

Application Information

Japan-focused MBA/China-focused MBA 2006–2007 Admission

I. GENERAL ADMISSION INFORMATION

For admission to the JEMBA or CHEMBA program, applicants must hold a bachelor's degree from an accredited U.S. college or university or its equivalent from a recognized foreign institution of higher learning. The standards of the foreign degree in question must be equivalent in both the distribution of academic subject matter and in scholarship achievement requirements to those maintained at the University of Hawai'i at Manoa.

A student may be denied admission for any number of reasons: an undistinguished academic record and poor test scores, inadequate preparation and background for advanced academic or professional study, unclear or unfocused objectives for graduate study, inability of the program to accommodate all qualified applicants due to limited space, or lack of faculty to guide the student in his/her specified area of interest.

Please note that an individual who has received or expects to receive an MBA degree cannot be considered for admission to the JEMBA or CHEMBA program.

The University of Hawai'i at Manoa Graduate Admissions Office notifies each applicant of the final application decision. *Applicants should not make definite arrangements to attend the University of Hawai'i at Manoa until they receive an official notice of acceptance from the Graduate Admissions Office.*

Admission Status

An applicant's admission status is valid for the program to which the applicant is accepted. Admission cannot be deferred. Admission in a previous year does not guarantee admission in a new academic year. Admission files are retained for two years from the date of application.

Criteria For Admission

An applicant must hold a bachelor's degree from a regionally accredited United States college/university or its equivalent from a recognized foreign institution of higher learning. Generally, an applicant must have a grade point average of 3.0 (4.0=A scale) or the equivalent, in the last four semesters or 60 semester credits (or the equivalent in quarter credits) of undergraduate study and in all upper division post-baccalaureate and graduate level work.

International Credentials

The following lists the academic credentials required of international applicants from certain countries or regions for admission consideration. These qualifications must be completed prior to enrollment. *Please note that not all regions and countries are represented below and admission eligibility is unable to be determined without reviewing all required application materials.*

- **Australia, Canada, and South Africa:** Bachelor's degree requiring at least four years of study or an honours bachelor's degree.
- **Baltic and East European States, former Soviet Republics:** Diplom or Diploma, Inzeny'r, Magister, Oklevél requiring four to five years of post-secondary study.
- **Bangladesh, India, Myanmar (Burma), Nepal and Pakistan:** Completed master's degree at the time the application is filed, or a 4-5 year bachelor's degree such as the B. Agriculture, B. Architecture, B. Engineering, B. Technology, or MBBS degree.
- **Central and Latin America, Mexico, Portugal and Spain:** Licenciado or Titulo.
- **France or French-patterned systems:** Diplôme, Maîtrise or professional title such as Ingénieur; 4-5 year degree.
- **Germany or German-speaking countries:** University Diplom, Magister Artium or Staatsexamen with at least four years of study; BA or BS completed at the Hauptstudium level.
- **Philippines:** 4 year bachelor's degree after 12 years of secondary education from recognized post-secondary institutions.
- **United Kingdom or British-patterned systems (Australia, Hong Kong, Malaysia, New Zealand, Singapore, Sri Lanka, and some African countries):** Honours bachelor's degree. Applicants should apply after the degree has been awarded and should submit an official certificate indicating the degree awarded, division, and class standing.

Application Information

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II. VALID GMAT/GRE AND TOEFL/IELTS TEST DATES

All applicants must submit an official GMAT/GRE score report from a test taken within five years of the date of application.

Applicants whose native language is not English must submit an official TOEFL/IELTS score report from a test taken within two years of the date of application. See section IV of the “Application Information” for details.

Fujitsu Asia Pacific Scholarship Program Applicants

GMAT/GRE taken between October 2000 and October 2005, inclusive; TOEFL/IELTS taken between October 2003 and October 2005, inclusive.

