

Master Course

Guidelines for the Second Application

< Reference Only >

◆ **Business**

Asian Business Research Program

OSAKA CITY UNIVERSITY

Admission Policy

<Ideal Applicant>

Based on the education policy of "Practical Learning", the Graduate School of Business seeks applicants who study actual society with great curiosity and a global perspective, who have the motivation and ability to actively contribute to the development of the economy and society, and who have a strong sense of humanity.

<Basic Policy on Selecting Applicants>

Applicants are evaluated comprehensively based on the application documents, a written exam which checks applicants' acquisition of foreign languages as well as fundamental theories of management, accounting, and industry, and an oral exam which checks motivation and ability to study specialized or interdisciplinary knowledge in the master course.

*See the following for the diploma policy and curriculum policy.



<http://www.osaka-cu.ac.jp/ja/academics/graduate/business#policy>

《Department of Global Business》

This department includes 1) a "course to write a master's thesis" on the individual academic field after conducting advanced specialized research in the master course, as well as 2) an "Asian Business Research Program" to expand research and write a research paper on economics and business in Asia. Available degrees include a Master of Business Administration, Master of Commerce, and Master of Global Business, however, only a Master of Global Business can be acquired in the "Asian Business Research Program". Those who completed the "Asia Business Research Program" are expected to become active as highly skilled professionals with specialized knowledge.

Please note that as a general rule, students cannot go on to the doctoral course from the "Asia Business Research Program".

Number Admitted

Grad School	Department	Admission Capacity	Number Admitted
Business	Global Business	20	A few

• Application guidelines for the Graduate School of Medicine, Graduate School of Nursing, and Graduate School of Urban Management are issued separately.

- Note:** 1) Depending on the results of the selective tests, the number of students who pass the exams may not reach the normal number admitted.
2) Number admitted above is the total number of students from the general selections for Japanese students and the special selections for international students

<Special Admission Track for International Students>

1. Applicant Qualifications

Applicants must not have Japanese nationality and must meet one of the followings:

- (1) Have completed or expect to complete 16 years of school education in a foreign country by March 2019.
- (2) Have completed or expect to complete 16 years of school education of a foreign country through correspondence courses provided in Japan by a foreign school of said country by March 2019.
- (3) Have completed or expect to complete the curriculum of an educational facility in Japan which is positioned in the academic educational system of a foreign country as having the curriculum of a university of that foreign country (limited to applicants who have completed 16 years of curriculum in academic education of a foreign country), and has been specially designated by the Minister of Education by March 2019.
- (4) Have graduated or expect to graduate from a Japanese university as an international student by March 2019, or have completed or expect to complete the vocational curriculum of a vocational school specially designated by the Minister of MEXT (the Ministry of Education, Culture, Sports, Science and Technology of the Japanese Government) on or after a date designated by the Minister of MEXT or by March 2019.
- (5) Be designated by the Minister of Education through the 1953 Public Notice of the Ministry of Education No. 5.
- (6) Have completed an academic program of either a foreign university or a foreign educational institution (limited to which its comprehensive progress of education and research have been evaluated by an external personnel certified by its government or its related agency, or an institution designated as equivalent by the Minister of MEXT) whose term of study is at least 3 years or more (including completion of the said program in our country earning credits from its institution's correspondence course or from an educational facility established in Japan under the school education system of the said foreign country designated as (3) in the preceding issue), and

- have earned or expect to earn by March 31, 2019, a bachelor's degree or an equivalent degree.
- (7) Have been admitted to a graduate school by the provisions of Article 102, Paragraph 2 of the Academic Education Act as an international student, and have been recognized as having appropriate academic ability to receive education in that graduate school.
 - (8) Have been enrolled as an international student at a Japanese university for at least 3 years or at a 4 year university in a foreign country for at least 3 years, or have completed 15 years of curriculum and obtained a certain number of units in the corresponding graduate school with excellent grades as of the end of March 2019.
 - (9) Have been recognized as having academic ability equal to or greater than a university graduate via individual admission qualification review in the corresponding graduate school, and be age 22 or older as of March 31st, 2019.

