Student Admissions 2026

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
(KCGI)

1. Admissions at a Glance

Professional Degree Program

Graduate School: School of Applied Information Technology

Major: Web Business Technology Program

Number of students admitted: 1000 students (both spring and fall admissions included)

※The student admitted number includes both foreign and Japanese students for 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. Under the traditional Japanese educational system, it was not possible to satisfy various industries needs as IT/ICT education had been relied only on experts only majored in engineering degrees at undergraduate or engineering-related graduate schools. For future development of the industries and economy, it is important to train people with diverse backgrounds to be 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) applicants, 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 2026 (for spring term applicant) or the end of September 2026 (for fall term applicant).

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

2) Graduate from specialized training course (Senmon-Katei/専門課程) in vocational school (Senshu-Gakkou/専修学校) in Japan, which is designated by the Japanese Minister of Education, Culture, Sports, Science and Technology, on or after the day of designation. Study term should be at least four years and the course should fulfill requirements set down by the Japanese Minister of Education, Culture, Sports, Science and Technology.

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 corresponding courses in Japan, conducted by education institutions outside of Japan

6) Assigned by Japanese Minister of Education, Culture, Sports, Science and Technology (as defined in the Ministry of Education Notification Number 5 Year 1953)

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) Applicants 22 years of age or older (spring term students as of April 1st, 2026; fall term students as of October 1st, 2026), who are confirmed to have academic abilities equivalent to those of college graduates upon KCGI's pre-evaluation of qualification required for admissions

9) Applicants recognized by KCGI as having acquired the prescribed credits with excellent grades, who have enrolled in a university specified in Article 83 of the School Education Law for 3 years or more, or have completed 15 years of schooling in a foreign country, or have completed 15 years of school education in Japan by taking correspondence courses offered by a foreign school

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 or university graduates.

※ Applicants who are applicable under Articles 8), 9), or 10) will be screened in pre-evaluation for eligibility to KCGI. Such candidates should refer to "Section 11 Pre-Evaluation of Admission Credentials" for the details.

※ 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

Applicants are evaluated in an oral examination covering basic knowledge, skills and/or an interview on academic and professional accomplishments.

※ Applicants do not need to contact prospective academic professor/advisor in advance or obtain their consent for acceptance.

※ 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 or any appropriate places in advance. Applicants must be able to show their faces on camera live while the examination/interview.

5. Application Procedures

Applicants must submit all documents to address mentioned below. The documents need to be arrived before 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: Submit by Registered mail.

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

・ **Periods of Application:**

For applicant in Japan:

