

# Application Process

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

## Useful Information

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<Tokyo Campus Web> **\*\*Result of the Entrance Examination**

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

<Application Guidelines> **\*\*We do not provide any printed version of guidelines.**

[http://www.office.otsuka.tsukuba.ac.jp/wp/examinee/business\\_science/international\\_ma/chart/](http://www.office.otsuka.tsukuba.ac.jp/wp/examinee/business_science/international_ma/chart/)

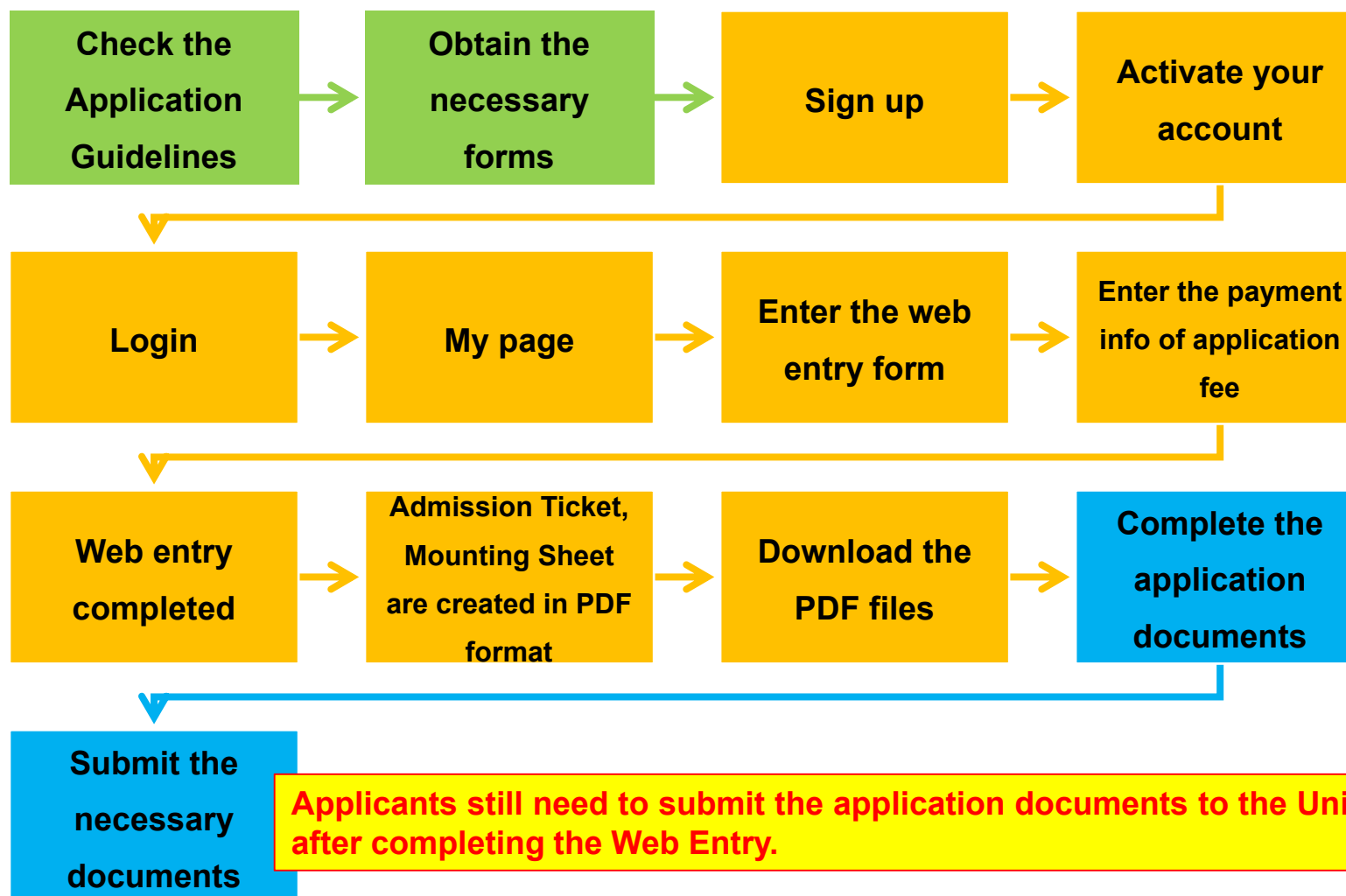
<MBA-IB Web>

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

<FAQ>

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

## Necessary Procedures for application



Web Entry Process

## How to obtain the necessary forms

### Forms to be downloaded from the link on Application Guidelines

- ◆ Employment History Form
- ◆ Personal Essay Form
- ◆ Professional Recommendation Form
- ◆ Check List

