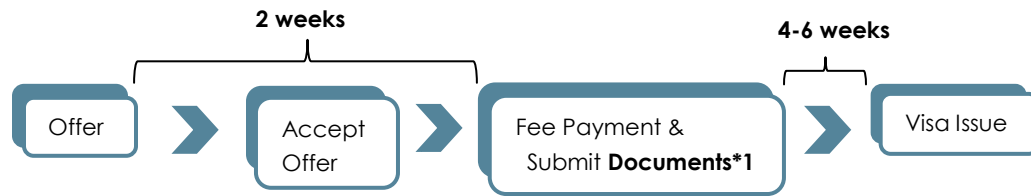
1. Submit application by **31st January 2018**
2. First interview (can be via Skype) with Singapore representative office, World Square. (successful applicants only) **Date to be announced (in February 2018)**
3. Second interview via Skype with Musashino University, Tokyo. (successful applicants only) **Date to be announced (in February 2018)**
4. The result will be announced within two weeks after second interview conducted.



Please note that

- ① Only shortlisted applicants will be notified to proceed to 1st interview via email. If you do not hear from World Square by **15th February 2018**, unfortunately you have not been selected.
- ② 1st Interview result will be informed by World Square via email.
- ③ 2nd Interview result will be informed by World Square via email.
- ④ Candidates who are offered scholarship must submit documents for admissions and student visa application within a few weeks after result announcement.

Student Visa Application & Admission Process



*1...Upon acceptance of the University's offer of admission, successful applicants are required to submit the following documents.

For student visa application

- A) A copy of valid passport
- B) A copy of stamped page/s of applicant's passport if applicant has visited Japan prior to application
- C) A copy of financial guarantor's bank balance issued by the Bank
- D) A copy of financial guarantor's employment letter issued by the Employer
- E) A copy of financial guarantor's salary slip for the last 3 years
- F) A copy of official documentation detailing applicant's relationship with financial guarantor.
- G) An essay on "The reasons that you wish to study in Japan" on an A4 page
- H) 3 passport photo in colour (3cm x 4cm)

For Admission

- I) Completed student admission form (provided by University)
- J) Completed oath of enrollment form (provided by University)
- K) Completed physical examination form (provided by University)
- L) Completed questionnaire (provided by University)
- M) A copy of the customer bank receipt on the bank transfer for the fees payment.
(For fees in 1st Year, Semester 1, please refer to "**Fees per Scholarship Type**")

All documents must be dated/issued/certified within the last 3 months from the date of submission.

All documents must be in English.

8. Accommodation

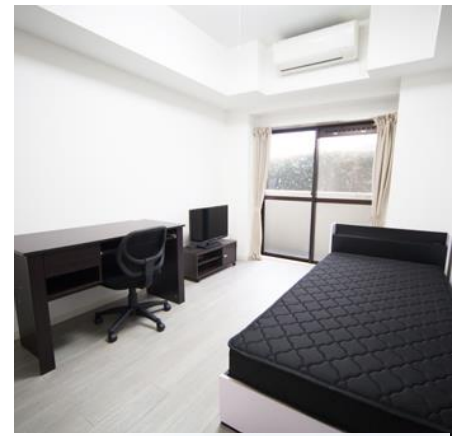
Rental of an unfurnished studio apartment in Tokyo typically cost at least 60,000yen/month and it is common to pay over 100,000yen of deposit upfront. As such, International students from Musashino University are highly recommended to stay in one of the apartments Musashino University arranges as it is relatively inexpensive compared to a typical apartment in Tokyo. In Kasai International dormitory, Japanese students who are referred to as resident assistants living in the dormitory who are able to render their assistance as needed by the international students.

Kasai International dormitory

- Located in the suburb of Tokyo (10min.walk from Tokyo Metro Kasai Station)
- Total 86 rooms (Male rooms: 33 Female rooms: 53)
- Single room is 20.30sqm
- Furnished with a single bed, study desk, washing machine, toilet, shower room, TV, wardrobe, a small kitchen and balcony
- Monthly rental is 39,000yen
- Insurance is 10,000yen/year
- No deposit required

*International students can stay for up to 2 years in Kasai International Dormitory.

Kasai International Dormitory



9. Living Cost in Tokyo

JPY1 = 0.0088USD (as of 24 Oct 2017)

Estimated monthly living cost

- Rent(Kasai international dormitory).....60,000 yen (USD528)~
- Bills.....5,000 yen (USD44)~
- Mobile.....8,000 yen (USD70)~
- Meals30,000 yen (USD264)~
- Transportation.....15,000 yen (USD132)~
- Others (Social/Entertainment)20,000 yen (USD176)~

Estimated total USD 1,214/Month~



10. FAQ

I. About the course

1. What is the degree I can obtain at the end of 4 years?
 - Bachelor of Global Business.
2. Which campus do the students study?
 - 1st year: Musashino Campus, 2nd year onwards: Ariake Campus
3. I have already taken a business course/diploma overseas. Is there credit transfer or exemption system that I can tap on?
 - Unfortunately no. All students are required to complete 4 years of Global Business Program.
4. I have received an offer of admission from Musashino University, however I have to defer the course for a year. Can I start the course next year?
 - There is no deferment system.

II. English Language Requirement

5. I am from one of the English speaking countries. Do I need to submit TOEFL iBT or IELTS Score ?
 - Please submit your school transcript for consideration. You might be asked to submit your TOEFL iBT and IELTS test score if required.
6. I am from Singapore whose 1st language is English. Do I need to submit TOEFL iBT or IELTS Score ?
 - Please submit your school transcript for consideration. You might be asked to submit your TOEFL iBT and IELTS test score if required.
7. How long are IELTS & TOEFL iBT valid?
 - Both tests are valid for 2 years from the test date.

