



APPLICATION GUIDE 2022

GLOBAL BBA

SPRING & AUTUMN 2022 ENROLLMENT



NUCB Undergraduate School

CRITERIA FOR ADMISSION

Spring 2022 Autumn 2022

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

EVALUATION

The Admissions Committee at NUCB conducts a holistic overview of applicants, evaluating achievements, skills, goals, and motivation to join the program.

Stages of application are windows where your complete application must be received and each stage offers equal consideration.

APPLICATION SCHEDULE

*We welcome applications before the deadlines, but please state the application stage you are applying for on the front of the parcel.

ADMISSION SPRING 2022

| Stage | Application Period | Interview · Exam | Admission Result | Payment 1 Deadline | Payment 2 Deadline |
|-------|-----------------------|----------------------|----------------------|--------------------|--------------------|
| 1 | 2021 Jun 07 ~ Jun 18 | 2021 Jun 21 ~ Jul 02 | 2021 Jul 05 ~ Jul 15 | 2021 Aug 06 | 2021 Sep 03 |
| 2 | 2021 Jul 12 ~ Jul 23 | 2021 Jul 26 ~ Aug 06 | 2021 Aug 09 ~ Aug 23 | 2021 Sep 24 | 2021 Oct 22 |
| 3 | 2021 Sep 06 ~ Sep 17 | 2021 Sep 20 ~ Oct 01 | 2021 Oct 04 ~ Oct 15 | 2021 Nov 12 | 2021 Dec 10 |
| 4 | 2021 Oct 11 ~ Oct 22 | 2021 Oct 25 ~ Nov 05 | 2021 Nov 08 ~ Nov 19 | 2021 Dec 17 | 2022 Jan 07 |
| 5 | 2021 Nov 08 ~ Nov 19 | 2021 Nov 22 ~ Dec 03 | 2021 Dec 06 ~ Dec 17 | 2022 Jan 14 | 2022 Jan 28 |
| 6 | 2021 Nov 29 ~ Dec 10 | 2021 Dec 13 ~ Dec 24 | 2022 Jan 10 ~ Jan 14 | 2022 Feb 04 | 2022 Feb 18 |
| 7 | 2022 Jan 17 ~ Feb 04* | 2022 Feb 07 ~ Feb 18 | 2022 Feb 21 ~ Mar 04 | 2022 Mar 18 | |

ADMISSION AUTUMN 2022

| Stage | Application Period | Interview · Exam | Admission Result | Payment 1 Deadline | Payment 2 Deadline |
|-------|-----------------------|----------------------|----------------------|--------------------|--------------------|
| 1 | 2021 Oct 11 ~ Oct 22 | 2021 Oct 25 ~ Nov 05 | 2021 Nov 08 ~ Nov 19 | 2021 Dec 17 | 2022 Jan 07 |
| 2 | 2021 Nov 08 ~ Nov 19 | 2021 Nov 22 ~ Dec 03 | 2021 Dec 06 ~ Dec 17 | 2022 Jan 14 | 2022 Feb 18 |
| 3 | 2021 Nov 29 ~ Dec 10 | 2021 Dec 13 ~ Dec 24 | 2022 Jan 11 ~ Jan 14 | 2022 Feb 11 | 2022 Mar 11 |
| 4 | 2022 Jan 17 ~ Jan 28 | 2022 Jan 31 ~ Feb 11 | 2022 Feb 14 ~ Feb 25 | 2022 Mar 25 | 2022 Apr 22 |
| 5 | 2022 Feb 07 ~ Feb 18 | 2022 Feb 21 ~ Mar 04 | 2022 Mar 07 ~ Mar 18 | 2022 Apr 15 | 2022 May 13 |
| 6 | 2022 Mar 07 ~ Mar 18 | 2022 Mar 21 ~ Apr 01 | 2022 Apr 04 ~ Apr 15 | 2022 May 13 | 2022 Jun 10 |
| 7 | 2022 Apr 04 ~ Apr 15 | 2022 Apr 18 ~ Apr 29 | 2022 May 02 ~ May 13 | 2022 Jun 10 | 2022 Jul 01 |
| 8 | 2022 May 16 ~ May 27 | 2022 May 30 ~ Jun 10 | 2022 Jun 13 ~ Jun 24 | 2022 Jul 08 | |
| 9 | 2022 Jun 13 ~ Jul 08* | 2022 Jul 11 ~ Jul 22 | 2022 Jul 25 ~ Jul 29 | 2022 Aug 05 | |

*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 both e-mail and post.

APPLICATION FLOW

Residents in Japan
· Document Review · On Campus 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 must take their interview at one of NUCB's campuses: Tokyo, Osaka, Nagoya, Nisshin/Nagakute. Overseas applicants will take their interview via online video conference software.

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).

SCHOLARSHIPS · TUITION REDUCTION

NUCB awards tuition reduction scholarships up to 900,000 JPY per year to academically outstanding students. The minimum admission scholarship is a MacBook Air. There are various other scholarships available such as International Baccalaureate (IB), rent discount for housing, flights for study abroad programs, and JASSO Honors. Please check our website for further information.

APPLICATION PROCEDURE

ONLINE APPLICATION

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



APPLICATION PROCEDURE

1. Complete the online application via the website above
2. Pay the examination fee of 20,000 JPY
3. Upload the required documents via the online portal
4. E-mail your answers to our three essay questions to intl_adm@nucba.ac.jp

Applications or payment past the specified deadline will not be accepted

NUCB Undergraduate School Admissions Office, Global BBA Program

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Nisshin-Shi, Aichi, Japan
470-0193
+81(0)56-173-3006
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

Please contact admissions if you have evidence of other English proficiency scores such as IB, ACT, Pearson, SAT, AP, A-level etc.

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. 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.

Send all essays in **one PDF document** to: intl_adm@nucba.ac.jp

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. Proof of Application Fee Payment

The application fee (20,000 JPY + Transaction fee) is non-refundable.

The online application will be completed after paying the fee via credit card.

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

Send 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

TEL

E-mail

Permanent Address (If different)

TEL

Acquaintance in Japan (If known)

Address

TEL

E-mail

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.

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

Applicant's Given Name(s)

Applicant's Last Name

Recommender's Given Name(s)

Recommender's Last Name

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

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.

Recommender's Signature

Date

MM YYYY

Position or Title

Institution

Address

E-mail address

Tel.

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

Nationality

[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.

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
