

**International Special Research
Student Admissions
2022**

For Prospective International Applicant

kcg.edu

The Kyoto College of Graduate Studies for Informatics

京都情報大学院大学

The Kyoto College of Graduate Studies for Informatics

1. Number of students admitted

Several numbers

2. Course term

Starts in Spring or fall. The duration is usually 6 months or 12 months.

Course content: Under the guidance of academic advisor, engage in research and prepare for admission to Master program of KCGI.

3. Qualifications for Application

- ① Applicant with foreign (non-Japanese) individuals.
- ② Please refer to the "Kyoto College of Graduate Studies for Informatics International Student Admissions" for qualifications other than the above.

4. Selection Methods for Admission

Paper/Document Review

Applicant is evaluated based on their submitted documents.

Oral Examination/Interview

Applicant is 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.

- ※ Oral examination/interview will be held at the designated venue or online live video (such as zoom). Those who attend the online oral examination should prepare pc, microphone, speaker, webcam and Internet environment at home in advance. Applicant must be able to show their face on camera live for the examination\interview.
- ※ An examination permit will be sent to the applicant together with information of the time, venue, and details of the oral examination/interview.

5. Application Procedures

Applicant must submit all documents etc. listed below and your documents need to be within application deadlines.

- ※ Applicant can confirm the arrival of the application documents by themselves with the post office underwriting number or the tracking number of the international courier company.

For applicant in Japan: mail by registered mail after writing “Foreign students admission application documents” in red on the front of the envelope.

For applicant outside of Japan: mail by Express Mail Service (EMS) or International Courier Service.

• **Periods of Application:**

For applicant in Japan:

< Spring Term > October 1, 2021, Friday – March 21, 2022, Monday

< Fall Term > April 1, 2022, Friday – September 12, 2022, Monday

For applicant outside of Japan:

< Spring Term > August 2, 2021, Monday – December 24, 2021, Friday

< Fall Term > February 1, 2022, Tuesday – June 24, 2022, Friday

• **Address:**

〒 606-8225

京都府京都市左京区田中門前町7

京都情報大学院大学 アドミッションセンター(入学事務課)

7 Tanakamonzen-cho, Sakyo-ku, Kyoto 606-8225, Japan

Admissions Center, The Kyoto College of Graduate Studies for Informatics

● Online Application

※ Applicant can apply via the website. [URL] <https://www.keg.edu/apply/>

※ Use the following recommended browsers to apply via online application.

Microsoft Edge, Google Chrome (latest edition), Safari (latest edition)

※ Although smartphones are supported, we recommend applying using a computer because printing is required.



6. Required Documents for Admission

Please attach a Japanese translation of documents issued in other languages (Alternatively, English or Chinese translations are also acceptable.)

(Applicant who need a pre-evaluation should refer to Section 11 “Pre-Evaluation of Admission Credentials” for additional required documents.)

① **International Special Research Student Application for Admission** (use Form A provided by KCGI)

② **Examination Admission Card and Photo Identification Card** (use Form H and Form I provided by KCGI)

③ **Certified copy of academic transcript** (issued by the relevant academic institution)

※ Those who have not finished 4-year university/college programs are subject to pre-evaluation. Please refer to Section 11 on Pre-Evaluation of Admission Credentials below.

