

# **Student Admissions 2018**

*For Prospective International Applicants*

Department of Web Business Technology

**The Kyoto College of Graduate Studies for Informatics**

**kcg.edu**

The Kyoto College of Graduate Studies for Informatics

**京都情報大学院大学**

## 1. Admission at a Glance

Professional Degree Program Master of Science in Information Technology (M.S. in IT)			
Graduate School	Department	Tracks	Enrollment Capacity
Applied Information Technology	Web Business Technology	-Business IT -Systems Development -Multimedia Content Businesses -Next-Generation Industries (Tourism IT) -Media Collaboration	240

※The enrollment capacity is both foreign and domestic students.

※The track should be selected after the enrollment procedure.

## 2. Admission Policy

The IT/ICT industry is an integrated field of both information and management-related subjects and has become increasingly complex and diverse. Consequently, the IT industry's demand for promising talents has become more and more diversified. The current situation, whereby the existing Japanese educational system solely dependent on talent development at engineering-related research graduate schools with students who already possess an engineering undergraduate degree, is becoming less tenable.

Moving forward, in order to further develop Japanese industry and economy, it is important to train people from diverse backgrounds, as highly specialized professionals in the IT/ICT industry.

From these perspectives, our school has a policy to accept as many students of diverse backgrounds as possible without specifying their undergraduate studies.

This includes:

- 1) People who have the foundational academic ability to learn specialized knowledge at our school;
- 2) People who have a desire to learn new things, think on their own, and create something new without being stuck in established concepts; and
- 3) People who have a will to collaborate with others around them and solve problems through communication.

## 3. Qualifications for Application

For foreign (non-Japanese) individuals, the qualifications to apply to the graduate program are those who satisfy (or are expected to satisfy) the following conditions on or before the end of March 2018 (for Spring Term applicants) or the end of September 2018 (for Fall Term applicants).

Articles:

- 1) Completed at least 16 years of schooling.
- 2) Graduated from one of Japan's four-year colleges and universities which defined in Article 83 of the School Education Law.
- 3) Graduated from a four-year program at a specialized training college in Japan.
- 4) Completed and earned credits for at least 16 years of correspondence courses conducted by education institutions outside Japan.
- 5) Individuals 22 years of age or older (April students as of April 1st, 2018, October students as of October 1st, 2018), who are confirmed to have academic abilities equivalent to those of college graduates upon KCGI's pre-evaluation of submitted documents required for admission.
- 6) Individuals with excellent academic performance recognized by KCGI's Pre-evaluation Committee and who completed 15 years of schooling in (or correspondence courses conducted by) educational institutions outside of Japan
- 7) All other cases not covered by the abovementioned, but concerning individuals who are recognized by KCGI to possess academic abilities that are greater or equal to those of college graduates.

**Notes:**

(A) Individuals who are applicable under Articles 5, 6 or 7 will be screened for eligibility to KCGI's Web Business Technology Department. Such candidates should refer to Section 10.

(B) To prove the qualifications as mentioned above, endorsement from relevant diplomatic offices may be requested.

#### 4. Selection Methods for Admission

**Paper/Document Review**

Applicants are evaluated based solely on their submitted documents.

**Oral Examination/Interview**

Applicants are evaluated based on responses to an oral examination covering basic knowledge and skills and/or an interview on academic and professional accomplishments and individual career goals.

※An examination permit will be sent to the applicant together with information of the time, venue, and concerning details of the oral examination/interview.

## 5. Application Procedures

Applicants must submit all the required documents together with the application fee (Refer to Important Notes on page 8, Payment of Application Fee) to the Admissions Office either by e-mail or by courier within the stipulated application period.

NOTE: We recommend the use of DHL, FedEx, UPS or any of the reliable couriers for fast and reliable services.

Application period: Spring (April) August 1st to December 25th, 2017  
Autumn (October) February 1st to June 30th, 2018

Address: The Admissions Office  
The Kyoto College of Graduate Studies for Informatics  
7 Tanakamonzen-cho, Sakyo-ku, Kyoto, 606-8225 Japan

E-mail: [admissions@kcg.edu](mailto:admissions@kcg.edu)

\*Fees paid for the entrance examination will not be refunded for any reason.

## 6. Required Documents for Admission

Please attach a Japanese translation of documents issued in other languages (However, the school will accept documents in English and/or Chinese language.) .

