

Chikuro Hiroike School of Graduate Studies  
Reitaku University  
Graduate School of Economics and Business Administration  
Master's and Doctoral Programs

# Entrance Examination

## Guidelines and Information

### 【April 2023 Enrollment】

#### 【Instructions for Application】

\*Please check conditions for application upon your application well.

\*In case that you do not fulfill application conditions, your documents are incomplete, your application will be rejected. Even if that is the case, entrance examination fee nor application documents will not be returned to you.

\*We may change the contents of Guidelines and Information depending on spread of new coronavirus hereafter or the policy of Japanese government. If that is the case, we will announce on our website immediately. Please be sure to confirm the latest information on our website upon your application.

## **Admission Policy**

### **【Graduate School of Economics and Business Administration】**

- 1 . Persons who understand and are interested in this university's founding principles, which concern the importance of cultivating morality and ethics
- 2 . Persons who possess fundamental rational and logical thinking skills
- 3 . Persons who possess a fundamental knowledge of business administration and basic methodology skills
- 4 . Persons who understand real-world corporate management and organizational phenomena and can identify and solve social problems
- 5 . Persons who possess the ability to discuss business administration issues from a global perspective
- 6 . Persons who possess the language abilities and communication skills necessary to conduct master's level study and research

Applicants will be admitted to the graduate school after demonstrating the above qualities through a comprehensive testing and screening process.

## 《Master's Program》

### 1. Major and Enrollment Quota

Major	Quota
Business Administration	10

### 2. Screening of Classification and Enrollment Quotas

	Classification	Quota
First Term	General*1 *3	7
	Special Recommendation*2 *3	
Second Term	General*1	3
	Special Recommendation*2	

\*1 All of the examination will be done in English.

\*2 Qualification for Screening of Special Recommendation

An applicant must fulfill the following two qualifications:

- (1) Applicants are determined to apply for the Master's Program of Economics and Business Administration in the Reitaku Graduate School as their first choice.
- (2) An applicant should have at least one of the following qualifications:
  - ① An applicant who receives a public or a private scholarship to do research and obtains permission of acceptance from a professor who is an academic advisor to the applicant.
  - ② An applicant who is enrolled in the Faculty Economics in Reitaku University, fourth grade and receives a recommendation from the Faculty after obtaining various qualifications.
  - ③ An applicant who is enrolled in the Faculty Economics in Reitaku University, fourth grade and has a 2.5 or higher GPA at the time of application and receives a recommendation from the Faculty.

\*3 Applicants residing outside Japan can only apply for the First Term.

### 3. Admission Exam Date

[Screenings for the General and Special Recommendation categories]

First Term	October 9 (Sun), 2022
Second Term	March 3 (Fri), 2023

## 4. Qualifications for Application

### 【General Screening】

An applicant must fulfill the below qualifications (1) and (2):

- (1) An applicant will be considered based on any of the following qualifications:
  - ① Graduated or will graduate from a university established by the School Education Act or received a bachelor's degree by March, 2023.
  - ② Completed or will complete, in a foreign country, sixteen-years of verifiable school education by March, 2023.
  - ③ Completed or will complete a sixteen-year correspondence program offered by a foreign institution by March, 2023.
  - ④ Completed or will complete a foreign university program in Japan (the person must be recognized in the foreign country as completing a sixteen-year educational program) at an institution accredited by the foreign country and designated by the Ministry of Education, Culture, Sports, Science and Technology (hereinafter referred to as MEXT) by March, 2023.
  - ⑤ Persons who conferred a degree equivalent to a bachelor's degree through the completion of a course of study of at least 3 years at a foreign university or other foreign school (the general circumstances of those educational and research activities, etc. shall be restricted to facilities evaluated by entities certified by said foreign government or relevant facility, or equivalent facility separately designated by the Minister of Education, Culture, Sports, Science and Technology) (including the completion of said course through the completion of class subjects in Japan by correspondence education conducted by said foreign school, and completion of a course at an educational facility positioned under said foreign country's school education system that has received the designation set forth in the previous item).
  - ⑥ Completed or will complete a special training school (which meets the conditions set forth by the minister of MEXT, such as having a duration period of 4 years or longer, and has been designated by the minister of MEXT) by March, 2023.
  - ⑦ Designated by the minister of MEXT.
  - ⑧ Those who have attended university for more than three years, completed in a foreign country, fifteen-years of verifiable school education, a fifteen-year correspondence program offered by foreign institution, a foreign university program in Japan (the person must be recognized in the foreign country as completing a fifteen-year educational program) at an institution accredited by the foreign country and designated by the minister of MEXT.
  - ⑨ Those who are 22 years of age or older and recognized as having equivalent academic competence to a university graduate through an independent admission process.\*

- (2) Applicants of foreign nationality will be able to take out or renew their status of residence by the Immigration Control and Refugee Recognition Act as a postgraduate in Reitaku Graduate School.

**【Screening of Special Recommendation】**

An applicant must fulfill the below qualifications (1), (2) and (3):

- (1) Applicants are determined to apply for the Master's Program of Economics and Business Administration in Reitaku Graduate School as their first choice.
- (2) An applicant has qualification for the General Screening.
- (3) An applicant will be considered based on any of the following qualifications:
  1. An applicant who receives a public or a private scholarship to do research and obtains permission of acceptance from a professor who is an academic advisor to the applicant.
  2. An applicant who is enrolled in the Faculty of Economics and Business Administration, fourth grade in Reitaku University and receives a recommendation from the Faculty after obtaining various qualifications.
  3. An applicant who is enrolled in the Faculty of Economics and Business Administration, fourth grade in Reitaku University and has a 2.5 GPA or higher at the time of application and receives a recommendation from the Faculty.

(NB) **In any of these cases that an applicant has not completed a sixteen-year educational program after completing a junior college, a higher professional school, a special training school, another educational establishment, graduated school in the miscellaneous category, a three-year university in a foreign country, an academy or others**, as well as an applicant who is 22 years of age or older and recognized as having equivalent academic competency to a university graduate through an individual screening, will be accepted to apply for admission. Concerned applicants must be screened for considerations of eligibility for admission. Please check the details (refer to page 20).