- ④ **Certificate of document certifying graduation or candidacy for graduation** (certified copy) if the applicant is enrolled at an institution. Documents should be issued within 3 months before the application.
- ※ Those who have not finished 4-year university/college programs are subject to pre-evaluation. Please refer to Section 11 on Pre-Evaluation of Admission Credentials below.
- ⑤ **Copy of final education diploma or any certificate document of graduation**
- ※ For Chinese applicant, a certificate from 中国高等教育学生信息网(学信网) <http://www.chsi.com.cn/>
- ⑥ **Research Plan** (use Form D provided by KCGI)
- Please select academic advisor from “the list of advisors” (attached).
- ⑦ **Short Essay (Approximately 1000 words in Japanese).**
- For details, please refer to the Section 12. Important notes for filling in application documents.
- ⑧ **An application fee of 30,000 JPY**
- Please pay using bank transfer. For details, please refer to the Section 15. Important notes for filling in application documents.
- ⑨ **A copy of Residence Card (Only for applicant in Japan)**
- Copy residence card both side (front and back).
- ⑩ **Copy of Passport** (Pages showing date of issue, nationality, name, date of birth, sex, validity of the passport, Japan visa and landing permission, etc.)
- ⑪ **Japanese Language or English Language Proficiency Test results (copy)**
- JLPT, EJU, J.TEST, BJT Business Japanese Proficiency Test, IELTS and TOEFL iBT, etc.
- ※ Applicant who get CET (College English Test) can submit it as a reference document.
 - ※ For those holding multiple results, please submit all copies of the different exams. 3
 - ※ Those who do not have the above certificates and who live outside of Japan may be required to submit their Japanese language learning history.
- ⑫ **Certificate of expected completion and certificate of enrollment (only for applicant in Japan)** (certified copy issued by the relevant academic institution, such as Japanese language school, vocational school, university special course, etc.) if the applicant is enrolled at such an institution.
- If certificate of expected completion is not available, submit the certificate of enrollment.
- If already graduated, submit the Certificate of completion instead.
- All documents should be issued within 3 months before the application.
- ⑬ **Grades transcript and Attendance certificate (only for applicant in Japan)** (certified copy issued by the relevant academic institution, such as Japanese language school, vocational school, university special course, etc.) if the applicant is enrolled at such an institution.
- A certificate showing grades and attendance rate.
- All documents should be issued within 3 months before the application.
- ⑭ **Certificate of enrollment, Grades transcripts and Attendance certificate of previous academic record of Japan/ status certificate (only for applicant outside of Japan)**
- All documents should be issued within 3 months before the application.
- ⑮ **Career History and Certificate of Employment (optional)**
- This is required only if applicant has work experience or are currently employed.
- ※ Personal information described in application documents, etc. will be strictly managed by the KCG group and only used as (1) information confirmation or contact information for school selection and examination

processes and (2) selection materials at the time of admission selection.

- ※ Once accepted, the application documents and admission fee will not be returned.
- ※ No changes to the application documents will be accepted after the application documents have been accepted.

7. Other Documents

- ① **Health Certificate** (use Form F provided by KCGI) issued by a medical institution within 3 months before the application.
- ② **Letter of Financial Support** (use Form E provided by KCGI)
Letter of supporter affirming ability to cover all costs and fees during the duration of enrollment. (The letter should be written in supporter's native language, with Japanese translation attached.)
 - ※ Please describe in detail for circumstances in which supporter (one who takes responsibility for payment of expenses) is not the applicant or the parent of the applicant.
- ③ **Documents certifying the employment certificate of supporter and the amount of income for the past 3 years**
Submit a certificate of employment if supporter works for a company, a copy of the corporate register if supporter is an officer of the company, etc., and a copy of the business permit if supporter is an individual manager.
 - ※ If supporter resides in Japan, submit the Certificate of Residence of supporter. All documents should be issued within 3 months before the application.
- ④ **Documents certifying funds such as the original deposit balance certificate of supporter (only for applicant outside of Japan)**
Original certificate of deposit, copy of existing deposit, etc. All documents should be issued within 3 months before the application.
- ⑤ **Official document showing relationship of supporter with Applicant (only for applicant outside of Japan)**
For Chinese applicant submit the Notarial Certificate of Kinship. All documents should be issued within 3 months before the application.
- ⑥ **Certified copy of household register (or Family Registry documents) (only for applicant outside of Japan)**
Household register of family members including both the applicant and supporter.
For Chinese applicant, a copy of the Household Register and a copy of the Resident Identity Card.
- ⑦ **Four photographs** (sized 4cm (length) × 3cm (width))
Taken within the past 3 months with the applicant's name and nationality written on the back of each photograph.
- ⑧ **Postage stamp for pass / fail notification (only for applicant in Japan)**
Enclose a stamp worth 800 yen.
- ⑨ **Certificate of Residence (only for applicant in Japan)**
Document with basic matters such as address, matters related to the insured such as national health insurance, nationality, status of residence, period of stay, etc.
All documents should be issued within 3 months before the application.
- ⑩ **Copy of the applicant's bank book (only for applicant in Japan)**
- ⑪ **Personal Information Form (use Form G Provided by KCGI) (only for applicant in Japan)**
- ⑫ **Other additional documents for reference (optional):**

