



NUCB Undergraduate School | Education for
Life and Leadership



APPLICATION GUIDE 2025

GLOBAL BBA

SPRING & AUTUMN 2025
ENROLLMENT



CRITERIA FOR ADMISSION

Spring 2025 Autumn 2025

NUCB Undergraduate School seeks to admit students, irrespective of nationality, who demonstrate academic excellence and personal growth potential. Our university is committed to educating innovative and ethical leaders who embody the 'Frontier Spirit' by encouraging independent and creative thinking. To achieve this, we employ a holistic approach to admissions, seeking students who can thrive in our active learning environment that utilizes the case teaching method. We value diversity in educational and cultural backgrounds, as it brings fresh perspectives and innovative ideas to our student community. We believe that a diverse student body fosters an environment where pioneering ideas can flourish.

Academic and Personal Drive: We are looking for individuals who are committed to academic excellence and personal growth. Our university provides a platform for students to challenge themselves and reach their full potential.

Independent and Creative Thinking: We value students who can think critically and outside the box. Our goal is to nurture individuals who can approach problems from different angles and develop innovative solutions.

Holistic Criteria: Our admissions process considers various factors beyond academic achievements, such as extracurricular involvement, leadership potential, and personal qualities. We believe in identifying well-rounded individuals who can contribute positively to our university community.

Active Learning Environment: NUCB Undergraduate School adopts the case teaching method, which emphasizes active participation and practical application of knowledge. We seek students who are eager to engage in discussions, collaborate with peers, and apply their learning to real-world scenarios.

Cultural and Educational Diversity: We encourage applications from candidates with diverse educational and cultural backgrounds. This diversity enriches the learning experience and encourages the exploration of different perspectives.

ADMISSIONS POLICY

At NUCB Undergraduate School, we seek applicants who possess the following qualities:

- Those who have completed a high school curriculum and acquired the logical thinking and communication skills required for higher education.
- Those who have acquired the thinking, judgment, and expressiveness to solve problems for which no single answer can be determined.
- Those who are able to respect others and accept various points of view and values, with an attitude to take initiative to learn in diverse environments and have a broad perspective to play an active role in the international community.

CASE METHOD

Prospective students are required to review the teaching methodology used at NUCB Undergraduate school before applying to the Global BBA Program. The case method, which forms the core of the academic experience, emphasizes learning by doing and aims to equip students with the skills necessary for strategic decision-making in real-world business scenarios.

Through active participation in dynamic learning classes, students contribute their own ideas and engage in case discussions, allowing them to work on complex problems and develop effective listening, response, and public speaking skills. If you are driven by active participation and enjoy the excitement of problem-solving, the NUCB Global BBA program is an excellent choice for you.

ROADMAP TO ENROLLMENT

STEP 1 • ONLINE APPLICATION

Confirm your eligibility in the application guide, then complete the online application by paying the application fee.

STEP 2 • UPLOAD DOCUMENTS

Submit digital copies of required documents through the online submission portal.

STEP 3 • ISSUE INTERVIEW INFORMATION

Candidates who pass the document screening will be invited to an online interview.

STEP 4 • ADMISSION RESULT

Notification will be sent via E-mail to all applicants.

STEP 5 • ENROLLMENT PROCEDURES

Enrolling students must send certified copies of their uploaded application documents to NUCB by post. Please retain all documents submitted during the application process.

Failure to provide consistent documents or inability to submit the necessary documents after acceptance may result in the revocation of your admission to NUCB.

Admitted applicants must adhere to the specified deadlines by completing all enrollment procedure payments and submitting the required documents. Please refer to the Enrollment Procedure Guide for detailed information. Late submission of required enrollment payments and documents will not be accepted.

FRONTIER SPIRIT

The NUCB Frontier Spirit represents the core values and guiding principles upheld by the NUCB Undergraduate School. It is an ethos that underpins the institution's educational philosophy and the development of its students. Frontier Spirit refers to our mission to create leaders rather than followers, to grow young persons who think creatively and independently, and to impart to students the skills and qualities that they will need to become pioneers in the future.

