

Application Procedure

*MBA Program in International Business,
Graduate School of Business Sciences,
University of Tsukuba*

Useful Information

<Tokyo Campus Web>

<http://www.office.otsuka.tsukuba.ac.jp/>

<Application Guidelines> ****We do not provide any printed materials.**

http://www.office.otsuka.tsukuba.ac.jp/wp/examinee/business_science/international_ma/chart/

<MBA-IB Web>

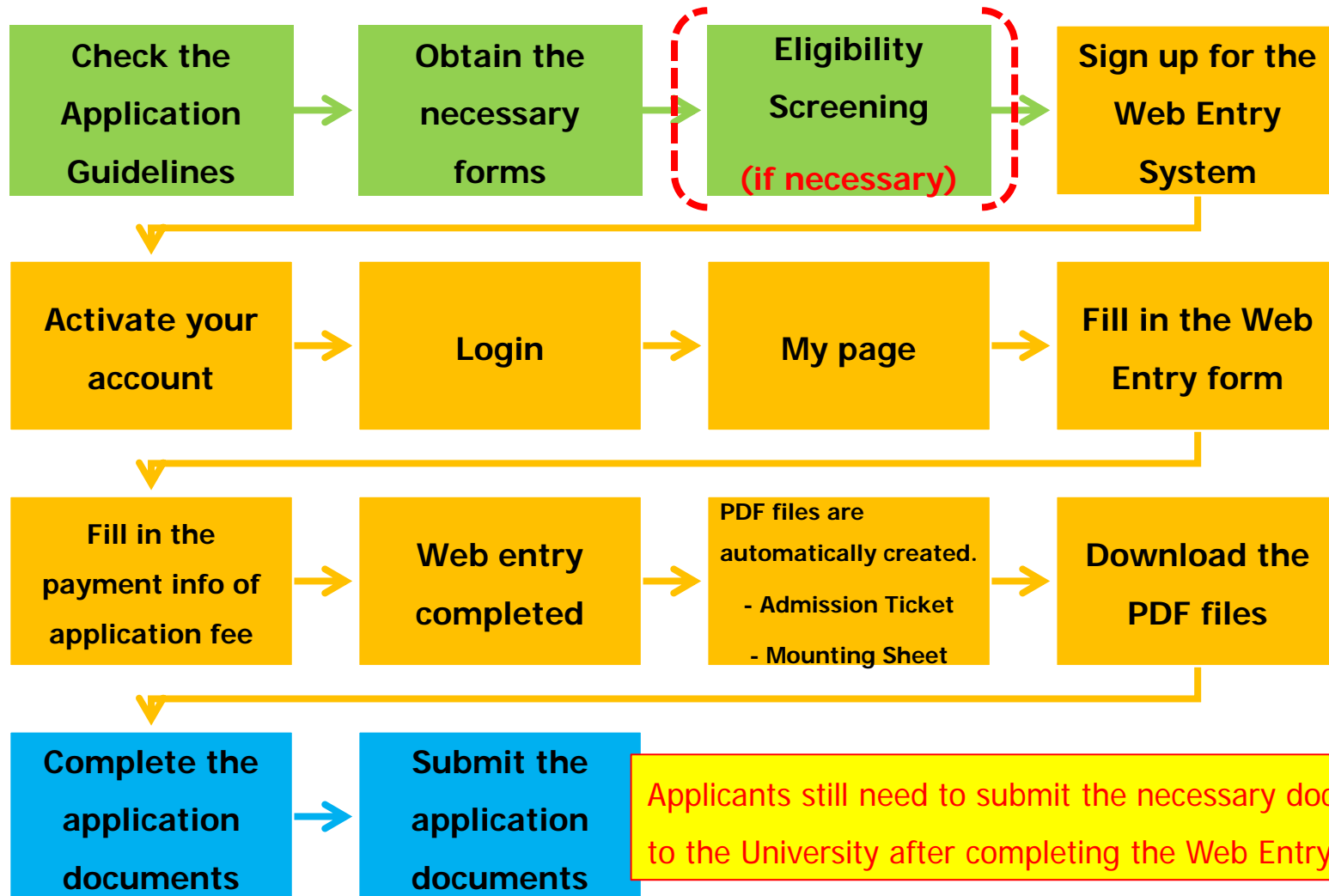
<http://www.mbaib.gsbs.tsukuba.ac.jp/>

<FAQ>

<http://www.mbaib.gsbs.tsukuba.ac.jp/faqindex/>

Application Procedure

Web Entry Process



How to obtain the necessary forms

Forms to be downloaded from the link on Application Guidelines

- ◆ Employment History
- ◆ Personal Essay Cover Page (Cover page should be attached on the top of the essay which applicants write in A4 sized paper.)
- ◆ Professional Recommendation Form
- ◆ Check List

3.	Employment History	All	Designated Form Example Follow the instruction written on the form and complete it.
4.	Personal Essay	All	Designated Form (Cover Page) Example Follow the instruction written on the form and complete it. The cover page should be attached with the Personal Essay.
5.	Professional Recommendation Letter	All	Designated Form Example Follow the instruction written on the form and complete it.

