



# APPLICATION GUIDE 2023

## GLOBAL BBA

SPRING & AUTUMN 2023 ENROLLMENT



**NUCB** Undergraduate School

# CRITERIA FOR ADMISSION

Spring 2023 Autumn 2023

NUCB Undergraduate School seeks to admit students irrespective of nationality who can strive academically and personally at our university. In line with our mission to educate innovative and ethical leaders who possess a 'Frontier Spirit', we seek to nurture young persons who think creatively and independently. Admissions are based on holistic criteria with the goal to identify students who are able to excel in our active learning environment using the case method of teaching. Moreover, coming from diverse educational and cultural backgrounds, students are expected to enrich the NUCB student body with different and innovative ways to become pioneers in the future.

## PROGRAM OVERVIEW

School	NUCB Undergraduate School
Degree	Bachelor of Business Administration (BBA)
Language	English (Japanese not required)
Duration	4-years
Enrollment	Spring (April) Autumn (September)
Nationalities	All

## APPLICATION ELIGIBILITY

Applicants must have graduated or be scheduled to graduate from a high school (or secondary school) determined by the Japanese School Education Act or equivalent. For most applicants, this means you must have one of the following:

- Completed, or are expected to complete, a 12-year standard education curriculum
- Received an International Baccalaureate Diploma, Abitur, Baccalaureate Diploma, or GCE A-Level results

Please contact the admissions team if you fall outside of the above categories.  
Tel: +81(0)561-73-3006  
Email: intl\_adm@nucba.ac.jp

## APPLICATION SCHEDULE

Stages of application are windows where your complete application must be received and each stage offers equal consideration. Under no circumstances can we accept incomplete applications, late applications, or applications that are not accompanied by full payment of the prescribed application fee by the corresponding deadline.

### ADMISSION SPRING 2023

Stage	Application Period	Interview · Exam	Admission Result	Payment 1 Deadline	Payment 2 Deadline
1	2022 Jun 06 ~ Jun 17	2022 Jun 20 ~ Jul 01	2022 Jul 04 ~ Jul 15	2022 Aug 05	2022 Sep 02
2	2022 Jul 11 ~ Jul 22	2022 Jul 25 ~ Aug 05	2022 Aug 08 ~ Aug 22	2022 Sep 23	2022 Oct 21
3	2022 Sep 05 ~ Sep 16	2022 Sep 19 ~ Sep 30	2022 Oct 03 ~ Oct 14	2022 Nov 11	2022 Dec 09
4	2022 Oct 10 ~ Oct 21	2022 Oct 24 ~ Nov 04	2022 Nov 07 ~ Nov 18	2022 Dec 16	2023 Jan 06
5	2022 Nov 07 ~ Nov 18	2022 Nov 21 ~ Dec 02	2022 Dec 05 ~ Dec 16	2023 Jan 13	2023 Jan 27
6	2022 Nov 28 ~ Dec 09	2022 Dec 12 ~ Dec 23	2022 Dec 24 ~ 2023 Jan 13	2023 Feb 03	2023 Feb 17
7	2023 Jan 16 ~ Feb 03*	2023 Feb 06 ~ Feb 17	2023 Feb 20 ~ Mar 03	2023 Mar 17	

### ADMISSION AUTUMN 2023

Stage	Application Period	Interview · Exam	Admission Result	Payment 1 Deadline	Payment 2 Deadline
1	2022 Oct 10 ~ Oct 21	2022 Oct 24 ~ Nov 04	2022 Nov 07 ~ Nov 18	2022 Dec 17	2023 Jan 07
2	2022 Nov 07 ~ Nov 18	2022 Nov 21 ~ Dec 02	2022 Dec 05 ~ Dec 16	2023 Jan 14	2023 Feb 18
3	2022 Nov 28 ~ Dec 09	2022 Dec 12 ~ Dec 23	2022 Dec 24 ~ 2023 Jan 13	2023 Feb 10	2023 Mar 10
4	2023 Jan 16 ~ Jan 27	2023 Jan 30 ~ Feb 10	2023 Feb 13 ~ Feb 24	2023 Mar 25	2023 Apr 22
5	2023 Feb 06 ~ Feb 17	2023 Feb 20 ~ Mar 03	2023 Mar 06 ~ Mar 17	2023 Apr 15	2023 May 13
6	2023 Mar 06 ~ Mar 17	2023 Mar 20 ~ Mar 31	2023 Apr 03 ~ Apr 14	2023 May 13	2023 Jun 10
7	2023 Apr 03 ~ Apr 14	2023 Apr 17 ~ Apr 28	2023 May 01 ~ May 12	2023 Jun 09	2023 Jun 30
8	2023 May 15 ~ May 26	2023 May 29 ~ Jun 09	2023 Jun 12 ~ Jun 23	2023 Jul 07	
9	2023 Jun 12 ~ Jul 07*	2023 Jun 26 ~ Jul 21	2023 Jul 03 ~ Jul 28	2023 Aug 04	