## 5. Screening Procedure

### (1) General Screening

Screening Procedure	Notes
Application Materials*1	Application form, Transcript, Research proposal and so on.
Written Examination*2	<p>Applicants are required to explain in about 100 English words related to topics of business administration (about 3 questions). The list below is examples of topics of business administration.</p> <ul style="list-style-type: none"> <li>Branding and brand equity</li> <li>Break-even point</li> <li>Corporate governance</li> <li>Corporate social responsibility</li> <li>Deming cycle</li> <li>Distribution channel</li> <li>Efficient market hypothesis</li> <li>Function-based organization</li> <li>General meeting of shareholders</li> <li>Holding company as a form of organization</li> <li>Just-in-time</li> <li>M &amp; A (Merger and Acquisition)</li> <li>Market segmentation</li> <li>Porter's five forces</li> <li>POS system</li> <li>Resource-based view of the firm and core competence</li> <li>ROI and ROE as a performance measurement</li> <li>SWOT analysis</li> <li>Theory of AIDMA</li> <li>Transaction costs approach</li> </ul>
Oral Examination	The content will be related to application document (focus especially on research proposal) and written examination.

\*1: Research proposal should be written in English.

\*2: The written examination will be done in English. Answers should be in English. Applicants may bring their own language dictionaries. Dictionaries may be English-English, English-Japanese, English-Chinese, English-Korean, Japanese-English, etc. Although any size, type, and number of dictionaries are acceptable, electronic devices are not allowed. Dictionaries related to specialized fields are not allowed. Dictionaries with writing on them will not be accepted.

\*3: Oral Examination will be done in English.

## (2) Screening of Special Recommendation

Screening Procedure	Notes
Application Materials	Application form, Research proposal*1, Letter of recommendation, Transcript and so on.
Oral Examination*2	The content will be related to application document (focus especially on research proposal).

\*1: Research proposal should be written in English or Japanese.

\*2: Oral Examination will be done in English or Japanese, accordingly to applicants' preference.

## 6. Schedule for Entrance Examination

10:00a.m. - 10:10 a.m.	10:10 a.m. -11:40 a.m.	1:00 p.m.-
Orientation for Applicants	Written Examination	Oral Examination*1

\* 1 : Schedule for each applicant will be announced at the venue on the examination day.

Note: Oral Examination for applicants of **Special Recommendation** will be started at 1:00 p.m.

Please complete registration by 12:30 p.m.

## 《Doctoral Program》

### 1. Major and Enrollment Quota

Major	Quota
Economics and Business Administration	3

### 2. Screening of Classification and Enrollment Quotas

Category	Quota
General* <sup>1</sup>	3
Special Recommendation* <sup>1</sup> * <sup>2</sup>	

1\* Applicants residing outside Japan can only apply for the First Term.

2\* An applicant must fulfill the below qualifications (1) and (2):

- (1) Applicants are determined to apply for the Doctoral Program of Economics and Business Administration in Reitaku Graduate School as their first choice.
- (2) An applicant who receives a public or a private scholarship to do research and obtains permission of acceptance from a professor who is an academic advisor to the applicant.

### 3. Admission Exam Date

[Screenings for the General and Special Recommendation categories]

First Term	<b>October 9 (Sun), 2022</b>
Second Term	<b>March 3 (Fri), 2023</b>

### 4. Conditions for Application

#### 【General Screening】

An applicant must fulfill the below qualifications (1) and (2):

- (1) An applicant will be considered based on any of the following qualifications:
  - ① Completed or will complete from a graduate school established by the School Education Act or received a master's degree or professional degree by March, 2023.
  - ② Completed or will complete, in a foreign country, received a master's degree or professional degree by March, 2023.
  - ③ Completed or will complete a correspondence program offered by a foreign institution and received a master's degree or professional degree by March, 2023.
  - ④ Completed or will complete a foreign graduate school program in Japan (the person must be recognized in the foreign country as completing a master's program or professional degree program) at an institution accredited by the foreign country and designated by the



Ministry of Education, Culture, Sports, Science and Technology (hereinafter referred to as MEXT) by March, 2023.

- ⑤ Completed or will complete from United Nations University and received a master's degree or professional degree by March, 2023.
  - ⑥ Persons who have conferred a degree equivalent to a master's degree through the completion of a course of study at a foreign university, educational facility described in ④ above and are approved to have academic abilities that are at least equivalent to those who hold a master's degree as verified by the examination or screening regulated by Article 16.2 in the Standards for the Establishment of Graduate Schools.
  - ⑦ Designated by the minister of MEXT.
  - ⑧ Those who are 24 years of age or older and recognized as having equivalent academic competence to a graduate school graduate or holders of professional degree through an independent admission process.\*
- (2) Applicants of foreign nationality will be able to take out or renew their status of residence by the Immigration Control and Refugee Recognition Act as a postgraduate in Reitaku Graduate School.

#### 【Screening of Special Recommendation】

An applicant must fulfill the below qualifications (1), (2) and (3):

- (1) An applicant has qualification for the General Screening.
- (2) Applicants are determined to apply for the Doctoral Program of Economics and Business Administration in Reitaku Graduate School as their first choice.
- (3) An applicant who receives a public or a private scholarship to do research and obtains permission of acceptance from a professor who is an academic advisor to the applicant.

(NB) <b><u>In any of these cases that an applicant does not have a master's degree</u></b> , as well as an applicant who is 24 years of age or older and recognized as having equivalent academic competency to a graduate school graduate through an individual screening, will be accepted to apply for admission. Concerned applicants must be screened for considerations of eligibility for admission. Please check the details (refer to page 20).
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## 5. Screening Procedure

Category	Screening	Notes
General	Application Materials	Submitted master's thesis or other scholarly paper, Transcript, and so on will be screened totally.
	Written Examination	English (allowed to use language dictionaries)*
	Oral Examination	The content will be related to the submitted master's thesis or other scholarly paper and research proposal.
Special Recommendation	Application Materials	Submitted master's thesis or other scholarly paper, Transcript, and so on will be screened totally.
	Oral Examination	The content will be related to the submitted master's thesis or other scholarly paper and research proposal.