Note 1) The vocational curriculum of vocational schools in 2: Applicant Qualifications (4) shall have a term of study of at least 4 years and meet other criteria set forth by the Minister of Education.

2) Applicants who wish to apply via 1. Applicant Qualifications (6), please inquire with the Admissions Office by Thursday, November 22nd, 2018.

3) Applicants who wish to apply via 1. Applicant Qualifications (7) to (9) are required to submit an "Application Qualifications Review Application Form", so apply in advance to the office of the Graduate School of Business in the Student Support Center, then be certain to submit the necessary documents to the office of the Graduate School of Business in the Student Support Center, by Thursday, November 29th, 2018. (See <Review of Applicant Qualifications> on page 8.)

2. Advance Consultation

Advance consultation is not required for academic supervisors.

3. Application Documents

* Additional documents may be required to submit as necessary.

(1) Application Documents (Common to all graduate schools)

1	Admission Application Form (2 portrait photographs)	<ol style="list-style-type: none"> ① The applicant shall complete the form provided by Osaka City University in black ballpoint pen (Erasable pen not permitted). ② Do not fill in fields marked with ※. ③ Attach one copy of the same 4 cm x 3 cm portrait photograph (upper body, no headwear, taken within 3 months of application) on the exam ticket and exam photo ticket. ④ For the "Desired Course" and "Exam Subjects" fields, read "Notes on Writing an Application" in 6. Selection of Applicants (Selective Tests) (page 5 onwards) and only fill out the specified fields. ⑤ Changes may not be made after submitting the application.
2	Academic Transcripts	<p>From the most recent alma mater (or currently enrolled school). Please see the Note.</p> <p>(However, this does not apply to applicants who have graduated (or who expect to graduate) from the undergraduate faculty of OCU that is the foundation for the graduate school they are applying to (for example, the Faculty of Business in the case of the Graduate School of Business) and applicants who fall under 2. Applicant Qualifications parts (7) to (9).)</p>
3	Certificate of (Expected) Graduation	<p>From the most recent alma mater (or currently enrolled school). Please see the Note.</p> <p><With a degree such as a bachelor's degree. If a degree is not described, Certificate of Degree is also required to submit.></p> <p>(However, this does not apply to applicants who have graduated (or who expect to graduate) from the undergraduate faculty of OCU (for example, the Faculty of Business in the case of the Graduate School of Business) and applicants who fall under 2. Applicant Qualifications parts (7) to (9).)</p> <p>*Diploma is not acceptable.</p>

4	Proof of Japanese Language Ability	Applicants who have taken an official test shall submit a copy of their grade report. Applicants who have taken Japanese language classes at a Japanese language school or a university shall submit proof of this Japanese study written and officially stamped by the advisor, that the applicant has obtained a level of Japanese language ability that will not impede their studies (free format). * The personal stamp of the advisor is not acceptable.
5	Documents proving status and period of residence	Applicants residing in Japan Copy of the front and back of their “Residence Card” or a “Copy of Certificate of Residence (Original)” issued by a municipal government (documents listing nationality, residence status, residence period) Applicants residing outside of Japan or only visiting short term Submit copies of the page including portrait picture, nationality, and name, and the page listing permission to enter Japan (for short term residents only) of a “Copy of Passport”.
6	Exam Ticket Envelope	Use the envelope specified by Osaka City University with a ¥362 stamp, and write the postal code, address, and name of the exam ticket recipient on the envelope.
7	Applicant Qualifications Certification Notice	Only applicants applying via 1. Applicant Qualifications (7) to (9) shall submit this.
8	Curriculum Vitae	The applicant shall fill in the form designated by Osaka City University using a black ballpoint pen (erasable ballpoint pens are not acceptable). ① Include the entire period spent in educational institutions. ② Include the name, admission date, and graduation date of all schools attended. ③ Include any research or work experience as well.
9	Entrance Exam Fee	¥30,000 Pay the fee at the post office counter with the postal deposit form specified by OCU. <Except for applicants who fall under 10. Important Notes (3) on page 7, entrance examination fees will not be returned once they have been paid.>
10	Motivation & Research Plan	Write reasons for applying and research plan on the forms specified by the Graduate School of Business and submit with the application. The form can be downloaded from the OCU web. (Please print single sided page on A4 size white paper. Unless otherwise specified, use of the PC may be possible.) [OCU Website: http://www.osaka-cu.ac.jp/ja/admissions/graduate/ishorui]
11	Letter of Recommendation	Letters of recommendation must be written and placed in a sealed envelope by the dean of the university, dean of the faculty, dean of the graduate school, or academic supervisor of the student at their most recent (current) university. Please see the Note.