\*Domestic applicants only · Those that hold a valid residence status for Japan  
Notification of exam and interview will be sent via email only. The admission result will be sent to all applicants by e-mail. We will not disclose the results of an application by telephone or fax.

## EVALUATION

**Residents in Japan**  
· Document Review · On-Campus or Online Interview · Online Written Exam

**Residents outside of Japan**  
· Document Review · Online Interview · Online Written Exam  
(Not necessary for overseas applicants to visit NUCB for interview)

Residents in Japan will have the choice to have their interview on-campus (Nisshin, Tokyo, Osaka) or online. Overseas applicants will take their interview online via video conference software.

More information can be found here:  
<https://www.nucba.ac.jp/en/admission/schedule/>

## TUITION & FEES

Application Fee: 20,000 JPY  
4-Year Total Tuition: 4,831,500 JPY (Includes 270,000 JPY entrance fee)

Students accepted to the program are required to pay the first semester's fee as well as the entrance fee to secure their place.

Spring Entrants: Payment 1: 270,000 JPY + Payment 2: 597,500 JPY = 867,500 JPY  
Autumn Entrants: Payment 1: 270,000 JPY + Payment 2: 588,000 JPY = 858,000 JPY

Fees are subject to change.  
Those that apply for a refund after accepting the offer will forfeit the entrance fee (270,000 JPY).

A full breakdown of tuition and fees can be found here:  
[https://www.nucba.ac.jp/en/scholarship/tuition\\_list.html](https://www.nucba.ac.jp/en/scholarship/tuition_list.html)

## SCHOLARSHIPS · TUITION REDUCTION

We support academically outstanding students with more than 20 kinds of unique scholarships.

Pre-admission scholarships are announced together with the letter of acceptance before any financial commitment.  
There are tuition reduction scholarships up to 900,000 JPY per year. The minimum pre-admission scholarship is a MacBook Air.

There are various other scholarships available such as International Baccalaureate (IBDP), International Houses rent discount, flights for study abroad programs, and JASSO Honors.

More information can be found here;  
<https://www.nucba.ac.jp/en/scholarship/scholar.html>

# APPLICATION PROCEDURE

## ONLINE APPLICATION

<http://www.nucba.ac.jp/nete>



## APPLICATION PROCEDURE

1. Complete the online application via the website above
2. During the online application you will be prompted to pay the examination fee of 20,000 JPY + Transaction Fee via Credit Card (Visa, Mastercard, American Express)
3. Upload your documents digitally here: <https://survey.zohopublic.com/zs/q0RyCq>

If you prefer to post your documents using registered mail, please contact us in advance.

NUCB does not notify you of your application status, including informing you about parts of the application that are missing or incomplete, as it is your responsibility to complete your application by the given deadline.

### NUCB Undergraduate School Admissions Office, Global BBA Program

4-4 Sagamine, Komenoki-cho,  
Nisshin-Shi, Aichi, Japan  
470-0193  
+81(0)56-173-3006  
[intl\\_adm@nucba.ac.jp](mailto:intl_adm@nucba.ac.jp)

## APPLICATION MATERIALS

All required materials should be received before the designated application deadline. The admission committee will not review incomplete applications.

### 1. Online Application

Completed online. Please use pages 3-4 if any additional information is required.

### 2. Letter of Recommendation

You are responsible for securing a letter of recommendation from the last educational institution you attended or a supervisor at the company you worked for or interned at. Please use the form provided on page 5 of this guide.