< Spring Term >

No.	Application Period	Examination Period	Date of Results
1	Wed., Oct. 1, 2025～Thu., Oct. 9, 2025	Wed., Oct. 15, 2025～Fri., Oct. 17, 2025	Fri., October 24, 2025
2	Fri., Oct. 10, 2025～Thu., Oct. 23, 2025	Wed., Oct. 29, 2025～Fri., Oct. 31, 2025	Fri., November 7, 2025
3	Fri., Oct. 24, 2025～Thu., Nov. 6, 2025	Wed., Nov. 12, 2025～Fri., Nov. 14, 2025	Fri., November 21,2025
4	Fri., Nov. 7, 2025～Thu., Nov. 20, 2025	Wed., Nov. 26, 2025～Fri., Nov. 28, 2025	Fri., December 5, 2025
5	Fri., Nov. 21, 2025～Thu., Dec. 4, 2025	Wed., Dec. 10, 2025～Fri., Dec. 12, 2025	Fri., December 19, 2025
6	Fri., Dec. 5, 2025～Mon, Dec. 15, 2025	Mon., Dec. 22, 2025～Tue., Dec. 23, 2025	Fri., January 9, 2026
7	Tue., Dec. 16, 2025～Thu., Jan 8, 2026	Wed., Jan. 14, 2026～Fri., Jan. 16, 2026	Fri., January 23, 2026
8	Fri., Jan. 9, 2026～Thu., Jan. 15, 2026	Wed., Jan. 21, 2026～Fri., Jan. 23, 2026	Fri., January 30, 2026
9	Fri., Jan. 16, 2026～Thu., Jan. 22, 2026	Wed., Jan. 28, 2026～Fri., Jan. 30, 2026	Fri., February. 6, 2026
10	Fri., Jan. 23, 2026～Thu., Jan. 29, 2026	Wed., Feb. 4, 2026～Fri., Feb. 6, 2026	Fri., February 13, 2026
11	Fri., Jan. 30, 2026～Thu., Feb. 5, 2026	Thu., Feb. 12, 2026～Fri., Feb. 13, 2026	Fri., February 20, 2026
12	Fri., Feb. 6, 2026～Thu., Feb. 12, 2026	Wed., Feb. 18, 2026～Fri., Feb. 20, 2026	Fri., February 27, 2026
13	Fri., Feb. 13, 2026～Thu., Feb. 19, 2026	Wed., Feb. 25, 2026～Fri., Feb. 27, 2026	Fri., Mar. 6, 2026
14	Fri., Feb. 20, 2026～Thu., Feb. 26, 2026	Wed., Mar. 4, 2026～Fri., Mar. 6, 2026	Fri., Mar 13, 2026
15	Fri., Feb. 27, 2026～Thu., Mar. 5, 2026	Wed., Mar. 11, 2026～Fri., Mar. 13, 2026	Thu., Mar. 19,2026
16	Fri., Mar. 6, 2026～Mon., Mar. 16, 2026	Mon., Mar. 23, 2026～Tue., Mar. 24, 2026	Mon., Mar. 30, 2026

※ Entrance examination will be conducted on either one of the days during the Examination Period.

<Fall Term >

No.	Application Period	Examination Period	Date of Results
1	Wed., Apr. 1, 2026～Thu., Apr. 9, 2026	Wed., Apr. 15, 2026～Fri., Apr. 17, 2026	Fri., Apr. 24, 2026
2	Fri., Apr. 10, 2026～Thu., Apr. 23, 2026	Thu., May 7, 2026～Fri., May 8, 2026	Fri., May 15, 2026
3	Fri., Apr. 24, 2026～Thu., May 14, 2026	Wed., May 20, 2026～Fri., May 22, 2026	Fri., May 29, 2026
4	Fri., May 15, 2026～Thu., May 28, 2026	Wed., Jun. 3, 2026～Fri., Jun. 5, 2026	Fri., Jun. 12, 2026
5	Fri., May 29, 2026～Thu., Jun. 11, 2026	Wed., Jun. 17, 2026～Fri., Jun. 19, 2026	Fri., Jun. 26, 2026
6	Fri., Jun. 12, 2026～Thu., Jun. 25, 2026	Wed., Jul. 1, 2026～Fri., Jul. 3, 2026	Fri., Jul. 10, 2026
7	Fri., Jun. 26, 2026～Thu., Jul. 9, 2026	Wed., Jul. 15, 2026～Fri., Jul. 17, 2026	Fri., Jul. 24, 2026
8	Fri., Jul. 10, 2026～Thu., Jul. 23, 2026	Wed., Jul. 29, 2026～Fri., Jul. 31, 2026	Fri., August 7, 2026
9	Fri., Jul. 24, 2026～Thu., Aug. 6, 2026	Wed., Aug. 19, 2026～Fri., Aug. 21, 2026	Fri., August 28, 2026
10	Fri., Aug. 7, 2026～Thu., Aug. 20 2026	Wed., Aug. 26, 2026～Fri., Aug. 28, 2026	Fri., September 4, 2026

11	Fri., Aug. 21, 2026～Thu., Sep. 3, 2026	Wed., Sep. 9, 2026～Fri., Sep. 11, 2026	Fri., September 18, 2026
12	Fri., Sep. 4, 2026～Tue., Sep. 15, 2026	Thu., Sep. 24, 2026～Fri., Sep. 25, 2026	Wed., September 30, 2026

※ Entrance examination will be conducted on either one of the days during the Examination Period.

