

Student Admissions

2023

For Prospective International Applicant

School of Applied Information Technology

Web Business Technology Program

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. Admissions at a Glance

Professional Degree Program

Graduate School: School of Applied Information Technology

Major: Web Business Technology Program

Number of students admitted: 600 students (included for both spring and fall admissions)

The student enrollment number includes both foreign and domestic students, Kyoto Main Campus, Tokyo Satellite Campus and Sapporo Satellite Campus.

2. Admissions Policies

The IT/ICT industry is an integrated field of both information-related and management-related fields, and its targets are complex and diverse. Consequently, the IT industry's needs for promising talents are increasing more than ever before. It was not possible to meet various industries needs with the existing Japanese educational system depending on experts that only majored in engineering degrees at undergraduate or engineering-related graduate schools. For future development of the industrial economy, it is important to train people of diverse backgrounds as highly specialized professionals in the IT (ICT) field.

From these perspectives, our school has a policy to widely accept as many students with diverse backgrounds as possible without specific restrictions on the type of undergraduate degree obtained.

1. People who have the foundational academic ability to learn specialized knowledge at our school;
2. People who have a desire to learn new skills, think on their own, and create something new without being bound by established concepts;
3. People who have the 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 2023 (for spring term applicant) or the end of September 2023 (for fall term applicant).

Articles:

- 1) Graduate from one of Japan's colleges and universities which is defined in Article 83 of the School Education Law

- 2) Graduated from a four-years program at a specialized training college in Japan, who also fulfill additional requirements set down by the Japanese Ministry of Education. Applicable to those who graduated from a specialized training college course deemed suitable by the Japanese Minister of Education, Culture, Sports, Science and Technology in the period after the determination of these guidelines
 - 3) Awarded a bachelor's degree in Japan (as defined in Article 104 Number 7 of the School Education Law)
 - 4) Completed at least 16 years of schooling outside of Japan
 - 5) Completed and earned credits for at least 16 years of correspondence courses conducted by education institutions outside of Japan
 - 6) Assigned by Japan's Minister of Education, Culture, Sports, Science and Technology (as defined in the Ministry of Education Notification Number 5 Year 1983)
 - 7) Enrolled in other graduate schools (as defined in Article 102 Number 2 of the School Education Law) who are recognized by KCGI to possess academic abilities
 - 8) Individuals 22 years of age or older (spring term students as of April 1st, 2023; fall term students as of October 1st, 2023), who are confirmed to have academic abilities equivalent to those of college graduates upon KCGI's pre-evaluation of submitted documents required for admissions
 - 9) Individuals with excellent academic performance recognized by KCGI's Pre-Evaluation Committee and those who have completed 15 years of schooling in (or correspondence courses conducted by) educational institutions outside of Japan (which defined in Article 83 of the School Education Law)
 - 10) Other cases not covered by the aforementioned who are however recognized by KCGI to possess academic abilities that are greater or equal to those of college graduates.
- ※ Individuals who are applicable under Articles 8), 9), or 10) will be screened for eligibility to KCGI's Web Business Technology Department. Such candidates should refer to Section 11.
- ※ To prove the qualifications as mentioned above, endorsement from relevant diplomatic offices may be requested.

4. Selection Methods for Admission (International student entrance examination)

Paper/Document Review

Applicants are evaluated based on their submitted documents.

Oral Examination/Interview

Applicant is evaluated based on responses to an oral examination covering basic knowledge, 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. Applicants 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

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

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

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

• Periods of Application:

For applicant in Japan:

< Spring Term > October 1, 2022, Saturday – March 27, 2023, Monday

< Fall Term > April 1, 2023, Saturday – September 18, 2023, Monday

For applicant outside of Japan:

< Spring Term > August 1, 2022, Monday – December 23, 2022, Friday

< Fall Term > February 1, 2023, Wednesday – June 23, 2023, Friday

• Address:

〒 601-8407 京都市南区西九条寺ノ前町 10-5
京都情報大学院大学 アドミッションセンター(留学生入学事務係)
10-5, Nishikujoteranomae-cho, Minami-ku, Kyoto-shi, Kyoto 601-8407, Japan
Admissions Center, The Kyoto College of Graduate Studies for Informatics

● Online Application

- ※ Applicants can apply via the website. [URL] <https://www.kcg.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 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.)