\*The written examination (English) should be answered in either Japanese or English. The size, type, and number of dictionaries (English-English, English-Japanese, English-Chinese, English-Korean, Japanese-English, Chinese-Japanese, etc.) that can be brought to the written examination are not limited. However, electronic devices and dictionaries related to specialized fields will not be accepted. Dictionaries with writing on them will not be accepted. Borrowing and lending dictionaries among applicants is not allowed.

In case an applicant fulfills one of the language qualification below, the University exempts written examination (English) from the applicant:

TOEFL (ITP) 550 or higher, iBT 80 or higher, TOEIC 730 or higher (including IP)  
TOEIC IP or TOEFL ITP scores are also acceptable.

\*Only scores of English proficiency tests taken in or after 2020 are valid.

## 6. Schedule for Entrance Examination

9:30a.m. - 9:40 a.m.	9:40 a.m. -10:40 a.m.	11:00 a.m. -
Orientation for Applicants	Written Examination (English)	Oral Examination*

\*Schedule for each applicant will be announced at the venue on the examination day.

Notes:

-Oral Examination for **applicants of General Screening who are exempted written examination (English) and Special Recommendation** will be started at 11:00 a.m.

- Please complete the registration by 10:30 a.m.

## 《Application》

### 1. Conditions for Application

#### (1) Periods of Application

Master's Program (First Term)	September 7 (Wed) through September 16 (Fri), 2022
Doctoral Program (First Term)	
Master's Program (Second Term)	February 1 (Wed) through February 10 (Fri), 2023
Doctoral Program (Second Term)	

**\*Postmarked by the deadline is acceptable.**

#### (2) Documents to be submitted:

Address: 〒277-8686 2-1-1 Hikarigaoka, Kashiwa City, Chiba Prefecture Chikuro Hiroike School of Graduate Studies, Reitaku University 1 <sup>st</sup> Floor, Shogai Kyoiku Plaza in Reitaku University Office of Reitaku Graduate School
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#### (3) Application Procedures

All application documents must be submitted by mail during the above application period.

Please use an arbitrary envelope and enclose all application documents into it. Paste the designated form, which must be written necessary information, on the envelope. Be sure to send the documents **by registered mail**. (**Postmarked by the deadline is acceptable.**) The Examination Admission Card will be delivered after all documents are confirmed.

**\*Do not use any pencils and erasable pens** for the documents. The application form should be filled out in black ballpoint pen (oil-based ink), and any corrections should be double lined and stamped with a correction mark.

- **Make sure all the application documents should be submitted as original documents.** You can receive your transcript, diploma and certificate after confirming the documents if you want those certificates back. Applicants who wish us to return your transcript, diploma and certificate surely check off boxes, “Return Transcript” or “Return Certificate of Graduation” on the “Application Form”. Other documents submitted will not be returned.
- The University does not accept Notarized Document, which certifies your academic background in China, as valid certificates.
- Applicants of foreign nationality should use the Application Form for International Student.

#### (4) NB

- **For any inquiries about application qualifications, application documents, and so on, or if you need special consideration for application due to illness, disability, etc., be sure to ask the office of Reitaku Graduate School as soon as possible before applying for admission.** (E-mail [daigakuin-ka@reitaku-u.ac.jp](mailto:daigakuin-ka@reitaku-u.ac.jp))
- Once application documents are submitted, the University does not allow applicants to change

screening of classification or category.

- If application documents are incomplete, the University does not accept your application. Please make sure that they are complete.
  - Once the documents and the entrance examination fee are submitted, they will not be returned.
  - Even if you apply for Second Term after applying for First Term, please prepare all required documents and submit them again.
- (5) Personal Information in Application Documents

Personal information which is used for the selection of students for admission, notices of results and anonymous surveys will be kept strictly confidential.

## 《Documents to Submit》

◎designated documents

Documents	Master's Program	Doctoral Program	NB
◎Application Form	○	○	<ul style="list-style-type: none"> <li>• If you are a non-Japanese national, use “Application Form &lt;International Student&gt;”.</li> <li>• Enclose the certificate of bank transfer.</li> </ul>
◎Examination Admission Card	○	○	<ul style="list-style-type: none"> <li>• Fill out the form (surrounded by a thick line) and affix your photo. (Photo must be taken within three months of applying and the photo will be color or black and white.)</li> <li>• Be sure to elect a desired major and course.</li> </ul>
◎Photo Card	○	○	
◎Research Proposal	○	○	<ul style="list-style-type: none"> <li>• Applicants for Master's Program of General Screening should use the application form of English version.</li> <li>• Applicants for Master's Program of Special Recommendation Screening should use the application form of English or Japanese version.</li> <li>• Applicants for Doctoral Program should use the application form for Doctoral Program.</li> <li>• If made the research proposal in Word or another type of software, please write “refer to the attached form” clearly on a designated paper and attach it. In that case, please print the attachment single-side printing.</li> </ul>
Master's Thesis	-	○	<ul style="list-style-type: none"> <li>a. 5 copies of master's thesis and its abstract. (Abstract should be about 5,000 words.)</li> <li>b. If an applicant does not have master's thesis, 5 copies of a thesis equivalent to a master's thesis or other scholarly paper.</li> <li>c. Send the data for a. or b. by e-mail to <a href="mailto:daigakuin-ka@reitaku-u.ac.jp">daigakuin-ka@reitaku-u.ac.jp</a>.</li> </ul>
Transcript (Original)	○	○	<p>&lt;Master's Program&gt;</p> <ul style="list-style-type: none"> <li>• Undergraduate transcript from graduating school.</li> <li>• If one has completed or will complete a graduate school, please submit a transcript.</li> </ul> <p>&lt;Doctoral Program&gt;</p> <ul style="list-style-type: none"> <li>• Graduate transcript from graduating school.</li> </ul>