Download the form(s)

Forms to be downloaded after completing the Web Entry

- ◆ Admission Ticket
- ◆ Mounting Sheet for the certificate of application fee payment

NOTE 1: All the forms are provided in Adobe PDF format.

NOTE 2: We do NOT provide the forms in Microsoft Word format.

How to access the Application Guidelines

<http://www.office.otsuka.tsukuba.ac.jp>

The first screenshot shows the University of Tsukuba website with a red box around the 'Business Science Research Institute' link. The second screenshot shows the institute's page with a red box around the 'International Business Administration' link. The third screenshot shows the program's page with a red box around the 'Recruitment Details' link.

<http://www.mbaib.gsbs.tsukuba.ac.jp/admissionindex/>

The screenshot shows a message: "Applicants still need to submit the necessary documents to the... Please refer to **Application guidelines** for more details." Below the message is a green button labeled "Application". At the bottom, there is a link for "Application guidelines (April 2018 Enrollees)".

How to access the Web Entry page

http://www.office.otsuka.tsukuba.ac.jp/wp/examinee/business_science/international_ma/chart/



The image shows a sequence of steps to access the Web Entry page:

- On the left, a navigation menu has "Web入カシステム" (Web Entry System) highlighted with a red box. Below it is a "Print All the Admission Information" button.
- An arrow points to a screenshot of the "Web入カシステム" page, where the "MBA-Program in International Business" is highlighted with a red box.
- Below, a selection interface shows two options:
 - 【東京キャンパス】ビジネス科学研究科・人間総合科学研究科 (Graduate School of Business Sciences)
 - 国際経営プロフェッショナル専攻 (MBA-Program in International Business)
- Language selection buttons are shown: "日本語" and "ENGLISH". The "ENGLISH" button is highlighted with a red box and a red arrow, with the text "Choose 'ENGLISH'" next to it.

This page will be only open during the Web Entry period, applicants cannot access further pages by then.

Web Entry Process (1)

There are four sections in this application. Each section will be saved when you click on "Proceed" button on each confirmation page. After saving, you can continue from where you left off when you log back in. Use one-byte alphabet and numbers to enter all the information.

My Page

Graduate School of Business Science

My Page [Click Here for Admission Guidelines](#)

There are four sections in this application. Each section will be saved when you click on "Proceed" button on each confirmation page. After saving, you can continue from where you left off when you log back in. Use one-byte alphabet and numbers to enter all the information.

Professional Degree Program

If you want to edit your Email address or reset your password, click the buttons below.

Account Information

Edit your Email Address or Password

Web Entry Form 1

Graduate Admissions Web Entry 2017

My Page

Graduate School of Business Science
Professional Degree Program

English Test Score English Test Score English Test Score English Test Score English Test Score

Applicant's Information / Program of Your Choice

Major of your choice (Please select one of the following.)
My choice will be "1" (Required)

1: Graduate School of Business Science / Professional Degree Program
2: Graduate School of Business Science / Professional Degree Program
3: Graduate School of Business Science / Professional Degree Program
4: Graduate School of Business Science / Professional Degree Program

Write your name (Please use the following format.)
First Name Last Name

Write your address (Please use the following format.)
Address

Write your phone number (Please use the following format.)
Phone Number

Write your email address (Please use the following format.)
Email Address

Write your date of birth (Please use the following format.)
Date of Birth

Write your sex (Please use the following format.)
Sex

Write your nationality (Please use the following format.)
Nationality

Write your passport number (Please use the following format.)
Passport Number

Write your date of issue (Please use the following format.)
Date of Issue

Write your date of expiration (Please use the following format.)
Date of Expiration

