

# **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/ap/](http://www.office.otsuka.tsukuba.ac.jp/wp/examinee/business_science/international_ma/ap/)

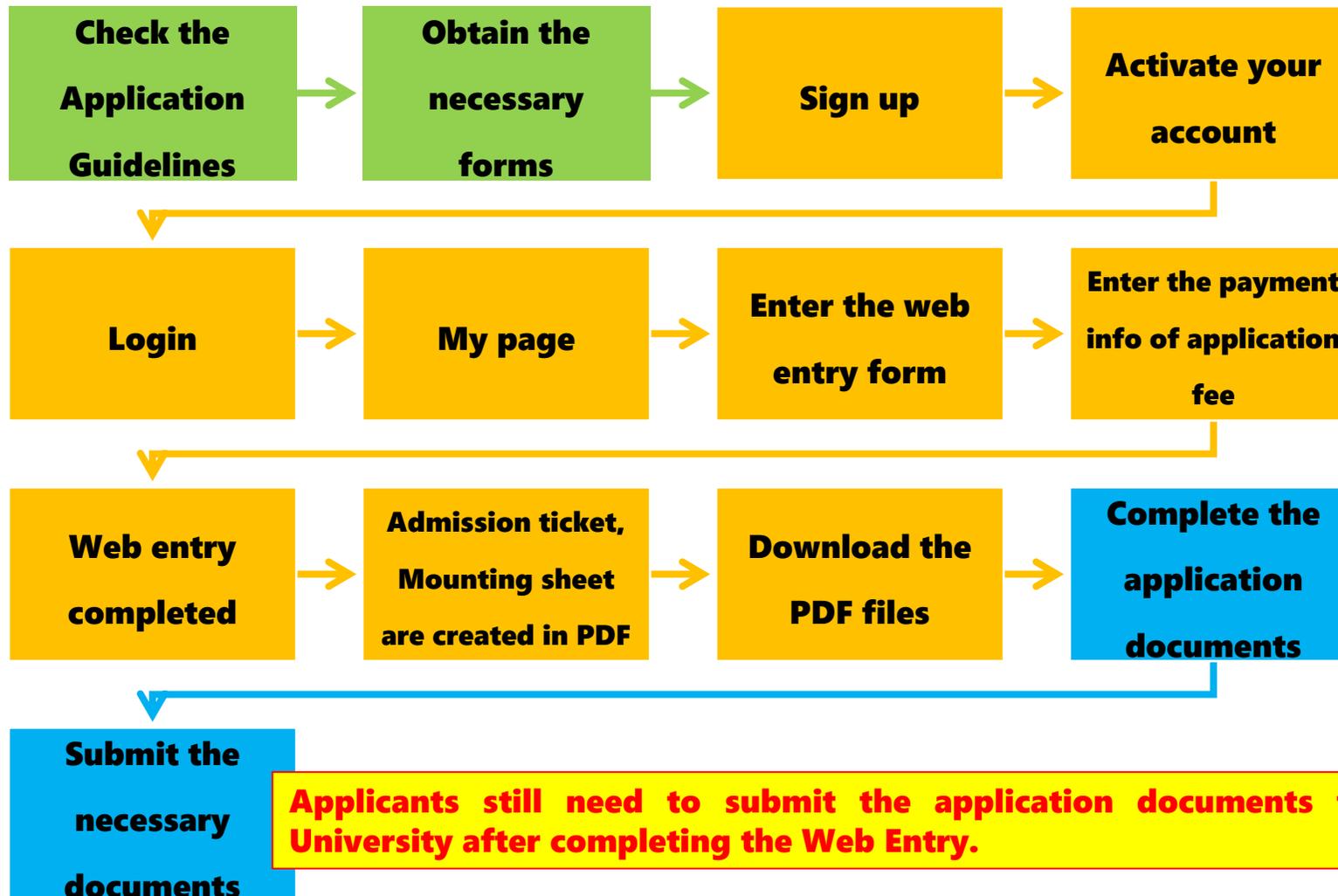
<MBA-IB Web>

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

<FAQ>

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

## Necessary Procedures for application



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





## Web Entry Process (3)

University of Tsukuba  
Graduate Admissions Web Entry 2017

My Page Logout

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.

|  |  |
|--|--|
| <b>Complete payment of examination fee</b> | 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.  |
| <b>Submit application</b>                  | 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. |
| <b>Print documents</b>                     | 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.       |
| <b>Submit documents</b>                    | Original copies of the required documents need to be received by mail or hand no later than Saturday, September 30, 2017.  |
| <b>Application completed</b>               | You can log in and review the information you entered anytime during the application period.   |

**Review your application (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" order to use this system. If "Adobe Reader" is not installed, install from [here](#).

| Documents  | Links  |
|--|--|
| 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.                  |

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 application period.



**Application Completed!!**

## **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/>**

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