Graduation Certificate (expected) • Completion Certificate (expected) (Original)	○	○	<p>&lt;Master's Program&gt;</p> <ul style="list-style-type: none"> <li>Graduation certificate (expected) of undergraduate from graduating school.</li> <li>If one has completed or will complete a graduate school, please submit a certificate of the graduate school.</li> </ul> <p>&lt;Doctoral Program&gt;</p> <ul style="list-style-type: none"> <li>Graduation certificate (expected) of graduate from graduating school.</li> </ul>
Certificate of Language Qualification (eligible applicant only)	-	Eligible applicant	<p>&lt;Doctoral Program&gt;</p> <ul style="list-style-type: none"> <li>TOEIC®*1 730 or higher</li> <li>TOEFL®*2 PBT 550 or higher, iBT 80 or higher (including ITP)</li> </ul> <p>*Make sure to check off a box, “<input type="checkbox"/> Exempt English Test”.</p>
Residence Record “Juminhyo (住民票)”	International student		Applicants of foreign nationality or a short stay who reside outside of Japan must submit a copy of the passport.
◎Certification of Admission for Eligibility Consideration (eligible applicant)	Eligible applicant		<ul style="list-style-type: none"> <li>An applicant who is recognized as having eligibility for entrance by screening for eligibility consideration must submit certification sent by Reitaku Graduate School.</li> <li>If an applicant has applied and submitted the above certificate in the past, please apply for reissuing a certificate to the office.</li> </ul>
◎Letter of Recommendation	Applicant for Special Recommendation		Please request your recommendation well before the period of application.
Document certifying that the applicant will receive a scholarship, etc.	Applicant for Special Recommendation		<ul style="list-style-type: none"> <li>Certificate issued by the scholarship organization. Submit a document that confirms the recipient organization, recipient, period of receipt, amount received, etc.</li> </ul>
◎Application for Extending the Period of Registration	Eligible applicant	-	
◎Research Proposal for Extending the Period of Registration	Eligible applicant	-	
Document certifies employment	Eligible applicant	-	

\*1 Test of English for International Communication

\*2 Test of English as a Foreign Language

**\*The University does not accept Notarized Document, which certifies your academic background in China, as valid certificates.**

## **2. System for Extending the Period of Registration**

The Graduate School of Economics and Business Administration provides the system that caters for the needs of particular student (ex. students who are in employment) allowing them to extend the formally stated period of study (M.A.: 2 years of Master's Program to 3 or 4 years) to facilitate systematic course planning and effecting learning. An applicant who passed the examination and got permission to enter the University and he/she must fulfill the below qualifications (1), (2) or (3):

- (1) An applicant who is employed, including self-employment or part-time job at the time entering the University.
- (2) An applicant who is caring for a child, nursing or other circumstances.
- (3) An applicant who is recognized by Graduate School of Economics and Business Administration that he/she has other equivalent circumstances.

-Please refer to the tuition using this system on page 18.

-An applicant who wishes to use this system should submit ①, ②, ③ or ④ at the same time of application below:

- ① Application for Extending the Period of Registration (designated form)
- ② Research Proposal for Extending the Period of Registration (designated form)
- ③ Document certifies employment (in case applying the system due to employment)
- ④ Other documents explaining the circumstances the applicant needs extending the period of registration (caring for a child, nursing, or etc.).

-In case of caring for a child: Residence Record “Juminhyo (住民票)”, copy of maternity passbook, etc.

-In case of nursing: Residence Record “Juminhyo (住民票)”, copy of certificate of long-term care, etc.

-These documents must be submitted by the last day of application periods.

-The result of approval or rejection of this system will be screened at the same time of entrance examination and will be announced approved applicants at the time of announcement of successful applicants.

\*The applicant will choose extension period of registration from 3 or 4 years when he/she applies.

\*The University does not provide the system with applicants for Doctoral Program.

### 3. Entrance Examination Fee

- (1) Entrance Examination Fee: ¥35,000
- (2) Payment for Entrance Examination Fee at a Bank in Japan
  - Please pay the fee above into the designated bank account below directly from a nearby financial institution. You cannot pay from post offices.
  - Please input “41” before applicant’s name in katakana, referring to the example below.
  - If you pay at a financial institution counter, please write the designated form accordingly to the rule above and inform the clerk this number is necessary.
  - After the transfer, submit the bank transfer certificate showing the date of transfer together with the application materials. Photocopies of the certificate are acceptable.
  - You are required to pay remittance fee.
  - If the entrance examination fee from you arrives less than 35,000 yen to the University, you may not allowed to take the entrance examination. Please be careful when you make payment.

#### 【Bank Transfer Information】

<b>Bank:</b> MUFG Bank, Ltd <b>Branch:</b> Matsudo-Nishiguchi Branch <b>Account Number:</b> 4727444 <b>Name of the Recipient:</b> Hiroike Gakuen <b>Swift Code:</b> BOTKJPJT	<b>Address of the Bank:</b> 1307-1 Matsudo, Matsudo City, Chiba Prefecture, 271-0092, Japan  Tel: 047-362-2115
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《How the name of applicant should be written》

Ex. The case an applicant named **Reitaku Taro** applies for Graduate School of Economics and Business Administration: 41 レイタク タロウ

#### 【Payment for Entrance Examination Fee from Outside Japan】

- In order to pay from outside Japan, pay into the bank account (see below) in Japanese yen. (We do not accept cash payments.)
- If you transfer money from a bank in a foreign country, the amount of remittance will be 37,500 yen, including an additional remittance charge of 2,500 yen per transfer.
- Please attach a copy of Application for Bank Transfer.
- You are required to pay remittance fee.
- If the entrance examination fee from you arrives less than 35,000 yen to the University, you may not allowed to take the entrance examination. Please be careful when you make payment.
- The fee is not refundable.