Write your date of birth (Please use the following format.)
Date of Birth

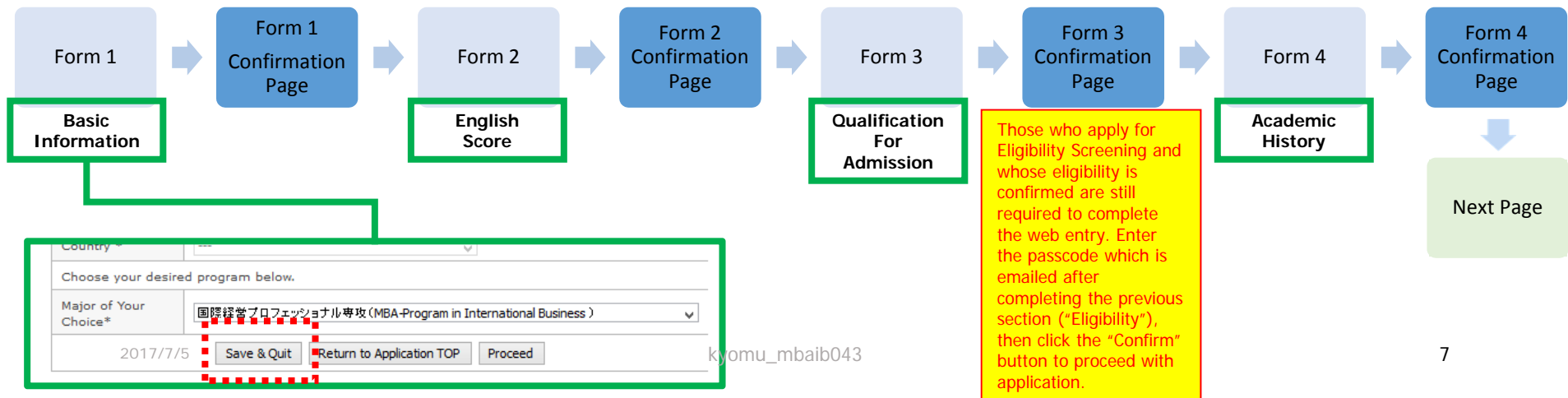
Write your sex (Please use the following format.)
Sex

Write your nationality (Please use the following format.)
Nationality

Write your passport number (Please use the following format.)
Passport Number

Write your date of issue (Please use the following format.)
Date of Issue

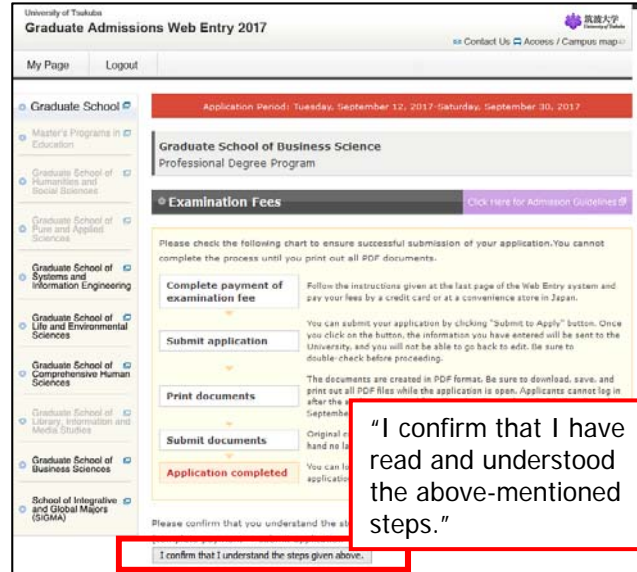
Write your date of expiration (Please use the following format.)
Date of Expiration



kyomu_mbaib043

Web Entry Process (2)

Necessary Procedures to complete your application



Examination Fees

Please check the following chart to ensure successful submission of your application. You cannot complete the process until you print out all PDF documents.