3.	Employment History	All	<a href="#">Designated Form</a> <a href="#">Example</a> Follow the instruction written on the form and complete it.
4.	Personal Essay	All	<a href="#">Designated Form (Cover Page)</a> <a href="#">Example</a> 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	<a href="#">Designated Form</a> <a href="#">Example</a> 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.**

# 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.

[Application Form](#)

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

Account Information	
<a href="#">Edit Your Email Address or Password</a>	<a href="#">Edit Email Address</a> <a href="#">Reset Password</a>

The flowchart illustrates the application process, starting with Form 1 (Basic Information), followed by Form 1 Confirmation Page, Form 2 (English Score), Form 2 Confirmation Page, Form 3 (Qualification For Admission), Form 3 Confirmation Page, Form 4 (Academic History), and finally Form 4 Confirmation Page. A screenshot of the 'Basic Information' form is shown, with a red dashed box highlighting the 'Save & Quit' button. A yellow box contains instructions for the 'Eligibility' section, stating that applicants must enter a passcode emailed after completing the previous section and click the 'Confirm' button to proceed.

Form 1 → Form 1 Confirmation Page → Form 2 → Form 2 Confirmation Page → Form 3 → Form 3 Confirmation Page → Form 4 → Form 4 Confirmation Page

**Basic Information**

Country: [Dropdown]

Choose your desired program below.

Major of Your Choice\*: 国際経営プロフェッショナル専攻 (MBA-Program in International Business)

Save & Quit Return to Application TOP Proceed

mbaib017\_20180621

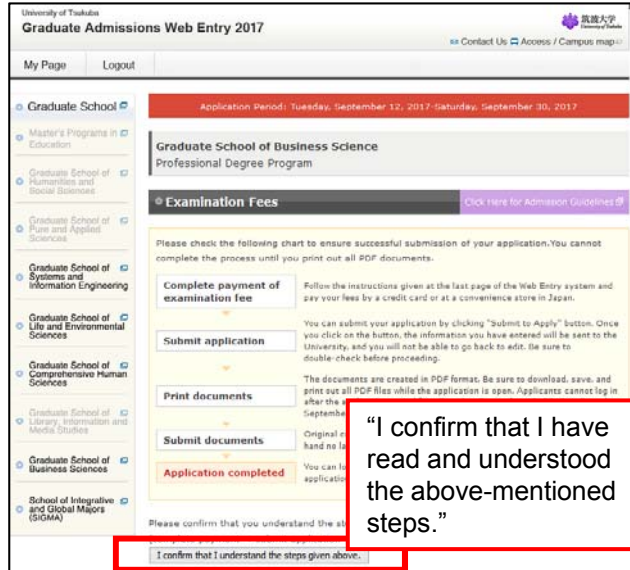
Those who apply for Eligibility Screening and whose eligibility is confirmed are still required to complete the web entry. Enter the passcode which is emailed after completing the previous section ("Eligibility"), then click the "Confirm" button to proceed with application.

Next Page

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## 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 fee 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**