#### 【Bank Transfer Information】

**Bank:** MUFG Bank, Ltd  
**Branch:** Matsudo-Nishiguchi Branch  
**Address:** 1307-1 Matsudo, Matsudo City, Chiba Prefecture, 271-0092, Japan  
**Account Number:** 4727444  
**Name of the Recipient:** Hiroike Gakuen  
**Swift Code:** BOTKJPJT



## 《Exam Location and Announcements of Successful Applicants》

### 1. Exam Location

Campus of Reitaku University

〒277-8686 2-1-1Hikarigaoka, Kashiwa City, Chiba Prefecture

#### Shogai Kyoiku Plaza in Reitaku University

(NB)

- (1) Please come to the location by public transportations.
- (2) You can only check where the venue is from outside of the building. The University does not allow applicants to come into the venue before the day of entrance examination.

### 2. Instructions for Taking Exam

- (1) Applicants will be allowed to enter the location from 9:00 AM on the examination day.
- (2) If an applicant comes late, the University allows him/her to enter the location until 30 minutes after the examination started.
- (3) The Examination Admission Card must be kept with you and presented on the desk during the examination.

### 3. Announcements of Successful Applicants

Master's Program <First Term>	10:00 a.m., October 17 (Mon), 2022
Doctoral Program <First Term>	
Master's Program <Second Term>	10:00 a.m., March 7 (Tue), 2023
Doctoral Program <Second Term>	

\*A list of successful examinee numbers will be posted on the website below for seven days.

(Chikuro Hiroike School of Graduate Studies, Reitaku University: <https://gs.reitaku-u.ac.jp/>)

The notice of acceptance and documents of admission procedure will be sent to each successful applicant by special delivery mail. Note that no inquiries about the results of the entrance examination by phone or by any other means are accepted.

## 《Entrance Formalities》

### 1. Entrance Formalities

(1) Documents Required for Admission

All the details about the documents required for admission will be enclosed with the letter of acceptance. (Refer to “Enrollment Information”)

(2) Period of Entrance Formalities

Master’s Program <First Term>	October 28 (Fri), 2022
Doctoral Program <First Term>	
Master’s Program <Second Term>	March 17 (Fri), 2023
Doctoral Program <Second Term>	

**\*Postmarked by the deadline is acceptable.**

\*Qualification for admission will be lost when entrance procedures are not completed by the last day of the period.

(3) Procedures for Entrance

Successful applicants must complete the following procedures:

- The payments (tuition and so on) must be transferred to the predetermined bank by the designated day.
- All documents include a “Certificate of Receipt for Transfer” which is issued from the bank and must be submitted to the office of Reitaku Graduate School by mail.
- Please consult the graduate school office when a successful applicant has difficulty in paying for certain reasons. Only for the successful applicants of the first-term entrance examination, the due date of tuition payments can be postponed until March 17 (Fri), 2023, except applicants residing outside Japan. (The due date of the entrance fee will not be postponed, so be sure to pay by the deadline.)
- For details, please check out the documents entitled “Enrollment Information” which are delivered to successful applicants.

\*Submitted documents and paid entrance fee will not be returned to the applicant for any reason.

### 2. Enrollment Declination and Refunding Payments

- (1) In the case of applicants declining after making tuition payments, a designated document, “Notice of Enrollment Declination”, must be submitted in an arbitrary envelope by mail by the deadline for enrollment declination. Be sure to send the document by registered delivery or EMS (from abroad). Only if the document is postmarked by the deadline of enrollment declination, tuition, facility expenses and account matters will be refunded to the applicant later (remittance charge will not be refunded). The admission fee is not refundable.

\*When a nearby post office is closed for a holiday, please go to another post office which is open for the holidays.

(2) The Deadline of Declination for Admission

**March 31 (Fri), 2023 (Postmarked by the deadline is acceptable)**

**3. School Fees**

(1) Tuition

① Master's Program

Item	Cost(annual amount)	Deadline	
		At the time of entrance	By the end of the first semester
Educational expenses	Admission Fee (only the first year)	¥200,000	-
	Tuition Fee	¥720,000	¥360,000
	Facilities (maintenance)	¥300,000	¥150,000
	Subtotal	¥1,220,000	¥510,000
Other expenses	Supporter's Assoc. Fee	¥30,000	-
	Alumni Assoc. Admission Fee (only the first year)	¥20,000	-
	Subtotal	¥50,000	-
<b>Total</b>	<b>¥1,270,000</b>	<b>¥760,000</b>	<b>¥510,000</b>

② Doctoral Program

Item	Cost(annual amount)	Deadline	
		At the time of entrance	By the end of the first semester
Educational expenses	Admission Fee (only the first year)	¥200,000	-
	Tuition Fee	¥710,000	¥355,000
	Facilities (maintenance)	¥300,000	¥150,000
	Subtotal	¥1,210,000	¥505,000
Other expenses	Supporter's Assoc. Fee	¥30,000	-
	Alumni Assoc. Admission Fee (only the first year)	¥20,000	-
	Subtotal	¥50,000	-
<b>Total</b>	<b>¥1,260,000</b>	<b>¥755,000</b>	<b>¥505,000</b>

\*Consumption tax will not be imposed.

\*An applicant who is already a member of Alumni Association doesn't need to pay for the Alumni Association entrance fee.

\*The University will require a student who uses System for Extending the Period of Registration to pay tuition and facilities (maintenance) fees for two years, divided by three or four, accordingly to the student wishes to be registered every year.

\*The admission fee and other fees remain the same.

### **【Affiliate Organizations】**

Support Group (Kouenkai)	The Support Group is organized mainly by the parents of students. This group takes close communication with the school and engages various activities, aiming at promoting friendship among its members, supporting activities related to education for the further development of the university and enrich students' campus life.
Alumni Association (Reitakukai)	This association is organized by students and alumni of Reitaku University. Its activities include promoting friendship among the members, publishing a newsletter, holding alumni reunions and other contributions for the variety of students' activities, aiming at elevating the founding philosophy of the university and the further development of the alma mater. Students in Reitaku University are exempted from the membership fee.