If you feel there is information that can only be conveyed in an additional letter, you may submit it with the application materials.

### 3. Document Proving English Proficiency

An official score is required of all non-native speakers unless the language of instruction for 3-years at high school was 100% in English. Minimum scores accepted are as follows:

TOEFL iBT® TEST*	IELTS Overall Band	TOEIC® L&R Test	Eiken Test	Pearson PTE
61	5.5	700	Grade pre-1	50

\*Institution Code: B407

A full list of accepted English Qualifications can be found here, including test waiver form:  
<https://www.nucba.ac.jp/en/admission/schedule/>

If you have evidence of English proficiency from tests other than indicated in the full list of accepted scores, please contact the International Admissions Office by email two weeks prior to the beginning day for accepting applications.

### 4. Academic Transcripts & Standardized Tests

Please submit original or certified original transcripts for all of your high school studies covering a period of at least 2 years (The transcripts must be issued within two months of the date of your application submission). Please submit predicted grades where possible. Copies must bear the official stamp or seal of the institution as well as the signature of the appropriate official. If transcripts are not in English or Japanese, please provide a certified translation of the documents.

Please submit standardized tests if you have taken them.

SAT Institution Code: 7963 • AP/ACT Institution Code: 4627

### 5. Certificate of Graduation • Expected Graduation

Please submit the original or certified original graduation certificate of your high school.

Copies must bear the official stamp or seal of the institution as well as the signature of the appropriate official.

If certificates are not in English or Japanese, please provide a certified translation of the documents.

Those that have yet to graduate must submit an official letter from their high school indicating the prospective date of graduation.

### 6. Application Essays

Essays are a critical portion of your application.

Your answer to each question offers us an opportunity to learn more about you apart from the information you have given in the other sections of your application. There is a zero-tolerance plagiarism policy.

Each answer should be limited to one page, using 12-point font. Include your name and essay number at the top of each page.

1. Tell us why you are applying to the program.  
Mention any courses or professors that you have interest in.
2. Discuss any situation in the past where you have taken an active leadership role which conforms to the NUCB school motto, "Frontier Spirit".
3. Describe a business leader that you admire. In your discussion, include who the person is and comment on their qualities, characteristics and achievements.

### 7. Application Fee Payment

The application fee (20,000 JPY + Transaction fee) is non-refundable. The fee should be paid by Credit Card during the online application. Please contact us if you wish to pay via bank transfer.

### 8. Copy of passport

Pages showing face, name, and passport number.

### 9. Guarantor Form

Please refer to page 6 of this guide.

Please include a brief letter showing your plan or expectation for covering the cost of tuition and living expenses.

### 10. Proof of Finances

You must submit proof of how you plan to finance your studies, this can include bank statements, tax documents that show annual income, or other financial holdings. Documents must be original.

### 11. Photograph

Upload a photograph of yourself taken within the past three months, showing a front view above chest level with a plain background. Caps and hats are not allowed.

### 12. Residence Card

Only for applicants who already have a valid Japanese status of residence.

### ※ Academic Honors & Extracurricular Activities

If you have any academic honors or have participated in extracurricular activities (student council, volunteer work, sports competitions, etc.) please submit certificates as supplementary information.

### FAQ

Please refer to our FAQ here for further information:

<https://www.nucba.ac.jp/en/admission/faq>



# Application Form

\*Only fill out this form if more information is required after you have completed the online application

## PERSONAL DATA

### Photograph

(3cm x 4cm) taken within the last 3 months, half-length, without hat, full front face. Write your name on the back of the photo.

#### DATE OF APPLICATION

DD MM YYYY

Applicant Status

Domestic  Overseas

Exam Location

Nisshin  Tokyo  Osaka  Overseas

Last / Family Name

Given Name(s)

Gender

Current Country of Residence

Birth Date

Age

DD MM YYYY

Residence Status

Duration

Land Date

Nationality / Citizenship

Native Language

Passport Number

Validity

Place of Birth (City or State / Country)

Current Address for Correspondence

#### English Proficiency (Non-Native Only)

If you have taken any language proficiency tests in the list below, please fill in your test details and attach the original score report with your application.