The NUCB Frontier Spirit is characterized by a proactive and enterprising mindset, a readiness to explore uncharted territories, and a determination to overcome challenges. It encompasses a pioneering spirit, a thirst for knowledge, and a drive for continuous improvement.

Students who embrace the NUCB Frontier Spirit exhibit qualities such as ambition, resilience, creativity, and a willingness to take calculated risks. They are encouraged to push boundaries, think critically, and actively seek innovative solutions to complex problems. Through the integration of the case method and dynamic learning classes, NUCB aims to instill the Frontier Spirit within its students, equipping them with the necessary skills and mindset to thrive in the global business arena.

Important Notes on Applications

- 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. Furthermore, supplemental application materials will not be accepted after the end of the application period except when special permission has been granted. Therefore, you should make sure you have prepared all the required documentation before submitting your application.
- NUCB does not notify applicants about missing or incomplete application parts; it is the applicant's responsibility to complete the application by the given deadline.
- The following policy applies in the event that information provided in the application or the individual eligibility review is discovered to be incorrect or fraudulent, regardless of the reason:
 - While the applicant is in the application or screening process: The applicant will be deemed to be ineligible for the Global BBA Program, and the application fee will not be refunded.
 - After the applicant has been accepted for enrollment: The applicant's acceptance for enrollment will be revoked, and the application fee he/she has paid will not be refunded.
 - After the applicant has enrolled in the Global BBA Program: The applicant will be expelled from the program, and neither the application fee nor the required academic fees and expenses he/she has paid will be refunded.
- Expected Graduation from High School: If you have an "expected graduation from high school" status, it is mandatory to graduate before the university orientation. Failure to do so will result in enrollment cancellation.

APPLICATION ELIGIBILITY

You must fulfill both Requirement 1 and Requirement 2:

Requirement 1: Educational Qualifications

- You must have graduated or be scheduled to graduate from a high school (or secondary school) designated by the Japanese School Education Act or have an academic background equivalent to one of the educational criteria listed below by the time of enrollment to NUCB.

For most applicants, this means you must have:

1. Completed a 12-year standard education curriculum at an educational institution.

If you will not complete a 12-year standard education curriculum, you must have an academic background equivalent to one of the following educational criteria by the time of enrollment* to NUCB:

- Completed a standard overseas education curriculum at an educational institution in Japan designated by the Japanese Ministry of Education, Culture, Sports, Science, and Technology (MEXT).
- Completed an upper secondary course at a special training college designated by MEXT.
- Completed a standard education curriculum in less than 12 years at an overseas institution and have completed a curriculum at a preparatory education institution designated by MEXT or at an educational center designated by MEXT.
- Received an International Baccalaureate Diploma, Abitur, Diploma, or GCE A-Level results.
- Completed a 12-year standard education curriculum accredited by an international evaluation group (WASC, CIS, ACSI, NEASC).
- Be at least 18 years of age and have passed an official examination that shows academic background equivalent or superior to that obtained from a 12-year standard education curriculum.
- Be at least 18 years of age and have been recognized through an individual screening by NUCB as having an academic background equivalent to or higher than a high school graduate (having received a GED).
- Completed a standard education curriculum equivalent to at least 11 years at an educational institution designated by MEXT or be expected to do so by the date of enrollment* (applicable as of March 1, 2024: Belarus, Kazakhstan, Myanmar, Peru, Russia, Sudan, Ukraine, and Uzbekistan).

At the time of application, you must submit documents online proving that you will meet one of the above educational criteria by the time of enrollment to NUCB. After receiving your final results, you must submit further documentation by post proving that you have successfully met the required educational criteria in order to enroll at NUCB. Failure to submit such documentation in a timely manner may result in your acceptance to NUCB being revoked.