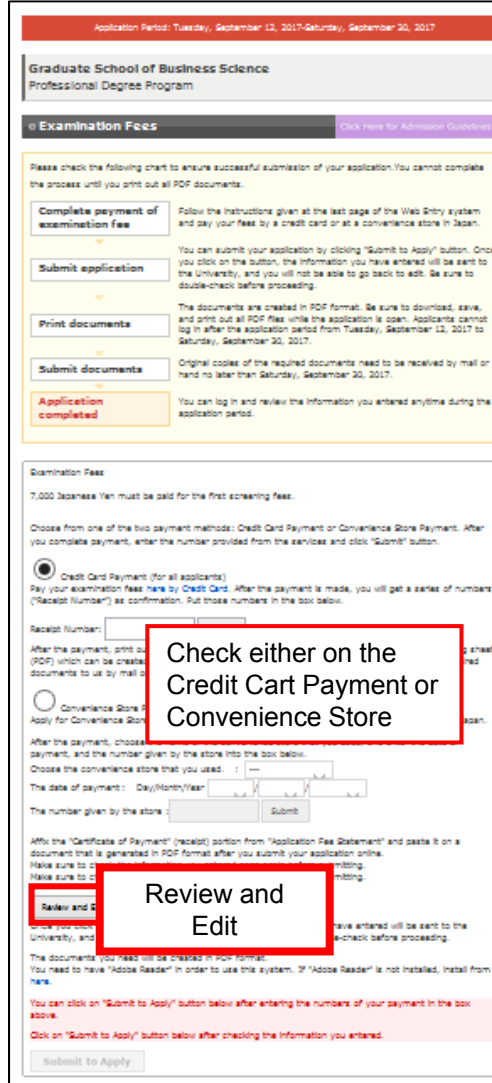
You can log in and review the information you entered anytime during the application period.

Please confirm that you understand the steps.

☐ 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 fee 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 service and click "Submit" button.

**Credit Card Payment (for all applicants)**

Pay your examination fee 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 (PDF) which can be created documents to use by mail or hand.

**Convenience Store Payment**

Apply for Convenience Store Payment.

After the payment, choose payment, 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.

**Review and Edit**

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.

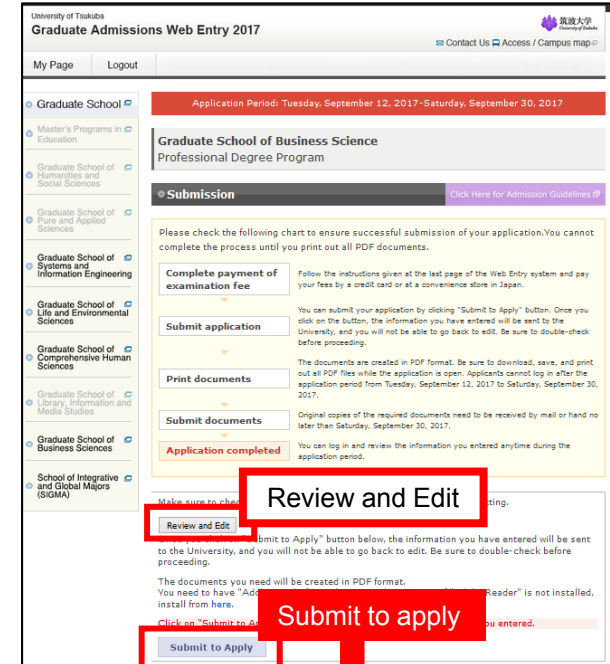
Click on "Submit to Apply" button below after checking the information you entered.

**Review and Edit**

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 fee 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.

**Review and Edit**

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 checking the information you entered.

**Submit to Apply**

Review and Edit

Submit to apply

Confirmation message



## Web Entry Process (3)

University of Tsukuba  
Graduate Admissions Web Entry 2017

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My Page Logout

Graduate School

Master's Programs in Education

Graduate School of Humanities and Social Sciences

Graduate School of Pure and Applied Sciences

Graduate School of Systems and Information Engineering

Graduate School of Life and Environmental Sciences

Graduate School of Comprehensive Human Sciences

Graduate School of Library, Information and Media Studies

Graduate School of Business Sciences

School of Integrative and Global Majors (SIGMA)

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

Review

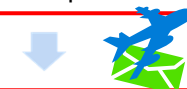
Print the PDF documents below.  
(All applicants cannot login after the application period (Tuesday, September 12, 2017 - Saturday, September 30, 2017).  
Be sure to download and print out each PDF files from the following links during the application period.)

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 Portion (certificate of payment) of the examination Fee Statement and submit it to us.

Review your application  
(You cannot edit it)

Submit all the required documents  
within the application period.



Application Completed!!

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.

## Inquiry

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***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

Inquiry: <http://www.mbaib.gsbs.tsukuba.ac.jp/contact-us/>

**(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)**