Applicant 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.).

- ※ For submission, refer to "Flow until admission".
- ※ Once accepted, the application documents and admission fee will not be returned.
- ※ No changes to the application documents will be accepted after the application documents have been accepted.

8. Notification of Results

Applicant will receive a notification of the results via express mail or e-mail.

9. Admission and Enrollment Procedures

Applicant who passed the admission exams are required to submit the following documents within the stipulated date directed in the Letter of Acceptance:

- 1) A written pledge: Submit to Admissions Center
- 2) Remittance of School Fees

※ Failure to accomplish the necessary procedures by the specified date may lead to cancellation of admission. If applicant decline admission, contact KCGI Admissions Center immediately.

Students are required to bring his/her own laptop.

Students must bring his/her own laptop to lectures. Please refer to our website for the laptop specifications standard.
<https://www.kcg.edu/admission/2022#spec>

10. School Fees

	Admission Fees	Tuition Fees (1 Year)
School of Applied Information Technology International Special research student	JPY 50,000	JPY 680,000

- ※ The tuition fee includes facilities and miscellaneous Fees, and the textbook fees when undertaking Japanese language learning according to the instructions of the academic advisor. (No textbook fees other than Japanese language learning).
- ※ The fees above do not include the required premium insurance costs 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.
- ※ In the case that the applicant submits a formal written application to cancel admission before the semester begins (March 31st for spring term students; September 30th for fall term students), fees (without the admission fee) will be refunded after the calculation of various expenses. In other cases, there is no refund in principle. Accepted application documents and transferred fees will not be returned. However, for those who could not obtain the status of residence "Student", transferred fees aside from the entrance screening fee will be returned.

11.Pre-Evaluation of Admission Credentials

The following documents will be required for individuals who are applying with qualifications in Articles 8), 9) or 10) described in Section 3 “Qualifications for Application” of the "Kyoto College of Graduate Studies for Informatics International Student Admissions".

1) Submit Documents

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

- ① **Request form for eligibility check** (use Form B provided by KCGI)
- ② **Eligibility check form** (use Form C provided by KCGI)
- ③ **Certificate of graduation(completion)from the highest education institution**
Document issued by the highest education institution.
- ④ **Transcript of the highest education institution or the school you are enrolled in**
For those who are applying with qualifications in Articles 8) or 10), document issued by the highest education institution.
For those who are applying with qualifications in Articles 9), document issued by the school you are enrolled in.
- ⑤ **Recommendation letter**
For those who are applying with qualifications in Articles 9), submit the Recommendation Letter sealed by the relevant academic institution that the applicant is enrolled in or completed.
- ⑥ **Curriculum**
For those who are applying with qualifications in Articles 9), submit a detailed description of the course content, etc. that are offered by the relevant academic institution that the applicant is enrolled in or completed.
- ⑦ **Other additional documents for reference (optional):**
Reference documents for evaluation: foreign language proficiency test results, professional certification.

2) Examination method

The following academic performance tests will be implemented and evaluated based solely on the submitted documents.

- ① **Written test** (short essay)
- ② **Oral examination/interview** (designated venue or online live video).

3) Evaluation process

Applicant will be duly notified about the schedule of the interview time and place.

Results will be sent to applicant within one week from Admissions Center.