If you possess an academic background other than those listed above, you may confirm further details via the Inquiry Form here: <https://www.nucba.ac.jp/en/contact/>

Additional Information

Applicants who have completed a 12-year (or longer) school curriculum in less than 12 years due to valid reasons (e.g., grade skipping) are considered to have fulfilled the stated requirements. To verify eligibility, applicants must submit an official document that explains the reasons for their early completion. Additionally, individuals who have successfully passed an examination demonstrating academic proficiency equivalent to 12 years of formal education, such as the GED (General Educational Development) test or another recognized high school equivalency exam, are eligible to apply.

TRANSFER ADMISSIONS

NUCB accepts transfer students from students residing in Japan and outside of Japan to transfer into the second or third year of a four-year program. Please refer to the website for further information. <https://www.nucba.ac.jp/en/admission/schedule/>

Requirement 2: Language Proficiency

TOEFL iBT®	IELTS Academic Module	Duolingo English Test DET	TOEIC® L&R Test	PTE Academic	EIKEN
61	5.5 (Overall Band)	90	700	50	Grade pre-1

- Tests must be taken within 2 years from the date of application.
- Typically students apply within the range of TOEFL iBT 80-100 or IELTS 6.0-7.0.
- For a comprehensive list of accepted English qualifications for the Global BBA Program, including the test waiver form, please refer here: <https://www.nucba.ac.jp/en/download/>
- TOEFL must be sent via ETS. The institution code of NUCB is B407.

English-basis applicants are not required to submit an English proficiency test score if:

- Completed or will complete your 12th year of formal education in Antigua and Barbuda, Australia, the Bahamas, Barbados, Canada (excluding Quebec), Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, Singapore, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, or the USA.
- Taken or will take your most recent 3 years of formal education before enrolling at NUCB in the English language in a country other than those listed above and submit a letter from your school stating that you have taken all of your subjects in English for the past 3 years (Complete Test Score Waiver Request Form).
- Received or will receive an International Baccalaureate Diploma with English as the language of instruction.
- Graduated from a bachelor's degree program or master's degree program that was conducted entirely in English.
- You have received one of the following standardized test scores: New SAT (Evidence-Based Reading and Writing): 540 and above • ACT: 21 and above

EVALUATION

Residents in Japan: Document Screening • Online Interview

Residents outside of Japan: Document Screening • Online Interview

NUCB conducts a holistic overview of a candidate in respect to admissions. Therefore, there are no minimum requirements or specific courses to be taken. Those that have taken university admissions qualifications such as IB, SAT, AP etc, will be used alongside other exam results and credentials, to evaluate applicants in our university admissions process.

- SAT Code: 7693
- ACT Code: 4627
- IB Code: 038743

TUITION & FEES

Domestic Applicants:

35,000 JPY

Overseas Applicants:

5,000 JPY

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 : 603,500 JPY = 873,500 JPY

Autumn Entrants:

Payment 1 : 270,000 JPY + Payment 2 : 595,000 JPY = 865,000 JPY

A full breakdown of tuition and fees can be found here:

<https://www.nucba.ac.jp/en/support/>

Fees are subject to change.

Students may request a refund of fees paid at the time of enrollment for admissions; however, this refund is only applicable if the students submit the necessary documents to NUCB. The entrance fee of 270,000 JPY is non-refundable under any circumstance and cannot be reimbursed.

APPLICATION SCHEDULE

The stages in the application schedule represent deadlines for the completion of your online application, payment of the application fee, and the uploading of necessary documents through the submission portal. Each stage is given equal consideration.

ADMISSION SPRING 2025

Stage	Application Period	Interview · Exam	Admission Result	Payment 1 Deadline	Payment 2 Deadline
1	2024 Jun 03 ~ Jun 14	2024 Jun 17 ~ Jun 28	2024 Jul 01 ~ Jul 12	2024 Aug 02	2024 August 30
2	2024 Jul 08 ~ Jul 19	2024 Jul 22 ~ Aug 02	2024 Aug 05 ~ Aug 16	2024 Sep 20	2024 Oct 18
3	2024 Sep 02 ~ Sep 13	2024 Sep 16 ~ Sep 27	2024 Sep 30 ~ Oct 11	2024 Nov 08	2024 Dec 06
4	2024 Oct 07 ~ Oct 18	2024 Oct 21 ~ Nov 01	2024 Nov 04 ~ Nov 15	2024 Dec 13	2025 Jan 03
5	2024 Nov 04 ~ Nov 15	2024 Nov 18 ~ Nov 29	2024 Dec 02 ~ Dec 13	2025 Jan 10	2025 Jan 24
6	2024 Nov 25 ~ Dec 06	2024 Dec 09 ~ Dec 20	2024 Dec 23 ~ 2025 Jan 10	2025 Jan 31	2025 Feb 14
7*	2025 Jan 13 ~ Feb 07*	2025 Jan 27 ~ Feb 14	2025 Feb 10 ~ Feb 28	2025 Mar 14	

