

Graduate School of Management, GLOBIS University

Full-time MBA Program 2024 Admission Guide



GRADUATE SCHOOL OF MANAGEMENT,
GLOBIS UNIVERSITY

(As of August 24, 2023)

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1. Admission Policies

Our mission is to develop “visionary leaders who create and innovate societies”. In order to carry out this mission, we feel it is necessary for our students to not only have a developed business skill set, but also a strong will - or what we call at GLOBIS, one’s *kokorozashi*. The core of GLOBIS University’s admission policy, therefore, is whether candidates have the potential to become “leaders who create and innovate societies” and can inspire each other to become best versions of themselves.

Before applying to the Full-time MBA Program at GLOBIS University, we encourage applicants to view and understand the complete Admission Policy, Curriculum Policy, and Diploma Policy of the university by visiting our website listed below.

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

2. MBA Program Overview

University	Graduate School of Management, GLOBIS University
Campus	Tokyo Campus
Degree Conferred	Master of Business Administration (MBA)
Program Format	Full-time (weekdays)
Language	English
Start Date	September 01, 2024
Length of Program	1 year
Requirement for Program Completion	Obtain at least 48 credits and complete all required courses
Annual Intake	35 students (this number is subject to adjustment)

3. Admission Requirements

Applicants to GLOBIS University need to satisfy the following three requirements:

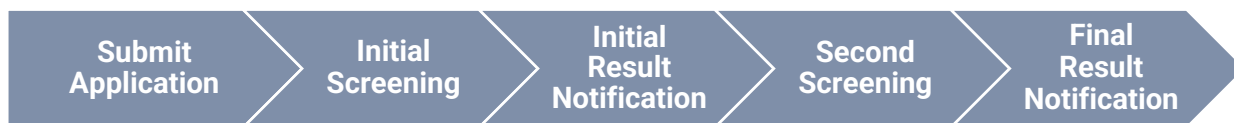
1. Be at least 22 years of age
2. Possess a bachelor’s degree or equivalent*
3. Have at least two years of full-time work experience by the time of entrance

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

- Received a bachelor’s degree from a recognized college or university
- Completed a 16-year curriculum of school education in an institution outside of Japan and possess a degree equivalent to a bachelor’s degree
- Received confirmation from GLOBIS University that the academic capacity is equivalent to that of a university or college graduate

If an applicant is 22 years of age but does not meet one or more admission requirements indicated above, it is necessary to undergo Preliminary Screening.

4. Application Process



1. Submit Application

Applicants are required to submit the application documents listed in section 6 through the Online Admission Portal by **18:30, Japan Standard Time (JST)**, on the application deadline indicated in section 5.

Online Admission Portal Login URL:

 <https://mbaadmission.globis.ac.jp/adm/c/ac0001>

Note:

- Applications submitted by email, fax or mail are NOT accepted
- The application fee cannot be reimbursed or deferred to another academic year
- Accepted applications which contain falsified or plagiarized information will automatically result in the withdrawal of acceptance
- The application will not be examined if it is incomplete or contains errors

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

2. Initial Screening

Initial screening is conducted using the information and documents submitted for application.

3. Initial Result Notification

The result is announced through the Online Admission Portal. Shortlisted applicants will receive their interview schedule at this time.

4. Second Screening

Applicants who passed the initial screening phase are required to attend a 30-minute online interview.

Notes:

1. To ensure that the examination is conducted in a fair and impartial manner, the interview will be recorded using Zoom's video recording function. The recorded video and audio will not be used for any purpose other than to conduct the examination and to determine whether the applicant has passed or failed. Recording of the interview by the applicant is strictly prohibited.

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

5. Final Result Notification

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

Background Screening

Applicants who require GLOBIS University to sponsor a student visa must undergo a background screening after confirming enrollment.

The background screening will be conducted by a vendor designated by GLOBIS University. Detailed instructions on how to proceed with the background screening will be sent by email after the applicant confirms their enrollment.

Any discrepancy between the information reported during the application process and information verified through the background screening may be grounds for rescinding acceptance to the 2024 Full-time MBA Program.

Enrollment in the MBA Program will not be final until the background screening is complete with results deemed as satisfactory.