Note: For documents written in languages other than Japanese or English, the applicant must also submit a translation certified by an official institution (such as the applicant’s university, Japanese language school, or embassy). The student’s own signature or personal stamp is not acceptable.

4. Submitting of Applications

Applicants who wish to apply will be required to pay the application fee, to arrange the application documents, and use the envelope designated by the university (if the application documents cannot fit inside, the front of the application enveloped specified by OCU may be cut out and attached to the front of a larger envelope) and sent by **registered express mail** (including EMS) to the following address. However, students enrolled at OCU (including research students, trainees etc.) may submit their application directly to the office in charge of each graduate school in the Student Support Center (Submit application documents using the application envelope specified by OCU) only 10: 00 - 17: 00 (except 12: 00 - 12: 45) during the following application period.

Application Period	Address
<p>Friday, January 4th – Wednesday, January 9th, 2019 [Postmarked no later than January 9th, 2019]</p> <p><i>*Applications without a postmark delivered after Thursday, 10 January will be accepted only if it is proved to be submitted to the Admissions Office by Wednesday, January 9th.</i></p>	<p>〒558-8585 Admissions Office Osaka City University 3-3-138 Sugimoto, Sumiyoshi-ku, Osaka-shi</p>

An “Exam Ticket” and “Notes on Taking the Exam” will be sent to applicants whose application has been accepted.

These are planned to be sent on Tuesday, January 22nd so if they do not arrive within a week, contact the office of the Graduate School of Business in the Student Support Center.

5. Selection of Applicants

Selection of applicants for admission will be made based on the grades of selective examination and application documents. The selective examination venue is at the Osaka City University Sugimoto Campus (Near JR Hanwa Line Sugimotocho Station).

Details will be announced along with the exam ticket. Be certain to bring the exam ticket to the examination.

(Selective Tests)

Wednesday, February 13 th	
10:30 – 12:00	13:30 –
Written Exam	Oral Exam
<p>Short Essay on Global Business (100 points)</p> <p>Write in Japanese</p>	<p>Questions regarding the Short Essay and the Research Plan. (15 minutes per person)</p>

**Notes on writing
the application**

There is no need to write an examination subject/name of the supervisor.

6. Applicants who desire special consideration when taking exams or studying

Applicants who desire special consideration when taking exams or studying at OCU for reasons such as having a disability, please consult with the office of Graduate School of Business you apply for by Thursday, November 29th, 2018.

The university will respond to requests received after Friday, November 30th as much as possible as well, but please apply by Thursday, November 29th if at all possible.

7. Announcement of Application Results

(1) Announcement of Application Results

Successful applicants will be announced on the notice board and the university website.

Date and Time (notice board/website)	Place (notice board)
Fri. March 1 st , 10:00 – Thurs. March 7 th , 17:00	Main Hall, Student Support Center

Announcement of successful applicants on the website

A list of successful applicant examination numbers will be posted on the Osaka City University entrance exam information site (<http://daigakuic.jp/ocu-in-goukaku/>). The university will not respond to any inquiries about acceptance or rejection by telephone etc., regardless of the method of announcement.

Applicants who wish to have the “List of Successful Applicant Exam Numbers” sent to them, please check the information on “Notes regarding the exam” which will come enclosed with the exam ticket.*

(2) Notification of passing the exam

“Notification of Passing the Exam” and “Enrollment Procedures” will be distributed to the applicants who are admitted on the announcement of application result day at the office of the Graduate School of Business on the 1st floor in the Student Support Center. The applicant must present their exam ticket at that time. If successful applicants cannot receive documents themselves, they must contact the office of Graduate School of Business in the Student Support Center in advance.