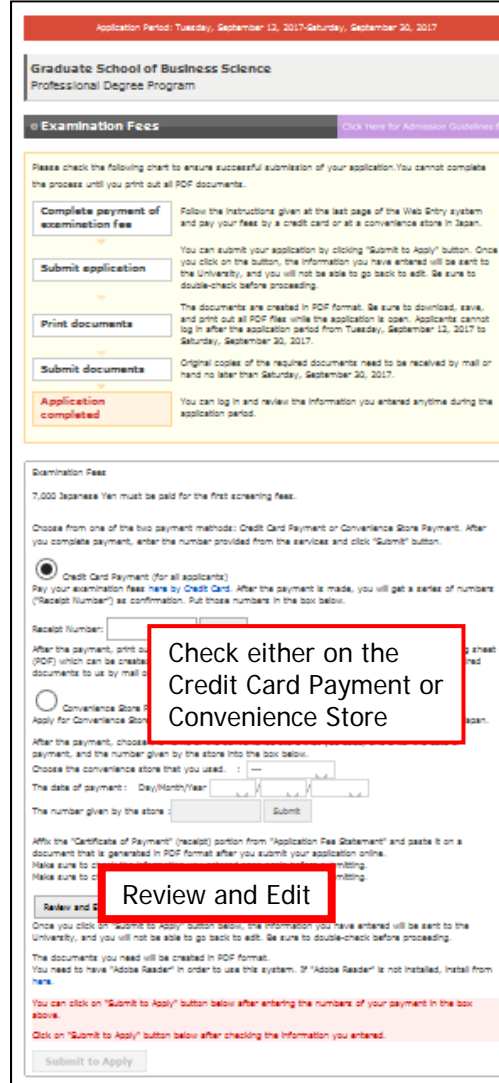
- Complete payment of examination fee**: Follow the instructions given at the last page of the Web Entry system and pay your fees by a credit card or at a convenience store in Japan.
- Submit application**: You can submit your application by clicking "Submit to Apply" button. Once you click on the button, the information you have entered will be sent to the University, and you will not be able to go back to edit. Be sure to double-check before proceeding.
- Print documents**: The documents are created in PDF format. Be sure to download, save, and print out all PDF files while the application is open. Applicants cannot log in after the application period from Tuesday, September 12, 2017 to Saturday, September 30, 2017.
- Submit documents**: Original copies of the required documents need to be received by mail or hand no later than Saturday, September 30, 2017.
- Application completed**: You can log in and review the information you entered anytime during the application period.

Please confirm that you understand the steps given above.

I confirm that I understand the steps given above.

"I confirm that I have read and understood the above-mentioned steps."

Application Fee Payment Information



Examination Fees

Please check the following chart to ensure successful submission of your application. You cannot complete the process until you print out all PDF documents.

- Complete payment of examination fee**: Follow the instructions given at the last page of the Web Entry system and pay your fees by a credit card or at a convenience store in Japan.
- Submit application**: You can submit your application by clicking "Submit to Apply" button. Once you click on the button, the information you have entered will be sent to the University, and you will not be able to go back to edit. Be sure to double-check before proceeding.
- Print documents**: The documents are created in PDF format. Be sure to download, save, and print out all PDF files while the application is open. Applicants cannot log in after the application period from Tuesday, September 12, 2017 to Saturday, September 30, 2017.
- Submit documents**: Original copies of the required documents need to be received by mail or hand no later than Saturday, September 30, 2017.
- Application completed**: You can log in and review the information you entered anytime during the application period.

Examination Fee
7,000 Japanese Yen must be paid for the first screening fee.

Choose from one of the two payment methods: Credit Card Payment or Convenience Store Payment. After you complete payment, enter the number provided from the services and click "Submit" button.

Credit Card Payment (for all applicants)
Pay your examination fees here by Credit Card. After the payment is made, you will get a series of numbers ("Receipt Number") as confirmation. Put those numbers in the box below.

Receipt Number: _____

After the payment, print out all PDF documents (PDF) which can be created and print them out. Applicants cannot log in after the application period from Tuesday, September 12, 2017 to Saturday, September 30, 2017.

Convenience Store Payment
Apply for Convenience Store Payment.
After the payment, choose the convenience store that you used, and the number given by the store into the box below.
Choose the convenience store that you used: _____

The date of payment: Day/Month/Year: _____

The number given by the store: _____

After the "Certificate of Payment" (receipt) portion from "Application Fee Statement" and paste it on a document that is generated in PDF format after you submit your application online. Make sure to double-check before proceeding.

Once you click on "Submit to Apply" button below, the information you have entered will be sent to the University, and you will not be able to go back to edit. Be sure to double-check before proceeding.

The documents you need will be created in PDF format. You need to have "Adobe Reader" in order to use this system. If "Adobe Reader" is not installed, install from [here](#).

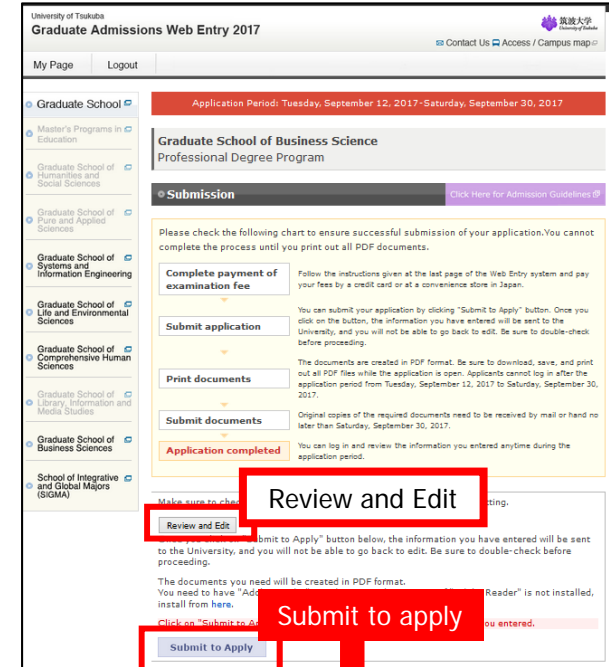
You can click on "Submit to Apply" button below after entering the numbers of your payment in the box above.