5. Admission Schedule

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

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

If invited to take an interview, the date will be decided by the Admissions Office from the dates listed above. In principle, schedule changes will not be permitted unless the applicant makes a request to the Admissions Office on the Online Admission Portal when submitting the application.

6. Application Documents

Documents written in languages other than English are NOT ACCEPTED, except where otherwise prescribed. If the document is written in a language other than English, please provide an English translation signed by a certified translator. The contact information of the translator must be included with the translated documents. Translations cannot be undertaken by the applicant.

Required for all		
<input type="checkbox"/>	Personal data	
<input type="checkbox"/>	Photo	
<input type="checkbox"/>	Letter of recommendation	
<input type="checkbox"/>	Transcript / Certificate of Graduation	
<input type="checkbox"/>	Essays	
<input type="checkbox"/>	Application fee	
Only if applicable		
<input type="checkbox"/>	Evidence of English ability	<i>Non-native English speakers</i>
<input type="checkbox"/>	Evidence of Financial Resources	<i>All non-Japanese applicants where required</i>
<input type="checkbox"/>	Residence Card	<i>All non-Japanese applicants living in Japan</i>
<input type="checkbox"/>	GLOBIS Scholarship Application	<i>Applicants who wish to apply</i>
<input type="checkbox"/>	GLOBIS Education Loan Application	<i>Eligible applicants who wish to apply</i>
<input type="checkbox"/>	CV	<i>Optional</i>
<input type="checkbox"/>	GMAT / GRE score	<i>Optional</i>

■ Personal Data (Required for all)

- Fill out personal data, work experience, and academic record as requested on the Online Admission Portal
- Make sure to input and show at least two years of full-time work experience and list every work experience after graduation. Work experience during a study period will not be regarded as “full-time” work experience unless an acceptable explanation is provided illustrating how both commitments were managed

■ Photo (Required for all)

- Upload a high-resolution photo (250 KB to 5MB) taken within the three months of the application deadline
- Use a clear image of the face, front view with a plain background (like a passport application photo)
- No hat or head covering are accepted unless for religious purposes
- The photo will be used for the GLOBIS Student ID Card upon enrollment

■ Letter of Recommendation (Required for all)

- One letter of recommendation is required
- The recommender should be a supervisor or a person at a current or previous place of employment or someone who has had a close business relationship with the applicant
- There are two ways to submit a letter of recommendation:
 - 1. Uploaded by the recommender:** by sending a request from the Online Admission Portal, the recommender will be able to receive a link to download the letter form and upload it to the system by the deadline
 - 2. Mailed by applicant or recommender:** if the recommender is unable to make the submission online, applicants can submit the original letter signed and sealed by the recommender to the Admissions Office by registered mail. The letter of recommendation must arrive at the Admissions Office no later than one week before the application deadline. If this is not possible, please contact the Admission Office immediately for guidance.

■ Transcript (Required for all)

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

■ Certificate of Graduation (Only if applicable)

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

■ Essays (Required for all)

- Answer the essay questions on the Online Admission Portal (Refer to section 7 for the questions)

■ Evidence of English Ability (Only if applicable)

- All non-native English speakers are required to submit an English test score issued within two years of the application deadline
- TOEFL, TOEIC, IELTS, Cambridge CPE*, and Cambridge CAE* English proficiency examinations are accepted

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

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

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

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

*2: If the undergraduate or postgraduate degree was taught entirely in English, applicants are required to upload evidence that the university degree was completed in English. Applicants are exempted from submitting this evidence if they graduated from a university located in *Australia, Canada, India, Ireland, New Zealand, the Philippines, Singapore, the United Kingdom, or the United States*. Evidence can be an official letter from the university or a link (enclosed in a Word document) to the university’s web page clearly indicating that the program was taught entirely in English

■ Evidence of Financial Resources (Only if applicable)