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

- ① **Application for Admission** (use Form A provided by KCGI)
- ② **Examination Admission Card and Photo Identification Card** (use Form J and Form K provided by KCGI)
- ③ **Certified copy of academic transcript** (issued by the relevant academic institution)
 - ※ Applicants applying under Qualification 8) 10) must submit the document issued by their most recent academic institution. Applicants applying under Qualification 9 must submit the document issued by their graduated or current enrolled university. All documents should be issued within 3 months before the application.
- ④ **Certificate of graduation or candidacy for graduation** (certified copy)

All documents should be issued within 3 months before the application.

 - ※ Applicants applying under Qualification 8) 9) 10) must submit the document issued by their most recent academic institution. However, applicants who enrolled at the university for more than 3 years and are not expected to graduate are not required to submit.
 - ※ For Chinese applicants, a certificate from 中国高等教育学生信息网(学信网) <http://www.chsi.com.cn/> is acceptable.
- ⑤ **A copy of high school graduation certificate**
- ⑥ **A Self-Introduction 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 “About Self-Introduction, Statement of Purpose, and Short Essay” under important notes for filling in application documents.
- ⑦ **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 “About Self-Introduction, Statement of

Purpose, and Short Essay” under 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 16 of Important notes for filling in application documents.

⑨ **Personal Information Form (Use form F provided by school)**

⑩ **Japanese Language or English Language Proficiency Test results (copy)**

JLPT (N2 or above), EJU (225 points or above, Japanese only), J.TEST (C or above), BJT Business Japanese Proficiency Test (400 points or above), IELTS (5.5 or above) and TOEFL iBT (80 points or above), 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.

⑪ **Copy of Passport** (Pages showing date of issue, nationality, name, date of birth, sex, validity of the passport, Japan visa and landing permission, etc.)

⑫ **A copy of Residence Card (Only for applicants in Japan)** Copy of residence card both side (front and back).

⑬ **Postage stamp for pass / fail notification (Only for applicants in Japan)**

⑭ **Certificate of expected completion and certificate of enrollment (only for applicants in Japan)** (certified copy issued by the relevant academic institution, such as Japanese language school, vocational school, university special course, etc.) If certificate of expected completion date is not available, submit the certificate of enrollment.

If the applicant is already graduated, submit the certificate of completion instead.

All documents should be issued within 3 months before the application.

⑮ **Certificate of graduation, Academic transcript and Attendance certificate issued by their previous academic institution in Japan (only for applicants outside of Japan)**

(certified copy issued by the relevant academic institution, such as Japanese language school, vocational school, university special course, etc.) if the applicant was enrolled at such an institution in the past.

All documents should be issued within 3 months before the application.

⑯ **Career History and Certificate of Employment (optional)**

This is required only if applicant have work experience or are currently employed.

⑰ **Additional documents (optional)**

Applicants may submit additional documents other than the ones listed above for further clarification of their application (A document that certifies the applicant’s qualification; career history or publication, recommendation letter etc.)

※ 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. Notification of Results

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

※ Your result will be sent within 2 weeks after interview.

8. About Residence Status

Applicants are required to hold a student visa or other types of valid visa status (permanent resident etc.) that enables her/him to reside in Japan until graduation. Check the details from below.

1) Applicants who have visa status (residing in Japan)

The school will provide a document called “Affiliation organization” in order to fill the form for visa application to the following applicants: an applicant who already holds a student visa and is required to renew her/his period of stay; an applicant who needs to change her/his residing status to “student” from another type of visa. After the admission procedure, please inform us and proceed with your visa application, depending on your current visa status.

2) Applicants who do not have visa status (residing in overseas)

The school will send an official request on behalf of applicants who passed the admission exams to the Regional Immigration bureau to issue a “Certificate of eligibility” (COE). Once the Regional Immigration bureau issues the COE, the school will send it to the applicant via mail. Please apply for a student visa at the Japanese embassy/consulate in the receiving country. It takes about 3 months to obtain a COE, so please submit the following documents required for issuing a “Certificate of Eligibility” after the admission procedure.

