

Kyoto University Graduate School of Management

International MBA Program (i-MBA)

2025 Academic Year Admission Guidelines

1. Admission Policy for the Professional Degree Program

The Graduate School of Management (GSM) aims at educating advanced professionals who can provide leadership in a wide range of fields. The admission policy establishes required experience, knowledge, learning skills and mindset for candidates who wish to study at GSM. This policy also describes evaluation criteria used in the admission process.

In our professional program, we have developed lectures and courses that bridge theory and practice based on our curriculum policy. We accept candidates of high caliber from a wide range of diverse backgrounds under this policy, such as undergraduate students from various disciplines, those with extensive work experience, and international students. Candidates are expected to have basic knowledge in management science and sound intellectual curiosity. In order to accept diverse students, GSM employs a variety of selection processes including those specifically designed for candidates with professional working experience and for English programs.

We determine successful applicants based on the overall results of written examinations, essays, interviews, academic and work records, and other relevant information. We specify details of evaluation on the admission guidelines. During evaluation, we give equal consideration to applicants from our university and from other universities. We do not discriminate against any applicant to this course for any reasons such as race, religion, gender, age, nationality, political ideology, or physical disability.

Our mission and policies expect that eligible candidates possess the following characteristics.

- (1) Individuals who have a strong will to work on the complex issues that current management is facing with theoretically, practically, and ethically.
- (2) Individuals who work hard and encourage each other in the classes of GSM. They should possess intellectual curiosity and social role consciousness.
- (3) Individuals who have basic knowledge in management science and broad knowledge in general and are able to apply knowledge and skills in reality.

2. Selection Outline for International MBA Program

The International Program of Graduate School of Management (i-MBA) is a program offered only in English. It is a program that leads to a general management degree while helping students develop their vision and the skills to achieve their ambitions. Students get the business knowledge and specialized skills to expand their career choices.

This program provides wide area of expertise in business leadership, service & hospitality management, as well as finance and accounting. It offers an educational curriculum in which students can learn how businesses can thrive while also contribute to sustainable development.

3. Enrollment Capacity

International MBA Program..... 20 Students

4. Application Eligibility Requirement

Applicants must match at least one of the following requirements (by March 31, 2025):

- (1) Individuals who have graduated (or are expected to graduate by March 31, 2025) from a Japanese university.
- (2) Individuals who have received (or are expected to complete by March 31, 2025) a bachelor's degree in accordance with the regulations stipulated in Section Paragraph 4, Article 104 of the School Education Law.
- (3) Individuals who have completed (or are expected to complete by March 31, 2025) 16 years of education. [See note 1.]
- (4) Individuals who have completed (or are expected to complete by March 31, 2025) an equivalent of 16 years of foreign school education through distance learning while residing in Japan.
- (5) Individuals who have completed (or are expected to complete by March 31, 2025) a foreign university curriculum in Japan (only if completion of the curriculum is treated as completion of 16 years of school education in the said foreign country) at an educational facility that has been accredited as having an approved curriculum under the educational system of the said country and is also designated by the Minister of the Ministry of Education, Culture, Sports, Science and Technology (hereinafter referred to "the Minister of MEXT") in Japan.
- (6) Individuals who have received (or are expected to complete by March 31, 2025) a bachelor's degree (including degrees equivalent thereto) by completing at least 3 years of education in a foreign university or a foreign institution (including by completing a foreign school education through distance learning while residing in Japan and by completing a foreign university curriculum in Japan at an educational facility accredited as having an approved curriculum under the educational system of the said country and is also designated by the Minister of MEXT).
- (7) Individuals who have completed an advanced professional course at a higher vocational school designated by the Minister of MEXT, on or after the date designated by the Minister of MEXT.
- (8) Individuals designated by the Minister of MEXT.
- (9) Individuals who have been enrolled more than 3 years in a university, but have not yet completed a degree, and are determined by the Graduate School of Management to have received excellent achievement ratings in prescribed subjects. [See note 2.]
- (10) Individuals who are determined by the Graduate School of Management to have completed an education equivalent to a university degree and are at least 22 years old by March 31, 2025. [See note 2.]

【Note 1】 Requirement (3) includes individuals who have completed an equivalent of 16 years of education but have less than 16 years due to skipped (advanced) grades.

