

**Graduate School of Management,  
GLOBIS University**

**Full-time MBA Program  
2025 Admission Guide**

Graduate School of Management  
**GLOBIS University**

(As of July 16, 2024)

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## 1. Admission Policies

Our mission is to develop “visionary leaders who create and innovate societies.” 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 the best versions of themselves.

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

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

## 2. MBA Program Overview

<b>University</b>	Graduate School of Management, GLOBIS University
<b>Campus</b>	Tokyo Campus
<b>Degree Conferred</b>	Master of Business Administration (MBA)
<b>Program Format</b>	Full-time (weekdays)
<b>Language</b>	English
<b>Start Date</b>	September 01, 2025
<b>Length of Program</b>	One year
<b>Requirement for Program Completion</b>	Obtain at least 48 credits and complete all required courses.
<b>Annual Intake</b>	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 possessed 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 old but does not meet one or more admission requirements indicated above, it is necessary to undergo Preliminary Screening.

<b>Preliminary Screening</b> (only if applicable)													
Applicable Individuals	<p>Applicants who meet any of the following conditions are applicable:</p> <ul style="list-style-type: none"> <li>Do not possess a bachelor's or master's degree</li> <li>Do not have at least two years of full-time work experience by the time of entrance</li> <li>Currently attending a university and are expected to obtain a bachelor's degree by the time of entrance</li> </ul> <p><u>If applicants are under 22 years of age and have no full-time work experience by the time of application, applicants are not eligible to apply.</u></p>												
Required Documents	<p>Submit the following through the Online Admission Portal:</p> <ul style="list-style-type: none"> <li>Personal data</li> <li>Photo</li> <li>Transcript</li> <li>Certificate of Graduation</li> <li>Evidence of English ability</li> <li>CV (Optional)</li> <li>GMAT/GRE score report (Optional)</li> </ul> <p>Please refer to section 6 for details on each document.</p>												
Schedule	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Round</th> <th>Application Deadline</th> <th>Result Notification</th> </tr> </thead> <tbody> <tr> <td>Nov.</td> <td>Oct. 30, 2024</td> <td>Nov. 06, 2024</td> </tr> <tr> <td>Feb.</td> <td>Jan. 15, 2025</td> <td>Jan. 22, 2025</td> </tr> <tr> <td>Apr.</td> <td>Apr. 02, 2025</td> <td>Apr. 09, 2025</td> </tr> </tbody> </table>	Round	Application Deadline	Result Notification	Nov.	Oct. 30, 2024	Nov. 06, 2024	Feb.	Jan. 15, 2025	Jan. 22, 2025	Apr.	Apr. 02, 2025	Apr. 09, 2025
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Nov.	Oct. 30, 2024	Nov. 06, 2024											
Feb.	Jan. 15, 2025	Jan. 22, 2025											
Apr.	Apr. 02, 2025	Apr. 09, 2025											
Deadline	18:30 (JST) on each application deadline listed above.												
Screening Fee	Free												
Result	The result will be announced at 15:00 (JST) through the Online Admission Portal on the above dates. Applicants must submit the remaining documents outlined in section 6 if they pass the preliminary screening.												
Note	The passing status for Preliminary Screening is only valid for the 2025 admission year. Applicants who decide to apply after this year's admission must undergo the Preliminary Screening again unless the admission requirements are met.												

## 4. Application Process



### 1. Submit Application

Applicants must 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 or post 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: *the Part-time and online MBA Program (English)*, *the Full-time MBA Program (English)*, or *the Part-time and 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 must attend a 30-minute online interview.

#### Notes:

- To ensure that the examination is conducted fairly and impartially, 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.

- For any applicants with disabilities who require special considerations for the second screening, contact the Admissions Office before submitting the MBA application.

## 5. Final Result Notification

The final result will be announced through the Online Admission Portal at 15:00 (JST) on the below dates. Successful applicants can download the Acceptance Letter and Enrollment Guide from the Portal. We are unable to respond to inquiries regarding application results.

### Background Screening

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

A vendor designated by GLOBIS University will conduct the background screening. After the applicant confirms enrollment, detailed instructions on how to proceed will be emailed.

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 2025 Full-time MBA Program.

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

## 5. Admission Schedule

Round	Application Deadline	Initial Screening Result Notification	Second Screening (Interview)	Final Result Notification	Enrollment Confirmation Deadline
Nov.	Nov. 19, 2024	Dec. 03, 2024	Dec. 07 - 08, 2024	Dec. 17, 2024	Jan. 07, 2025
Feb.	Feb. 04, 2025	Feb. 18, 2025	Feb. 22 - 23, 2025	Mar. 04, 2025	Mar. 11, 2025
Apr.	Apr. 22, 2025	May 13, 2025	May 17 - 18, 2025	May. 26, 2025	June 02, 2025

The application deadline is [18:30, Japan Standard Time \(JST\)](#).

