

Application Guidelines December Special Examination

For admission in April 2020

(Updated version: July 29th 2019)



Number of places to be offered: 30

Application period: October 22 through November 1, 2019

First screening results posted on the university website: November 29 , 2019

Exam date (Interview and essay): December 8, 2019

Second screening results posted on the university website: December 17, 2019

All Dates Japan Standard Time (JST)

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1. Number of places to be offered

30

2. Application Requirements

An applicant must meet each of requirements 1 – 3:

1. Have a strong desire to study in GIS.
2. Have satisfied, or expect to satisfy, by March of 2020 **one** of the following five requirements:
 - ① Completed, or expect to complete, by March 2020 high school (高等学校) or secondary education (中等教育学校) in Japan.
 - ② Completed, or expect to complete, by March 2020 12 years of education in Japan based on a standard Japanese curriculum.
 - ③ Completed, or expect to complete, by March 2020 12 years of education or equivalent in a non-Japanese educational institution overseas【※ 1】
 - ④ Completed, or expect to complete, by March 2020 a course of study at an overseas educational institute certified by the Minister of Education, Culture, Sports, Science and Technology in Japan.【※ 2】
 - ⑤ Have, or expect to have, by March 2020 scholastic qualifications equivalent to a high school graduate as stipulated in Article 150 of the School Education Act Enforcement Regulations.

Note: Application under requirement ⑤ is limited to the following persons:

- a. Those who have completed an advanced course at a vocational school, which meets the standards set by the Minister of Education, Culture, Sports, Science and Technology.
- b. Those who have completed, or who are expected to complete by March 2020, 12 years at a school that is accredited by an international accreditation organization (WASC, CIS, ACSI).
- c. Those who have completed, or who are expected to complete by March 2020, a course of study at a designated school for foreign students in Japan considered as equivalent to the foreign country's high school.
- d. Those who are 18 years of age or older (as of April 1, 2020) and have passed an authorized high school degree examination (Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates or University Entrance Qualification Examination).
- e. Those who are 18 years of age or older (as of April 1, 2020) and recognized by Hosei University as having scholastic ability equivalent to or higher than that of a high school graduate.

【※ 1】

This includes:

- a. applicants who graduated before completing 12 years of education by the time of enrollment due to grade skipping.
- b. applicants graduating from an overseas educational institution that offers less than 12 years of education and who have an official document from the pertinent country certifying that the education received is equivalent to that of 12 years.

【※ 2】

This includes applicants who are 18 years of age or older (as of April 1, 2020) graduating from an overseas educational institution that offers less than 12 years of education and have completed a preparatory course at an institution designated by the Minister of Education, Culture, Sports, Science and Technology in Japan.

3. Meet one of the following standards of English proficiency and/or academic achievements: S or A.

S Standard

A person who meets ① and ②.

① Application requirements:

	Requirement	Documents to submit
a. Worldwide	Have taken a course and obtained a diploma in the International Baccalaureate (IB) program (including Japanese DP)	Transcript showing results of six subjects at the last exam and the IB Diploma. <u>Sent directly from IBO:</u> Transcript of grades or <u>Enclosed with other documents:</u> Transcript of grades and Diploma
b. Worldwide	Have sat for the SAT Reasoning Test (Essay not required)	Official Score Report of SAT. The SAT code is 3686 for Hosei University.
c. U.S.A.	Have sat for the ACT (Writing is required)	Official Score Report of ACT. The ACT code is 0607 for Hosei University.
d. U.K.	Have sat for (a) GCE Advanced Level 3 subjects or (b) GCE Advanced Level two subjects and GCE Advanced Subsidiary Level two subjects (total of 4 subjects)	Statement of Results certifying the achievements of the candidate in GCE

e. New Zealand	Have fulfilled university admission requirements (UE: University Entrance), including NCEA (National Certificate of Education Achievement) Level 3.	Certified Record of Achievement showing results that include NCEA Level 3. If NCEA Level 3 and UE: University Entrance (New Zealand) cannot be obtained by the application deadline, provide a certificate of expected record of achievement by the graduating high school.
f. France	Have passed the baccalauréat	Transcript showing baccalauréat results
g. Germany	Have passed the Abitur	Transcript showing Abitur results

② English skill requirement:

TOEFL iBT®	90 (writing 23) (TOEFL-ITP® scores will not be accepted) ※ We can only accept the Test Data scores from a TOEFL iBT® test for the application (MyBest™ scores are not admissible).
IELTS	(Academic Module) band 6.5 (writing 6.0)
IB Diploma	Language A: Literature (in English) or Language A: Language and Literature (in English)

※Those who meet the S requirement do not need to submit the statement of purpose in Japanese.

※ The second stage screening will be an interview (in English) only.

A Standard

Please note: If those who have completed a course based on a non-Japanese education system must meet one of the application requirements under the S criteria ① "Application Requirements" before applying (those meeting Application Requirement ⑤ b or c do not need to meet this criteria). Likewise, if the applicant has been enrolled under ~~an~~ on an education system outside of Japan education system outside Japan for more than two years, and have transferred to a high school or secondary school in Japan after March 2019, the applicant must meet one of the application requirements ~~a to c~~ under the S criteria ① "Application Requirements". If the applicant does not meet any of the university application requirements ~~① a to g~~, the applicant must meet ~~① a to c~~ before applying.