III. OFFICIAL TRANSCRIPTS

Official transcripts are required from each college or university level institution attended including any study abroad or exchange programs, summer programs, and non-degree work and extension programs. Academic records are official if the documents are original records issued by the college or university, bear the official signature of the registrar and the embossed seal or official stamp of the issuing institution. Transcripts must be received directly from the institution or in a sealed institutional envelope if submitted with the JEMBA/CHEMBA application materials.

Nontraditional Grading

If more than 25% of a student’s undergraduate course work at U.S. institutions has been graded under a non-traditional grading system (e.g., pass/fail, credit/no credit, S/U, H/CR, no grades, etc.), the transcripts must be accompanied by official

course performance reports or faculty evaluations.

International Academic Credentials

All transcripts of college or university level academic records must be official, issued in the original language and accompanied by certified literal English translations. The translations must bear the official seal or inked stamp of the issuing institution and the original signature of the translator, and must be complete and exact word for word translations of the original documents. *Numerical percentage grades must not be converted to letter grades.* A complete grading scale or system of evaluation is required, if not indicated on the official transcript. Official academic records must be received directly from each college or university level institution attended or in a sealed institution envelope if being submitted with the JEMBA/CHEMBA application.

Academic records must indicate all dates of attendance, courses, credits or hours, and grades received. If the title of the course is not descriptive in terms of content, a syllabus of the course of study should accompany the transcript.

If the degree, diploma, professional title, certificate, or other academic credential is not entered on the transcript, an official copy and English translation of the academic credential must be submitted along with the transcript. The name of the degree should be indicated exactly as it is known in the country of origin, and should not be translated or interpreted in terms of a U.S. degree equivalent.

Applicants from institutions in Bangladesh, India, Myanmar, Nepal, and Pakistan are required to submit properly attested mark sheets for each year of study showing the subject included in each examination, the maximum mark in each subject, the minimum mark for passing, the mark obtained, and the “Division” or “Class” received.

Properly certified transcripts are accepted from applicants in countries where the educational institution will not issue official transcripts (e.g., Bangladesh, India, Pakistan). Applicants may submit typewritten facsimiles or photocopies of their academic records provided they are attested true copies bearing the original signature of the registrar, assistant registrar, head of the department, dean of student affairs, or controller of examinations. Notarized credentials or certification by officials of government agencies, such as binational commissions and foundations abroad, attesting to the authenticity of the photocopied credentials are also acceptable and are considered official if certified with full name and title of the official of the agency. *Do not send the original of an academic record that cannot be replaced.*

The **Graduate Information Bulletin** of the University of Hawai‘i at Manoa (UHM) is the official statement of offerings, requirements, and procedures and should be consulted on all matters concerning graduate programs (<http://www.hawaii.edu/catalog>).

The accompanying application form is to be used only by applicants for admission to the **Japan-focused MBA (JEMBA)** or **China-focused MBA (CHEMBA)** program. Applicants to the JEMBA or CHEMBA must follow these instructions and complete the attached forms.

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IV. INTERNATIONAL APPLICANT INFORMATION

VISA. The I-20 Certificate of Eligibility for an F-1 student visa is issued by the Graduate Admissions Office, University of Hawai‘i at Manoa only after the Confidential Statement for International Applicants form and supporting financial documentation have been received and approved and admission has been offered.

TOEFL or IELTS. All applicants from countries in which English is not the only official language (including U.S. nationals and permanent residents for whom English is not their native language) are required to demonstrate advanced proficiency in the use of the English language. They must take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) Academic Modules Test.

The TOEFL score should be sent directly from the Educational Testing Service (ETS) to the Graduate Admissions Office at the University of Hawai‘i at Manoa (institution code: 4867; dept. code: 02). The applicant’s “Examinee’s Score Record” will not be accepted. TOEFL scores over two years old are not accepted.

The IELTS score should be sent directly from the test center to the Graduate Admissions Office at the University of Hawai‘i at Manoa. Photocopies are not accepted.