Click on "Submit to Apply" button below after checking the information you entered.

Check either on the Credit Card Payment or Convenience Store

Review and Edit

"Review and Edit" → "Submit to Apply"



Submission

Please check the following chart to ensure successful submission of your application. You cannot complete the process until you print out all PDF documents.

- Complete payment of examination fee**: Follow the instructions given at the last page of the Web Entry system and pay your fees by a credit card or at a convenience store in Japan.
- Submit application**: You can submit your application by clicking "Submit to Apply" button. Once you click on the button, the information you have entered will be sent to the University, and you will not be able to go back to edit. Be sure to double-check before proceeding.
- Print documents**: The documents are created in PDF format. Be sure to download, save, and print out all PDF files while the application is open. Applicants cannot log in after the application period from Tuesday, September 12, 2017 to Saturday, September 30, 2017.
- Submit documents**: Original copies of the required documents need to be received by mail or hand no later than Saturday, September 30, 2017.
- Application completed**: You can log in and review the information you entered anytime during the application period.

Make sure to check the information you entered.

Once you click on "Submit to Apply" button below, the information you have entered will be sent to the University, and you will not be able to go back to edit. Be sure to double-check before proceeding.

The documents you need will be created in PDF format. You need to have "Adobe Reader" in order to use this system. If "Adobe Reader" is not installed, install from [here](#).

Click on "Submit to Apply" button below after entering the numbers of your payment in the box above.

Review and Edit

Submit to apply



Confirmation message



Web Entry Process (3)

University of Tsukuba
Graduate Admissions Web Entry 2017

Application Period: Tuesday, September 12, 2017-Saturday, September 30, 2017

Graduate School of Business Science
Professional Degree Program

Documents Required [Click Here for Admission Guidelines](#)

Please check the following chart to ensure successful submission of your application. You cannot complete the process until you print out all PDF documents.

Complete payment of examination fee	Follow the instructions given at the last page of the Web Entry system and pay your fees by a credit card or at a convenience store in Japan.
Submit application	You can submit your application by clicking "Submit to Apply" button. Once you click on the button, the information you have entered will be sent to the University, and you will not be able to go back to edit. Be sure to double-check before proceeding.
Print documents	The documents are created in PDF format. Be sure to download, save, and print out all PDF files while the application is open. Applicants cannot log in after the application period from Tuesday, September 12, 2017 to Saturday, September 30, 2017.
Submit documents	Original copies of the required documents need to be received by mail or hand no later than Saturday, September 30, 2017.
Application completed	You can log in and review the information you entered anytime during the application period.

Your application is now ready for review.

Review (You cannot edit it)

Print the PDF documents below.
(All applicants cannot login after the application period (Tuesday, September 12, 2017 - Saturday, September 30, 2017).
Be sure to download and print out each PDF files from the following links during the application period.)

You need to have "Adobe Reader" in order to use this system. If "Adobe Reader" is not installed, install from here.

Documents	Instructions
Reference Card	Print out the Reference Card with your ID photo and bring a copy of the card to the venue with you on the examination day.
Form for Submission of the Certificate of Payment of Application Fee	Attach the Receipt (Printed Certificate of payment) of the examination Fee Statement and submit it to us.

Admission Ticket and Mounting Sheet for the Certificate of Application fee will be automatically created. Please download and print the forms during the web entry period.

Submit all the required documents within the document submission period.



Application Completed!!

Inquiry

Academic Affairs Section,

Academic Service Office for the Business Sciences Area,

University of Tsukuba

Address: 3-29-1 Otsuka, Bunkyo-ku, Tokyo 112-0012, Japan

Tel: +81-3-3942-6918

Email: inquiry07(at)mbaib.gsbs.tsukuba.ac.jp (*Please replace “(at)” with “@”)

(筑波大学社会人大学院等支援室 (教務担当) 〒112-0012 東京都文京区大塚3-29-1)