Applicants must submit the following documents (those who need Pre-evaluation should refer to Section 10 for additional required documents):

- 1) Application form (Use Form 1 provided by KCGI),
- 2) Examination Permit and Photograph (Use Form 2 provided by KCGI),
- 3) Certified Copy of Transcript of Grades (Issued by the relevant academic institution and placed in a sealed envelope),
  - ※-Students meeting the Section 3 Qualifications for Application article 5 have to submit these documents issued by their academic institution most recently graduated from.
  - Students meeting the Section 3 Qualifications for Application article 6 have to submit this documents issued by their graduated or present university.
- 4) Certificate of document certifying graduation or candidacy for graduation (Certified copy issued by the relevant academic institution) if the applicant is enrolled at such an institution,
  - ※Students meeting the Section 3. Qualifications for Application, article 5),6), or7) have to submit documents issued by their most recent academic institution they will graduate from. Students who completed 15 years of schooling and will not be graduate do not have to submit this documents.
- 5) Copy of final education diploma or any certificate document of graduation

- (For Chinese students, the certificate from 教育部学位与研究生教育发展中心  
※教育部学位与研究生教育发展中心 <http://www.cdgdc.edu.cn/cn/>)
- 6) Physical Examination Certificate (Use Form 3 provided by KCGI) issued by a medical institution within 3 months from the date of application,
  - 7) A Self-recommendation essay and Statement of Purpose (approximately 400 to 800 words in English or 1,000 to 2,000 characters in Japanese). Write about your educational background, past academic achievements, your field of specialization and your research/study objectives, and motivation for graduate studies as well as career goal or plans after graduation. For details, please see (4) “About the Self-introduction and Statement of purpose, and the Short essay” under the Important notes (page 8),
  - 8) A Short Essay (Approximately 800 to 1,600 words in English or 2,000 to 4,000 characters in Japanese). Give a short discussion on your favorite topic. For details, please see the Important Notes section on page 8, (4) “About the Self-introduction and Statement of purpose, and the Short essay.”
  - 9) Japanese Language or English Language Proficiency Test results (Copy),  
For those holding multiple results, please submit all copies of the different exams (e.g. JLPT, EJU, J.TEST, BJT business, IELTS and TOEFL etc.),
  - 10) Career History and Certificate of Employment,  
(PLEASE NOTE: This is required only if applicants have work experience or are currently employed),
  - 11) Financial support-related documents,  
Letter of Guarantee affirming ability to handle all costs and fees over the duration of enrollment. (To be written in guarantor’s native language. Applicant will attach the Japanese translation. English and/or Chinese language documents are acceptable.)
  - 12) Copy of a bank statement showing current balance,  
In the case of a Chinese registered account, copy both of the bank deposit certificate and the deposit receipt,
  - 13) Copies of Income Statement and Tax return receipts for the past 3 years,
  - 14) Other documents describing the source of finances,
    - For those employed, please submit a certification of employment and (amount of) salary,
    - For those who serve on the board of public companies, please submit a Certificate of Corporation Registration and the corresponding Financial/Income statement,
    - For the self-employed: Copy of business permit and Financial/Income statement,
    - For cases other than the abovementioned (Nos. 1-3), please provide other documents showing the source of finances (Ex. Copy of the guarantor’s entire bankbook).
  - 15) Official document showing relationship of Guarantor with the Applicant (Issued by the appropriate official/public institution authorized to certify such documents),
  - 16) Certified copy of the census register (or Family Registry document), issued in the past 6 months,
  - 17) Four photographs (sized 4cm (length) x 3cm (width) taken in the past 6 months) with applicant’s name and nationality written on the back of each photograph,
  - 18) Copy of the Passport (Pages showing the Name, Nationality, Date of Birth, date of issue and validity of the passport),
  - 19) An application fee of 30,000 JPY. The payment should be transferred to the bank account specified (For details, please refer to the Important Notes section on page 8 ),
  - 20) Other additional documents for Reference (optional):  
Applicants may submit additional materials (certificates of civil service

qualifications and foreign language ability, statements of special employment history or other materials describing their duties, publications and articles, letters of recommendation, etc).

**Notes:**

(A) Please provide clear photocopied or photographs of the original documents which has been underlined in the list above. Please do not reduce or enlarge the photocopies.

(B) Documents submitted will only be used for evaluation of admission credentials and will not be used for any other purposes. However, all application documents submitted will not be returned.

**7. Notification of Results**

Applicants will receive a notice of the results via express mail or e-mail.

**8. Admission and Enrollment Procedures**

Upon successful admission and upon acceptance, future students are required to submit the following:

- 1) A written pledge submitted directed to the admissions office for entrance to the graduate program,
- 2) Remittance of School Fees (Please refer to more specific instructions below).

Failure to accomplish the necessary procedures by the specified date may lead to cancellation of admission. The successful applicants are advised to notify our office of any difficulty in completing the above procedures by the specified date. Guidelines and forms related to the admission and enrollment procedures will be enclosed with the notice of the results sent to the successful applicants.