A TOEFL score of 550/213 (paper/computer) or IELTS overall band test result of 6.0 is required.

Only applicants in the following categories are automatically exempt from taking the TOEFL/IELTS:

- Native speakers of English from Australia, Canada, United Kingdom, or New Zealand.
- Students who have earned a bachelor’s or advanced degree, comprising at least two years of full-time coursework within the last five years, from a regionally accredited/recognized institution in the United States, Australia, Canada, New Zealand, Singapore or United Kingdom.

The TOEFL/IELTS must be retaken if the degree was completed five or more years ago, if the advanced degree coursework was less than two years in length, and/or if the coursework was not full-time.

FINANCIAL STATUS. All international applicants who are to be issued the I-20 for their F-1 student visa are required to give complete information on their financial status. This is an important part of the application, since final admission to the JEMBA or CHEMBA program is contingent upon proof of adequate finances. Only international applicants with proof of sufficient funding to cover all educational and living expenses, including expenses for any accompanying spouse or children, will receive F-1 visa documents. The Confidential Financial Statement for International Applicants is required of all international applicants.

Application Information

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V. TOTAL ESTIMATED EXPENSES

Adequate financial resources will be required since the JEMBA or CHEMBA program comprise full-time academic programs followed by an internship in Japan, China or the U.S. Immigration laws require international applicants have proof of funds sufficient to meet educational and living expenses.

The estimated expenses listed below are based on average expenditures anticipated for each program in the 2006–2007 academic year. Exact expenses vary according to individual tastes and habits.

Educational Expenses (US\$)	JEMBA	CHEMBA
Tuition and Fees†*	\$ 29,000*	\$ 29,000*
Estimated Living Expenses		
Housing**		
Hawai‘i portion ⁽¹⁾	\$ 7,500	\$ 7,500
Japan internship ⁽²⁾	\$ 2,500	
China internship ⁽³⁾		\$ 3,600
U.S. internship	\$ 3,000	\$ 3,000
Food & Incidentals		
Hawai‘i	\$ 8,200	\$ 8,200
Japan	\$ 2,500	
China ⁽³⁾		\$ 2,200
U.S.	\$ 2,500	\$ 2,500
Local Transportation		
Hawai‘i ⁽⁴⁾	\$ 300	\$ 300
Japan ⁽⁴⁾	\$ 500	
China ⁽⁴⁾		\$ 300
U.S. ⁽⁵⁾	\$ 2,100	\$ 2,100
Roundtrip Airfare (Hawai‘i/Tokyo) ⁽⁶⁾	\$ 1,000	
Roundtrip Airfare (Hawai‘i/Asia) ⁽⁶⁾		\$ 1,600
Roundtrip Airfare (Hawai‘i/U.S. Mainland) ⁽⁶⁾	\$ 1,000	\$ 1,000
TOTAL	\$51,500-53,600	\$52,700-53,600

† Various grants and scholarships are available. Refer to the “Financial Assistance” section in the program brochure for details.

* This covers tuition, administrative fees, all textbooks and classroom materials and the use of University of Hawai‘i at Manoa and JAIS libraries and computer resources. **Tuition may increase for the 2006-2007 JEMBA/CHEMBA program. All tuition and fee charges at the University of Hawai‘i are subject to change in accordance with requirements of State law and/or action by the Board of Regents or the University Administration.**

** Students will be assisted in finding reasonable accommodations in both Honolulu and in the location of their internship.

(1) Based on cost of shared housing, including utilities, and first-week hotel accommodations.

(2) Based on cost of dormitories at Fujitsu Limited (single rooms only).

(3) Includes expenses for the internship related to China, lecture and site visit curriculum, and graduation ceremonies in Tokyo.

(4) Public transportation.

(5) Based on estimated car rental costs.

(6) Air transportation prices will vary depending on a variety of factors. Contact your local travel agency for more information.

NOTE: All living expenses and airfare are estimates only and are subject to change. Expenses will be considerably higher for students with families.