

Employment History

MBA Program in International Business, Graduate School of Business Sciences	Name (English)	
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Complete clearly and correctly with period, name of organization, division, position and job detail.

If there is insufficient space on this form, make copies as necessary.

[illegible]

Personal Essay

The following essay questions are part of the application process to the Tsukuba MBA-IB Program. In addition to learning about your professional aspirations, the Admissions Committee hopes to gain an understanding of your goals, values, and motivation through these essays. There are no right answers and we encourage you to answer each question thoughtfully and honestly. Answer each of the following three questions with a single-sided, typed, double-spaced essay on A4 or letter-sized paper, one page per essay. Each essay should have your name and number of the Essay Question in the upper right corner.

NOTE: Please put this page on top of your three essays.

ESSAY QUESTIONS

1. What is the most significant change or improvement you made to the organization with which you were recently employed or are currently affiliated? Describe the process that you went through to identify the need for the change or improvement to the organization, how you managed the process of implementing the change, and describe the results.
2. What are your short-term and long-term career goals? How will the Tsukuba MBA-IB degree contribute to your career goals?
3. Please describe in detail your plan for the Business Project (*ICP, BPD, IRR, OI, JI) and discuss how you intend to integrate the Project with your broader educational and career goals.

*Types of Business Project (Please put a circle on the number which you have chosen)

1	In-Company Project (ICP)	The ICP is a project carried out at the student's workplace generally involving some aspect of research, development or planning helpful to the student's employer. It represents an opportunity to apply classroom knowledge acquired in the MBA-IB program to real world business situation. Students are expected to develop a new model and/or make and implement new plans for their employers.
2	Business Plan Development (BPD)	The BPD is a unique entrepreneurial experience of creating a start-up business plan. The student will have to cover a wide range of issues regarding the key business areas of finance, accounting, marketing and management. The focus of this experience is to select a concept and create a complete and persuasive business plan that, among other things, will effectively accomplish the goal of acquiring financing.
3	Independent Research Report (IRR)	In the IRR, students are expected to write an academic dissertation equivalent to that of a master thesis. Students will need to review literature, establish a research question or analytical framework, and collect and analyze public and original (questionnaires, interviews, simulation, etc.) data and information. The form of the dissertation must follow the form used in the relevant academic field.
4	Overseas Internship (OI)	Students will experience business in a foreign country or global business by interning with a foreign company or a subsidiary of a multinational company (including Japanese company) located overseas. Students are requested to include in the final report behavior observation of the type of business, and analysis of business tasks undertaken during the internship.
5	Japan Internship (JI)	Through internship either in a foreign company or a Japanese company in Japan, students will experience practical training and behavior observation in a new sector or type of business. Students are requested to include in the final report behavior observation of the type of business, and analysis of business tasks undertaken during the internship.

Professional Recommendation Form

TO THE APPLICANT: Please complete the first section of this form. Sign the form where indicated in this section. Give the form and an envelope to the person who will serve as a recommender. Your recommender should return the form to you in the sealed and signed envelope. Enclose the signed envelope with your application materials.

NOTE 1: This form must be printed on single-sided paper.

NOTE 2: We do not provide this form in the Microsoft Word format.

Last/Family Name	First/Given Name	Middle Name
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TO THE RECOMMENDER: The above person is applying for admission to the Tsukuba MBA Program in International Business (MBA-IB). Your evaluation of this applicant is important in the admission process. We are particularly interested in the candid comments of individuals familiar with the applicant's professional accomplishments, personal attributes and ability to handle graduate level work.

Your recommendation may be written in English or Japanese.

Please write your own signature by hand at the bottom of this form. Seal your recommendation in the envelope provided, sign across the seal and return to the applicant. The applicant will submit the sealed, signed envelope as part of his or her completed application package. Thank you very much for your assistance.

Name	Organization, title
How long have you known the applicant?	What is your relationship to the applicant?

To what extent have you and the applicant discussed his/her decision to study in an MBA program?

Please check one: ☐ Extensively ☐ Somewhat ☐ Not at all

1. Please give your evaluation of the applicant's management potential. How will management education benefit the individual in his or her career?
2. Please describe the applicant's outstanding talents and abilities. Comment specifically on the academic and/or management skills of relevance for an MBA-IB program and a management career.
3. Please describe the applicant's areas needing improvement. What are the effects on his/her academic or professional activities?