If invited to take an interview/examination, the Admissions Office will decide on a date from the abovementioned. In principle, schedule changes will not be permitted unless the applicant requests them on the Online Admission Portal when applying.

## 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 translator's contact information must be included with the translated documents. The applicant cannot undertake translations.

If a different name is stated on a document, evidence of the name change must be uploaded with the application.

### Generative AI Usage

GLOBIS provides skill development opportunities for those aspiring to become business leaders. In this era of rapid social change, there is an increasing need to cultivate the ability to think critically. Students must create and develop the MBA application independently as an opportunity to train in this area.

If a Generative AI (including conversational AI) program is used to write the MBA application, we believe applicants will lose the opportunity to examine themselves and their experiences critically, thus preventing the application screener from knowing the applicant's full potential. GLOBIS considers using Generative AI for writing an MBA application unacceptable and should be avoided.

### Required for all

- Personal data
- Photo
- Letter of recommendation
- Transcript / Certificate of Graduation
- Essays
- 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 records as requested on the Online Admission Portal
- Ensure to input and show at least two years of full-time work experience and list every work experience after graduation. Work experience during a study period will not be regarded as “full-time” 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 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 is 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 cannot submit 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 get in touch with the Admission Office immediately for guidance.

**■ Transcript** (Required for all)

- Upload a transcript of a bachelor's degree (master's and 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 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\*<sup>1</sup> from a program taught entirely in English\*<sup>2</sup>

\*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 must upload evidence that the university degree was completed in English. Applicants are exempted from submitting this evidence if they graduated from a university 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 confirming 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 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
- A signed “Letter of Financial Support” is also required if a supporter's savings as financial evidence is submitted. 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 4,200,000	JPY 4,425,000

- The enrollment fee must be paid within one month after the enrollment confirmation deadline, as indicated in Section 5. The tuition must be paid in full in early August 2025
- For applicants who have taken GLOBIS Pre-MBA or nano-MBA courses, the paid enrollment fee and tuition for completed courses will be deducted from the Full-time MBA Program tuition, not the MBA enrollment fee
- For Pre-MBA courses paid for in a foreign currency, regardless of currency rate fluctuations, the maximum amount to be deducted from the MBA tuition will be JPY 128,000 or JPY 154,000, depending on the course

- 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. These scholarships are available to students who demonstrate the potential to contribute to the GLOBIS community through academic excellence and exceptional leadership qualities.

<b>Benefit</b>	Up to 50% of MBA program tuition
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Enroll in the 2025 Full-time MBA Program</li> <li>• Clear need for financial assistance to support tuition payments</li> <li>• 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</li> </ul>
<b>Expectations</b>	<ul style="list-style-type: none"> <li>• Continuous efforts to accomplish what is stated in the scholarship essay and substantial contribution to GLOBIS University</li> <li>• Complete all requirements for graduation and maintain strong academic performance throughout enrollment</li> <li>• Agree to act in an ambassadorial role, participate in photoshoots, and provide student profiles, interviews, or testimonials when requested</li> <li>• Attend scholarship or recruitment events as required for GLOBIS University</li> <li>• Proactively support the growth of the GLOBIS community</li> </ul> <p><b>Note:</b> GLOBIS reserves the right to withdraw scholarships anytime during the program if recipients cannot meet the above expectations.</p>
<b>How to apply</b>	<p>Submit the scholarship essay and the MBA application on the Online Admission Portal.</p> <p>&lt;Essay Questions&gt;</p> <ol style="list-style-type: none"> <li>1. How can you contribute to the betterment of GLOBIS University? Please state your plans. (250 to 550 words)</li> <li>2. Why is a scholarship important in order for you to achieve your goals outlined in your MBA application? (Up to 200 words)</li> </ol>
<b>Result</b>	The result will be announced through the Online Admission Portal with the MBA application result.
<b>Note</b>	Enrollment fees, 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 through GLOBIS Education Loans to non-Japanese students who are admitted to the Full-time MBA and hold a student visa.

<b>Benefit</b>	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.
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Enroll in the 2025 Full-time MBA Program and will have a student visa by the time of enrollment</li> <li>• 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</li> <li>• Clear need for financial assistance to support tuition payments</li> <li>• 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</li> </ul>
<b>Expectations</b>	<ul style="list-style-type: none"> <li>• Continuous efforts to accomplish what is stated in the scholarship essay and substantial contribution to GLOBIS University</li> <li>• Complete all requirements for graduation and maintain strong academic performance throughout enrollment</li> <li>• Agree to act in an ambassadorial role, participate in photoshoots, and provide student profiles, interviews, or testimonials when requested</li> <li>• Attend scholarship or recruitment events as required for GLOBIS University</li> <li>• Proactively support the growth of the GLOBIS community</li> </ul>
<b>How to apply</b>	<p>Applicants can apply for the loan on the Online Admission Portal and submit the following two items of information:</p> <ol style="list-style-type: none"> <li>1. Financial simulation: required to enter current income and living expenses to show the net amount available for the loan repayment under current financial circumstances</li> <li>2. A document such as a pay slip that proves an applicant's most recent monthly income</li> </ol>
<b>Result</b>	GLOBIS will conduct the screening based on the information submitted for application. The result will be announced through the Online Admission Portal 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 highly competitive, and a limited number of applicants are selected.

