

## HITOTSUBASHI ICS DOUBLE DEGREE MBA PROGRAM ADMISSION GUIDE


### 2024-2025

#### ◆ Admission Overview

		One-Year Program (Including Double Degree Program)	Two-Year Program
Number of places available		43 (excluding places for YLP students)	
Program term	From	September 2024	
	To	August 2025	August 2026
Academic degree awarded		Master of Business Administration (MBA)	

- ◆ Download the MBA Application Package 2024-2025 by following this link:  
<http://www.ics.hub.hit-u.ac.jp/admissions/mba/apply.html>  
 and read the entire package thoroughly.


### Completing your application



**1. DOWNLOAD THE APPLICATION PACKAGE**


Please see the Application Package containing detailed information before you begin your application. If you have any questions, please see [FAQ](#) or contact us [here](#).

Download the Application Package



**2. START THE APPLICATION PROCESS – CREATE YOUR ACCOUNT**

Please make sure to register with the Online Applications System as early as possible, as this will ensure that you have enough time if a technical issue occurs.



**3. SUBMIT THE APPLICATION FORM**

Submit ALL required documents. The application must be filled out in English. If your original documents or certificates are written in a language other than English, please attach a certified English translation. Please note that you are able to change uploaded documents as much as you like prior to pressing the "submit" button.

◆ For the admissions criteria for each school, please check with the administrator of your school.

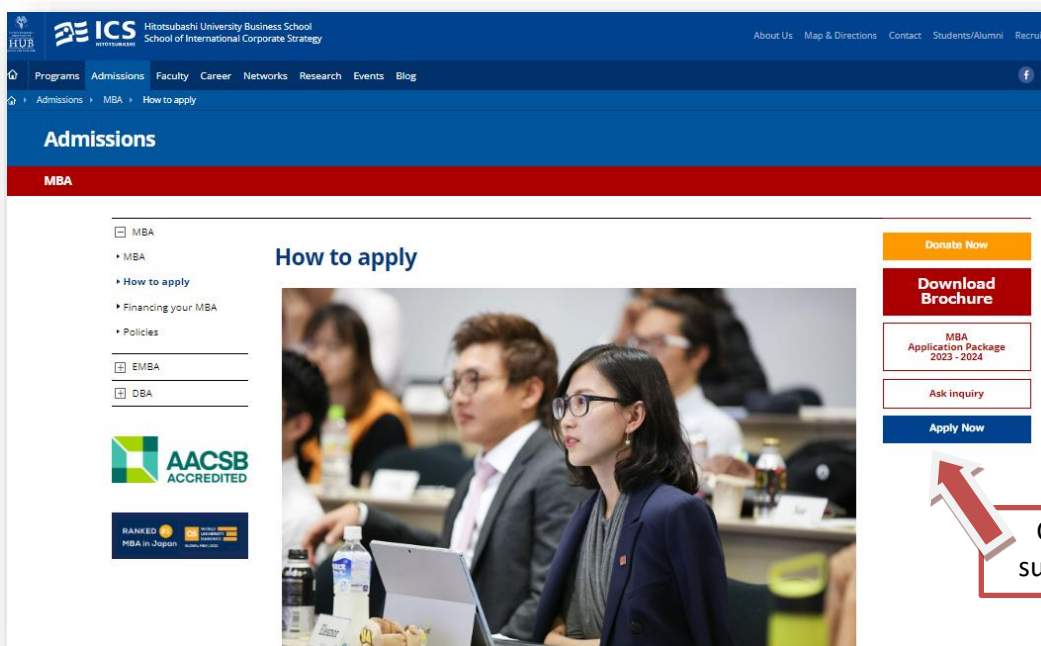
Application Package 2024-2025

#### ◆ Applicant qualifications for admission

- A bachelor's degree or equivalent
- Minimum two years' post-undergraduate full-time work experience as at September 1, 2024.

*For further details, please refer to the MBA application package.*

◆ All required documents must be submitted via the Hitotsubashi ICS Online Application System



◆ Required documents (based on the Application Package, page 6 to 7)

--Required documentation for general applicants vs. required documentation for double degree applicants applying to ICS--

Section/Page	Documents	Reference Number	Details	
			General Applicants	DD Applicants
Required Application Documents P.6	Bachelor's degree certificate	#2	Must be issued by the registrar of the university or college. Applicants with a master's or doctoral degree must submit these as well	Same
Required Application Documents P.6	Official Bachelor's degree transcript	#3	Must be issued by the registrar of the university or college. Applicants with a master's or doctoral degree must submit these as well	Same Submit a transcript for every degree held, including master's and doctoral degrees where available.
Required Application Documents P.6	Essay	#4	Download the format at the Hitotsubashi ICS website <a href="https://www.ics.hub.hit-u.ac.jp/admissions/mba/images/Hitotsubashi%20ICS%20MBA%20Essay%20Questions.docx">https://www.ics.hub.hit-u.ac.jp/admissions/mba/images/Hitotsubashi ICS MBA Essay Questions.docx</a>	Same
Required Application Documents P.6	Official GMAT/GRE score report	#5	Applicants are to have GMAC/ETS send the official score report directly to Hitotsubashi ICS.	A scanned PDF of the GMAT or GRE score report that you submitted to enter the MBA program of your home institution.
Required Application Documents p.6	Proof of application fee payment	#6	Please refer to page 10 for details	n/a DD applicants are not required to pay the application fee.

Required Application Documents p.7	Up to two letters of reference	#7	Optional. <b>Reference Form</b> References should be from persons who have been directly responsible for assessing the applicant's work and/or academic performance. At least one reference, preferably both, should come from supervisors within the applicant's current company.  The Hitotsubashi ICS Admissions Office will send the form to the applicant's recommenders directly after online registration has been completed.	Optional. One letter of reference from a supervisor within the applicant's current or previous company.  The Hitotsubashi ICS Admissions Office will send the form to the applicant's recommenders directly after online registration has been completed.
Required Application Documents P.7	Official TOEFL or IELTS score report	#8	Optional. Applicants are to have ETS/IELTS test centre send the official score report directly to Hitotsubashi ICS	Optional. A scanned PDF of the TOEFL or IELTS score report that you submitted to enter the MBA program of your home institution.
Required Application Documents p.6	Passport copy	#9	Photocopy of the relevant page(s) of the applicant's passport indicating the applicant's name, photo, passport NO., date of birth, etc.	Same
Required Application Documents p.7	<i>Haken Shodakusho</i>	#10	An official letter (no set format) from the applicant's employer stating that the employer will sponsor the applicant. (For applicants from Japanese companies, <i>Haken Shodakusho</i> in Japanese is acceptable)	n/a
Admission schedule p.8	Matriculation fee of JPY282,000 (preliminary estimate)	#11	Payable at the time of enrollment	n/a Successful DD candidates are not required to pay the matriculation fee.
Payment Procedures for the Application Fee of JPY30,000 p.10	Application Fee of JPY30,000	#12	Pay the fee of JPY30,000 during the application period	n/a *Please do not pay the application fee.

NB: All documents must be in English, except where otherwise indicated. Documents written in other language must include an English translation. (Application Package page 6)

**For enquiries on the double degree of Hitotsubashi ICS's MBA Program**

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Specially Appointed Associate Professor

MBA Program Coordinator

Hitotsubashi ICS

**For enquiries on admission to the Hitotsubashi ICS MBA Program**

[ics-admission@hub.hit-u.ac.jp](mailto:ics-admission@hub.hit-u.ac.jp)