

## Eligibility Confirmation Document

Has your eligibility for application been reviewed and admitted before?

【 Yes: AY      Name of Program / Graduate School      •  No】

MBA Program in International Business, Graduate School of Business Sciences, Humanities and Social Sciences			
Name (E)		Name (J)	
Nationality		Date of Birth	
Address	〒  <small style="color: red;">*If you are currently residing in Japan and can enter in Japanese, please enter your address in Japanese.</small>		
Email		Tel	

### (1) Academic Background

\*Japanese applicants: Please list information from upper secondary school onward.

\*International applicants: Please list information from elementary school onward.

Period	YYYY	MM	Name of Schools (including department and major)
From			Upper Secondary School
To			
From			Enrollment Graduation (or expected)
To			
From			Enrollment Graduation (or expected)
To			
From			Enrollment Graduation (or expected)
To			
From			Elementary School
To			
From			Lower Secondary School
To			

**(2) Reason for Application**

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**(3) Social Activities**

Period YYYY MM	Activities
From	
To	
From	
To	
From	
To	

**(4) Certifications**

Date received YYYY MM DD	Certifications

**(5) Record of presentation at conferences, exhibitions etc.**

Date presented YYYY MM DD	Conferences presented	Contents

**(6) Publications**

Date published YYYY MM DD	Publications	Contents

**(7) Awards**

Date awarded YYYY MM DD	Name of Awards

**(8) Others**

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**Note 1:**

(3)~(7): Fill in the relevant details and attach a proof(s) which certifies the fact(s).

(6): Additionally attach approximately 2,000 words of the summary of publication(s).

(8): Describe educational background, research careers and work experiences and submit the documents which can certify the fact(s).

**Note 2:**

If you need more space, you may write in a separate paper (A4 size, copy of this form is accepted) and attach it to this form.

**Note 3:**

**Please do not pay the application fee until the result of Eligibility Screening is notified.**

The result of the Eligibility Screening will be notified about a week after the deadline of application.



## Check List for Application Documents

MBA Program in International Business Graduate School of Business Sciences, Humanities and Social Sciences	Name	
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Check the following boxes to ensure that you have included all required documents.

**\*Please refer to the attached instruction and Application Guidelines for further details.**

No.	Documents	Required for	✓	*Official Use
1	Check List for Application Documents	All		
2	Certificate of (expected) Graduation *Undergraduate and above (if any)	All		
3	Academic Transcript *Undergraduate and above (if any)	All		
4	Academic Transcript *For transfer credit(s)	If Applicable		
5	Employment History	All		
6	Personal Essay	All		
7	Professional Recommendation Form	All		
8	English Test Score	All	<input type="checkbox"/> TOEIC <input type="checkbox"/> TOEFL <input type="checkbox"/> IELTS	
9	English Test Score Waiver	If Applicable		
10	Medium of Instruction Certificate	If Applicable		
11	Certificate of Payment for the First Screening	All		
12	Documentary evidence of a change of name (Abstract of Family Register)	If Applicable		
13	Copy of Residence Card (both sides)	International applicants residing in Japan		
14	Passport Copy	International applicants residing overseas		
15	Certificate of Government-sponsored International Student	If Applicable		
16	Eligibility Confirmation Document	Applicants under Qualification 2		

**Note 1: If there are any deficiencies in your documents, your application may not be accepted.**

**Please double-check carefully for any deficiencies before submission.**

**Note 2: If you have any questions or concerns, please be sure to consult the Academic Service Office in advance. Please note that application fees will not be refunded if it is discovered that you do not meet the eligibility requirements after completion of the application.**

**Note 3: Applications are not reviewed until all required documents are received.**

\*Official Use

受付日:	月	日	郵便 / 持参	受付者:	点検者:
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## Guidelines for Personal Essay

Essays help us learn about who you are rather than solely what you have done. Other parts of the application give insight to your academic and professional accomplishments; the essays reveal the person behind those achievements. We hope 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.

### ESSAY QUESTIONS

1. What are your reasons for applying for Tsukuba MBA-IB?
2. What do you think as the most significant work accomplishment of your career?
3. Describe in detail your plan for the Business Project (\*see the next page) and discuss how you intend to integrate the Project with your broader educational and career goals.

### LENGTH

**Essay 1:** Maximum one (1) page; including any figures, table and references

**Essay 2:** Maximum one (1) page; including any figures, table and references

**Essay 3:** Maximum three (3) pages; including any figures, table and references

### FORMATTING

- Double-spaced, 12-point font, Times New Roman
- The left (binding) margin should be at least 20mm, with the other margins at least 15mm
- Number all pages
- Must be Single-sided typed on A4 paper
- Put your name and number of the Essay Question in the upper right corner of each page
- DO NOT staple pages together when submitting
- Each essay should begin on a separate page.
- Essay 3 must begin with the following:
  1. The full title of your Business Project
  2. The type of your Business Project (RR, ICP, BPD, OI/JI)
  3. Your name
  4. Keyword(s) for your Business Project

The content of your Essay 3 should immediately follow. There's no need for a separate cover page.