For applicant outside of Japan:

< Spring Term > Friday, August 1, 2025 – Monday, December 22, 2025

<Fall Term >   Monday, February 1, 2026 – Monday, June 22, 2026

※ Please contact KCGI International Students Admission Center for the examination dates.

※ Enrollment is closed once the capacity is reached with both applicants inside and outside of Japan.

※ Date and venue (method) of interview test will be announced along with Examination Admission Card.

・ **Address to submit admission documents:**

〒 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)

International Students Admission Center

The Kyoto College of Graduate Studies for Informatics

10-5, Nishikujoteranomae-cho, Minami-ku, Kyoto-shi, Kyoto 601-8407, Japan

● Online Application

Applicants may apply via KCGI website.

※ In this case, physically required documents such as certificates still needs to be submitted by mail.

① Web Registration

Please visit "インターネット出願" site.

[URL] https://www.kcg.edu/apply/

② Payment of Application Fee

Please pay the application Fee (JPY30,000) by credit card or any other designated payment method.

③ Mailing of documents

Please mail required documents by mail to arrive by the last date in each application period.

※ Please visit the web site for the detail of online applications.

※ Once received, the application documents and admission fee will not be returned.

6. Required Documents for Admission

Please attach Japanese translation of documents issued in other languages than Japanese (Alternatively, English or Chinese translations are also acceptable if Japanese is not applicable.)

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

① **Application for Admission** (use Form A provided by KCGI)

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

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

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

※ Applicants falling under Qualification 8) and 10) must submit the documents issued by their most recent academic institution. Applicants falling under Qualification 9) must submit the documents issued by their graduated or currently enrolled university/college.

④ **Certificate of graduation or candidacy for graduation** (certified by the head of institution)

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

If you have been awarded a degree by an academic institution, please submit a copy of your diploma or a certificate of degree conferment.

※ Applicants falling under Qualification 8) 9) 10) must submit the documents 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.

※ Only for those who have graduated from universities in mainland China (excluding Hong Kong, Taiwan, and Macao), it is acceptable to submit copies of both the degree certificate and graduation certificate, along with a verification report issued by the China Higher Education Student Information Network (CHSI) (https://www.chsi.com.cn/), instead of a graduation certificate from the university. (The verification must remain accessible until the examination date.)

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)**

State your educational background, past academic achievements, field of specialization and research/study objectives, and motivation for graduate studies as well as career goal or plans after graduation. For details, please see "Self-Introduction, Statement of Purpose, and Short Essay" under "15. 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).**
Submit a short essay on your favorite topic. For details, please see "Self-Introduction, Statement of
Purpose, and Short Essay" under "15. Important Notes for Filling in Application Documents."

⑧ **Application fee of JPY 30,000**
Please pay by bank transfer. For details, please refer to "Payment of Application Fee" under "15. Important Notes for Filling in Application Documents."

⑨ **Personal Information Form (Use form G provided by KCGI)**

⑩ **Japanese Language or English Language Proficiency Test results (copy)**
Please submit copy of JLPT (N2 or above), EJU (225 points or above, Japanese subjects 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), or certificate of other language proficiency tests equivalent to above stated levels.

※ Applicant who has CET (College English Test) grading may submit its certificate as a reference document.

※ For those holding multiple results both for Japanese and English, please submit all copies of each exam.

⑪ **Copy of Passport**

Pages showing date of issue, nationality, name, date of birth, gender, validity of the passport, Japan visa and landing permission records, etc.

⑫ **A copy of Residence Card (Only for applicants residing in Japan)**

Copy of residence card of both sides (front and back).