【Note 2】 Those who are applying under requirement (9) or (10) must undergo a preliminary eligibility screening process before applying. **However, you will be required to go through the Admissions Assistance Office (AAO) first** and if further verification is needed, you will be asked to undergo a preliminary eligibility screening. There is a deadline for preliminary eligibility screening so if you are unsure about your application eligibility, please go through the AAO with plenty of time. Applications that have not undergone

AAO or preliminary eligibility screening for requirement (9) or (10) will not be accepted.

5. Eligibility Verification

If you have graduated (expected to graduate) from a university (bachelor's degree) outside of Japan or applicants who are applying under requirement (9) or (10) of 4. Application Eligibility Requirement, please go through the Admissions Assistance Office (AAO).

Applicants who have graduated from universities in Japan do not need to take this procedure. Please apply directly to the online application system within the application period.

Kyoto University Admissions Assistance Office (AAO)

<https://www.kyoto-u.ac.jp/en/education-campus/education-and-admissions/graduate-degree-programs/how-to-apply/for-graduates-of-overseas-universities>

【Notes】

- (1) The Graduate School of Management does not require any contact with faculty or research topics when applying.
- (2) Enter “**i-MBA**” for your desired faculty and research theme.
- (3) After downloading a designated form of “Statement of Purpose,” leave it blank (enter nothing) and attach it.
- (4) Once your application through the Admissions Assistance Office (AAO) is accepted, you will receive an AAO ID (5 digits). This ID will be used during the online application process.
- (5) If you have been approved by the AAO as eligible for admission before, you do not need to apply for the AAO again. Please have your previously issued AAO ID ready. In case you have lost your previous AAO ID, please contact the AAO.
- (6) If you fall under the following cases, please contact the Graduate School of Management before proceeding to the next page without entering your AAO ID in the online application system.
 - There are changes in your academic information at the time of admission application
 - You have applied to AAO before September 2021
- (7) Even if you have a master's degree from a university in Japan but your bachelor's degree is from a university outside of Japan, you must go through the AAO.
- (8) The result of your eligibility check will be informed to the Graduate School of Management Administrative Office directly. You do not need to submit any document about your AAO result to the online application system.
- (9) Personal Information, Educational Background and Certificates you have input in the AAO system will be reflected automatically to the online application system and of these Gender, Nationality, Educational Background and Certificates cannot be edited.

If your application eligibility needs further verification after AAO, the Graduate School of Management will conduct a Preliminary Eligibility Screening. Target applicants will be notified by the Graduate School of Management Administrative Office. The application for Preliminary Eligibility Screening is open until **July 5 (Friday), 2024**. Applicants who are unsure about their application eligibility must go through the AAO by then.

*Do not proceed with any further application process such as payment of application fee or registering the online application system until you receive the results.

*Email and phone inquiries regarding application eligibility cannot be answered for any reason.

6. Online Application System

All applicants are required to register their information through the following website.

*Make sure to go through the AAO first before registering for the online application system.

(Check 5. Eligibility Verification)

https://kjs.gakusei.kyoto-u.ac.jp/gsm_international_2025

*You may not apply for both KC-CDO and the International MBA Program in the same academic year.

Online Application Period:

August 19 (Monday) – September 6 (Friday), 2024, 5pm (JST)

Application fee payment

Application Fee 10,000 Yen

Commission Fee 650 Yen

Payment can be made through the online application system.

You can choose a payment method from credit card, convenience store, ATM or internet banking.

*If you are admitted to Graduate School of Management as a Japanese Government (MEXT) Scholarship student, the application fee will be refunded. However, commission fee for payment of application fee will not be refunded. If you are currently a MEXT scholar and your status as a MEXT student is not extended at the time of enrollment, application fee is not refundable.

7. Application Documents and Process

All application documents must be uploaded and submitted on the online application system of Kyoto University. Uploads should be in PDF format and make sure that all texts and photos are clearly shown. You will be asked to resubmit them if any items are unclear.

Application Documents	Notes
1. Photo	Upload one photo in jpeg (facing forward, from shoulder up, no hat, and taken within the last 3 months).
2. Passport	Upload an ID page with applicant's name, photo, passport number, expiration date and place of issue.
3. Academic Transcript	Upload an academic transcript (bachelor's degree) certified by your university president/department head from which you graduated. Only English and Japanese language documents will be accepted. If the certificate in English or Japanese is not available at your university, translation by authority must be uploaded as well.