12. Important Notes for Filling in Application Documents

● Filling out the Forms

Attach a Japanese translation of documents issued in other languages (the school will accept documents in English or Chinese language). Write in the bold lines legibly with handwriting in black or blue ink. Pencil or erasable ballpen is not allowed.

● International Special Research Student Application for Admission (Form A)

- Be sure to provide accurate information regarding your Present address/Phone No. so that we can directly contact you.
- Fill in guarantor such as a guardian in guarantor (guardian) block.
- When sending the required photographs via post, please write your name and nationality on the back of each photo.

● Filling out Photo Identification Card (Form I)

- When sending the required photographs via post, please write your name and nationality on the back of each photo.

● About Short Essay

- Please use a word processor and submit a printed copy in A4 size. Add the book name, author name, etc. for the cited document. (submission as data is not allowed)
- Each document must be accompanied by a cover page indicating the applicant's name and a title.
- Please discuss what you learned at university.

● Certificates Documents

- Documents should be issued within 3 months before the application.

● Certificates Documents copies

- Clear color copy of A4 size (monochrome copy is possible).

● Filling out Request Form for Eligibility Check (Form B) and Eligibility Check Form (Form C)

- Fill in the Present address/Phone No. that can be contact with certainty.
- Fill in the Education history block in the order of year and month from the time the applicant entered the school. Educational facility name, department name and major subject name are required.
- Fill in the Employment history block with enter/leave history in the order of year and month. Company, organization, department and occupation names are required.

※ Once accepted, the application documents will not be returned.

● Payment of Application Fee

1) Payment methods

- ① For applicant in Japan, transfer to one of the following 4 accounts from financial institution ATM before submitting the application documents.

金融機関名 Financial institution	支店名 Branch name	口座種類 Account type	口座番号 Account number
三菱UFJ銀行 MUFG Bank	京都支店 Kyoto branch	普通預金 Ordinary deposit	1 2 0 3 8 1 8
りそな銀行 Resona Bank	京都支店 Kyoto branch	普通預金 Ordinary deposit	2 3 6 3 9 0 7
京都中央信用金庫 Kyoto Chuo Shinkin Bank	本店営業部 Head office sales department	普通預金 Ordinary deposit	1 5 6 6 8 7 9

※ 口座名：京都情報大学院大学（きょうとじょうほうだいがくいんだいがく） Account name: The Kyoto College of Graduate Studies for Informatics.

金融機関名 Financial institution name	口座番号 Account number
ゆうちょ銀行（郵便振替） Japan Post Bank (postal transfer)	0 0 9 5 0 - 3 - 1 6 6 3 9 6

※ 口座名：京都情報大学院大学入学事務課 Account name: Kyoto College of Graduate Studies for Informatics Admissions Center

- ② For applicant outside of Japan, the application fee must be paid via electronic bank transfer to KCGI's account in Japanese Yen or US Dollars.

銀行 Bank	三菱UFJ銀行（MUFG Bank, Ltd.）
支店名 Branch name	京都支店（Kyoto Branch）
所在地 Bank Address	〒600-8008 京都府京都市下京区四条通烏丸東入長刀鉾町10 （10, Naginataboko-cho, Karasuma-Higashiiru, Shijodori, Shimogyo-ku, Kyoto, JAPAN）
電話番号 Bank Telephone Number	+81-75-211-1110
口座名義 Account Holder	京都情報大学院大学 （The Kyoto College of Graduate Studies for Informatics）
預金種類 Deposit Type	普通預金（Ordinary Account [Savings Account]）
口座番号 Account Number	4 3 1 - 1 2 0 3 8 1 8
受取人所在地 Account Holder's Address	〒606-8225 京都府京都市左京区田中門前町 7 （7 Tanakamonzen-cho Sakyo-ku, Kyoto, JAPAN）
受取人電話番号 Account Holder's Phone Number	+81-75-681-6332
国際銀行間通信協会コード SWIFT CODE	BOTKJPJT（8桁）またはBOTKJPJTXXX（11桁） BOTKJPJT（8 digits）or BOTKJPJTXXX（11 digits）

2) **In the case of money transfer outside of Japan**, the application fee of JPY 30,000 plus the commission and charge of (about JPY 1,500) collected by the receiving bank in Japan must be paid via electronic bank transfer to the designated bank account.