**9. School Fees**

School fees are as follows:

	Admission Fees	Tuition Fees	Facilities and Miscellaneous fees	Laboratory fees
First Year	JPY 250,000	JPY 700,000	JPY 250,000	JPY 600,000
Second Year		JPY 700,000	JPY 250,000	JPY 600,000

- 1) The tuition, facilities and miscellaneous fees as well as laboratory fees are charged per semester basis totally 50% each of the total annual fees (First semester: 50% of the yearly fees; Second semester: 50% of the yearly fees).
- 2) The tuition and fee schedule for the second year will apply to continuing students who enroll beyond the second year.
- 3) Students are required to pay JPY 30,000 upon enrollment (covering KCGI Alumni Association lifetime membership fees).

- 4) Students are required to pay JPY 15,000 upon enrollment in their Second year (covering graduation fees).
- 5) The fees above do not include the required premiums for “Personal Accident Insurance for Students Pursuing Education and Research (PAS)” (学生教育研究災害傷害保険) and “Liability Insurance coupled with PAS” (学研災付帯賠償責任保険) administered by the Japan Education Exchanges and Services (as 2017 enrollment, the amount will be JPY 2,430 for two years).

\* Students are required to purchase “Comprehensive Insurance for Students, Lives coupled with PAS” (学研災付帯学生生活総合保険) (as 2017 enrollment, the amount will be JPY 22,220).

• Comprehensive Insurance For Students, Lives Coupled With PAS :

[http://www.jees.or.jp/gakkensai/gakkensai\\_gakuso.htm](http://www.jees.or.jp/gakkensai/gakkensai_gakuso.htm)

\* In case Students decline enrollment, a written notice must be sent before the beginning of school (spring students: March 31, autumn students: September 30). As a rule, the application and all attached materials, as well as fees accepted by KCG/KCGI offices will not be returned or refunded. However, materials and fees, except documents for admission and an application fee will be returned, if the student acquires the student visa.

## 10. Pre-evaluation of Admission Credentials

In addition to the required documents specified in Section 6, the following documents will be required for individuals who are applying with qualifications in Articles 5, 6 or 7 described in Section 3.

Please attach a Japanese translation of documents issued in other languages (the school will accept documents in English and/or Chinese language.).

### 1) Submit documents

- ① Application for Pre-evaluation of admission credentials (please use Form 5 provided by KCGI),
- ② For Qualification in Section 3, Article 6, Applicants (or students who completed 15 years of schooling in or correspondence courses conducted by) educational institutions outside of Japan:
  - a) Recommendation written by a faculty member acting as an adviser to the applicant,
  - b) List and details of the courses in the undergraduate program where the applicant is enrolled.

### 2) Examination method

The following academic performance tests will be implemented and evaluated based

solely on the submitted documents (in section 6, Required Documents for Admission ).

- ① Written test  
-Short Essay (based on student choice of one topic from multiple subjects)
- ② Oral exam

**Notes:** (1) Application fees will be refunded to students who have been denied based on pre-evaluation.

## 11. KCGI Scholarship system application guidelines

KCG has a scholarship program that fosters competent individuals who can contribute to society in the future as advanced professionals. We encourage students with excellent academic and leadership qualities who are capable of undertaking full-time studies to apply to this program. Interested applicants should read the following guidelines carefully before applying to take the scholarship examination.

### (1) Scholarship System\*

Type	Overview
KCGI Special Grant	Exemption from total amount of school laboratory fees and First year Facilities and Miscellaneous fees.
KCGI Memorial Grant	Exemption from the total amount of First year school laboratory fees.
Type A Grant	JPY 250,000 exemption from First year Tuition fees
Type B Grant	JPY 150,000 exemption from First year Tuition fees

\* A few slots are available for each category.

### (2) Application Procedures

Please fill out the following documents below and submit together with the entrance exam application form to the Admission Office before the specified deadline.

- ① Required documents
  - a. Scholarship Application Form (Provided by KCGI)
  - b. Certified Copy of the Transcript of Grades
  - c. Certification of Graduation (or Certificate of Candidacy for Graduation)
  - d. Recommendation letter (optional)

**Notes:** The Certified Copy of the Transcript of Grades, Certification of Graduation (or Certificate of Candidacy for Graduation), and the Recommendation letter (optional) need not be submitted if it overlaps with the requirements for the Entrance Examination.

- ② Examination date/ Place



The schedule of the entrance examination is the same as the school-wide examination on the academic calendar. Applicants will be notified of the date, time and place of the examination which will be printed on the examination permit that will be sent by post to the applicant's mailing address.

③ Examination details

There will be a written test (short essay) and an interview (to be held on the day of the Entrance examination).

④ Notification of Results

Applicants will be notified of the final decision of the scholarship committee together with the entrance examination results.

\*Can not be used in combination with Special Scholarship for International Student System.