4. (Expected) Certificate of Graduation	<p>Upload the (Expected) Certificate of Graduation (bachelor's degree) certified by your university president/department head from which you graduated.</p> <p>Only English and Japanese language documents will be accepted. If the certificate in English or Japanese is not available at your university, translation by authority must be uploaded as well.</p> <p>If the date of graduation and degree earned can be confirmed on the academic transcript, (Expected) Certificate of Graduation is not required.</p>
5. Two Letters of Recommendation (Form 1)	<p>Upload two letters of recommendation. The applicant should request the recommendation letters via email from the online application system to a relevant university professor or social standing person. The requested person should proceed to the URL sent by email and use the designated form and upload the letter to the online application system by the deadline. Please note that if the requested person has not uploaded the recommendation letter by the deadline, your application will be passed on to the admission selection committee members for screening without a recommendation letter. Thus, make sure to tell them to respond as soon as possible. In addition, please ask for a recommendation letter from two different people and do not upload more than two letters. *Those not using the designated form will not be accepted. *Only Japanese or English will be accepted as the document for the recommendation letter.</p>
6. Educational and Professional Plans (Form 2)	<p>Respond to the questions on the “Educational and Professional Plans” form. Answer each question within the designated length and upload the “Educational and Professional Plans” form.</p>
7. TOEFL or IELTS Score	<p>Only scores from one of the following test types taken after January 1st, 2022 will be accepted. Scores other than the following are not accepted. English proficiency levels with a minimum score of TOEFL iBT: 79-80 points, and IELTS: 6.0 points are desirable.</p> <p><u>TOEFL</u>: Copies of the Official Score Report for TOEFL iBT (Internet-Based Test) or TOEFL iBT Home Edition will be accepted.</p> <p><u>IELTS</u>: Copies of the Official Test Report Form (TRF) for IELTS will be accepted.</p> <p>*TOEIC scores will not be accepted for any reason.</p> <p>* If scores are not submitted by the deadline (application period), TOEFL or IELTS scores will be recorded as zero.</p> <p>*English Proficiency Test Score Exemption (No other exemptions will be made.)</p> <p>a) English proficiency test scores are exempted if any of the following apply:</p> <ul style="list-style-type: none"> • Citizens or permanent residents of the United States, the United Kingdom, Ireland, Australia, New Zealand, or Canada (except Quebec). • Applicants with a bachelor's degree from a university in a country where English is the native language (the United States, the United Kingdom, Ireland, Australia, New Zealand, or Canada (except Quebec)). <p>b) English proficiency test scores are conditionally exempted of the following apply:</p> <ul style="list-style-type: none"> • If you have taken all courses in English and graduated from a university

	<p>(bachelor's degree) in a country where English is not the native language.</p> <p>You can provide proof of this with a Medium of Instruction Certificate from the University President or the Dean.</p> <p>*Not applicable if you have completed all courses in the master's degree in English.</p>
8. GMAT (GMAT Online) or GMAT Focus Edition/GMAT Exam (GMAT Focus Edition Online/GMAT Exam Online) or GRE (GRE Online) score	<p>Upload your score for the GMAT or GRE taken after January 1st, 2020.</p> <p>Copies of the Official Score Report for the GMAT (GMAT Online) or GMAT Focus Edition/GMAT Exam (GMAT Focus Edition Online/GMAT Exam Online) or GRE (GRE Online) will be accepted.</p> <p>*Submissions of GMAT or GRE scores are not required but strongly recommended. If the scores are not submitted by the deadline, GMAT or GRE scores will be recorded as zero.</p>
9. Video Essay (Online)	<p>After completing the application fee payment, you will be invited to record an online video essay. Details will be provided via email. Please make sure to complete the application fee as early as you can to put aside time to do the recording for the video essay.</p> <p>The deadline for the video essay is September 11 (Wednesday), 2024, 5pm (JST).</p>
10. Receipt of Application Fee	<p>Complete your payment via the Kyoto University Examination Settlement System * (EXSS) within the application period. Proof of payment of the application fee must be uploaded.</p> <p>[If you paid by credit card] Please submit a copy of the "Notice of Completion of Payment of Kyoto University Application Fee" email stating that you paid by credit card.</p> <p>[If you paid by convenience store, ATM, or Internet banking] Please submit a copy of the receipt.</p> <p>*Kyoto University Examination Settlement Service (EXSS) https://www3.univ-jp.com/kyoto-u/en/man/ You can find this link in the online application system.</p>

【Notes】

1. Applications with missing application documents will not be considered.
2. Correction or replacement of application documents after the deadline will not be accepted.
3. Please submit only the application documents requested as no points will be added for submitting supplementary materials.