Duolingo  Eiken  
 TOEFL®(iBT)  IELTS  
 TOEIC®  OTHER( )

Score

Date

MM YYYY

\* In order to complete your application we need to receive the original report sent directly by ETS.

\* TOEFL®Test: Please request the test center to send the score reports directly to NUCB. The institution code of NUCB is B407. If you provide your IELTS TRF number, you do not need to submit an original test report.

TEL

E-mail

Permanent Address (If different)

TEL

Acquaintance in Japan (If known)

Address

TEL

E-mail

# Application Form

\*Only fill out this form if more information is required after you have completed the online application

## EDUCATION

### Education History

Please list all schools from which you have graduated or currently attending starting with the most recent.

Please write the school name in English.

Name of Institution

Country

City

Tel.

Date Attended

From: MM YYYY to: MM YYYY

Name of Institution

Country

City

Tel.

Date Attended

From: MM YYYY to: MM YYYY

Name of Institution

Country

City

Tel.

Date Attended

From: MM YYYY to: MM YYYY

Name of Institution

Country

City

Tel.

Date Attended

From: MM YYYY to: MM YYYY

## GENERAL INFORMATION

### 1. Letters of Recommendation

Letters of recommendation have been submitted by the following people.

Name

A \_\_\_\_\_  
TEL \_\_\_\_\_

Name

B \_\_\_\_\_  
TEL \_\_\_\_\_

### 2. Transcripts

Transcripts have been submitted from the following schools:

A \_\_\_\_\_

B \_\_\_\_\_

C \_\_\_\_\_

### 3. Financial Responsibility

Please indicate who will assume full responsibilities for educational and other expenses while you are in Japan.

# LETTER OF RECOMMENDATION

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Applicant's Given Name(s)

Applicant's Last Name

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Recommender's Given Name(s)

Recommender's Last Name

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Please answer the following questions on your own letterhead. We would appreciate it if you could attach a business card. Thank you.

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## TO THE RECOMMENDER

NUCB kindly thanks you for writing your assessment of the above applicant.

Your report will remain confidential and will be of assistance to the Admissions Committee. Please give your personal and candid response to each question in your letter.

To assure full confidentiality on your part please seal the recommendation in an envelope, sign your full name across the seal and return it to the applicant.

If you prefer to mail your evaluation directly to us you may do so.

Electronic letters from official school email addresses are also welcome.

PDF version of this form is available at:

<https://bit.ly/GBBARECLETTER>



## Questions

1. How long and in what capacity have you known the applicant?
2. Please comment on the applicant's academic ability and leadership skills. Please mention participation in classroom based group work.
3. Please rate the applicant on the qualities listed below by using the scale of "Outstanding" "Excellent" "Good" "Fair" "Weak" "Unobserved". The applicant should be rated against other members of the applicant's peer group of whom you have experience
  - 1) Intellectual ability
  - 2) Judgement
  - 3) Creativity
  - 4) Dependability
  - 5) Leadership
  - 6) Team working skills
  - 7) Analytical skills

Please print clearly or type.

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Recommender's Signature

---

Date

MM      YYYY

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Position or Title

---

Institution

---

Address

---

E-mail address

---

Tel.

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4. Please describe an area that you think the applicant could improve upon.

5. How do you think the applicant will benefit from studying at NUCB? Please feel free to make any further comments you feel necessary which you believe may be helpful.

# GUARANTOR FORM

**To: Chancellor of the Nagoya University of Commerce & Business (NUCB)**

Name of Applicant

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Nationality

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[Note] A financial certificate and brief letter showing your plan or expectation for covering the cost of tuition and living expenses related during your time as a student. For example, an income or bank statement showing adequate finances, or loan application, must be attached.

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The financial supporter (e.g.family in your home country, sponsor in Japan) must fill out the following form. If you are self-financing, please include a financial statement to confirm your ability to cover all expenses while at NUCB.

I shall be responsible for the payment of all educational expenses for the above-named applicant for the duration of their stay at NUCB.

Name of Financial Supporter

---

Nationality

Age

Gender

---

Present Address

---

Zip code

---

Phone

---

Employer · Position

---

Relationship with the applicant

---

DD

MM

YYYY

Signature

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