TOEFL	iBT® 80 (TOEFL-ITP® scores will not be accepted) ※ We can only accept the Test Data scores from a TOEFL iBT® test for the application (MyBest™ scores are not admissible).
IELTS	(Academic Module) band 6.0

STEP (英検)	<p>Pre-1st grade.</p> <p>Applicants require a 1st or pre-1st grade with a CSE score of 2500, attained in or after 2017.</p>
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※ The second stage screening is a short essay (in English) and an interview (in English).

3. Application Documents

(1) Application form. The downloadable form can be printed upon payment of the application fee.

(2) Photo (4 cm by 3 cm)

- Write your name on the back of the photo and attach it to the application form.
- The photo must show you from the waist up, facing forward and looking straight at the camera, without hats, and against a plain background.
- The photo must be taken within the previous three months, and it can be in color or in black and white. Snapshots, digital camera photos not taken or printed professionally, and blurred photos are not acceptable.
- If the applicant intends to wear eyeglasses on the day of the interview, he/she must wear them in the photo too.

(3) Certification of high school graduation and school reports (sealed).

For applicants expected to graduate, the required documents should have been issued within the previous three months. For applicants who have graduated high school, documents issued any time after graduation are accepted.

- ① Applicants expected to graduate high school or secondary education school should submit a school report that includes grades in the first term in the third year.
- ② Applicants who have passed or are expected to pass an authorized high school degree examination and those who have passed the high school equivalence test should submit an official transcript. There is **no need** to submit a certificate of credit acquisition for the exempted courses.
- ③ If a school report cannot be issued, submit proof of (expected) graduation and an official transcript.

Please note the following:

- Submit only originals. Copies are not accepted. If an original document cannot be submitted, submit a copy certified by the school principal.

- Provide a certified translation into Japanese or English for documents in any other language. The translation needs to be certified by the school the applicant has/will graduate from, or notarized by a public organization such as an embassy.
- For any term(s) spent in study abroad during high school, provide documents showing the courses taken and the grades obtained by academic year.
- The transcripts must contain all the grades obtained in high school.
- In the case of completing secondary education based on a non-Japanese curriculum, submit certified results of a university entrance qualification test: IB (Worldwide), SAT (Worldwide), ACT (USA), GCE A-level (UK), University Entrance (NZ), etc. In addition, if the applicant has completed a Japanese education system and is applying for the S Standard, then the applicant must also submit certified results of criteria ① "Application Requirements".
 - If NCEA Level 3 and UE: University Entrance (New Zealand) cannot be obtained by the application deadline, provide a certificate of expected record of achievement by the graduating high school.
 - IB predicted scores should be provided using the downloadable form.
 - Graduates without IB diplomas or those from countries other than the UK, NZ, Germany and France are required to submit SAT or ACT results. The SAT code is 3686 and ACT code is 0607 for Hosei University. Official score reports for SAT sent directly to Hosei University should reach the university by the application deadline. See table on page 3 & 4 for details.
 - Graduates of International schools outside Japan need to check the curriculum the school applies. For example, for graduates from an international school in Indonesia adopting the curriculum of the UK education system, the documents stated in the "UK" section of the table on page 3 are required.

(4) Score reports of English proficiency tests (originals)

Submit the official score report of any among TOEFL®, IELTS, or STEP (英検) that satisfies the application requirement (page 4). You may submit scores from multiple tests.

Please note the following:

- Submit only official score reports. Printouts or copies of online score reports (even those with an official school seal) are not accepted.
- Official TOEFL® score (Official Score Report) must be submitted by the following steps.
 - Enclose a photocopy of the "Examinee Score Report" or the "Test Taker Score Report" when sending the application documents.
 - Request ETS (Educational Testing Service) to send the "Official Score Report" directly to Hosei University by the application deadline. Hosei's Code for TOEFL® is 0407. (Sending score reports before the official application period is acceptable.)

- Official score reports for IELTS may be mailed directly to Hosei University, or they may be sent together with the application and other required documents.
 - Official score reports for IELTS sent directly to Hosei University should reach the university by the application deadline. (Sending score reports before the official application period is acceptable.) Please plan to send your score report early, as it usually takes about one month for the official score reports to reach the university.
- Score reports will not be returned unless they are accompanied by a stamped self-addressed envelope and a note requesting the reports to be returned. As TOEFL® scores reports must be delivered directly to GIS from ETS, in-person submissions and submission enclosed with other application materials are not accepted.

(5) A statement of purpose in English, approximately 500 words in length. (Download official form from website.)

1. Statement content should include the following (in any order).

- Your reasons for applying to GIS
- Your plans and goals after entering university
- Your personal strengths

2. Download and fill in the "Statement of Purpose" cover sheet and type your statement on A4 or US letter size paper. Use 12-point font and double space lines and margins on all sides. Put your name on the upper right-hand corner and staple multiple pages together on the upper left-hand corner, along with the cover sheet.

