

# ADMISSIONS GUIDE

## COMPANY RECOMMENDATION

**2025 Entry**

**Global Business and Management Studies  
Doshisha Business School**

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## Global Business and Management Studies: Admissions Guide 2025 Entry: Company Recommendation

### ようこそ！ Welcome!

Thank you for showing interest in Global Business and Management Studies at Doshisha Business School, Kyoto, Japan.

Doshisha's Global Business and Management Studies offers a Master of Business Administration (MBA) degree. We welcome applications from motivated and ambitious people seeking to explore and extend the frontiers of business management knowledge and practice while simultaneously improving the well-being of increasingly globalized societies. Global Business and Management Studies at Doshisha Business School is special in terms of its location: the beautiful and historic city of Kyoto and its network of innovative and creative industries. Kyoto is home to some of the world's oldest companies and is an ancient center for schools of religious thought and practice that, through processes of international trade and education, continue to influence Western conceptualizations of 'sustainability' and 'mindfulness' relevant to global management practice and development. Global Business and Management Studies is designed to build on these traditions and re-invigorate their relevance to the study of global business and management.

#### *Beyond 'Business As Usual'*

Generally speaking, management education can be understood as a process designed to train students in skills and competences relevant to pursuing a successful career in business and management. With a focus on sustainability, the Doshisha Global MBA guides students to explore and enquire beyond the established boundaries set by established theories and practices of global business and management to look beyond 'business as usual'.

Overall, our aim is to prepare future business leaders who are willing and able to respond effectively to the emerging needs of the increasingly diverse groups of people participating in the global economy. Achieving this aim means developing both a strategic and a compassionate understanding of people's needs relating to security, to equality of opportunity, and to social and economic development that is sustainable: i.e. that should safeguard the ability of future generations to develop their lives and careers. Global Business and Management Studies at Doshisha offers a unique experience to students and professors willing to work in partnership when exploring – and challenging – traditions and trends in global business and management.

#### *People Hold The Key*

Since its inception, a striking feature of Doshisha's Global Business and Management Studies is the diversity of the people who make our MBA experience special. The students we work with come from a wide variety of backgrounds: to illustrate, from 2009 to the present year, we have welcomed students from over 70 different countries. Correspondingly, we accept applications from aspiring and inspiring individuals regardless of gender, ethnicity, religion, or nationality.

Our student admissions process is designed to evaluate each individual applicant as a whole person and as someone who is motivated to add value to themselves, to other participants in Global Business and Management Studies, and to the companies who employ our students after they graduate. In order to establish a positive fit between applicants and Global Business and Management Studies our admissions process is designed to assess – fairly and competently – each applicant’s professional experience, potential for academic development, and the value we believe each applicant can add to our internal community and to society generally. We assess each individual’s potential for academic development through the quality of their application documents and supporting references. As part of the application process each applicant can attend an **Information Session**, where general and specific requirements for acceptance to Global Business and Management Studies can be discussed and in more detail with a Global Business and Management Studies professor. Applicants who go on to submit a Formal Application must pass a **Formal interview** with two Global Business and Management Studies professors (see Section 3.1.3). The final decision about student applications is made by a committee consisting of all faculty members of Doshisha Business School (see Section 3.1.4).

## *Overview*

On the following pages you can find all the information necessary to complete your application. If anything is unclear or if you have any questions about the process, please do not hesitate to contact us at: [ji-gmba@mail.doshisha.ac.jp](mailto:ji-gmba@mail.doshisha.ac.jp)

At each stage of the application process our dedicated admissions staff will handle your application efficiently and carefully: we assure you of personal and professional service.

**Section A** of this guide contains general course information, details of admissions requirements, and guidance on how to apply.

**Section B** provides information on the registration process which includes details on securing a student visa for applicants who are not already studying or working in Japan.

**Our Mission**

To develop leaders who respect human dignity and promote the growth of business organizations based on “conscience education” –a core value of Doshisha University- and the wisdom of tradition and innovation cultivated in Kyoto.

Learning Goals:

- Responsible
- Innovative
- Leadership

**Admissions Policy**

Based on Doshisha University’s philosophy of ‘education with conscience,’ Doshisha Business School’s Global Business and Management Studies (hereinafter, GBMS) seeks to develop global business leaders who are willing and able to make a positive social contribution to global society. GBMS seeks to accept students of the following characteristics.

1. Regardless of race, nationality, age, culture, or gender, foreign or Japanese students who seek to acquire a Master’s of Business Administration degree through the medium of English.
2. After completion of the program, students who are willing to take initiative to contribute to the advancement of economies and societies through their work at an organization or as an entrepreneur either inside or outside of Japan.
3. Students who have a global vision and global scope of activities, who are willing to enhance the mutual understanding of people in Asia and in the world.
4. Students who hope for sustainable advancement of global society, who have knowledge of management, who can take the lead in the areas of sustainability (including green business), culture and creativity, Asian business, and others.

For the above, GBMS seeks students who possess the following knowledge, skills, and attitudes prior to entry.

1. Students who have bachelor’s degree or equivalent from a recognized college or university and have adequate work experience.
2. Students who demonstrate their learning capacity.
3. Students who demonstrate their proficiency in English.

The admission evaluation for a successful applicant is based on the above mentioned knowledge, experience, skills, attitudes, study purpose, career plan, and enthusiasm. The evaluation process includes document assessment and an interview.

## **CONTENTS**

### **SECTION A Admissions and Applications**

#### **1. Course Information**

1.1. General Course Details

#### **2. Admissions Criteria**

2.1. Information Session

2.2. Eligibility

2.2.1 Academic Requirements

2.2.2 Work Experience

2.2.3 English Language Requirements (for non-native English speakers only)

2.3. Fees and Scholarships

2.3.1 Course Fees

2.3.2 Scholarships

#### **3. Applications**

3.1. Process

3.1.1 Check Your Eligibility

3.1.2 Formal Application

3.1.3 Interview

3.1.4 Notification of Acceptance

3.1.5 Initial Registration Procedures

3.2. Required Documentation

3.2.1 Application Form

3.2.2 Mailing Labels

3.2.3 Request Letter for Return of Documents

3.2.4 University Graduation Certificate(s) (or Certificate of Expected Graduation)

3.2.5 Academic Transcript(s)

3.2.6 Letter of Recommendation

3.2.7 Letter of Consent from Employer

3.2.8 Certificate of English Language Proficiency (for non-native English speakers)

3.2.9 GMAT® or GRE® Official Score Report

3.2.10 Work Experience Statement

3.2.11 Personal Identification Material(s)

3.2.12 Application Fee Receipt

3.2.13 Photographs

3.2.14 Important Notes

3.3. Important Dates

3.4. Application Fee

3.5. Method of Application Fee Payment

3.5.1 Payments by Credit Card

3.5.2 Payments by Bank Transfer

3.6. Submitting Your Application

3.7. Protection of Personal Information

3.8. Temporary Closure of Doshisha Business School Office

#### **4. Contact Details**

## **SECTION B Registration Procedures**

- 1. Overview**
- 2. Initial Registration Procedures**
  - 2.1. Initial Registration Fee
  - 2.2. International Applicants Residing Overseas (Round 1-6)
  - 2.3. Applicants who are Foreign Residents of Japan (Round 1-7)
  - 2.4. Applicants with Japanese Nationality (Round 1-7)
  - 2.5. Important Notes
- 3. Secondary Registration Procedures**
  - 3.1. Arrival in Japan
  - 3.2. Submission of Documents
- 4. Notes**
- 5. Contact Details**

## SECTION A Admissions and Applications

### 1. Course Information

Students are required to complete units to the value of forty-six credits within the two-year registration period to be awarded the Master of Business Administration (MBA).

#### 1.1 General Course Details

<i>Course length</i>	Two years
<i>Format</i>	Full-time
<i>Entry point</i>	September
<i>Required credits</i>	46 credits

### 2. Admissions Criteria

#### 2.1 Information Session

Applicants interested in our program are strongly recommended to attend an **Information Session** to confirm their eligibility. This **Information Session** is a great opportunity to speak with internationally renowned faculty members, and it enables applicants to direct interaction with one member of the DBS faculty prior to submitting their formal application to our program.

No fee is needed for the Information Session.

For the details such as how to apply, please check the website below.

[https://gmba.doshisha.ac.jp/en/prospective/information\\_session.html](https://gmba.doshisha.ac.jp/en/prospective/information_session.html)

The Information Session will be offered 7 times October 2024 through May 2025.

The detailed schedule is as follows.

No	Information Session Schedule *	Time *
1	October 24 (Thu.), 2024	16:30-17:30
2	December 4 (Wed.), 2024	10:00-11:00
3	January 8 (Wed.), 2025	9:30-10:30
4	February 7 (Fri.), 2025	16:30-17:30
5	March 3 (Mon.), 2025	9:30-10:30
6	March 26 (Wed.), 2025	16:30-17:30
7	May 13 (Tue.), 2025	9:30-10:30

\*All indicated date and time above is Japan Standard Time (GMT+9).

## **2.2 Eligibility**

Our minimum requirements are as follows:

### **2.2.1 Academic Requirements**

A bachelor's degree from a recognized college or university is mandatory and therefore applicants are required to meet one of the following requirements at the time of application.

- (1) Currently hold or expecting to obtain a bachelor's degree or above from a university outside of Japan and have completed a minimum of sixteen years of school education by **September 20, 2025**.
- (2) Currently hold or expecting to obtain a bachelor's degree from an overseas university where the course term is 3 years or more by **September 20, 2025**.
- (3) Currently hold or expecting to obtain a bachelor's degree from a university in Japan by **September 20, 2025**.
- (4) Those who do not hold a bachelor's degree but have completed a minimum of sixteen years of school education, or hold or expecting to obtain master's / doctoral degree by **September 20, 2025** are advised to consult with us at an information session to confirm your academic eligibility.

### **2.2.2 Work Experience**

The applicant should have at least 3 years of work experience by the time of enrollment in our program.

**NOTE:**

- I. This means that, if the applicant wishes to enroll in September 2025, s/he must have or expected to have at least 3 years of full-time work experience by September 20, 2025 AFTER receiving the bachelor's degree.
- II. Work experience can include more than one company/position.
- III. In case the applicant does not meet this requirement, s/he must provide relevant documents to support why s/he deserves to be identified as having equivalent work experience. Please refer to **3.2.10 Work Experience Statement** for the details.



**2.2.3 English Language Requirements (for non-native English speakers only)**

Applicants are required to meet one of the following requirements.

(1) Those who can demonstrate their English language proficiency by providing an official test score dated on or after November 1, 2022, for one of the tests listed below.

English Language Test	Minimum Score Required
TOEFL iBT®	83
IELTS™ (Academic Module)	6.0
TOEIC® Listening and Reading Test*	760
Cambridge Examination	FCE (Pass)

\* Computer Delivered IELTS™ (IELTS™ on Computer) and IELTS™ for UKVI are acceptable.

\* TOEFL-CBT®, TOEFL PBT®, TOEFL ITP®, TOEIC Bridge® test, TOEIC® IP test, and IELTS™ (General Training Module) scores are NOT acceptable.

\* TOEFL iBT® Home Edition (TOEFL iBT® Special Home Edition) and IELTS™ Online are also NOT acceptable.

\* Only the “Test Date score” is accepted as the application score. “MyBest™ scores” from the TOEFL iBT® test and scores obtained through the IELTS One Skill Retake are not accepted.

**\*Students who wish to be considered for the “Ministry of Education, Culture, Sports, Science and Technology (MEXT) Scholarship [University Recommendation]” should apply with TOEFL iBT® or IELTS™.**

(2) Those who have received a bachelor's or master’s degree from a university where the language of instruction was English.

**NOTE:** Applicants are required to provide official documentation that states the language of instruction was English (such as a university-issued certificate or the web address (URL) of a relevant page on the official university website) with the Formal Application documents.

**2.3 Fees and Scholarships**

**2.3.1 Course Fees**

The course fees for Global Business and Management Studies at Doshisha Business School are as follows.