- If you have chosen RR/ICP/BPD: The above information must be immediately followed by your plan for the Business Project. A good plan should include the following information: background, objectives (motivation), methods (if any) and execution (if possible). It should demonstrate that you are familiar with your topic and related research.
- If you have chosen OI/JI: The 4 items above should be followed by an essay demonstrating:
  1. Reasons why you have chosen the specific company/organization to do your internship
  2. What you would like to do as an intern
  3. By doing an internship, how do you envisage that your skills or competencies improve?

## Business Project

In keeping with the mission of the MBA-IB program to develop high-potential professionals, the Business Project is the capstone of the program. Because of this, it is important that we know your plan for the Business Project in advance of the admission process.

The Business Project is conducted in the student's final two terms and is designed to integrate knowledge gained through lectures and seminars. The objective of the Business Project is to learn practical business competencies, such as problem-solving and organizational management in actual business settings. Please note that when/if you are admitted to the MBA-IB program, it is possible to change your plan for the Business Project.

### 1. Research Report (RR)

In the RR, 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.

### 2. 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.

### 3. 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.

### 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

### <Applicant>

Last/Family Name	First/Given Name	Middle Name

### <Recommender>

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: \_\_\_\_\_

## English Test Scores: Entrance Examination for AY2025 April Enrollment

Regardless of their nationality, country of residence or professional background, all applicants will be asked to submit the English Test Scores unless the applicant can meet the criteria for the waiver.

Admissions Committee will evaluate the applicants' English competency based on submitted scores. **Scores are considered valid for two years (No earlier than October 2022)**. If your scores are more than two years old at the time your application is reviewed, please schedule to **take the test by July 2024**.

### How to Submit:

Please order the official scores to be delivered to the Academic Service Office, University of Tsukuba DIRECTLY from the testing institution. **Any scores delivered after the deadline or/and NOT delivered DIRECTLY from the testing institution will not be accepted.**

\*Scores delivered earlier than the application period will be accepted.

### **TOEIC: Official Score Direct Reporting Service / Digital Official Score Certificate**

1. If you have "Official Score Certificate" (for tests taken **before** April 2023)

→ **Please request the testing agency to send your scores directly to the University of Tsukuba following the steps below.**

#### <Taken in Japan>

*The Institute for International Business Communication (IIBC)*

*Score Direct Reporting Service*

◆ Guidelines: <http://www.iibc-global.org/english/toEIC/test/lr/guide05/score.html>

#### <Taken overseas>

Please contact the testing institution in that country/area. If the institution does not send the Official Score Certificate to outside of the country/area, please consult the Academic Service Office in advance.

2. If you have "Digital Official Score Certificate" (for tests taken **after** April 2023)

→ **Please paste the URL for the digital official certification into the designated section of the web application screen.**

### **TOEFL: Sending Your Scores**

*Educational Testing Service (ETS)*

*Sending Your Official Score Reports:*

◆ Guidelines: <http://www.ets.org/toefl/ibt/scores/send>

◆ Destination Institution (DI) Code: 0439 (Dept. Code: 02 "Graduate Management")

### **IELTS: Getting your results**

*The International English Language Testing System (IELTS)*

*Getting your results; Sending results to nominated organizations*

◆ Guidelines: <https://www.ielts.org/book-a-test/getting-your-results>

**Note:** Please make sure you order a paper-based score, electrical score will not be accepted for IELTS.

## Score Waiver:

**Admissions Committee waives the English test requirements if:**

**Graduated with a Bachelor's degree, Master's degree or Doctoral degree (excluding distance education programs) from a program conducted entirely in English.**

**Note 1:** If you graduated with a Bachelor's degree, Master's degree or Doctoral degree (excluding distance education programs) from a program conducted entirely in English **in a country/area where all instruction was NOT provided in English** (e.g. Bangladesh, India, Japan, Malaysia, Philippines ... etc.), you MAY be qualified for a waiver. **Attach a document that certifies the official medium of instruction was English** in the program you graduated.

e.g.: Official letter issued by the university, Webpage copy that shows the official medium ... etc.

**Note 2:** If you qualify for a waiver but have submitted English test scores, those test scores will also be considered during the screening process.

*<Contact Information >*

**[Academic Service Office, University of Tsukuba](#)**

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

**Tel: +81(0)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; 東京都文京区大塚 3-29-1)**

***MBA Program in International Business***

***Graduate School of Business Sciences, Humanities and Social Sciences***

***University of Tsukuba***