III. Application Process

8. How will I be assessed?
 - After you have submitted your application, potential applicants will be shortlisted for an interview in English via Skype. There will be 2 rounds of interviews.
9. Can I change the course after 2nd year?
 - The university allows students to change department. However, the process and capacity vary every year. Except for Global Business, students need to have JLPT N1 level of Japanese for courses offered by other departments.

IV. Scholarship

10. My nationality is Japanese and I live overseas. Am I eligible for entrance fee waiver?
 - Not eligible. Waiver is only applicable to applicants who hold non-Japanese passports.

11. How many students are eligible for the scholarship program?
 - 80 students in the FACULTY including Japanese students.
12. Are applicants who are from English speaking countries required to submit TOEFL iBT or IELTS Academic for the scholarship application?
 - Please submit your school transcript for consideration. You might be asked to submit your TOEFL iBT and IELTS test score if required.

V. Visa

13. Please give details of VISA issue process. Whole process takes at least a month.
 - ① Upon on acceptance of the University's offer of admission, Musashino University will submit all the documents required (refer to "Student Visa Application & Admission Process") to the immigration bureau in Japan to obtain "Certificate of Eligibility for a Status of Residence (**COE**)".
 - ② Once **COE** is issued, it will be sent to successful applicants with **Confirmation of Enrollment**.
 - ③ Successful applicants will bring **valid passport**, "**COE**" & "**Confirmation of Enrollment**" to the nearest Japan embassy/consulate. VISA will be issued in 1-2 week(s).
14. My passport is expiring next month. Is it acceptable for Student VISA application?
 - For Student Visa application, all passport should be valid for at least 6 months.

VI. Accommodation

15. Residents are only allowed to stay in the dormitory for up to 2 years. Thereafter, do I find another place to stay?
 - Yes. International Department will be able to assist you.
16. Where and when do I get a dormitory application form?
 - Upon completion of admission, the university will provide you with an application form.
17. Do I need to have a guarantor for dormitory application?
 - Yes. Your parents can be your guarantor.
18. How long does it take to travel from central Tokyo to the 2 campuses?
 - It takes about 30 minutes from Shinjuku/Shibuya to nearest station to Ariake campus, 20 minutes to nearest station to Musashino campus.
19. How long does it take to travel from Kasai International dormitory to Musashino campus?
 - It takes about 90 minutes by bus and train.

VII. Others

20. What percentage of international students have been employed in Japan after the graduation?
 - Estimated 30% of international students.
21. Am I allowed to have a part-time job during my course of study in Musashino University?
 - Students can apply for permission to work part-time for up to 28 hours per week at the immigration office.

Name of applicant:

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11. Check List

1. Please check your eligibility before applying. (Please tick)

- YOU MUST COMPLETE 12 YEARS OF FORMAL EDUCATION BY 31ST OF AUGUST 2018.
- YOU MUST BE AT LEAST 18 YEARS OF AGE AS AT 31ST OF AUGUST 2018.
- YOU MUST HAVE a minimum of TOEFL iBT 61, IELTS Academic 5.5 OR EQUIVALENT (Band 4.0 at MUET, Grade C at SPM1119).

2. Please check that you have following documents ready for application. (Please tick)

- Application form
- Scholarship Application form
- A copy of a valid passport
- School Transcript / National examination transcript (Eg GCE "A" level)
- Official score of English test (IELTS Academic/TOEFL iBT etc..)
- Check List, Questionnaires & Signed Terms of conditions (pp.9-10)

12. Questionnaires

3. How did you get to know Musashino University's scholarship program? (Please tick)

- World Square Website
- Scholarship website (Website name : _____)
- Others (_____)

Name of applicant:



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SQUARE**

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mu2018@world-edu.com.sg

13. Terms & Conditions

1. Offer & application process
 - I. **If Scholarship S Class is offered, the offer cannot be declined.**
Your living cost in Japan (estimated USD1, 200-1,500/month) is not covered by this scholarship. Please discuss with your family/financial supporter regarding this before you apply for the program.
2. Course
 - I. As the course is designed for 4 years, there will be no exemption nor academic credit transfer from your previous institutions.
 - II. Course commencement is in September 2018 (date is to be announced later). Students are not allowed to defer the semester.
3. Admission
 - I. Musashino University reserves the rights to refuse your admission if
 - A) your Student Visa application has been rejected by the Japanese government.
 - B) there are any misrepresentation in your application.
 - C) you are unable to graduate from your last school.
 - D) you are a potential threat to the Japanese community.
4. Global Leader Scholarship
 - I. All scholarships do not cover your living cost during your course of study in Musashino University.
 - II. All scholarships do not cover your flight tickets to Japan.
 - III. All scholarships do not cover your text book costs.
 - IV. All scholarships do not cover "**Support Association Joining Fee**", "**Support Association Membership Fees**", "**Student Association Membership Fees**" & "**Alumni Association Membership Fees**" which total to **¥ 94,400** for 4 years (please refer to pp.2-3) and administrative fees upon enrollment **¥ 35,000**. The fees subjected to change.
 - V. You will be re-assessed for the eligibility every year for the following academic year.
 - VI. As the core principles of Musashino University is in Buddhism, you are required to take some compulsory subjects related to Buddhism. However, the purpose is to give you the knowledge of values and principles in Buddhism, it is does not seek to convert practitioner of other religion into Buddhism.

If you agree and accept the aforesaid terms and conditions, please sign below and submit the form in pdf via email to mu2018@world-edu.com.sg

Signature:

Name: _____

Date: