

# **Application Process**

MBA Program in International Business,

Graduate School of Business Sciences,

University of Tsukuba



#### **Useful Information**

<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/ap/

<MBA-IB Web>

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

<FAQ>

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



### **Necessary Procedures for application**





#### How to obtain the necessary forms



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

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



#### 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.

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## Web Entry Process (2)

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<ul> <li>Systems and Information Engineering</li> </ul>	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.					
Graduate School of Life and Environmental Sciences	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					
Graduate School of Comprehensive Human Sciences	<b>*</b>	before proceeding. The documents are created in PDF format. Be sure to download, save, and print					
Graduate School of	Print documents	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.					
<ul> <li>Library, Information and Media Studies</li> </ul>	Submit documents	Original copies of the required documents need to be received by mail or hand no later than Saturday, September 30, 2017.					
<ul> <li>Graduate School of Business Sciences</li> </ul>	Application completed	You can log in and review the information you entered anytime during the application period.					
<ul> <li>School of Integrative and Global Majors (SIGMA)</li> </ul>	Make sure to check	eview and Edit					
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## Web Entry Process (3)

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Graduate School of  O Pure and Applied Sciences	Please check the following char complete the process until you	t to ensure successful submission of your application. You cannot print out all PDF documents.	
Systems and     Information Engineering	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.	
Graduate School of      Life and Environmental      Sciences	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 adit. Be sure to double-check before	
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• Graduate School of • • Library Information and Media Studies	Print documents	application period from Tuesday, September 12, 2017 to Saturday, September 30, 2017. Original copies of the required documents need to be received by mail or hand no	
Graduate School of Business Sciences	Application completed	later than Saturday, September 30, 2017. You can log in and review the information you entered anytime during the application period.	
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Admission Ticket and Mounting Sheet	Documents	a di	Application Completed!!
be automatically created. Please download and print the forms	Reference Card Form for Submission of the Certificate of Payment of	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. Attach the Receipt Portion (certificate of payment) of the	
during the web entry period.	Application Fee	commation ree Statement and submit it to us.	



#### 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

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)