⑬ **Japanese postage stamps worth JPY800 (Only for applicants residing in Japan)**

⑭ **Certificate of expected completion and certificate of enrollment (only for applicants residing in Japan)**

Certified copy issued by the relevant academic institution, such as Japanese language school, vocational school, Japanese course in university, etc. If certificate of expected completion date is not available, submit the certificate of enrollment. If the applicant has already completed the course, submit the certificate of completion. 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, Japanese course in university, etc., in case that 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 working 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 achievements (documents that certify the applicant's qualification; career history or publication, recommendation letter and so on) for the reference purpose of judgement.

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

※ Once received, the application documents and admission fee will not be returned.

※ 1. No changes to the application documents will be allowed once they have been received.

2. Incomplete application documents may result in the application being rejected or may negatively affect the screening process, so please ensure all documents are complete and accurate.

3. After receiving application documents, applicants may be asked to submit additional documents if necessary.

7. Notification of Results

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

※ In general, the result will be informed within 2 weeks after interview test.

8. Residential Status

Foreign students having nationality other than Japan and enrolling in KCGI 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 below for the details.

1) Applicants who have effective visa (already residing in Japan)

The school will provide the part of "For organization" to complete the form of your 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 completing the designated admission procedures, please proceed and complete your application formalities by the expiry date of your current visa.

If applicant need to renew the "student" residence status immediately after enrollment, applicants will be required to submit a transcript from the Japanese school attended prior to enrollment.

※ If applicants attended a Japanese language school or a vocational school, both a transcript and a certificate of attendance are required.

※ If applicants were a research student or a non-degree student, documentation verifying the research activities, courses taken, and the number of hours must be submitted.

※ Only documents issued within the last three months will be accepted.

In addition, within 14 days of your enrollment date, you must submit a notification regarding your affiliated institution (activity) through the Immigration Services Agency of Japan website. Online submission is available. Please make sure to complete this procedure yourself.

2) Applicants who do not have effective visa (residing overseas)

The school may apply to the Immigration bureau in Japan for a "Certificate of Eligibility" (COE), on behalf of applicants who passed the admission exams. Please submit the following documents required for application in timely manner as it takes about 3 months to obtain a COE. Once the 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 your country immediately.

① **Health Certificate**
Issued by a medical institution within 3 months before the application, which describes sight, hearing, tuberculosis and for other diseases and disorders along with diagnostic results of chest X-ray.

② **Letter of Financial Support** (use Form H provided by KCGI)
Letter of supporter (one who takes responsibility for payment of expenses) affirming ability to cover all costs and fees during the duration of enrollment. The letter should be written by the supporter in his/her native language with Japanese translation attached.

※ Please describe in detail circumstances in case that supporter 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 registration if supporter is an employee of the company, and a copy of the business permit if supporter is an owner of business.

※ If supporter resides in Japan, submit the Certificate of Residence of supporter (Jumin-hyo/住民票) additionally. All documents should be issued within 3 months before the application.

④ **Documents certifying funds such as the original deposit balance certificate of supporter**

Original certificate of deposit, copy of existing deposit, etc. All documents should be issued within 3 months before the application. Stock/share certificates and investment certificates are not considered as bank deposits.

⑤ **Official document showing relationship of supporter with Applicant**

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

Chinese applicants should submit the Notarial Certificate of Kinship.

⑥ **Certified copy of household register (or Family Registry documents)**

Household register of family members including both the applicant and supporter.

Chinese applicants should submit a copy of the Household Register and a copy of the Resident Identity Card.

⑦ **Photographs (4 pieces, sized 4cm (length) × 3cm (width))**

Taken within the past 3 months with the applicant's name and nationality written on the back of each piece.

⑧ **Please provide a career plan letter that describes your reason for studying and your desired career path after your study. (Only for applicants who have completed their previous education 5 years prior to application.)**

* If the documents are incomplete, we cannot apply for Certificate of Eligibility (COE) on your behalf. Please make sure to submit complete documents. Additional documents may be requested by the Immigration Bureau.