① **Health Certificate** issued by a medical institution within 3 months before the application. (use Form G provided by KCGI)

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 circumstances in which supporter (one who takes responsibility for payment of expenses) is not the applicant or the applicant’s parent.

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 applicants 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 Please provide a career plan letter that describes your reason for studying and your desired career path after your study. (for applicants who have completed their previous education 5 years prior to application.)

* If the documents are incomplete, we cannot apply for the Certificate of Eligibility on your behalf.

* Please confirm. Additional documents may be requested by the Immigration Bureau. Correctly indicate the number of times you have applied for issuance and the number of times you have been issued. In addition, all submitted documents and if the application is rejected due to false information regarding the contents of the application, we will not accept a re-application at our university.

* The "Certificate of Eligibility for Resident Status" will be examined by the Immigration Bureau, and visa acquisition will be examined by the Japanese embassy or consulate in the country of residence. The university will not take any responsibility for issuance or non-issuance.

9. Admission and Enrollment Procedures

Applicants 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 for lectures. Please refer to our website for the laptop specifications standard.

<https://www.kcg.edu/admission/2023#spec>

10.School Fees

□ Regular tuition

School of Applied Information Technology Web Business Technology Program		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 where semester costs are 50% of the total annual 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 as KCGI Alumni Association lifetime membership fees.
- (4) Students are required to pay JPY 15,000 in their second year for completion fees.
- (5) 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.
- (6) Sapporo satellite and Tokyo satellite will collect 10,000 yen per year as a deposit for miscellaneous expenses and settle it at the end of the fiscal year.

(At the time of admission procedure for the first year. For the second and subsequent years, Spring term is in February, Fall term is in August).

※ 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)

Comprehensive Insurance for Students, Lives Coupled With PAS:

http://www.jees.or.jp/gakkensai/gakkensai_gakuso.htm

- ※ 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.
- ※ The second year's tuition may change due to the inflation rate.

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”.

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. KCGI Special Scholarship Program Application Guidelines (International Student Tuition Reduction and Exemption System)

The KCGI Scholarship Program is intended for privately funded international students with an excellent academic record seeking admission to the graduate program and need tuition support. Prospective international students need to check the tuition waiver schedule below to determine their eligibility status before applying. (only for Kyoto Main Campus students). 1) Special Scholarship Program

Type	Overview	Number Available	Applicable Applicant
Special Class	Exemption from some tuition fees and experimental training fees while attending school. Tuition fees after exemption: JPY 890,000 for the first year, JPY 890,000 for the second year.	Several	Students of universities engaged in KCG/KCGI joint programs or our partner institutions.
Class 1	Exemption from some tuition fees and experimental training fees while attending school. Tuition fees after exemption: JPY 1,020,000 for the first year, JPY 1,070,000 for the second year.	Several	Students nominated or recommended by company or university attended.
Class 2	Exemption from some tuition fees and experimental training fees while attending school. Tuition fees after exemption: JPY 1,190,000 for the first year, JPY 1,240,000 for the second year.	Several	Applicant other than the above

※ Special Scholarship Students have a limitation to the maximum credits for the courses they can take.

2) Application Procedures

Fill out the following documents below and submit together with the entrance exam application form to Admissions Center before the specified deadline.

Required Documents

- ① Scholarship Program / Special Scholarship Program Application (from D provided by KCGI)
- ② Certificate of document certifying graduation or candidacy for graduation*

- ③ Certified copy of academic transcript*
- ④ Special Scholarship Student Recommendation Form (from E provided by KCGI)
- ⑤ Japanese Language or English Language Proficiency Test results (copy) *
- ⑥ Documents certifying economic conditions, etc. (Documents certifying the amount of income of the financial supporter for the past three years, etc.) *
- ⑦ Other additional documents for reference (optional)

* No duplicate submission required if documents already being included in Required Documents for Admission.

3) Selection Methods: Paper/Document Review and Oral Examination/Interview (will be held at the same time as the entrance examination interview)

4) Notification of Results

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

※ Cannot be used in combination with Scholarship for International Student System.