8. Enrollment Procedures

Date/Time: Tuesday, March 26th, 2019 10:00-15:00 (Except 12:00 – 12:45)

Place: 1F Office of Graduate School of Business, Student Support Center

9. Tuition Fees

Current amounts are as follows, but the amount of students enrolling in 2019 may be subject to change.

Admission Fee	Payment Classification	Osaka City residents and their children*	¥222,000
		Other applicants	¥382,000
Tuition Fee		¥535,800/year	

If tuition fees are revised while a student is enrolled, the revised fees will be applied.

*1: “Osaka City residents and their children” are enrollees who have had an address in Osaka City themselves or in the name of their father or mother in their family registry continuously since well over a year before the enrolled day (before April 1st, 2018). They must follow the “Admission Fee Payment Classification Approval” procedures.

The same conditions apply to applicants who do not have Japanese citizenship.

*2: “Osaka City residents and their children” must obtain “Admission Fee Payment Classification Approval” by submitting an “Admission Fee Payment Classification Approval Request” and “Official documents such as certificate of residence (Issued on or after the first day of the month of the enrollment procedures)”. Be certain to check the “Admission Fee & Tuition Fee” information which is given on the day that successful applicants are announced. Enrollees who are subject to admission fee payment classification approval must pay the admission fee after receiving approval.

※Payments cannot be refunded once they have been made.

There is a system for (partial) exemption of tuition fees. The Global Exchange Office (TEL: 06-6605-3558) will announce details separately.

10. Important Notes

- (1) Applications cannot be cancelled once they have been accepted.
- (2) Osaka City University will not respond to inquiries on results of selective tests.
- (3) The entrance examination fee already paid will not be refunded except for the following reasons.
 - The applicant paid an entrance examination fee, but did not file an application
 - The application was not accepted because it was incomplete etc.
 - The entrance examination fee was paid in duplicate※Please contact the Entrance Examination Office in the University Administrative Division within one month from the last day of the application period for the method of refund.
- (4) If it is found that false statements were made in the application form for admission or that the applicant cheated on the entrance examination, then permission may be canceled even after the admission decision is made.
- (5) Applicants in the category of 1: Applicant Qualifications (7) to (9) on [page 3](#) who do not meet the qualification requirements stipulated by the graduate school will not be permitted for admission if even if they pass this exam.
- (6) Personal information collected during the application and exam process will be used to the extent required for the entrance exam, admission guidance, enrollment procedures, election method research, statistical data preparation, and student life-related administrative duties at Osaka City University. It will only be used for other work with consent from the applicant. Personal information gathered to the extent necessary for work will not be provided to third parties.
- (7) A guarantor who lives in Japan is required when completing enrollment procedures.
- (8) If an applicant cannot go through an application due to the special circumstances, please consult with the office of Graduate School of Business in advance.

Past exam questions can be viewed at the office of the Graduate School of Business at the Student Support Center. For more information, contact the office of the Graduate School of Business at the Student Support Center . (Please refer to the back page.)

<Review of Applicant Qualifications>

See International Student Special Admission Track Applicant Qualifications (7) – (9) on page 3.

1. Applicant Qualifications Review Request Deadline

Thursday, November 29th, 2018 [valid postmark]

2. Applicant Qualifications Review Request Address

〒558-8585
3-3-138 Sugimoto, Sumiyoshi-ku, Osaka-shi
Osaka City University, Student Support Center
Office of the Graduate School of Business

3. Applicant Qualification Review Request Documents

- ① Applicant qualification review request (use form designated by Osaka City University)
- ② Proof of most recent education