* Correctly indicate the number of times you have applied for issuance of COE and the number of times you have been issued. In addition, we will not accept a re-application if the application is rejected due to false information given in the documents or on web sites for the application.

* COE and visa acquisition are subject to the examination by the Immigration Bureau in Japan and the Japanese embassy or consulate in your country. We 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 Admission 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 Admission Center immediately.

Students are required to bring his/her own laptop.

Students must bring his/her own laptop to classes. Please refer to our website for the laptop standard specifications, and prepare one which meets academic requirement including software.

CPU	Memory	Storage	GPU	Display	Other requirements
Intel Core i7 (Compatible with Windows 11 24H2)	16GB or more	512GB SSD or more	Intel onboard graphics	13.3 inches or larger	• Web camera • Headset • Wireless LAN • Internet connection environment at home

※ The specification shown above is minimum requirement.

10. School Fees

 Regular tuition

School of Applied Information Technology Web Business Technology Program		Admission Fee	Tuition Fee	Facilities and Miscellaneous Fee	Laboratory Fee
	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 fee, facilities and miscellaneous fees as well as laboratory fee are charged as annual fee, where semester costs are 50% of the total annual fees.

(2) The second year amount will be applied 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 fee.

(4) Students are required to pay JPY 15,000 in their last year for completion miscellaneous fee.

(5) Additionally, the required premium insurance costs will be charged 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 JPY10,000 per year as a deposit for miscellaneous expenses and settle it at the end of the fiscal year.

(To be collected at the time of admission procedure for the first year. For the second and subsequent years, it will be collected in February for Spring term students and September for Fall term students).

※ 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) .

See below web site for details.

http://www.jees.or.jp/gakkensai/opt_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 except the admission fee will be refunded after deducting necessary expenses. In other cases, in principle school fees once paid will not be refunded. Application documents, application fee and admission fees will not be returned once received. However, for those who could not obtain the status of residence "Student", they will be returned except for documents and application fee.

※ The second year's school fees may be adjusted due to the inflation rate.

11. Pre-Evaluation of Admission Credentials

The following documents will be required for Applicants who are applying with qualifications in Articles 8), 9) or 10) described in Section 3 "Qualifications for Application" for the purpose of pre-evaluation of admission credentials.

1) Submitted Documents

Please attach a Japanese translation of documents issued in other languages than Japanese. The school will accept translations either in English or Chinese language in case Japanese is not applicable.

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) issued by the highest education institution**

Those applicants who have been enrolled in university or college for 3 years or more and not graduated are not requested to submit this certificate.

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), submit the document issued by the highest education institution.
For those who are applying with qualifications in Articles 9), submit the document issued by the school you are enrolled in or have completed.

⑤ **Recommendation letter** (use Form D provided by KCGI)

For those who are applying with qualifications in Articles 9), submit the Recommendation Letter prepared and 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)**:

Please refer to article ⑰ in "6. Required Documents for Admission".

2) Examination Method

The following academic performance tests will be implemented and evaluated on top of examinations on the submitted documents.
①   **Written test** (Short essay, selecting one subject from multiple choices and write in about 1,200 characters in Japanese or about 500 words in English)
②   **Oral examination/interview** (Online live video such as "zoom").

3) Examination Date

Applicant will be individually notified with the schedule of the interview date and time.
Results will be informed to applicant within one week after the examination.

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. We encourage prospective international students to check the tuition waiver program below to determine their eligibility status before applying. (This program is applicable only to the students in Kyoto Main Campus).