ADMISSION AUTUMN 2025

Stage	Application Period	Interview · Exam	Admission Result	Payment 1 Deadline	Payment 2 Deadline
1	2024 Oct 07 ~ Oct 18	2024 Oct 21 ~ Nov 01	2024 Nov 04 ~ Nov 15	2024 Dec 13	2025 Jan 03
2	2024 Nov 04 ~ Nov 15	2024 Nov 18 ~ Nov 29	2024 Dec 02 ~ Dec 13	2025 Jan 10	2025 Jan 31
3	2024 Nov 25 ~ Dec 06	2024 Dec 09 ~ Dec 20	2024 Dec 23 ~ 2025 Jan 10	2025 Jan 31	2025 Feb 21
4	2025 Jan 13 ~ Jan 24	2025 Jan 27 ~ Feb 07	2025 Feb 10 ~ Feb 21	2025 Mar 21	2025 Apr 18
5	2025 Feb 03 ~ Feb 14	2025 Feb 17 ~ Feb 28	2025 Mar 03 ~ Mar 14	2025 Apr 11	2025 May 09
6	2025 Mar 03 ~ Mar 14	2025 Mar 17 ~ Mar 28	2025 Mar 31 ~ Apr 11	2025 May 09	2025 Jun 06
7	2025 Mar 31 ~ Apr 11	2025 Apr 14 ~ Apr 25	2025 Apr 28 ~ May 09	2025 Jun 06	2025 Jun 27
8	2025 May 12 ~ May 23	2025 May 26 ~ Jun 06	2025 Jun 09 ~ Jun 20	2025 Jul 04	
9*	2025 Jun 09 ~ Jul 04*	2025 Jun 23 ~ Jul 18	2025 Jun 30 ~ Jul 25	2025 Aug 01	

*Japanese Nationals only • Those that hold a valid residence status for Japan (excluding short-term) such as Student, Long-Term Resident, Dependent, Permanent Resident, SOFA, or Diplomat which is valid until your prospective enrollment date.

Notification of interview will be sent via E-mail 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.

Important Notes Regarding Applications

- The University will check application documents after each application deadline and contact applicants by E-mail. It is the applicant's responsibility to regularly check E-mail communication and respond in a timely manner. Please check your E-mail filters and enable settings to be able to receive E-mail from "@nucba.ac.jp"
- Details of the interview, such as the interview method, venue, date, and time, will be determined by the University and notified by E-mail to the applicant.
- Applicants cannot choose the interview method, venue, date or time.
- Applicants do not need to come to NUCB for the interview.
- The University will not bear any responsibility for the cost incurred due to the change of interview date.
- If any changes are made to the interview arrangements, the University will inform the applicants by phone and/or by E-mail.
- Unless specified otherwise, all times and dates in the Application Schedule are in Japan Standard Time (JST, UTC+09).
- All application material must be uploaded by 23:59 (Japan Standard Time) on the day of the application deadline.
- Application fee is non-refundable.

APPLICATION PROCEDURE

1. Online Application & Application Fee

To apply online, please go to: 

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



Please complete the online application and pay the application fee within the deadline of the application stage you are applying for. If you do not have access to a credit card (Visa, Mastercard, JCB, American Express, Diners Club) please contact the admissions office regarding bank transfers.

After submitting your online application, you will be provided with a link to digitally upload your documents. The submission of documents must be completed by the end of the deadline for the stage you are applying for.