※ Contact Admissions Center if you cannot send money in Japanese Yen

3) Submit a copy of the “Approved Bank Remittance Slip” together with the other documents to KCGI.

4) Please write the applicant’s name as the sender of the bank remittance.

5) Once accepted, the admission fee will not be returned.

※ We do not issue school attendance certificates or student discount certificate to the international special research students.

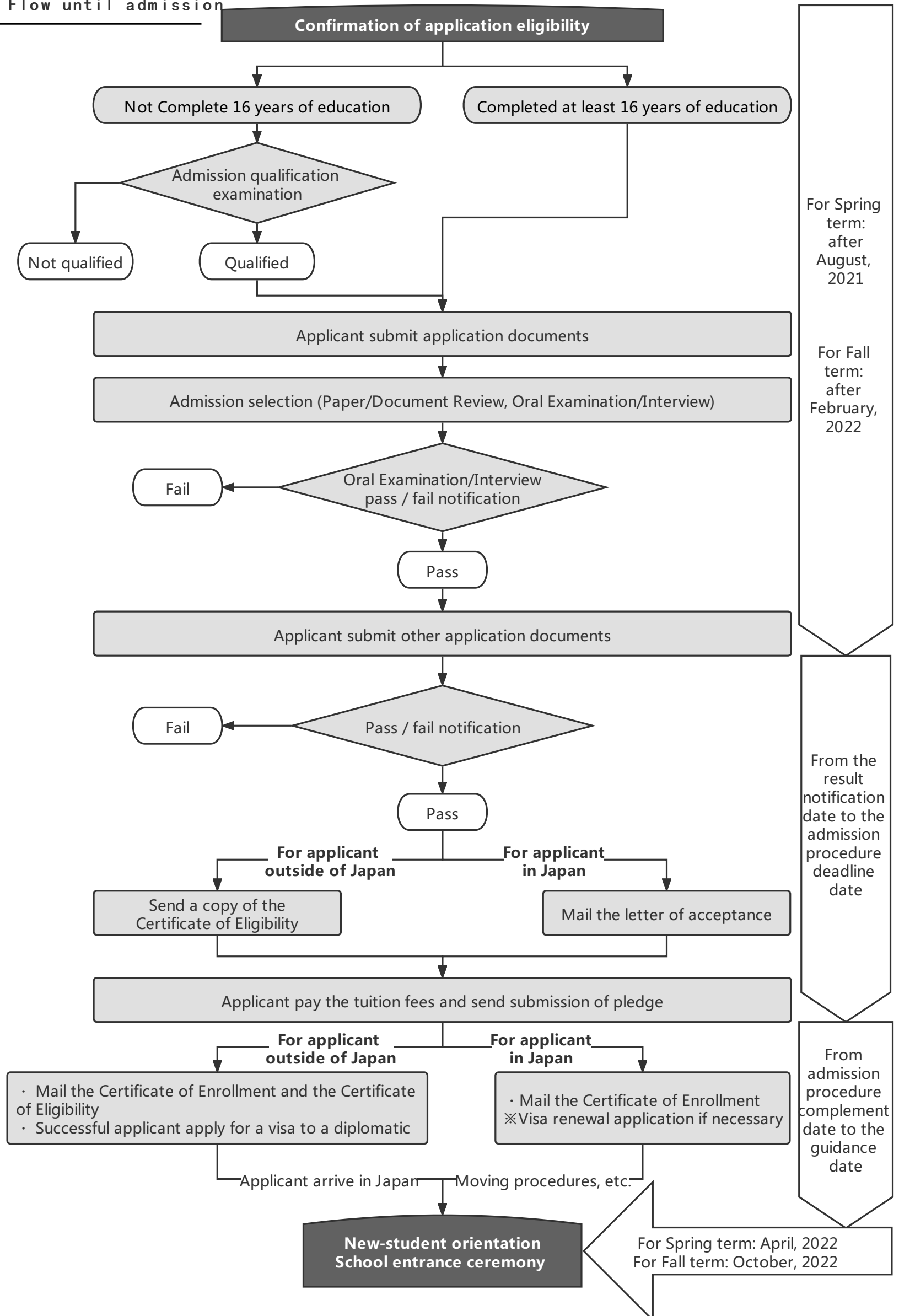
Document Checklist (International Special Research Students)