**Course Fees for 2025 Enrollment**

(Fees in Japanese Yen)

Fees/Semester	YEAR 1		YEAR 2	
	FALL Semester	SPRING Semester	FALL Semester	SPRING Semester
Admission Fee	200,000 (*1)	-	-	-
Tuition	293,000 (*2)	293,000	393,000	393,000
Facilities Fee	66,000 (*3)	66,000	66,000	66,000
<b>Total</b>	<b>1,836,000</b>			

**Initial registration fees:** 200,000 (\*1) + 293,000 (\*2) + 66,000 (\*3) = 559,000 yen

**NOTE:**

- i. Students who obtained their undergraduate or graduate degrees at Doshisha University will be charged half of the admission fee, i.e. 100,000 yen.
- ii. In the case a student is enrolled for more than 2 years, tuition will be 786,000 yen per year and the facilities fee will be 132,000 yen per year.

**2.3.2 Scholarships**

Doshisha Business School is pleased to offer Doshisha University Merit Scholarships for Self-Funded International Students. Please refer to our scholarship webpage for the latest information. \*Conditions may apply to some international applicants.

### **3. Applications**

#### **3.1 Process**

##### **3.1.1 Check Your Eligibility**

Please check **2.2 Eligibility** to confirm the eligibility for Global Business and Management Studies. If you are unsure whether you are eligible or not, please join the **Information Session** or contact us directly well in advance of the submission deadline.

Please see **2. Admissions Criteria** for further information.

##### **3.1.2 Formal Application**

To submit a Formal Application, complete the Formal Application form and necessary supporting documentation. You must submit these *before* the announced deadlines. Failure to do this will result in your application being rejected. Upon receipt of your completed application form and supporting application materials, we will send you an acknowledgement message by e-mail.

##### **3.1.3 Interview**

Our admissions team will allocate the date and time of Formal Interview within the Formal Interview schedule. Please see **3.3 Important Dates** for the Formal Interview schedule. Basically, applicant's convenience will not be considered. Please leave your schedule open for the entire Formal Interview schedule. Those who cannot attend the interview on the set schedule and those who submit the incomplete documents by the deadline must apply again in the other round or the next year.

The interview is an important part of the application process and an opportunity for us to assess your motivation, communication skills, and suitability for our Global MBA. All applicants will be interviewed using video conferencing service such as ZOOM.

##### **3.1.4 Notification of Acceptance**

Following the interview, a final decision will be made on your application by the faculty. You will be notified of the decision shortly thereafter via e-mail by the Doshisha Business School Office. Successful applicants will receive an offer letter and guidance regarding initial registration procedure, and will be required to pay a non-refundable admission fee by the announced deadline.

##### **3.1.5 Initial Registration Procedures**

Once you have accepted your place and paid the admission fee, you can then proceed to complete registration procedures (including immigration procedures for overseas applicants) to secure your place.

Please see **Section B** for more information.

### 3.2 Required Documentation

You will need to submit the following documents in support of your application.

Required Documents for Applicants	Notes		Section
Application Form	As Excel format via email	1	3.2.1
- Mailing Labels	Application Form on page 9		3.2.2
- Request Letter for Return of Documents	Application Form on page 10		3.2.3
University Graduation Certificate(s) * (or Certificate of Expected Graduation)	Original (hard copy) by post or PDF via email	1 or more	3.2.4
Academic Transcript(s) *	Original (hard copy) by post or PDF via email	1 or more	3.2.5
Letter of Recommendation	Prescribed form via email directly from the referee	1	3.2.6
Letter of Consent from Employer	Prescribed form via email directly from the employer	1	3.2.7
Certificate of English Language Proficiency	Original (hard copy)	1	3.2.8
GMAT®/GRE® Official Score Report **	Via GMAT®/GRE® Official website	1	3.2.9
Work Experience Statement ***	PDF via email (A4-sized, no prescribed format)	1	3.2.10
Personal Identification Material(s)	PDF or photo (.jpg or .png) via email	1 or more	3.2.11
Application Fee Receipt	PDF or photo (.jpg or .png) via email	1	3.2.12
Digital Photograph Data	As .jpeg or .png via email	1	3.2.13

\* Applicants who wish to apply with PDF, it MUST be sent by the university via email directly to us. Check 3.2.4 and 3.2.5 for further details.

\*\* Although it is not mandatory for admission, it is highly recommended that the applicant will take and submit GMAT®/GRE® scores to show their capabilities.

\*\*\* It is required only if the applicant is not expected to have at least three years of work experience at the time of enrollment as in NOTE III of 2.2.2 Work Experience.

**3.2.1 Application Form**

Only applications using our Formal Application Form can be accepted. The application form is available for download on our website.

<https://gmba.doshisha.ac.jp/gmba/en/prospective/downloads.html>

**NOTE:**

- I. The form must be completed by the applicant him/herself, using Microsoft Excel.
- II. Please use the western calendar when indicating your year of birth and any other dates required on the application form.
- III. Where indicated, please use the response sheet for your responses to the questions. Should you choose not to respond to a certain question, please write "N/A" in the relevant space.
- IV. Please submit a digital version (Excel format) of your application form along with your digital photograph via email before the deadline.
- V. Your COMPLETED application form and other required documents (hard copies by post and digital copies by email) must arrive at the office of Doshisha Business School by the deadline.

**3.2.2 Mailing Labels [Application Form on page 9]**

Provide accurate street address including details such as the name of the landlord, name of the apartment/dormitory and room number. **All information must be typed, not hand written.**

**\*\*All labels must be completed.**

**3.2.3 Request Letter for Return of Documents [Application Form on page 10]**

**Documents submitted will generally not be returned to the applicant; however,** documents that cannot be reissued, such as a diploma, may be returned.

Applicants who wish for the original documents returned must fill in the request letter indicating which document(s) wish to have returned.

**The documents will only be returned if the request letter is filled in.**

**3.2.4 University Graduation Certificate(s) (or Certificate of Expected Graduation)**

Also known as a degree verification or certification letter. **This should be an official document (original) issued by the university level institution(s) you attended.** As many universities do not reissue the diploma or degree certificate, we encourage you to submit a certificate of graduation or certification letter when possible. If you are currently attending university, please submit proof (i.e. a certificate of expected graduation) that you will complete the program by **September 20, 2025.**

**The graduation/degree certificate must include the degree title you obtained / will obtain.**

**\*\* The PDF version of the graduation certificate can be accepted ONLY when it is sent from the university via email directly to us (the certificate sent/forwarded by the applicant cannot be accepted).\*\***

**You do not need to submit a graduation certificate if the degree title and date of award is clearly stated on your academic transcript.** Please also see **3.2.14 Important Notes** for further information.