### (2) Other

Reitaku University is raising voluntary contributions for the advancement of its education and research. We would appreciate it if you could support and cooperate with us.

## 《Application for Eligibility Consideration》

An applicant who will apply for master's program and meets the definition of "those who are 22 years of age or older and recognized as having equivalent academic competency to a university graduate through an independent admission process", or doctoral program and meets the definition of "those who are 24 years of age or older and recognized as having equivalent academic competency to a holder of master's degree through an independent admission process" will be screened for entrance eligibility. The applicant must submit required documents by a designated deadline according to the following information. An applicant will be permitted to take entrance exams if the above qualifications are met.

### 1. Application for Screening of Eligibility for Entrance

#### (1) Deadline for Documents

Master's Program <First Term>	August 26 (Fri), 2022
Doctoral Program <First Term>	
Master's Program <Second Term>	January 20 (Fri), 2023
Doctoral Program <Second Term>	

**\*The completed documents must arrive by the last day of the period.**

#### (2) Submission Methods

Application documents (see the following section of "Required Documents") must be submitted by mail. Please write "Application Form for Reitaku Graduate School Eligibility Consideration" on the face of envelope in red ball-point pen. Be sure to send the documents **by registered mail**. Personal information which is used for the selection of students for screening of eligibility for entrance, notices of results and anonymous surveys will be kept strictly confidential.

(3) Required Documents **\*Please submit them by registered mail.**

Required Documents	Master's Program	Doctoral Program	Notes
◎ Application Form for Eligibility Consideration	○	○	<ul style="list-style-type: none"> <li>• Fill out the form (surrounded by a thick line).</li> </ul>
Transcript of the Last Graduating School	○	○	<ul style="list-style-type: none"> <li>• Original document only</li> </ul>
Diploma of the Last Graduating School	○	○	<ul style="list-style-type: none"> <li>• Original document only</li> </ul>
◎ Short Essay	○	-	<ul style="list-style-type: none"> <li>• The essay should be written about the following two types of content:                             <ul style="list-style-type: none"> <li>*The content relating to the major you have studied in the past.</li> <li>*The content relating to the major you will study in Reitaku Graduate School.</li> </ul> </li> <li>• The content should be more than <u>1,500 words</u> in English. (If an applicant has an article which has been published in an academic journal in the past, its copy is acceptable.)</li> <li>*If the essay will be attached by Word documents, please write “refer to the attached form” on a designated form and write the total number of words at the end of the document.</li> <li>*Applicants must show the list of references for resources of literature and information from websites you used.</li> </ul>
Thesis and abstract	-	○	<ul style="list-style-type: none"> <li>• The thesis and abstract should be written about the following two types of content:                             <ul style="list-style-type: none"> <li>*The content relating to the major you have studied in the past.</li> <li>*The content relating to the major you will study in Reitaku Graduate School.</li> </ul> </li> <li>• The abstract should be about 1,200 words in English. (If an applicant has an article which has been published in an academic journal in the past, its copy and about 1,200 words of its abstract acceptable.)</li> </ul>

◎ Designated documents

(4) NB

- ① For any inquiries about application documents and screening of eligibility for entrance, be sure to ask the office of Reitaku Graduate School as soon as possible before the documents are submitted. (E-mail [daigakuin-ka@reitaku-u.ac.jp](mailto:daigakuin-ka@reitaku-u.ac.jp))
- ② If there is any irregularity in the documents, the documents will not be accepted.
- ③ ~~Make sure all the application documents should be submitted as original documents.~~ Upon your request being received, your transcript and diploma will be returned. Other documents submitted will not be returned to the applicant.
- ④ A transcript and diploma in the required documents for screening of eligibility for entrance are able to be diverted for a part of the application documents for the admission exam after an applicant gets certified for eligibility for entrance. Please contact the office of Reitaku Graduate School when an applicant who needs to take those certificates back applies for admission.
- ⑤ Make sure that the short essay is composed with the necessary number of words before submission.
- ⑥ No fees are needed for screening of eligibility for entrance.

## 2. Notices of Results and Method

(1) Screening Method

Application Materials (Applicants are screened by submitted documents)

(2) Notice of Results

The notice of the result will be informed to the applicant on the dates below or later to e-mail address he/she filled out Application form for Reitaku University Eligibility Consideration.

**\*\*Certification of Admission for Eligibility Consideration**” will be sent to the applicant after the announcement. Since it will be during application period, please prepare application documents and send them to the University as soon as receiving the announcement. In that case, please make sure to write “**Certification of Admission for Eligibility Consideration has been completed**” on the application form of academic background.

Master’s Program 〈 <b>First Term</b> 〉	<b>September 7 (Wed), 2022</b>
Doctoral Program 〈 <b>First Term</b> 〉	
Master’s Program 〈 <b>Second Term</b> 〉	<b>February 7 (Tue), 2023</b>
Doctoral Program 〈 <b>Second Term</b> 〉	

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Chikuro Hiroike School of Graduate Studies  
Reitaku University

〒277-8686 2-1-1 Hikarigaoka, Kashiwa City, Chiba Prefecture

Office of Reitaku Graduate School

<https://gs.reitaku-u.ac.jp/>

[daigakuin-ka@reitaku-u.ac.jp](mailto:daigakuin-ka@reitaku-u.ac.jp)

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Examinee Number	※Office use only
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**Chikuro Hiroike School of Graduate Studies Reitaku University, Graduate School of Economics and Business Administration  
Application for Master's and Doctoral Programs, Matriculation Exam Academic Year 2023 Application Form <International Student>**

Please do not fill in “※” column.

Please fill the form in black ballpoint-pen (oil-based ink). Do not use any pencils and erasable pens.