- Non-Japanese applicants (who do not possess a Japanese passport) who wish to apply for a GLOBIS scholarship and/or require a student visa must submit financial evidence of JPY 1.5 million by entering the following information on the Online Admission Portal:
 - Personal Savings (required)
 - Supporter’s Savings (optional)
 - Other (optional)
- If an applicant plans to bring any family members to Japan, evidence of an additional JPY 500,000 per family member is required
- Each amount indicated should be accompanied by supporting evidence dated within the three months of the application deadline (e.g., a copy of the bank account balance)
- If the total amount of the financial evidence is less than the required amount, it is necessary to indicate a detailed plan to fund the shortfall (e.g., future salary, education loan, etc.) and provide additional evidence to support the plan
- If a supporter’s savings as financial evidence is submitted, a signed “Letter of Financial Support” is also required. The supporter must be a close family relation (up until and including a second degree of kinship). For example, a parent, a grandparent, a spouse, a sibling, or an aunt/uncle

■ Residence Card (Only if applicable)

- All non-Japanese applicants (who do not possess a Japanese passport) who hold a residence status in Japan are required to upload a copy of both sides of their residence card

- **GLOBIS Scholarship Application** (Only if applicable)
 - Refer to section 9-1 for details
- **GLOBIS Education Loan Application** (Only if applicable)
 - Refer to section 9-2 for details
- **CV** (Optional)
 - Upload the most recent CV as a PDF file
- **GMAT / GRE Score** (Optional, but recommended)
 - Upload the official GMAT/GRE score issued within the last five years
- **Application Fee** (Required for all)
 - Applicants living in Japan: JPY 36,000
 - Applicants living overseas: JPY 15,000

Payment can only be made by credit card.

Policy of Returning Documents

Once submitted, the Admissions Office will not be able to return any documents that have been submitted. This includes the following: letter of recommendation, transcript, translation(s), notarized certifications, CV, evidence of financial resources, and photocopy of residence card.

7. Essay Questions

The following essay questions need to be answered in the application. Applicants should emphasize any international experience where applicable.

Q1. Tell us about a recent work or project experience (within a business setting) which you were passionate about. Describe why you were passionate about the experience, how your skills and values contributed to the experience, and how you worked with others. If the experience entails an element of “creation and innovation”, such as starting a new initiative by engaging other people or bringing a change to a certain environment, please include it in the essay. (250 to 550 words)

Q2. Tell us about a challenging situation that you have personally faced. Describe concretely what you did about the situation as well as what you learned from it. (250 to 550 words)

Q3. Tell us about a long-term goal or vision for society as a business professional and your career plan to realize this vision. Describe specifically the source of inspiration for your vision, such as an inspiring person, book, or other experience. Describe how GLOBIS

University and an MBA degree will help realize your vision and concrete steps you will take to make this vision a reality. (250 to 550 words)

Q4. Tell us about any volunteer activities, social activities, or school groups that you have been involved with. Describe the activity as well as your role and how long you were involved. Additionally, mention any academic and/or business awards you have received. (250 to 550 words)

8. Tuition

Enrollment Fee	Tuition Fee	Total Fee
JPY 225,000	JPY 3,845,000	JPY 4,070,000

- The enrollment fee must be paid within one month after the deadline for confirmation of enrollment as indicated in Section 5
- The tuition must be paid in full in early August 2024
- If applicants have taken GLOBIS Pre-MBA or Nano-MBA courses, the paid enrollment fee and tuition for successfully completed courses will be deducted from the Full-time MBA Program tuition and not the MBA enrollment fee.
- The total tuition will be different should applicants be awarded the GLOBIS Scholarship. Please refer to section 9-1 for details

9. Scholarships and Loans

The following types of financial aid are available upon enrollment.

Type	Name	Coverage
Sponsored by GLOBIS	GLOBIS Scholarship	Up to 50% of tuition
	GLOBIS Education Loan	Up to 50% of tuition

1. GLOBIS Scholarship

All applicants to the Full-time MBA Program are eligible to apply for GLOBIS Scholarships. GLOBIS Scholarships are available to students who demonstrate the potential to contribute to the GLOBIS community through strong academic performance and exceptional leadership qualities.