<b>Benefit</b>	JPY 48,000 per month from October 2025 to March 2026
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Will be a student visa holder in Japan</li> <li>• Completed the application and admissions screening process outside of Japan</li> <li>• Not sponsored by a government</li> <li>• Not receiving an allowance from a supporter exceeding JPY 90,000 per month</li> <li>• Not receiving a scholarship from another institution, excluding the GLOBIS Scholarship</li> <li>• Not have a dependent in Japan whose annual income exceeds JPY 5 million</li> <li>• Cooperate in surveys to be conducted by JASSO after graduation</li> <li>• Applicants must have a GPA of 2.30 or more at the graduate or undergraduate level or the Japanese language institute in the previous academic year.</li> </ul>
<b>How to apply</b>	Detailed instructions will be emailed to those who confirm enrollment in the 2025 Full-time MBA Program.
<b>Result</b>	GLOBIS University will submit the application documents to JASSO on behalf of the applicants. JASSO will conduct the screening. The final awarding result will be announced after enrollment in September 2025.
<b>Website</b>	<a href="https://www.jasso.go.jp/en/ryugaku/scholarship_j/shoreihi/about.html">https://www.jasso.go.jp/en/ryugaku/scholarship_j/shoreihi/about.html</a>

### MEXT Scholarship (University Recommendation)

Japan's Ministry of Education, Culture, Sports, Science, and Technology funds the MEXT Scholarship. It is available only to non-Japanese applicants who pass the screening in the **November application round**. This scholarship is highly competitive, and a limited number of applicants are selected.

<b>Benefit</b>	<ul style="list-style-type: none"> <li>• Fee exemption: application fee, enrollment fee, and full tuition</li> <li>• Living expenses: JPY 147,000 per month from September to August</li> <li>• Travel expense: Round-trip airfare</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Accepted to the 2025 Full-time MBA Program in the November application round</li> <li>• Will be a new student visa holder in Japan and arriving from overseas</li> <li>• Is not residing in or visiting Japan during the application process</li> <li>• Non-Japanese (applicants cannot have Japanese nationality by the time of entry to Japan)</li> <li>• Born on or after April 2, 1990</li> <li>• Have a GPA of 2.30 or above for the final two years of a bachelor's degree</li> <li>• Not a MEXT Scholarship recipient within the past three years</li> </ul>
<b>How to apply</b>	An application survey will be sent from GLOBIS on the day of the initial screening result announcement to confirm if applicants wish to apply. If an applicant's most recent education was a master's degree or higher, submitting an academic transcript for that degree with the MBA application is necessary.

<b>Result</b>	<ul style="list-style-type: none"> <li>• Candidates who pass GLOBIS University's initial screening for the MEXT Scholarship will receive instructions about further procedures</li> <li>• MEXT will conduct the second screening</li> <li>• The second screening result of the MEXT Scholarship is scheduled to be announced in June 2025 (subject to change)</li> </ul>
<b>Website</b>	<a href="https://www.studyinjapan.go.jp/en/planning/scholarship/types/">https://www.studyinjapan.go.jp/en/planning/scholarship/types/</a>

### **MEXT Scholarship (Embassy Recommendation)**

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

### **Scholarships from Other Organizations**

In addition to the above scholarships, private institutions offer additional scholarships. 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 the ability to speak Japanese.

## **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 generally applies only to applicants who have paid employment insurance in Japan for a certain period.**

The GLOBIS MBA program has been designated a Specialized Practice Education and Training facility by the Ministry of Health, Labor, and Welfare. If certain conditions are met, applicants can 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 program's start and meets other conditions (e.g., completing the MBA program within one year). In that case, applicants may 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 receive a further refund of up to JPY 160,000.

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

If an applicant can apply for the above benefits and meet other conditions (e.g., being unemployed during studies and under 45). In that case, applying for the Specialized Practice Education and Training Support may also be possible. Applicants will receive 80% of the “basic daily allowance” every two months for the study period.

\*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 our services are safe and secure. Therefore, we have established a system for promoting compliance and developed internal regulations in our commitment to managing 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](mailto: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](mailto:mba-admission@globis.ac.jp)

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)