**3.2.5 Academic Transcript(s)**

**This should be an official document (original) issued by the university level institution(s) attended.** The document should include detailed results of all classes and courses taken. If you transferred while in the university, you are also required to submit the transcript(s) from your previous school.

In case you are currently attending university and therefore cannot obtain the final academic grades at the time of application, please submit the latest official record and the final transcript as soon as it becomes available. Please see **3.2.14 Important Notes** for further information.

**Please do not submit “Marksheet(s)”.**

**\*\* The PDF version of the transcript can be accepted ONLY when it is sent from the university via email directly to us (the transcript sent/forwarded by the applicant cannot be accepted).\*\***

**NOTE:**

If the grading scale (in English) is not listed on the transcript, additional document issued by the university or the web address (URL) of a relevant page on the official university website must be submitted.

Ex: Grading scale of Doshisha University

<https://www.doshisha.ac.jp/en/students/record/index.html>

**3.2.6 Letter of Recommendation**

One letter of recommendation is required and it must be sent as PDF via email directly from the referee.

**【General Guidance】**

The letter of recommendation is a very important part of the selection process, helping us to assess your potential fit with Global Business and Management Studies and whether our MBA is a logical development of your future career.

**NOTE:**

- I. Recommendation letters may not be written by any relatives of the applicant.

**1. Who can be your referee**

**<Person in your current or past workplace>**

The referee should be someone to whom you report to in your current or past workplace, whether it be full-time, part-time, or volunteer work.

If you are self-employed or run your own business, the referee should be someone in a management position in a company you have business with. Please note that recommendations from family members or relatives are not acceptable.

We expect the referee to give a broad overview of your managerial skills and experience, and of your potential to provide leadership in your own professional development and in teamwork with others. An assessment of your potential for learning and ability to apply new management skills and competencies is also expected.

**<Faculty member in academic institution>**

The referee should be a faculty member of an academic institution you attended who is able to assess your ability to analyze and apply theoretical frameworks to practical situations as well as your ability to present a cogent and coherent argument.

**2. Letter format**

The recommendation letter must be written using the prescribed form, which is available for download on our website.

**[Company Recommendation] Letter of Recommendation Form**

<https://gmba.doshisha.ac.jp/gmba/en/prospective/downloads.html>

**3. Submission: Submit in PDF via email**

The letter of recommendation MUST be sent by the referees via email and should not be sent or forwarded by the applicant themselves.

When sending the letters by email, please have each referee use their business or academic institution email account (e.g. xxx@mail.doshisha.ac.jp).

In cases where the referee must send the letter from an email account other than the business or academic institution which they are affiliated with, the referee must attach their business card or official document which proves that they belong(ed) to the company/university.

**3.2.7 Letter of Consent from Employer**

Please fill out the prescribed form, which is available for download on our website.

**[Company Recommendation] Letter of Consent**

<https://gmba.doshisha.ac.jp/gmba/en/prospective/downloads.html>

The letter of consent must be submitted by the employer via email and should not be sent or forwarded by the applicant themselves. For how to submit, please refer to **3. Submission** above. We expect the letter of consent to be written in English or Japanese.

**3.2.8 Certificate of English Language Proficiency (for non-native English speakers)**

We accept original documents of the following qualifications as proof of language proficiency: TOEFL® Test (DI Code - 8759), IELTS™ (Academic Module), TOEIC® Listening and Reading Test, and Cambridge Examination. You can arrange with the test institution to send the score directly to Doshisha Business School. (See 2.2.3 for this requirement. Also, see 3.2.14 Important Notes for further information.)

**Doshisha Business School does not accept copies of score reports. (Ex: Test score copy of test webpage, etc.)**

**NOTE:**

The below test scores can be directly sent from the test center to our office.

**TOEFL iBT®:** DI Code - 8759

**IELTS™ (Academic Module):** Please refer to the “STED RO: Subscriber to Electronic Download Recognised Organisations” information below.

RO Name: Doshisha University - Graduate School of Business

RO Address: Karasuma Imadegawa, Kamigyo-ku, Kyoto, 602 8580, Japan

**NOTE:**

Those who have received a bachelor's or master's degree from a university where the language of instruction was English, and do not wish to submit the English Language Test Score, are required to provide official documentation that states the language of instruction was English (such as a university-issued certificate or the web address (URL) of a relevant page on the official university website).

For applicants who wish to submit the English Certificate from the university, either the original certificate (hard-copy) by post or PDF via email (must be sent by the university) should be provided.

**\*\*Applicants who have graduated from the university in the English-speaking country such as the United States, Australia, etc. are also required to submit the English Language Proficiency.\*\***

**3.2.9 GMAT® or GRE® official score report**

Please send your GMAT® or GRE® score report to us via the official GMAT® or GRE® website.

GMAT®: (code) QJK-PK-35

GRE®: (institution code) 3575

Although GMAT® or GRE® scores are not mandatory for admission, it is highly recommended that the applicant will take and submit GMAT®/GRE® scores to show their capabilities. Especially, for self-financed applicants, these scores may be taken into consideration upon decision on scholarship coverages.

No minimum GMAT®/GRE® scores upon application.

**3.2.10 Work Experience Statement**

Submission of this statement is required only if the applicant is NOT expected to have at least three years of work experience by September 20, 2025 AFTER receiving the bachelor's degree as in NOTE III. of 2.2.2 Work Experience. S/he must provide relevant documents to support why s/he deserves to be identified as having equivalent work experience. Please submit an A4-sized document that describes the applicant's work experience in detail.

No specific format. Do include the applicant's name.

This statement can be submitted by email (PDF).