Return Transcript

Return Certificate of Graduation

Major	Category	Name of Applicant *As shown in passport. Print in capital letters.				
<input type="checkbox"/> Master's Program (Business Administration) <input type="checkbox"/> Doctoral Program (Economics and Business Administration)	<input type="checkbox"/> General <input type="checkbox"/> Special Recommendation	Katakana				
		English *Kanji as well, if any	(Family Name)	(First Name) *Middle names as well, if any		
Date of Birth	Gender	Nationality	Classification	*Master's Program with Special Recommendation only		Doctoral Program, Exempt English Test
YYYY/MM/DD Age:	M · F		<input type="checkbox"/> First Term <input type="checkbox"/> Second Term	Oral Exam	<input type="checkbox"/> Japanese <input type="checkbox"/> English	<input type="checkbox"/> Apply
Contact Address	<small>This address is used for any information from University, including sending the form to transfer your school fees.</small> 〒			Phone Number	Home: _____ Mobile: _____	
				E-mail address	_____	
Last school attended, excluding Japanese language schools	University / Graduate School: Faculty: Department / Major:			Year and Month of Completion	YYYY/MM/DD <input type="checkbox"/> Graduated / Completed <input type="checkbox"/> Graduation (expected) / Completion (expected)	
Research Topic (tentative) / Title of Master's thesis	<small>Applicants for Master's Program should fill in research topic. Applicants for Doctoral Program should fill in the title of Master's thesis.</small>					
Name of Professor you wish to be your supervisor	<small>Applicants for the Master's Program should provide up to the third choice, and applicants for the Doctoral Program should provide only the first choice.</small> 【First Choice】 _____ 【Second Choice】 _____ 【Third Choice】 _____					
Academic Background	<small>*List all schools you have attended in order, from elementary school through university or graduate school, including academic background in Japan. If you have been a research student, auditing student, non-degree student, or a student of Japanese language courses or schools, etc., fill in the period and detail. Also, write “Certification of Admission for Eligibility Consideration has been completed” on the application form of academic background if applicable.</small>					
	Names of Institutions	Location City / Country	Period of Attendance		Years and Months of Attendance	
			Y / M	to Y / M	Years	Months
			Y / M	to Y / M	Years	Months
			Y / M	to Y / M	Years	Months
			Y / M	to Y / M	Years	Months
			Y / M	to Y / M	Years	Months
			Y / M	to Y / M	Years	Months
Work Experience, excluding part-time jobs	<small>If you have work experience, including in your country, be sure to fill in the form. If you do not disclose your place of employment, please provide only your industry.</small>					
	Name of Company / Employer	Work Description	Location City / Country	Period of Attendance		
				Y / M	to	
Current Job	<small>If you are currently employed, provide the name of the job and the place of employment.</small>					
Notes	<small>If your current name is different from the name on your graduation certificate or transcript due to a change in your family name, fill in this column.</small> Date of changing your surname: _____ (Former name: _____ )					

Note: Be sure to fill in “Academic Background”, even if you are expected to graduate or complete. If it is found after enrollment an applicant has provided false information or failed to provide information that should naturally have been provided, the admission may be revoked.

● The personal information on the application form will be used to conduct and notify the results of the graduate school entrance exam.

**【For International Student】** ※Please fill in all columns.

Name in English on passport, etc.	Name of Applicant in English	Do not write applicant's name in Kanji.		
	Passport No.			
	Status of residence		Date of expiration	
	Residence card number			
Address in home town				
	Telephone No.			
Japanese language education	Institution to have received Japanese language education			
	Address			
	Lesson hours per week	/week		

【Examination Admission Card】 Please fill in all fields except “※” columns.

【Photo Card】 Please fill in all fields except “※” column and affix your photo.

<b>Chikuro Hiroike School of Graduate Studies, Reitaku University</b> <b>Examination Admission Card</b> <b>Matriculation Exam Academic Year 2023</b> <small style="float: right;">Do not fill in “※” columns.</small>			
Economics and Business Administration	<input type="checkbox"/> Master’s Program, First Term <input type="checkbox"/> Master’s Program, Second Term <input type="checkbox"/> Doctoral Program, First Term <input type="checkbox"/> Doctoral Program, Second Term		
Examinee Number	※		
Katakana			M
Applicant’s Name			· F
Schedule	Master	<b>First Term:</b>	
	Doctor	<b>October 9 (Sun), 2022</b>	
	Master	<b>Second Term:</b>	
	Doctor	<b>March 3 (Fri), 2023</b>	
Time Table	Master	10:10 am - 11:40 am	1:00 pm -
		Written Exam	Oral Exam
Table	Doctor	9:40 am - 10:40 am	11:00 am -
		Written Exam	Oral Exam
<b>【Notes】</b> (1) Entrance to the venue: From 9:00 a.m. Orientation: From 9:30 a.m. (2) The Examination Admission Card must be kept with you and presented on the desk during the exam. (3) Please pay attention to notices at the venue on the day of the exam. (4) Keep this Examination Admission Card until you complete entrance formalities. *The oral exam for Special Recommendation begins at 1:00 p.m. for the Master's Program and at 11:00 a.m. for the Doctoral Program. Please complete registration at least 30 minutes before the exam.			
Message from the University※ <div style="border: 1px solid black; height: 40px; width: 100%;"></div>			

<b>Chikuro Hiroike School of Graduate Studies, Reitaku University</b> <b>Photo Card</b> <b>Matriculation Exam Academic Year 2023</b> <small style="float: right;">Do not fill in “※” column.</small>			
Economics and Business Administration	<input type="checkbox"/> Master’s Program, First Term <input type="checkbox"/> Master’s Program, Second Term <input type="checkbox"/> Doctoral Program, First Term <input type="checkbox"/> Doctoral Program, Second Term		
Examinee Number	※		
Katakana			M
Applicant’s Name			· F
<div style="border: 1px dashed black; padding: 10px; width: fit-content; margin: 0 auto;"> <p style="text-align: center;">Affix photo</p> <ol style="list-style-type: none"> <li>1. Height: 4cm, width: 3cm</li> <li>2. Taken within 3 months.</li> <li>3. Facing forward, without hat</li> <li>4. Plain background, without frame.</li> <li>5. Write your name, major and course on the back of photo.</li> <li>6. Glue on the entire surface of the photo.</li> </ol> </div>			

● Answer the following questions about your situation. (Please circle the appropriate column for each.)