*A standard applicants may include similar content to their Japanese essay, but please limit the length to 500 words.

(6) A statement of purpose handwritten in Japanese, within 2,000 characters. Download the form and follow instructions on the cover sheet. (S standard applicants are exempted from the Japanese statement of purpose.)

1. Include a title no longer than 20 characters.
2. Essays should be 2,000 characters in length.
3. Content should include the same items listed for the English essay.
4. The essay should be handwritten using a ballpoint pen in blue or black ink.
5. Essay pages should be stapled vertically in the upper left-hand corner.

(7) Letters of reference in English or Japanese from two full-time teachers of the most recent school institution (excluding cram schools and similar institutions) the applicant attended

(issued within the previous 6 months and sealed). Download forms for the reference.
Letters sent from overseas should be addressed to Faculty of GIS on the envelope.

(8) Document checklist: Download and print.

(9) Address label: Download and print.

Attach the printed label on a document envelope of size 「角 2」(240mm x 332mm) and send it by registered mail to

Faculty of GIS, Office of Academic Affairs
2-17-1, Fujimi, Chiyoda-ku, Tokyo, 102-8160, Japan

4. Application Period

October 22, 2019 (Tuesday) – November 1, 2019 (Friday)

Application submitted in Japan: postmarked November 1

Application submitted from overseas: must arrive no later than November 1

<Application flow>

[1] Access the Hosei University online application system

(<http://exam.52school.com/guide/hosei-tokubetsu/procedure/>) and register.

[2] Pay the screening fee.

[3] Print out the application documents, provide the necessary information and submit all application documents to GIS, Hosei University.

[4] An applicant number will be shown on the “My Page” from 3 pm seven days prior to the announcement of first screening results.

Contact us if the applicant cannot confirm the applicant number three days prior to the announcement of the first screening results on Friday, November 29, 2019

5. Schedule of Examination and Announcement of Results

Please make sure to check the applicant number online and print out the admission ticket for yourself as it will not be sent to the applicant by post. The applicant number is required when applicants confirm the screening results.

First screening: Document screening (transcript, statement of purpose etc.)

Announcement of first screening results: November 29, 2019 (Friday)

Second screening:

S standard applicants: interview (in English)

A standard applicants: essay exam (in English, 60 minutes), interview (in English)

Exam date: December 8, 2019 (Sunday)

Location: Boissonade Tower, Ichigaya campus, Hosei University (reference the map on page 11 of the other guide 共通冊子)

- Information on time and room number will be provided in the second screening notification.

Please note the following:

- (1) Bring the application guides (入試要項、共通冊子 (別冊)), second screening notification or examination admission ticket, and stationary.
- (2) Late applicants will be admitted to the exam up to twenty minutes after the start time. However, applicants should take ample time and plan to arrive to the exam location early. Call the examination headquarters (03-3264-5805) in case of transportation or other delays.
- (3) Applicants may enter the campus any time after 8 am.
- (4) On-campus cafeteria and other nearby restaurants will be closed. Bring your lunch.
- (5) Smart phones, cell phones, PHS, tablets, wearable communication and other electronic devices must be turned off and stored in your bag before entering the examination room, and the alarm in these devices must be disabled. These devices may not be used as a clock. Bring a watch. (There is no clock in the examination room.)
- (6) The ending time depends on your place in the interview schedule.
- (7) Accompanying persons may not enter the examination room. They may wait in the lounge on the first floor of Boissonade Tower.
- (8) No dictionary is allowed during exams.

Announcement of results of second screening: December 17, 2019 (Tuesday)

6. Deadline for Completing Enrollment:

January 17, 2020 (Friday)

7. Applicants with non-Japanese nationality (acquiring visas)

To study in Japan and to be eligible for scholarships and other assistance, students with non-Japanese nationality need to have a student visa (status: 留学). Inquire at the GIS office before applying should you be outside of Japan during the completion of the enrollment procedure. Non-Japanese students may also enroll with a different visa (dependent, permanent resident, long-term resident, spouse or child of permanent resident, etc.) but will not be eligible for scholarship or other assistance for international students.

8. FAQ

(1) There are two standards "S" and "A" for this examination, but is there any advantage for a particular standard?

→No. The number of places to be offered is 30 from applicants of all standards.

(2) Is it possible to use forms of the past exams such as reference or statement of purpose?

→No. Please use the latest versions updated each year.

(3) If I attend a college or professional school after graduating from high school or have already graduated, who should write the references and which transcript is required?

→The references should be written by two full time teachers at the most recent school institution (this does not include vocational schools (except for an advanced course), cram schools or ~~Japanese~~-language schools). Transcripts are required for all school institutions (from high school onwards) where formal qualifications have been attained. For example, if a student has graduated from a high school, a two-year college course and currently studying a four-year university course, transcripts are required for all three institutions. However, the references should be written by two full time teachers at the university.