**3.2.11 Personal Identification Material(s)****● For international applicants from overseas:**

Please submit a PDF or photo (.jpg or .png) of the passport page(s) showing your photo, full name, nationality and other identification information via email. Those holding more than one citizenship should provide copies of all passports currently held and specify with which passport they intend to enter Japan if they are admitted to Doshisha Business School. If you do not yet have a passport, please submit a PDF or photo (.jpg or .png) of an identification certificate issued by the government or its equivalent public institution in your home country.

**● For international applicants residing in Japan:**

Please submit a PDF or photo (.jpg or .png) of the passport page(s) showing your photo, full name, nationality and other identification information and your residence card (在留カード), both sides via email. Please note that you may be required to provide additional documentation regarding the duration of activities related to your current status of residence (visa) in Japan.

**● For applicants with Japanese nationality:**

Please submit a PDF or photo (.jpg or .png) of the passport page showing your photo, full name, nationality and other identification information via email. If you do not have a passport, please submit a photocopy of a document that certifies your identity issued by the government or its equivalent public institution in Japan.

**3.2.12 Application Fee Receipt**

Submission of certified evidence that the application fee has been paid is required for your Formal Application to be considered. For the detailed information of how to pay the application fee, please refer to **Section 3.5**.

Applicants who pay online with the credit card: please send the result page via email after the transaction is completed to use as your receipt.

Applicants who pay by bank transfer: please send the scanned PDF or photo (.jpg or .png) of the payment receipt via email after the transaction is completed.

\*The Application Fee is non-refundable.

\*\*Applicants who pay by bank transfer should keep the original payment receipt (hard-copy) by themselves. There is a possibility that we may ask for the original receipt when any issue happened upon the payment process.

**3.2.13 Digital Photograph Data**

One digital photograph data (.jpg or .png) is required.

- i. The photograph should be taken within the last three months and be a face-to-shoulder color photo, taken without a hat or other head covering, and with a white or plain background.
- ii. The digital version of the photograph must be submitted via e-mail. The file name must be the applicant's full name.

\*The submitted photograph will be used for the applicant's student identification card after enrollment.

**3.2.14 Important Notes**

- i. If it is later found that you have misrepresented the information in your application, you will be dismissed from the school.
- ii. If documents other than those prepared by the applicant are in a language other than English or Japanese, it will be the responsibility of the applicant to attach an official English (or Japanese) translation certified by a public authority or a notary public institution.
- iii. If it is not possible to submit original documents (hard-copy) or PDF via email from your university (academic transcript or certificate of graduation), we can accept an official copy (hard-copy **by post**) issued by your university if it has the university-issued stamp and/or signature **in ink** directly on the document.
- iv. If you have attended, or are attending, more than one university, please submit a **university graduation certificate** and **academic transcript** for each university/academic institution. This includes any exchange study programs where credit was earned.
- v. The university may require the submission of documents other than those listed above.
- vi. Applicants who cannot take an English proficiency exam due to special circumstances should consult the Doshisha Business School Office (ji-gmba@mail.doshisha.ac.jp) well in advance.
- vii. Applicants who are intending to submit a GMAT® or GRE® score or required to submit the English Language Test Score are responsible for taking the test well in advance of the deadline for their preferred admissions round. Please refer to the official test website to verify how long it takes for scores to become available. **The Formal Application will not be considered complete until required test scores and ALL other required documents have been received.**

### 3.3 Important Dates

The detailed schedule for each application round is as follows. The application package must arrive at Doshisha Business School on or before the specified deadline to be considered for the round. A late or incomplete application cannot be processed.

If any questions, applicants should consult the Doshisha Business School Office (ji-gmba@mail.doshisha.ac.jp) well in advance the application deadline.

Round	Application Deadline	Formal Interview Schedule <sup>(i)</sup>	Admission Decisions	(Successful applicants) Due date for Admission Fee <sup>(ii)</sup>
1	November 19, 2024	December 3, 4, or 5	Mid- January	February 20, 2025
2	January 7, 2025	January 21, 22, or 23	Mid- to late February	March 13, 2025
3	February 4, 2025	February 18, 19, or 20	Mid- March	April 10, 2025
4	March 4, 2025	March 17, 18, or 19	Mid- to late April	May 22, 2025
5	April 1, 2025	April 15, 16, or 17	Mid- to late May	June 26, 2025
6	May 8, 2025	May 20, 21, or 22	Mid- June <sup>(iii)</sup>	June 26, 2025 <sup>(iv)</sup>
7 <sup>(v)</sup>	June 10, 2025	June 17, 18, or 19	Mid- July	July 24, 2025

**\*\*All indicated dates above is Japan Standard Time (GMT+9).**

**NOTE:**

- I. Starting time of the interview is from 9:30 to 16:30 (Japan Standard Time (GMT+9)). Our admissions team will allocate the date and time of Formal Interview within the schedule above. Basically, applicant’s convenience will not be considered. Please leave your schedule open for the entire Formal Interview Schedule. Those who cannot attend the interview on the set schedule and those who submit the incomplete documents by the deadline must apply again in the other round or the next year. Applicants will be notified of the interview date individually by e-mail.
- II. Successful international applicants will be notified directly by the Office of International Students regarding the admission fee deadline and initial registration procedures. Please see **Section B** for more information.
- III. **Round 6:** Overseas applicants for **Round 6** must be well prepared in order to apply for the Certificate of Eligibility (see below) soon after successful application.  
**Certificate of Eligibility:**  
 This is an official document issued by the Ministry of Justice and is required for successful applicants to obtain a student visa. Please see **Section B** for more information.
- IV. **Round 6:** Successful applicants of **Round 6** should note that the deadline for initial registration fees (including Admission fee) payment is set much earlier than the other application rounds.
- V. **Round 7:** This round is a special period available **only** for applicants who meet one of the conditions stated below and therefore do not need to apply for a Certificate of Eligibility.

**Round 7 Eligibility:**

Only applicants who meet one of the following conditions are eligible to apply in **Round 7**:

- i. Those who have Japanese nationality.
- ii. Those who currently reside in Japan with foreign nationality and will continue to reside in Japan and engage in the activities related to their current residence status for the entire period between application and enrollment.
- iii. Those who are currently residing outside Japan but have obtained either a Permanent Resident, Long-Term Resident, Spouse or Child of Japanese National, or Spouse or Child of Permanent Resident visa.
- iv. Those who are able to prove as having qualifications equivalent to ii and iii above and therefore do not need to apply for a Certificate of Eligibility.