2. Letter of Recommendation

As part of the application process, it is your responsibility to obtain a letter of recommendation from either your last educational institution or a supervisor from your previous workplace or internship. Please refer here for the template.

<https://www.nucba.ac.jp/en/download>

We highly encourage you to utilize the provided form for your recommendation letter, as it ensures that all necessary information is included in a standardized format. However, if there are specific details or circumstances that you believe can only be effectively conveyed through an additional letter, you may submit it along with your application materials.

3. Document Proving English Proficiency

You must meet the English language proficiency requirements. Certain applicants may be exempt from having to submit a language proficiency test score. Refer to page 2 for more details.

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 E-mail two weeks prior to the beginning day for accepting applications.

4. Academic Transcripts & Standardized Tests

If you have not yet graduated from high school, upload your most recent academic transcripts covering a period of at least two years. The transcripts must be issued within two months of the date of your application submission.

If you have already graduated from high school, upload the last three years of your most recent academic transcripts. If you have been enrolled in university or another higher education institution for over one year at the time of application, also upload the academic transcripts from your study at that institution.

If you are attending a Japanese language school in Japan you must provide us with your transcripts and attendance records.

If transcripts are not in English or Japanese, you must provide a certified translation of the documents. Please submit standardized tests if you have taken them because the results of these tests may have an impact on the screening of your academic ability.

5. Certificate of Graduation • Expected Graduation

If you have not yet graduated from high school, upload a document that states the details of your expected graduation date. If you have graduated from high school, upload a copy of your high school graduation certificate. If you have already graduated from a university or another higher education institution at the time of application, upload a copy of your graduation certificate from the school.

6. Application Essays

You must respond to all three essay questions, strictly adhering to the requirement of one A4 page per question with a suggested word count per question of 400 to 600 words.

Please label the top of each essay with the following information: Name, Date of Birth (month, day, year), and Essay Number. Compile all three responses into a single PDF document, ensuring the total document spans exactly three A4 pages.

It is crucial that your essays are entirely your own work. Plagiarism, including any content generated by Chat GPT is strictly prohibited. We will compare the essays you submit in this application with past essays submitted to NUCB.

Any evidence of copied work will be considered academic dishonesty.

esty and result in immediate rejection of your application. If it is discovered that copied work was submitted with your application after you have been accepted to NUCB, your acceptance will be revoked.

Essay Questions

1. Explain your reasons for applying to our program, highlighting any specific courses or professors that have captured your interest.
2. Reflect upon a past experience where you assumed an active leadership role that aligns with the NUCB school motto, "Frontier Spirit." Describe the situation in detail, highlighting your responsibilities, actions, and the impact you made as a leader.
3. Identify a business leader whom you admire and provide a comprehensive description of their qualities, characteristics, and achievements. Share their name and explain why they serve as a role model for you.

7. Copy of passport

If you have a valid passport, upload a digital copy of the information page showing your name, photograph, and passport number. If you have previously entered Japan, also submit a copy of your passport pages with the immigration stamps showing your most recent arrival to and departure from Japan. You are still eligible to apply if you do not have a valid passport.

8. Proof of Finances

You must submit proof of your financial resources along with your application materials. This may include bank statements, tax documents indicating annual income, or any other relevant financial holdings. These documents serve to verify your ability to fund your education and ensure that you can meet the financial obligations associated with your studies.

9. 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.

10. Residence Card

Applicable only to applicants who currently hold a valid Japanese status of residence.

※ Academic Honors & Extracurricular Activities

If you have received any academic honors or actively participated in extracurricular activities such as student council, volunteer work, sports competitions, or other notable achievements, you can submit relevant certificates as supplementary information along with your application. These certificates serve as supporting documentation to showcase your accomplishments and involvement beyond academic achievements.

FAQ

Please refer to our FAQ here for further information.

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





AICHI PREFECTURE

Known as the home of Toyota, Aichi also offers samurai history, unique local foods, great nightlife, rustic beauty and distinctive arts and crafts.



■ CAMPUS

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