Benefit	Up to 50% of MBA program tuition
Eligibility	<ul style="list-style-type: none"> • Enroll in the 2024 Full-time MBA Program • Clear need for financial assistance to support tuition payments • Outstanding performance during admission including but not limited to extensive international business experience, technology and innovation background, strong academic background, potential contribution to the GLOBIS student body, and Japanese language ability

Expectations	<ul style="list-style-type: none"> • Continuous efforts to accomplish what is stated in the scholarship essay and strong contribution to GLOBIS University • Complete all requirements for graduation and maintain strong academic performance throughout enrollment • Agree to act in an ambassadorial role, participate in photoshoots, and provide student profiles, interviews, or testimonials when requested • Attend scholarship or recruitment events as required for GLOBIS University • Proactively support the growth of the GLOBIS community <p>Note: GLOBIS reserves the right to withdraw scholarships at any time during the program if recipients are unable to meet the above expectations.</p>
How to apply	<p>Submit the scholarship essay along with the MBA application on the Online Admission Portal.</p> <p><Essay Questions></p> <ol style="list-style-type: none"> 1. How can you contribute to the betterment of GLOBIS University? Please state your plans. (250 to 550 words) 2. Why is a scholarship important in order for you to achieve your goals outlined in your MBA application? (Up to 200 words)
Result	The result will be announced through the Online Admission Portal together with the MBA application result.
Note	Enrollment fee, additional tuition for long-term enrollment, non-GLOBIS textbooks, extra-curricular expenses, and living expenses are not included

2. GLOBIS Education Loan

GLOBIS University provides financial assistance in the form of GLOBIS Education Loans to non-Japanese students who are successfully admitted to the Full-time MBA and studying on a student visa.

Benefit	Applicants can postpone up to 50% of the tuition until six months after graduation while paying a small handling fee during the one-year program. Applicants will have a maximum of five years to complete repayment.
Eligibility	<ul style="list-style-type: none"> • Enroll in the 2024 Full-time MBA Program and will have a student visa by the time of enrollment • Have a loan guarantor within the second degree of kinship and over 20 years of age. For example: a parent, a grandparent, a spouse, a sibling, or an aunt/uncle • Clear need for financial assistance to support tuition payments • Outstanding performance during admission including but not limited to extensive international business experience, technology and innovation background, strong academic background, potential contribution to the GLOBIS student body, and Japanese language ability
Expectations	<ul style="list-style-type: none"> • Continuous efforts to accomplish what is stated in the scholarship essay and strong contribution to GLOBIS University • Complete all requirements for graduation and maintain strong academic performance throughout enrollment • Agree to act in an ambassadorial role, participate in photoshoots, and provide student profiles, interviews, or testimonials when requested • Attend scholarship or recruitment events as required for GLOBIS University

	<ul style="list-style-type: none"> Proactively support the growth of the GLOBIS community
How to apply	<p>Applicants can apply for the loan along with the MBA application on the Online Admission Portal.</p> <p>Applicants are required to submit the following two items of information:</p> <ol style="list-style-type: none"> Financial simulation: required to enter current income and living expenses to show the net amount available for the loan repayment under current financial circumstances A document such as a pay slip that proves an applicant's most recent monthly income
Result	GLOBIS will conduct the screening based on the information submitted for application. The result will be announced through the Online Admission Portal together with the MBA application result.

3. Scholarships from Other Organizations

JASSO Scholarship

(MEXT Honors Scholarship for Privately Financed International Students)

The Japan Student Services Organization (JASSO) offers scholarships for self-financed students who will be student visa holders. This scholarship is extremely competitive, and a limited number of applicants are selected.

Benefit	JPY 48,000 per month from October 2024 to March 2025
Eligibility	<ul style="list-style-type: none"> Will be a student visa holder in Japan Completed the application and admissions screening process outside of Japan Not sponsored by a government Not receiving an allowance from a supporter exceeding JPY 90,000 per month Not receiving a scholarship from another institution excluding the GLOBIS Scholarship Not have a dependent in Japan whose annual income exceeds JPY 5 million Cooperate in surveys to be conducted by JASSO after graduation Applicants must have a GPA of 2.30 or more at graduate or undergraduate level or the Japanese language institute in the previous academic year.
How to apply	Detailed instructions will be sent by email to those who confirm enrollment to the 2024 Full-time MBA Program.
Result	GLOBIS University will submit the application documents to JASSO on behalf of the applicants. The screening will be conducted by JASSO. The final awarding result will be announced at the end of August 2024.
Website	https://www.jasso.go.jp/en/ryugaku/scholarship_j/shoreihi/about.html

MEXT Scholarship (University Recommendation)

The MEXT Scholarship is funded by the Ministry of Education, Culture, Sports, Science and Technology of Japan. This scholarship is available only for non-Japanese applicants who pass the screening in the **November application round**.