Check ✓ to make sure you have not missed any documents.

1. Documents for Admission and Scholarship Application			
Documents, etc.		Notes	Check
1	Resume	※Contact the Admission Center for KCGI template	
2	International Special Research Student Application for Admission (Form A)		
3	Examination Admission Card and Photo Identification Card (Form H and Form I)		
4	Certified copy of academic transcript		
5	Certificate of document certifying graduation or candidacy for graduation		
6	Copy of final education diploma or any certificate document of graduation		
7	Research Plan (Form D)		
8	Short Essay (approximately 1,000 words in Japanese).		
9	An application fee of 30,000 JPY		
10	A copy of Residence Card	※only for applicant in Japan	
11	Copy of passport		
12	Japanese Language or English Language Proficiency Test results (copy)		
13	Certificate of expected completion, Certificate of enrollment, Grades transcript and Attendance certificate (certified copy issued by the relevant academic institution, such as Japanese language school, vocational school, university special course, etc.)	※only for applicant in Japan	
14	Certificate of enrollment, Grades transcripts and Attendance certificate for previous stay in Japan	※only for applicant outside of Japan	
15	Career History and Certificate of Employment	※optional	
2. Document for Qualifications for Application ※ for those who are applicable under Section 11. No need to submit if it overlaps with the requirements for the entrance examination.			
1	Request Form for Eligibility Check (Form B)		
2	Eligibility Check Form (Form C)		
3	Certificate of document certifying graduation		
4	Certified copy of academic transcript		
5	Pre-Evaluation of Admission Credentials Short Essay (Approximately 480 words in English or 1200 characters in Japanese)	※Contact the Admission Center for KCGI template	
6	Recommendation Letter	※style free	
7	Other additional documents for reference	※optional	
3. Other Documents (can be submitted with 1. Documents for Admission and Scholarship Application)			
1	Health Certificate (Form F)		
2	Letter of Financial Support (Form E)		
3	Documents certifying the employment certificate of supporter and the amount of income for the past three years		
4	Four photographs (sized 4cm (length) x 3cm (width))		
5	Other additional documents for reference	※optional	

Only for applicant in Japan			
1	Postage stamp for pass / fail notification	※enclose a stamp worth 800 yen	
2	Certificate of Residence		
3	Copy of the applicant's bank book		
4	Personal Information Form (Form G)		
Only for applicant outside of Japan			
1	Documents certifying funds such as the original deposit balance certificate of supporter		
2	Official document showing relationship of supporter with applicant		
3	Certified copy of household register (or Family Registry documents)		

· Flow until admission



Privacy Policy

■ Basic policy

In the modern age of IT, 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 with utmost 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 effective implementation of educational and instructional methods.
4. The KCG Group is concerned about your privacy and is committed to protecting your personal information from all kinds of infringements and 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 of personal information.

Inquiries

Admissions Section, The Kyoto College of Graduate Studies for Informatics

7 Tanakamonzen-cho, Sakyo-ku, Kyoto 606-8225, Japan

Telephone: +81-75-681-6334 Fax: +81-75-671-1382

<https://www.kcg.edu/>

E-mail: admissions@kcg.edu

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