※ Only for international applicant at Kyoto Main School. Tokyo Satellite applicant and Sapporo Satellite applicant should refer to Section 13.

13. KCGI Scholarship Program Application Guidelines

KCGI's scholarship program aims to foster 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 applicant should read the following guidelines carefully before applying to take the scholarship examination.

1) Scholarship Program

Type	Overview	Number Available
KCGI Special Grant	Exemption from total amount of school laboratory fees and First year Facilities and Miscellaneous fees.	Several
KCGI Memorial Grant	Exemption from the total amount of First year school laboratory fees.	Several
Type A Grant	JPY 250,000 exemption from First year Tuition fees	5
Type B Grant	JPY 150,000 exemption from First year Tuition fees	10

2) Application Procedures

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

Required documents

- ①Scholarship Program / Special Scholarship Program Application (from D provided by KCGI)
- ②Certified copy of academic transcript*
- ③Certificate of document certifying graduation or candidacy for graduation*
- ④Recommendation letter (optional, style free)
- ⑤Materials that can be used as reference for examination, such as various certificates.

* The Certified Copy of Academic Transcript, Certificate of Document Certifying Graduation or Candidacy for Graduation, and Recommendation Letter (optional) need not be submitted if it overlaps with the requirements for the entrance examination.

3) Examination Date and Place

The schedule of the entrance examination is the same as the school-wide examination on the academic calendar. Applicant 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.

4) Examination Details

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

5) Notification of Results

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

※ Cannot be used with KCGI Special Scholarship Program.

14. Other Scholarship Systems

□ Scholarships for International Students

Name of the Scholarship	Monthly Amount	Payment Period	Recruitment Timing	Applicable Applicant
International Student Acceptance Promotion Program Reservation System	JPY48,000	Spring term: 1 Year Fall term: 6 Months	April / October	First year (only for the applicant who live outside of Japan at the time of the application)

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
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
Japan Educational Exchanges and Services Scholarship	JPY40,000	Up to 2 years	April	First/Second Year (only for those who have one school year or longer left at the time adopt the scholarship)
SGH Foundation Privately Funded for International Students	JPY120,000	2 years	April	First Year
Zhang Fen Jun Scholarship Fund Scholarship	JPY50,000	1 year	April	First/Second Year
Sato Yo International Scholarship	JPY180,000	2 years	January / July	First/Second Year

※ After selecting, the university will send recommended students' documents to the scholarship organization. Regarding the acceptance or rejection of the recommended student, it is decided based on the adoption policy of each organization, so not all recommended students will be accepted.

※ Some of the scholarships listed are not available depending on the year. Please contact Admissions Center to inquire for more details.

15. International Special Research Student

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

1. Number of positions

Several numbers

2. Course term

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

3. Qualifications for Application

①Applicant with foreign (non-Japanese) individuals.

②Please refer to the "Kyoto College of Graduate Studies for Informatics International Student Admissions" for qualifications other than the above.

4. Required documents for application

Please submit the form "International Special Research Student Application for Admission" (use Form I provided by school) in addition to the listed documents on item 6 (Required documents for application).

Submission of 6. "A Self-Introduction Essay and Statement of Purpose", 7."Short essay" are not required, if the applicant is only applying for "International Special Research Student" course. Instead, please submit an essay titled: What I learned at university (approximately 1000 words).

※ Please request with admission center about academic advisor.

※ A document proving Japanese language learning history maybe required.

5.Course fee

	Admission fee	Course fee
School of Applied Information Technology International Special Research Student	50,000	680,000

*The tuition fee includes various expenses such as facility and equipment costs, and the cost of textbooks when taking Japanese language training under the instruction of the academic advisor. (The cost of textbooks other than Japanese language training is not included.)

*In addition to the above amount, insurance for student education and research accident insurance (Gakkensai) and liability insurance associated with Gakkensai will be collected.