4. Describe the applicant's ability to communicate orally and in writing. If the applicant is a non-native English speaker, address his/her ability to understand, speak, and write in English. If the applicant is a native English speaker, please comment on his/her ability to understand, speak, and write in a second language.

5. Please comment on the applicant's ability to work with others, including superiors, peers and subordinates. Is the applicant an effective group member or does he/she works better individually?

6. Are there any other matters which you feel we should know about the applicant?

	POOR	AVERAGE	GOOD	OUTSTANDING	UNABLE TO COMMENT
Analytical Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managerial Attributes:					
- Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Interpersonal Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Leadership Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Organizational Abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☐ I strongly recommend this applicant to the Tsukuba MBA-IB Program.

☐ I recommend this applicant to the Tsukuba MBA-IB Program.

☐ I do not recommend this applicant to the Tsukuba MBA-IB Program.

Signature

Date

Check List for Application Documents

MBA Program in International Business, Graduate School of Business Sciences	Name (English)	
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Application Documents

(to be submitted in the designated form)

Check the following boxes to ensure that you have included required documents.

Documents		Required for	<input checked="" type="checkbox"/> (Applicants)		Remarks Column
1	Employment History	All	<input type="checkbox"/>	※	
2	Personal Essay	All	<input type="checkbox"/>	※	Attach the cover sheet on top of your essays.
3	Professional Recommendation Form	All	<input type="checkbox"/>	※	
4	Certificate of Payment for the First Screening	All	<input type="checkbox"/>	※	Affix the tear-off portion on the form which is created automatically during the web entry.
5	Check List for Application Documents	All	<input type="checkbox"/>	※	
6	Eligibility Confirmation Document	If Applicable	<input type="checkbox"/>	※	Applicants who are qualified under qualification ②

Other Necessary Documents

Check the following boxes to ensure that you have included required documents and fill in ().

Documents		Required for	<input checked="" type="checkbox"/> (Applicants)		Remarks Column
1	1-1. Certificate of Graduation	All	<input type="checkbox"/>	※	Qualification (-)
	1-2. Academic Transcript	All	<input type="checkbox"/>	※	
	1-3. Academic Transcript	If Applicable	<input type="checkbox"/>	※	If there are transfer credits in your transcript, please also submit a transcript from the institution where the credit was originally earned. Name of school based transfer ()
2	Documentary evidence of a change of name (Abstract of your family register)	If Applicable	<input type="checkbox"/>	※	If your current family name is different from that on your submitted documents, please submit the proof of name change, (e.g., copy of marriage license or extract of family register etc.)
3	3-1. English Test Score	All	<input type="checkbox"/> TOEIC <input type="checkbox"/> TOEFL	※	Refer to the notes of "5. Screening Criteria". Official score submitted NOT directly from the testing institution will not be accepted. *Test date MM / DD / YYYY (/ /)
	3-2. Certificate of Graduation	If Applicable	<input type="checkbox"/>	※	Applicants who have obtained a bachelor's degree from a university where English is the medium of instruction will be exempted from submitting TOEIC or TOEFL. Name of school ()
	3-3. Academic Transcript	If Applicable	<input type="checkbox"/>	※	
	3-4. Medium of Instruction Certificate	If Applicable	<input type="checkbox"/>	※	Applicants who have obtained a bachelor's degree from a university where English is the medium of instruction in a country in which English is NOT the official language additionally need to submit the Medium of Instruction Certificate.
4	Postal Stamp	Applicants residing in Japan	<input type="checkbox"/>	※	Please enclose stamps to the sum of JPY 450.
5	Certificate of Residence	Foreigners residing in Japan	<input type="checkbox"/>	※	Period of stay in Japan () Status of residence ()
6	Certificate of government-sponsored international student	If Applicable	<input type="checkbox"/>	※	For the Government-sponsored international students currently enrolled in another university in Japan must submit the Certificate issued by the university currently enrolled. Please do not pay the application fee.

NOTE: Applications are not reviewed until all required materials are received.

※ 受付日： 月 日	郵便 持参	※ 受付け者： 点検者：
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