① Zoom Application Usage	Possible	Impossible	Ready if needed.
② Skype Application Usage	Possible	Impossible	Ready if needed.
③ PC with a camera	Owned	Unowned	Ready if needed.

※Examinee Number

Examinee Number	※
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※Office use only

## RESEARCH PROPOSAL

(Graduate School of Economics and Business Administration, Doctoral Program)

Chikuro Hiroike School of Graduate School, Reitaku University  
Matriculation Exam Academic Year 2023

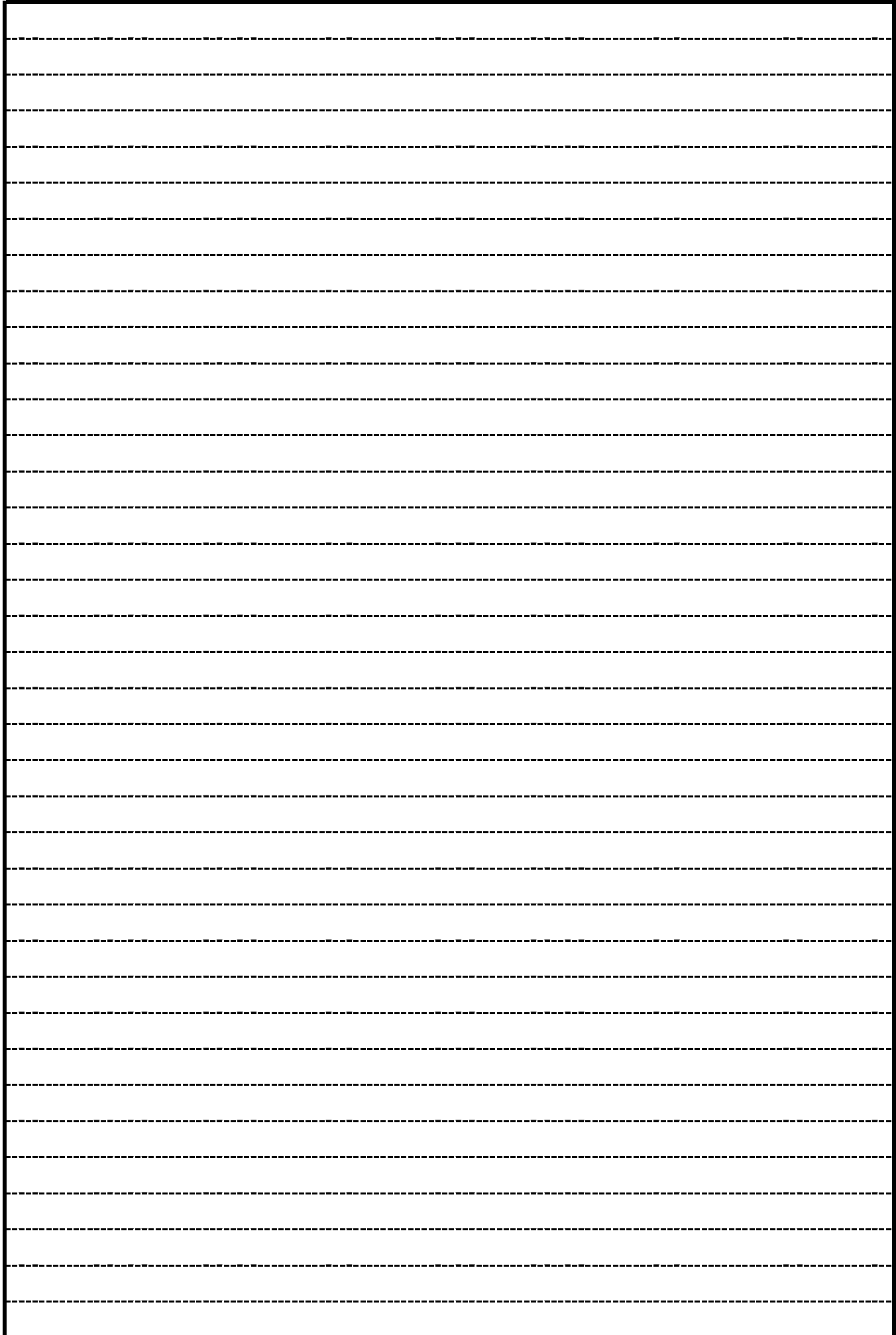
Name	
------	--

Graduate School	Graduate School, University, Major *Please clarify Master's or Doctoral Program.
Title of Master's thesis	
Research topic after admission	
※Purpose of application, research after admission (theme, awareness of problems, research plan). Please write in Japanese or English.	

●Please use Page 2 if necessary.

Examinee Number	※
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※Office use only



●If insufficient, please photocopy and use as additional form.

(For Screening of Special Recommendation)

Examinee Number	※
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**Chikuro Hiroike School of Graduate Studies, Reitaku University**  
**Graduate School of Economics and Business Administration**  
**Master's / Doctoral Program Matriculation Exam Academic Year 2023**

\*Please circle either "Master's" or "Doctoral".

## Letter of Recommendation

< Note to recommender >

Please make your recommendations directly and accurately.

After completing the form, please enclose it in an envelope, seal it and return to the applicant.

Date: \_\_\_\_\_ YYYY/MM/DD

To Dean of the Faculty of Economics and Business Administration:

Recommender's Name: \_\_\_\_\_ Sign

Organization: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Name of the person  
filling in the form: \_\_\_\_\_

1. How long and in what capacity have you known the applicant?

2. How do you assess his or her performance, attitude, motivation and credentials?

Please write any information or remarks that, in your estimation, are relevant to evaluating the applicant's potential for graduate study.

Please do not fill in "※" column.