* If you apply in writing to decline admission before the start of the academic year (by March 31st for April admissions, by September 30th for October admissions), tuition fees other than the admission fee will be refunded. We will return it after settlement of various expenses. In other cases, as a general rule, tuition fees once paid will not be refunded. In addition, the application documents and admission screening fee admission fee once received will not be returned. However, for those who were not able to obtain the status of residence of "College Student," we will return everything except the application documents and the entrance examination fee.

*We do not issue commuter certificates or student discount certificates to International Special Research Students.

16. 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.

□ **Filling out 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 J)**

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

□ **About Self-Introduction, Statement of Purpose, and 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. (e-submissions are not accepted)
- Each document must be accompanied by a cover page indicating the applicant's name and a title.
- For the short essay, the applicant can choose a topic of his/her own interest, refer to the followings:
○IT and international business ○The field of specialization of applicant ○Current affairs etc.

□ **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 your present address/phone that we can reach.
- 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	1203818
りそな銀行 Resona Bank	京都支店 Kyoto branch	普通預金 Ordinary deposit	2363907
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	1566879

※ 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)	00950-3-166396

※ 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	B O T K J P J T (8 桁) または B O T K J P J T X X X (11 桁) BOTKJPJT (8 digits) or BOTKJPJTXXX (11 digits)

2) In the case of money transfer from 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 designed 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.

Document Checklist

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

1. Documents for Admission and Scholarship Program / Special Scholarship Program Application				
Documents, etc.		Notes	Remarks	Check
1	Resume	※Please contact the admission center for KCGI template		
2	Application for Admission (Form A)			
3	Examination Admission Card and Photo Identification Card (Form J and Form K)			
4	Certified copy of academic transcript			
5	Certificate of document certifying graduation or candidacy for graduation			
6	Copy of high school education certificate or any diploma graduation certificate			
7	An application fee of 30,000 JPY			
8	Personal Information Form (Form F)			
9	Copy of Japanese language or English language proficiency test certificate			
10	Copy of passport			
11	Copy of residence card	※Only for applicant in Japan		
12	Pass / fail notification stamps	※Only for applicant in Japan ※Please enclose 800 yen stamp.		
13	Certificate of expected completion, certificate of enrollment, grades transcript and attendance certificate (certified copy issued by the current 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 of past academic institution of Japan, such as Japanese language school, vocational school, university special course, etc.	※Only for applicant outside of Japan		

15	Career history and certificate of employment	※Only for applicable applicant		
16	A self-introduction essay and statement of purpose (Approximately 400 to 800 words in English or 1,000 to 2,000 characters in Japanese)		Professional Degree Program	
17	Short essay (Approximately 800 to 1,600 words in English or 2,000 to 4,000 characters in Japanese)			
18	Scholarship Program / Special Scholarship Program Application (Form D)	※Only for Scholarship Program / Special Scholarship Program applicant		
19	Special Scholarship Student Recommendation Form (Form E)	※Only for special scholarship program applicant		
20	Financial condition proof documents	※Only for special scholarship program applicant ※In case of residence status update or change, please refer to Residence Status ③		
21	Recommendation letter	※Optional		
22	Research Plan (Form I)		International Special Research Student	
23	Short essay (Approximately 400 words in English or 1000 characters in Japanese)			
24	Other additional documents for reference	※Optional		
COE Application Documents, etc. (Only for Applicant Outside of Japan)				
1	Health Certificate (Form H)			
2	Letter of Financial Support (Form G)			
3	Documents certifying the employment certificate of supporter and the amount of income for the past three years			
4	Documents certifying funds such as the original deposit balance certificate of supporter			
5	Official document showing relationship of supporter with applicant			
6	Certified copy of household register (or Family Registry documents)			
7	Four photographs (sized 4cm (length) x 3cm (width))			
8	Statement of purpose and future career plan	※Optional		
2. Document for Qualifications for Application ※ for those who are applicable under Section 3 Article 8) 9) 10). 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	Recommendation letter	※Only for applicants under qualification 9 ※No fixed style		
6	Curriculum	※Only for applicants under qualification 9		
7	Other additional documents for reference	※Optional		
8	Short essay (Approximately 480 words in English or 1200 characters in Japanese)	※Please contact admission center for the short essay theme		

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

京都情報大学院大学