## 12. KCGI Special Scholarship System

\* Details can be obtained separately by contacting KCGI about this scholarship.

\*Can not be used in combination with KCGI Scholarship System.

## 13. Other Scholarship Systems

Scholarships for international students

Name of the Scholarship	Monthly Amount	Payment Period	Recruitment Timing	Applicable Student
Monbukagakusho Honors Scholarship for Privately Financed International Students	JPY48,000	1 Year	April	First/Second Year
JAPAN EDUCATIONAL EXCHANGES and SERVICES[Docomo]	JPY120,000	2 Years	April	First Year
Japanese Government Scholarship Students	JPY147,000	Period of study	October	First/Second Year
Rotary Yoneyama Memorial Foundation	JPY140,000	Up to 2 years	October	First/Second Year
HEIWA NAKAJIMA FOUNDATION	JPY100,000	Up to 2 years	October	First/Second Year

※Some of them are not provided depending on the year. Please contact us for inquire details.

## Important notes

- (1) Filling out the Application form (Form 1):
  - ① Answer all the questions enclosed by the bold lines shown in Form 1. (For those submitting via post, please write legibly in blue or black ink).
  - ② Be sure to provide accurate information regarding your current address and telephone numbers where we can directly contact you.
  - ③ When sending the required photographs via post, please write your name and nationality on the back of the photos.
- (2) Payment of Application Fee:
  - ① The application fee of JPY 30,000 (plus the commission and charge of JPY 1,500 collected by the receiving bank in Japan) must be paid via electronic bank transfer to KCGI's account:

**Name of bank:** RESONA BANK, LTD.  
**Branch name:** Kyoto Branch  
**Bank address:**  
691 Takanna-cho Karasuma-Dori, Shijo-Agaru, Nakagyo-ku Kyoto 604-8153,  
Japan  
Bank telephone number: +81-75-221-3161  
**Name of Account holder:**  
The Kyoto College of Graduate Studies for Informatics  
**Type of Account:** Ordinary savings account  
**Account Number:** 2363907  
**Account holder's address:**  
7 Tanakamonzen-cho, Sakyo-ku, Kyoto-shi, Kyoto 606-8225  
Account holder's phone number: +81-75-681-6332  
**SWIFT Code:** DIWAJPJT
  - ② Submit a copy of the "Approved Bank Remittance Slip" together with the other documents to KCGI.
  - ③ Please use applicant's name as the sender of the bank remittance.
  - ④ Application fee shall not be refunded (except for those who has been denied on pre-evaluation) .
- (3) Submission of Other Required Documents and Forms:
  - ① Complete all forms as accurately as possible since all the submitted documents will be used as the basis for the oral examination/interview.
  - ② Please download or make extra copies of the prescribed forms in case the space provided for your answers is inadequate.
- (4) About the Self-introduction and Statement of purpose, and the Short essay
  - ① Please use a word processor and submit a printed copy.
  - ② Each document must be accompanied by a cover page indicating the applicant's name and a title.
  - ③ For the short essay, the applicant can choose a topic of his/her own interest, such as:
    - "IT and international business",
    - "How to tackle global warming"
    - "Privacy issues in an information-based society."
- (5) Documents for Pre-Evaluation of Qualifications:

Form 5 is required only for individuals who apply for Pre-evaluation of qualifications.

## Privacy policy

The KCG group is comprised of the Kyoto College of Graduate Studies for Informatics, the Kyoto Computer Gakuin (Rakuhoku Campus, Kamogawa Campus, Kyoto-Ekimae Campus), the Kyoto Japanese Language Training Center, KCG Career, Inc. and KCG Co., Ltd.--- all globally-oriented educational institutions.

We, at KCG, respect your privacy. The KCG group is committed to protecting your privacy. The following points outline the essence of our Privacy Policy and how we handle the information we collect from you.

1. The KCG group collects and handles your personal information based on respect.
2. The KCG Group collects personal information through legal means and methods.
3. The KCG Group manages with utmost care the collected personal information for the more effective implementation of education and instructional methods.
4. The KCG Group is concerned about your privacy and is committed to protect your personal information from all kinds of infringements or potential risks.
5. The KCG Group endeavors to heighten the awareness about the protection of privacy among its faculty, staff and students by establishing and observing a strict regulatory environment and continually reviewing and improving the structures involved in the implementation of all related measures.
6. The KCG Group is committed to observe the laws and ordinances stipulating the access and use personal information.

For inquiries, please contact:

Admissions Center

The Kyoto College of Graduate Studies for Informatics

7 Monzen-cho, Tanaka, Sakyo-ku

Kyoto 606-8225 Japan

TEL: +81-75-681-6334

E-mail: [admissions@kcg.edu](mailto:admissions@kcg.edu)

Website: <http://www.kcg.edu/>

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