If you have any concerns about your eligibility for Round 7, please consult with us in advance.

- VI.** Please note that these dates are subject to revision where necessary.

**3.4 Application Fee**

All applicants are required to pay a non-refundable application fee as follows.

***Fee for applicants:*** 15,000 yen

Submission of certified evidence that the Application Fee has been paid is required for your Formal Application to be considered. This can be a “successful transaction” result page when using the online credit card payment, or a payment receipt provided by the bank confirming the transfer. Please refer to **Section 3.2.12** and **3.5** for further details.

**3.5 Method of Application Fee Payment**


Choose one of the following methods.

**3.5.1 Payments by Credit Card**

You may pay your application fee online with a credit card. Please follow the procedures on how to make an online payment. Please note that the website can only be accessed by computer and is available in English only.

**DOSHISHA UNIVERSITY**  
**How to make a Payment of Application Fee by Credit Card**  
 24 hours a day, you can pay anytime! Easy, Convenient and Simple!


You can make a payment with your Credit Card



Access the site below with your PC

<https://e-shiharai.net/ecard/>

English



You can access from our website!

Web Application - Credit Card Transaction

<b>1. Top Page</b>	Click "Examination Fee".
<b>2. Terms of Use and Personal Information Management</b>	Please read the Terms of use and Personal Information Management. Click "Agree", located in the lower part of this page, if you agree with these terms. Click "Not agree", located in the lower part of this page, if you do not agree with these terms.
<b>3. School Selection</b>	Select the name of the Educational Institution.
<b>4. School Information</b>	Read the information carefully and click "Next".
<b>5. Category Selection</b>	Select your First to Fourth choices and click "Add to Basket"
<b>6. Basket Contents</b>	Check the contents and if they are OK, click Next.
<b>7. Basic Information</b>	Input the applicant's basic information. Choose your credit card and click "Next".
<b>8. Credit Card Information</b>	Input Credit Card number (14~16-digits) , Security Code and Expiration date.
<b>9. Payment Result</b>	All of your application information is displayed. Check and Click "Confirm".
<b>10. Credit Card Payment Completed</b>	Click "Print this page" button and print out "Result" page.

**Important notes:**

- i. Please make all credit card payments before 17:00 (Japan Standard Time) of the deadline date of each application period.
- ii. There will be a processing fee of 510 yen for online credit card payment.  
\*A transaction charge is subject to change.
- iii. A third party may pay on the applicant’s behalf. However, please make sure to enter the applicant’s personal details on the Basic Information page.
- iv. After the transaction is completed, please send the “Result” page along with other application documents via email.
- v. For how to access the “Result” page, please go to the “Application Results” page and enter the “Receipt Number” and your date of birth to view the page again.
- vi. The payment confirmation will be sent to the e-mail address you registered.
- vii. The transaction will be in Japanese yen. Please note that the conversion rate will apply at the time of the transaction. Please contact your credit card company for further details.
- viii. If you have any credit card verification issues, please contact your credit card company.

**3.5.2 Payments by Bank Transfer**

**For Applicants Residing Outside of Japan**

For overseas remittance to Japan, you are required to add the transaction fee of 2,500 yen to the application fee. (The total amount remitted should therefore be 17,500 yen for international applicants.)

Please use the following information to facilitate the payment of your application fee:

<b>Pay into (beneficiary bank)</b>	Sumitomo Mitsui Banking Corporation, Lavender Branch
<b>Bank address</b>	8 Naginataboko-cho, Karasuma-higashiiru, Shijo-dori, Shimogyo-ku, Kyoto, 600-8008, Japan
<b>Currency</b>	Japanese Yen (JPY)
<b>Transfer type</b>	Telegraphic transfer
<b>Payment</b>	Advise and Credit
<b>Transfer charge</b>	Local charges borne by remitter & overseas charges by beneficiary [SHA]
<b>SWIFT address</b>	SMBCJPT
<b>Account type</b>	Ordinary Account (Savings Account)
<b>Account number</b>	976-0100033
<b>Account holder</b>	Doshisha University

*Please note that the remittance **must be made in the name of the applicant**, although a third party may pay on the applicant’s behalf.*

**For Applicants Residing in Japan**

For applicants residing in Japan and with to pay the application fee by Telegraphic Transfer at the bank, please contact the office directly for further details. Please do not remit your application fee to the above bank account because it is designated for overseas applicants only. Please note that we are not able to accept remittances made from an ATM, JP Bank account, or in cash. Payment cannot be made in person at Doshisha University.

### **3.6 Submitting Your Application**

The application can be processed only with the submission of both (1) and (2) below within the application deadline.

#### **(1) Submission of application by post:**

- i. Documents indicated as requiring submission in hard-copy (refer to **3.2 Required Documentation**) must be submitted by post.
- ii. For international applicants, the application package must be sent by DHL or international courier service which issues the tracking number, and should not be sent by normal post. For domestic applicants the application package should be sent by registered mail.
- iii. **“APPLICATION FOR GLOBAL BUSINESS AND MANAGEMENT STUDIES”** must be written on the front of the envelope.
- iv. Please refer to the “Final Check List before application submission” on the last page of the Formal Application form to confirm the contents of your application package before shipment.
- v. **Please send your application to:**  
**Global Business and Management Studies, Admissions Team**  
**Doshisha Business School**  
**Doshisha University Karasuma-Imadegawa, Kamigyo-ku, Kyoto, 602-8580 JAPAN**  
**TEL: +81-75-251-4600**
- vi. **IMPORTANT:** Please send the tracking number to Doshisha Business School Office via e-mail after shipment.

**NOTE:**

- I. Applications or supporting documents brought to Doshisha Business School in person will not be accepted.
- II. The application package must arrive at Doshisha Business School on or before the deadline of a round in order to be considered for that round.
- III. The application materials must be sent in one package, with the exception of their original GMAT® or GRE® official score report and English proficiency test score report(s) which are required or available to be sent directly from the test institutions.