8. Selection Process

The board will evaluate the applicant's motivation to study and fundamental abilities to study various areas of management based on the submitted application documents and video essay.

9. Announcement of Successful Applicants

Successful applicants are notified and a letter of admission will be sent through the online application system on the same day as the announcement of successful applicants.

*Telephone and email inquiries regarding the result will not be answered. In addition, we do not inform applicants of the reasons for rejection or conduct a second view.

Date and Time of Announcement

Date: October 23 (Wednesday), 2024, 3 pm (JST)

10. Enrollment Date

Date: April 1, 2025

11. Admission Fee and Tuition

Successful applicants who have paid the admission fee will be notified of details regarding the enrollment process around March 2025.

Admission Fee..... 282,000 Yen (tentative)

Tuition...267,900 Yen for the first semester (annual tuition: 535,800 Yen) (tentative)

*No admission fee or tuition will be charged to Japanese government (MEXT) scholarship students.

*The admission and tuition fees indicated above are tentative and may be revised.

*If the above amounts are revised at the time of enrollment or after enrollment, the new amounts will apply.

12. ADB-JSP Scholarship

The Graduate School of Management has been selected as one of the designated institutions under the Asian Development Bank-Japan Scholarship Program (ADB-JSP).

If you wish to apply for an ADB-JSP scholarship, you must submit the required documents as a part of the admission application documents. Earlier or later submission apart from your admission application will not be accepted.

*Check your application eligibility and requirements on the ADB's website before you apply.

(1) ADB-JSP Application Guideline

<https://www.gsm.kyoto-u.ac.jp/en/admissions/infomation/international/>

(2) Required Documents

ADB-JSP Information sheet. Please download it from the ADB website.

<https://www.adb.org/site/careers/japan-scholarship-program/procedures-applying>

(3) More Detailed Information

ADB website

<http://www.adb.org/site/careers/japan-scholarship-program/main>

Past record of GSM students: 20223 Students
2023..... 1 Student
2024 2 Students

13. Important Notices

- (1) All indicated dates and times are Japan Standard Time (JST).
- (2) Notify the Graduate School of Management Administrative Office immediately if your contact information changes. Notification will only be accepted by email (notification by telephone will not be accepted).
- (3) For inquiries after application, please also inform us of the application number.
- (4) Please note that if any false information is found in the application documents, application may be cancelled even after acceptance or enrollment.
- (5) The admission selection committee members may request, under special circumstances, an online interview in addition to the submitted application and video essay.
- (6) Those who have decided not to enroll in the Graduate School of Management must inform the Administrative Office immediately.
- (7) Once you enrolled to the International MBA Program, you are not allowed to change your program.
- (8) Individuals with physical disabilities and those who require special assistance during following enrollment should contact the Graduate School of Management in advance.
- (9) Admitted students shall apply for a student visa. Those who possess visas other than a student visa will not be eligible for services offered to individuals with a student visa (scholarship etc.).
- (10) Students must attend the in-person classes held at the Yoshida campus to complete the program.

14. Regarding the Handling of Personal Information

Please take notes of the following:

- (1) All personal information will be handled according to the “Act on the Protection of Personal Information Held by Administrative Organs” and Kyoto University’s regulations regarding the protection of personal information.
- (2) Your name, address and other personal information submitted at the time of application will be used for [1] selection of students (application screening and applicant selection), [2] announcement of successful applicants, and [3] to conduct enrollment procedures.
- (3) The application screening data used to select admitted applicants will be included in documents used to determine future selection processes.
- (4) The personal information of enrolled students submitted at the time of application will be used for [1] educational affairs (school register, educational guidance, etc.), [2] student support (health management, employment support, tuition exemption, scholarship applications, etc.), and [3] collection of tuition.

**Kyoto University Graduate School of Management
Administrative Office**

email: keieikyomu@mail2.adm.kyoto-u.ac.jp