This scholarship is extremely competitive, and a limited number of applicants are selected.

Benefit	<ul style="list-style-type: none"> • Fee exemption: application fee, enrollment fee, and full tuition • Living expenses: JPY 147,000 per month from Sep. to Aug (1 year) • Travel expense: Round-trip airfare
Eligibility	<ul style="list-style-type: none"> • Accepted to the 2024 Full-time MBA Program in the November application round • Will be a student visa holder in Japan • Non-Japanese (applicants cannot have Japanese nationality by the time of entry to Japan) • Born on or after April 2, 1989 • Have a GPA of 2.30 or above for the final 2 years of a bachelor's degree • Not a MEXT Scholarship recipient within the past three years
How to apply	<p>An email will be sent from GLOBIS on the day of the initial screening result announcement to confirm if applicants wish to apply.</p> <p>If an applicant's most recent education was a master's degree or higher it is necessary to submit an academic transcript for that degree with the MBA application.</p>
Result	<ul style="list-style-type: none"> • Candidates who pass GLOBIS University's initial screening for the MEXT Scholarship will receive instructions about further procedures • The second screening will be conducted by MEXT • The second screening result of the MEXT Scholarship is scheduled to be announced in June 2024 (subject to change)
Website	https://www.studyinJapan.go.jp/en/planning/scholarship/types/

MEXT Scholarship (Embassy Recommendation)

Application for this scholarship will begin prior to application to GLOBIS University. Applicants should ask for more information at their local Japanese Embassy. The benefits that applicants can receive are the same as the MEXT Scholarship (University Recommendation).

Scholarships from Other Organizations

Besides the above scholarships, there are additional scholarships offered by private institutions. Enrolled students will receive detailed information regarding these scholarships after starting the MBA program. Please note that many of these scholarships have specific requirements including nationality restrictions and Japanese language ability.

4. Education Loans from Other Organizations

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

10. Specialized Practice Education and Training Benefits System

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

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

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

1. Specialized Practice Education and Training Benefits

If an applicant has paid employment insurance in Japan for at least two years as of the start of the program and meets other conditions (e.g., completing the MBA program within one year), applicants may be entitled to receive a refund of up to JPY 400,000. In addition, if applicants are employed and paying employment insurance in Japan within one year of graduation, they may be entitled to receive a further refund of up to JPY 160,000.

2. Specialized Practice Education and Training Support (Basic Daily Allowance)

If an applicant is eligible to apply for the above benefits and meet other conditions (e.g., being unemployed during studies and under the age of 45), it may also be possible to apply for the Specialized Practice Education and Training Support. Applicants will receive 80% of the "basic daily allowance" every two months for the period of study.

*The basic daily allowance is the allowance given by employment insurance. It amounts to about 40-80% of "daily wages" during employment, the value of which is obtained by dividing the total wages of the past six months just before leaving work by 180. There is an upper limit for the basic allowance.

11. Privacy Policy

GLOBIS University recognizes the importance of complying with laws and regulations governing the protection of personal information and safeguarding privacy to ensure the safe and secure use of our services. Therefore, we have established a system for promoting compliance and developed internal regulations in our commitment to handling personal information with the utmost care.

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

Contact Information

Admissions Advisors (Before Application Submission)

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

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

Admissions Office (After Application Submission)

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

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

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

Address:

Sumitomo Fudosan Kojimachi Bldg., 5-1 Niban-cho, Chiyoda-ku, Tokyo, Japan 102-0084

- 1 minute on foot from Exit No.5 of Kojimachi Station (Yurakucho Line)
- 10 minutes on foot from Exit No.5 of Hanzomon Station (Hanzomon Line)