#### **(2) Submission of application by e-mail:**

The below must be submitted via e-mail to **ji-gmba@mail.doshisha.ac.jp**.

- i. **Completed application form** (Excel file format)
- ii. **Digital Photograph** (.jpg or .png format)
- iii. **Personal Identification Material(s)** (PDF or .jpg/.png format)
- iv. **Application Fee Receipt** (PDF or .jpg/.png format)
- v. **Work Experience Statement** (PDF format if applicable)
- vi. The application form Excel file title and the e-mail title should be **“<your full name>\_2025 Formal Application”**.

### **3.7 Protection of Personal Information**

Doshisha University is dedicated to collecting, handling, storing, and using any personal identifiable information securely and properly. Following the enforcement of the “Act on the Protection of Personal Information,” Doshisha University defined the “Basic Policy on Protection of Personal Information” regarding the handling of personal information. Based on this policy for safeguarding personal information, the “Regulations on Protection of Personal Information” have been established. We ensure that such information will be handled and protected appropriately and that we will use applicants’ personal information only for the purpose of contacting them and making statistics of entrance examination and database of students admitted.

### **3.8 Temporary Closure of Doshisha Business School Office**

Please note that the office of Doshisha Business School will be closed from **December 28, 2024 to January 5, 2025**, and from the **end of April 2025 to early May 2025**. All enquires or messages received on holidays (or weekends) will be responded to during normal office hours. Please check our website for the latest information on dates and office hours.

## **4. Contact Details**

Global Business and Management Studies  
Doshisha Business School  
Doshisha University  
Karasuma-Imadegawa  
Kamigyo-ku, Kyoto, 602-8580 JAPAN

TEL: +81-75-251-4600  
FAX: +81-75-251-4710  
E-mail: [ji-gmba@mail.doshisha.ac.jp](mailto:ji-gmba@mail.doshisha.ac.jp)  
Web: <https://gmba.doshisha.ac.jp/en/>

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## SECTION B Registration Procedures

### 1. Overview

For successful international applicants, registration procedures are handled by the **Office of International Students** (Japanese applicants, applicants not intending on applying for a student visa are mainly handled by the Business School Office). Upon acceptance, applicants must complete the following procedures. Admission will be denied if the applicant fails to complete these procedures by the deadlines. Please refer to the guide for initial registration procedures enclosed with the **Notification of Acceptance** for further details and contact the **Office of International Students** for queries using the contact information in **5. Contact details**.

### 2. Initial Registration Procedures

#### 2.1 Initial Registration Fees

Applicants are required to pay the **initial registration fees**. This consists of three components:

1. **Admission fee**\*<sup>1</sup>
2. **Tuition**\*<sup>2</sup>
3. **Facilities fee**\*<sup>2</sup>

(Japanese Yen)

INITIAL REGISTRATION FEES	
Admission fee	200,000
Tuition	293,000
Facilities fee	66,000
<b>Total payable</b>	<b>559,000</b>

\*<sup>1</sup> The **admission fee** may be regarded as a non-refundable deposit and commits the applicant to entry to Global Business and Management Studies at Doshisha Business School.

\*<sup>2</sup> The **tuition** and **facilities fee** as a part of the initial registration fees stated above are for Year 1 Fall Semester only. Please refer to **Section A 2.3.1** for further information.

\*<sup>3</sup> If you overpay the transaction fee or initial registration fees when paying by overseas remittance the excess amount will be applied to spring semester university fees.

#### 2.2 International Applicants Residing Overseas (Rounds 1-6)

**[Step 1]** Applicants must pay the **admission fee** by the date indicated below. Applicants are also required to prepare all necessary documents to the Office of International Students, who will then apply to the Ministry of Justice for a **Certificate of Eligibility** for a Student VISA for each applicant, after or at the same time of payment of the admission fee.

**[Step 2]** After confirming the payment of the admission fee, the applicant will be required to complete payment of the remaining amount of initial registration fees (**the tuition and the facilities fee**). Upon completion of this payment, the Office of International Students will apply by proxy for the **Certificate of Eligibility** to the Ministry of Justice. The **Certificate of Eligibility** will be sent to the applicants together with the **Admission Certificate** after issuance.

**[Step 3]** After **[Step 2]** above, the applicant must apply for a Student VISA by bringing these documents to the Japanese Embassy or a Japanese Consulate in their home country. Also, after arrival in Japan, applicants must submit certain required forms by **late September, 2025** (See **3. Secondary Registration Procedures**).

Round	Due date for Admission Fee <sup>(i)</sup>	Documents preparation for COE application	Due date for remaining fees (Tuition, Facilities fee) <sup>(i)</sup>	COE application to the Ministry of Justice
1	February 20, 2025	By the end of May	June 17, 2025	After payment of the initial registration fees
2	March 13, 2025	By the end of May	June 17, 2025	After payment of the initial registration fees
3	April 10, 2025	By the end of May	June 17, 2025	After payment of the initial registration fees
4	May 22, 2025	By the end of May	June 17, 2025	After payment of the initial registration fees
5	June 26, 2025 <sup>(iii)</sup>	By June 26 <sup>(iii)</sup>	June 26, 2025	After payment of the initial registration fees
6	June 26, 2025 <sup>(iii)</sup>	By June 26 <sup>(iii)</sup>	June 26, 2025	After payment of the initial registration fees

**NOTE:**

- I. Applicants who fail to complete the payment of admission fee and the remaining fees by each deadline will not be accepted to Doshisha University.
- II. **Successful applicants for Round 5 and 6:** Applicants must pay the initial registration fees (admission fee, tuition and facilities fee) all together.

### **2.3 Applicants who are Foreign Residents of Japan (Round 1-7)**

Applicants must pay the **admission fee** by the date indicated in the guide for initial registration procedures. Applicants will then be required to complete the payment of the remaining initial registration fees (the tuition and the facilities fee) by the announced date and to submit required documents by **late September 2025** (see **3. Secondary Registration Procedures**).

