

## Hitotsubashi University Application for Admission Instructions

### STEP 1. Reference Letter and Photos

Mail the items below to UCEAP Japan, 6950 Hollister Ave. Suite 200, Goleta, CA 93117. The deadline is **March 15, 2019**.

- ✧ [Confidential Reference](#). Complete and sign the upper half of the first page before submitting to a UC faculty, Academic Advisor, or TA. If a TA signs the document, the professor's co-signature is required. The form must be submitted in hard copy with original signature in a sealed envelope.
- ✧ [Photos](#). Submit **four (4) passport type** photos following our [photo instructions](#).

### STEP 2. Online Registration

- ✧ [Online Pre-Registration for Undergraduate Students](#). Complete the Online Pre-Registration and upload a scanned copy of your passport. The deadline is **March 15, 2019**.
  - Section 4 (Educational History) —under degree awarded, indicate BA pending and the expected date of graduation (July/year).
  - Section 5 (What you have studied)—if you are planning to take courses taught in Japanese and/or participate in a seminar conducted in Japanese, the additional comments in the lower half of the section should be in Japanese.
  - Section 6 (Study Plan)—be specific about your studies at Hitotsubashi. Refer to the [Web Syllabus](#) and the [list of courses by HGP](#) (Hitotsubashi University Global Education Program). If you are planning to take [courses taught in Japanese](#) and/or participate in a seminar conducted in Japanese, the additional comments in the lower half of the section should be in Japanese.
  - Section 7 (Seminar): Seminar is optional and acceptance is not guaranteed. Acceptance in seminar is competitive so provide relevant information and details.

### STEP 3. Email Application Documents

Review the [Hitotsubashi application instructions](#) first. UCEAP will email you Form 1.

The following documents must be sent electronically to Ms Kayo Takahashi ([ktakahashi@sc.eap.ucop.edu](mailto:ktakahashi@sc.eap.ucop.edu)) by **March 15, 2019**. Do not change the names of the files.

**SUBJECT LINE:** Hitotsubashi Application Documents, your home university, and your name (e.g. Hitotsubashi Application Documents, UC\_\_, Jane Smith). Do not submit hard copies of these forms.

- ✧ [Form 1: Certificate of Eligibility Application Form](#). There are 3 tabs on this Excel document. Review the [guide and sample](#) first.
- ✧ [Form 2: Statement of Financial Support](#). This is required from all students, including Japanese passport holders. Currency (current balance) should be at least 880,000 yen to cover duration of stay in Japan. Defrayer/Sponsor Information:
  - Financial Aid students check the box for "B", and write "Financial Aid" in the cell where name of Scholarship /Aid/Loan should be indicated.
  - Parental Support students indicate "Other than the student" and complete that section.

- ✧ **Proof of Financial Support for the Certificate of Eligibility (COE).** Submit proof of financial ability to study in Japan. You must have a minimum of 880,000 yen. Provide documentation in the form of a bank letter, financial aid letter, income tax document, and/or income statement. Photocopies are accepted. Refer to the [Sample Bank letter](#) or [Sample Financial Aid letter](#).
- ✧ **Official Transcript(s).** UC transcript must include fall 2018 grades.
  - E-Transcript is preferred.
  - If you are a transfer student, include an original Community College transcript.
- ✧ **Forms 4-1, 4-2, 4-3: Disability Support (if applicable).** There are three forms to submit to Hitotsubashi directly at [edu-gs.g2@dm.hit-u.ac.jp](mailto:edu-gs.g2@dm.hit-u.ac.jp) (attn.: Ms. Chiharu Kobayashi). The deadline is **March 15, 2019**.

## OPTIONAL SCHOLARSHIPS

### Hitotsubashi Scholarship

Hitotsubashi has confirmed that they will provide a scholarship to UC students enrolled in the 1920 Year program. Total amount will be 1,100,000 JPY, but how it will be divided (the number of recipients, the amount of stipend etc.) is still undecided.

### JASSO Scholarship (Undergrad & Graduate).

JASSO scholarship (800,000 JPY/total) is also available, although it is very competitive.

If you would like to be nominated for one or both, email [Kayo Takahashi](mailto:Kayo.Takahashi@hit-u.ac.jp) to indicate your intention to apply for the JASSO. You do not need to submit any forms at the time of application for Hitotsubashi.

## STEP 4. Health Forms (make appointment for July 2019)

- ✧ **Form 5-2: Certificate of Health.** Make an appointment for a health clearance that is dated in July 2019. You may go to your private physician or your Campus Student Health Services. No alternative TB tests are allowed. Email the completed health form to the Hitotsubashi Health Center directly at [hokesen@dm.hit-u.ac.jp](mailto:hokesen@dm.hit-u.ac.jp). The extended deadline is **August 2, 2019**.
- ✧ Coordinate the completion of the Hitotsubashi Certificate of Health with the UCEAP Health Clearance Form, which is due to [UCEAP](#) on **August 2, 2019**.