<p>Applicants requesting to be qualified to apply by</p> <p>○Special Admission Track for International Students Qualification (7)</p>	<ul style="list-style-type: none"> • Certificate of withdrawal from the applicant's most recent university (undergraduate) and enrollment certificate or (planned) completion certificate of their currently enrolled graduate school • Transcripts from the applicant's university (undergraduate) and a transcript of their currently enrolled graduate school
<p>Applicants requesting to be qualified to apply by</p> <p>○Special Admission Track for International Students Qualification (8)</p>	<ul style="list-style-type: none"> • Transcripts • Certificate of enrollment • Recommendation letter of the supervisor (sealed)
<p>Applicants requesting to be qualified to apply by</p> <p>○Special Admission Track for International Students Qualification (9)</p>	<ul style="list-style-type: none"> • Transcripts of the applicant's most recent graduate school • Certificate of graduation (completion) • School regulations and syllabus of the last graduate school or equivalent (a copy is acceptable)

- ③ Documents displaying work experience or academic ability (Submission may be requested)
- ④ Statement of motivation (Submission may be requested)
- ⑤ In addition, per the desire of the applicant, Osaka City University will permit the attachment of other certificates, essays, works, or other materials.

4. Applicant Qualifications Review:

According to the selection methods of Graduate School of Business.

5. Applicant Qualifications Review Results Notification:

Notifications will be made by mail (express delivery) at least one week in advance of the application deadline.

6. Applicant Qualifications Certification Validity:

Limited to the entrance exams taking place in the reference year. (Valid for Graduate School of Business only.)

7. Applicant Qualifications Review Application Request Method

Make a request for an Applicant Qualifications Review early so that the applicant can collect necessary documents and make their application by Thursday, November 29th, 2018 [Valid postmark]

- ① To receive directly at the counter
Go to the office of Graduate school of Business Student Support Center.
Monday – Friday (Except public holidays and other closed days)
9:00 – 17:00 (Except from 12:00 – 12:45)
- ② To request by post
 - A. Write “Graduate School Master Course Applicant Qualifications Exam Application Request” in red on the front and the postal code, address, name, and phone number of the sender on the back.
 - B. Enclose a reply envelope (A fixed form envelope with a ¥92 reply stamp attached, and the recipient’s postal code, address, and name written clearly).
 - C. Address: Office of the Graduate School of Business, Student Support Center
Osaka City University
3-3-138 Sugimoto, Sumiyoshi-ku, Osaka-shi 〒558-8585
- ③ If you download from the OCU Web, please print single sided page on A4 size white paper.
[OCU Website <http://www.osaka-cu.ac.jp/ja/admissions/graduate/ishorui>]

● Inquiries

- ◆ For inquiries regarding department, field, exam subject, past exam questions, etc.

Student Support Center, OCU		
Address: 3-3-138 Sugimoto, Sumiyoshi-ku, Osaka-shi 〒558-8585		
Office in Charge of the Graduate School of Business	TEL: 06-6605-2202 FAX: 06-6605-2244	FAX 06-6605-3649 [Common to all graduate schools] (For inquiries by FAX, be certain to clearly write the name of the graduate school you wish to contact.)
◎ Opening hours: Monday to Friday (Except for public holidays and other closed days) 9:00 – 17:00 hrs. (Except 12:00 – 12:45)		

- ◆ For inquiries concerning application processes, etc.

Admissions Office	TEL 06-6605-2141
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How to obtain a copy of the Application Guidelines, including an official Application Form (by post)

1. On the front of the envelope, write or type in red ink “Request for Application Guidelines for Asian Business Research Program of the Graduate School of Business Master Course (Special Admission Track for International Students)”
2. Enclose a reply envelope, *Kaku-gata No. 2* size (24.0 cm x 33.2 cm).
(Attach a ¥300 reply stamp with writing beside the stamp “*Yu Mai*” in red, and write your own postal code, address, and name as the addressee on the front of the reply envelope).
3. Send to: Admissions Office, Osaka City University
〒558-8585 3-3-138 Sugimoto, Sumiyoshi-ku, Osaka-shi



大阪市立大学
OSAKA CITY UNIVERSITY

Admissions Office

3-3-13, Sumiyoshi-ku, Osaka-shi 〒558-8585

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