Applicants who are foreign residents of Japan should consult with the Office of International Students directly concerning their visa status. In principle, to be able to extend or change visa status while remaining in Japan with support from Doshisha University, applicants who are foreign residents of Japan must maintain a valid visa and continue to engage in the activities related to their current visa status until enrollment\*. Those who meet these requirements may change or extend their visa status as Doshisha University students after receiving the Admission Certificate from the Office of International Students, which is issued after the initial registration fees are paid in full.

Individuals staying in Japan under the status of “Temporary Visitor” (also referred to as a visa waiver or “tourist visa”) are not considered residents of Japan and in principle will not be able to change their status of residence to “Student” while in Japan. Any successful applicants staying in Japan on “Temporary Visitor” status will be expected to leave Japan and follow the immigration procedures for overseas applicants in a timely manner.

\*International applicants who are studying or working in Japan with a visa to be expired before enrollment (not to be renewed) when applying, they are considered as applicants residing overseas (See **2.2 International Applicants Residing Overseas** for the registration procedures). Applicants should consult with the Office of International Students directly concerning their visa status.

### **2.4 Applicants with Japanese Nationality (Rounds 1-7)**

Applicants must pay the **admission fee** by the date indicated in the guide for initial registration procedures. Applicants will then be required to complete the payment of the remaining initial registration fees (the tuition and the facilities fee) by the announced date and to submit required documents by **late September 2025** (See **3. Secondary Registration Procedures**).

### **2.5 Important Notes**

Once received, the **admission fee** cannot be refunded. Cancellation of registration after the completion of initial registration procedures would be permitted only in the case the applicant goes through the prescribed cancellation procedure by **September 20, 2025**. In such a case, the initial registration fees minus the admission fee will be refunded to the applicant.

### 3. Secondary Registration Procedures

#### 3.1 Arrival in Japan

Please be aware that successful applicants are required to arrive in Kyoto by early September to allow enough time for final registration and settling in.

#### 3.2 Submission of Documents

Successful applicants are required to visit the Doshisha Business School Office and submit the documents listed below.

Deadline	Late September 2025
Hours	9:00 - 11:30, 12:30 - 17:00 (Monday through Friday) Please note that registration will not be processed on Saturdays, Sundays, or holidays.
Place	Doshisha Business School, Kambaikan building 3F, Imadegawa campus

- **Written Pledge and Notification of Contact Person (prescribed form to be sent to successful applicants)**  
All students must have a contact person (regardless of nationality or place of residence) during their enrollment period at Doshisha University. This contact person should be the applicant's parent or legal guardian, and be designated to maintain communication with the university during the student's absence, and responsible for delivering messages/information from the university to the student.

- **University Graduation Certificate(s) and Final Academic Transcript(s)**  
Those who have applied with a **certificate of expected graduation** must submit their university graduation certificate(s) and final academic transcript(s). If you were a student of another university or graduate school at the time of application, and did not graduate from or complete that university or graduate school, you must submit a 'Certificate of Withdrawal'.

- **Certificate of Residence**

**For successful international applicants:**

All foreign nationals residing in Japan for more than 3 months need to register their place of residence at a local municipal office within 14 days of moving into their new residence. Please register your residence in Japan at your local municipal office and request either of the following documents.

**Certificate of Residence (住民票, Juminhyo) or**

**Certificate of Items Stated in Resident Register**

**(住民票記載事項証明書, Juminhyo Kisai Jiko Shomeisho)**

"Certificate of Residence" or "Certificate of Items Stated in Resident Register" will only be issued upon request. Please note that this certificate is NOT the 'Resident Register Code Number Notification' (住民票コード通知書) which will be given upon completion of registration of your address.

**Notes**

- If you cannot submit the certificate by the deadline, please notify the Doshisha Business School Office in advance.
- This requirement may change due to legal amendments, the latest information will be sent to successful applicants with the Notification of Acceptance.

**For successful applicants with Japanese nationality:**

Please submit a Certificate of Residence (住民票) or a Certificate of Items Stated in Resident Register (住民票記載事項証明書) that has your full name, address, gender, and date of birth.

**4. Notes**

- i. The Doshisha Business School academic year begins on **September 21** and ends in late September of the following year.
- ii. All international students enrolled at Doshisha University are required to obtain a valid visa status as prescribed in the Immigration Control and Refugee Recognition Act Appendix 1. In general, international students should hold a “Student” visa and shall not be allowed to enroll at Doshisha University with the status of “Temporary Visitor.”
- iii. Permission for the Certificate of Eligibility (COE) is granted by the Ministry of Justice. If and when such permission is not granted or unexpected expenses are incurred due to any reason, such as the delay in the issuance of COE, the university takes no responsibility. When the COE application is rejected, the university may deny admission. Also, students who have lost status of residence will be dismissed.
- iv. Application documents not prescribed by Doshisha Business School or Doshisha University may be accepted and screened at a time other than the normal schedule when requested by: the Japanese Government or governmental offices of other countries involved; foundations in Japan or other countries; overseas institutions having academic exchange agreements with Doshisha Business School or Doshisha University; or if the applicant has been granted a scholarship by any of the above organizations.
- v. Enrollment other than in September may be approved if it is requested by any of the organizations described above and deemed necessary by the graduate school. If necessary, a special student may be permitted to enroll for a period other than the normal length of enrollment, which is no less than six months and no more than one year with an extension for enrollment for up to one year possible upon screening.
- vi. Admission will be denied if there is any false information on the application form or the submitted documents.

**5. Contact Details**

**Office of International Students**

Doshisha University  
 Karasuma-Imadegawa  
 Kamigyo-ku, Kyoto, 602-8580 JAPAN

TEL: +81-75-251-3257  
 FAX: +81-75-251-3123  
 E-mail: [ji-intad@mail.doshisha.ac.jp](mailto:ji-intad@mail.doshisha.ac.jp)

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**Global Business and Management Studies**

Doshisha Business School,  
 Doshisha University  
 Karasuma-Imadegawa  
 Kamigyo-ku, Kyoto, 602-8580 JAPAN

TEL: +81-75-251-4600  
 FAX: +81-75-251-4710  
 E-mail: [ji-gmba@mail.doshisha.ac.jp](mailto:ji-gmba@mail.doshisha.ac.jp)  
 Web: <https://gmba.doshisha.ac.jp/en>

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