1) Special Scholarship Program

Type	Overview	Quota	Applicable Applicant
Special Class	Partial exemption on tuition fees and laboratory fees while attending school. School fees after exemption: JPY 990,000 for the first year, JPY 990,000 for the second year.	Several	In principle, students from sister schools or partner institutions and applicants engaged in joint programs, who have special reasons
Class 1	Partial exemption on tuition fees and laboratory fees while attending school. School fees after exemption: JPY 1,120,000 for the first year, JPY 1,170,000 for the second year.	Several	In principle, Students nominated or recommended by company or university attended.
Class 2	Partial exemption on tuition fee and laboratory fee while attending school. School fee after exemption: JPY 1,190,000 for the first year, JPY 1,340,000 for the second year.	Several	Applicant other than above

※ Special Scholarship Students have a limitation to the maximum credits for the courses they can take.
※ Special Class is applied only to those students who satisfy performance standards.

2) Application Procedures

Prepare all the following documents and submit to Admission Center together with application documents for admission.

Required Documents：

①Scholarship Program / Special Scholarship Program Application (Form E provided by KCGI)

②Certified copy of academic transcript*

③Certificate of document certifying graduation or candidacy for graduation*

④Special Scholarship Student Recommendation Form (Form F provided by KCGI)

⑤Japanese Language or English Language Proficiency Test results (copy) *

⑥Documents certifying financial conditions*

⑦Other additional documents for reference, such as copy of certificates for various qualifications (optional)

 * No duplicate submission required if documents already being included in the documents for admission.

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

4)   Notification of Results

  Applicant will be notified in written form together with the admissions examination results.

※ **This special program is not applicable in combination with Scholarship** ("13. KCGI Scholarship Program").

※ This special program is for international applicants to Kyoto Main Campus only. Tokyo Satellite applicant and Sapporo Satellite applicant should refer to "13. KCGI Scholarship Program".

13. KCGI Scholarship Program Application Guidelines

KCGI's scholarship program aims to foster competent applicants who can contribute to society as advanced professionals in the future. We encourage excellent students in both academics and characters 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	Quota
KCGI Special Grant	Exemption of total amount of laboratory fee and First year Facilities and Miscellaneous fees.	Several
KCGI Memorial Grant	Exemption of the total amount of First year school laboratory fee.	Several
Type A Grant	JPY 250,000 exemption from First year laboratory fee	30
Type B Grant	JPY 150,000 exemption from First year laboratory fee	50

2)   Application Procedures

Please prepare all the following documents below and submit to Admission Center together with the admission exam application materials before application deadline.

Required documents

①Scholarship Program / Special Scholarship Program Application (Form E 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 copy of certificates of various qualifications (Optional) *

⑥Documents certifying financial conditions*

* No need to be submitted if it overlaps with the requirements for the admission examination.

3)   Examination Date and Place

In principle, examination will be executed on the same day with the admission examination.
Applicant will be notified of the date, time and place of the examination which will be printed on the examination admission card.

4)   Examination Method

Documents examination, a written test (short essay; select one topic from multiple choices and write in about 1,000 Japanese characters or about 400 English words in 60 minutes) and an interview (to be held at the same time of interview in the admission examination).

5)   Notification of Results

Applicant will be notified of the final decision in the written form together with the admission examination results.

※ **This program is not applicable in combination with KCGI Special Scholarship Program** ("12. KCGI Special Scholarship Program (International Student Tuition Reduction and Exemption System)").

14. Other Scholarship Systems

• Major scholarships available for International Students

Name of the Scholarship	Monthly Amount	Payment Period	Recruitment Timing	Applicable Applicant
Reservation Program for Monbukagakusho Honors Scholarship for Privately-Financed International Students	JPY48,000	Spring term: 1 Year Fall term: 6 Months	April / October	First year (Only for the applicant who reside outside of Japan at the time of the application)
The Monbukagakusho Honors Scholarship for Privately-Financed International Students	JPY48,000	Spring term: 1 Year Fall term: 6 Months	April	First/Second Year
Japan Educational Exchanges and Services [Docomo]	JPY120,000	Up to 2 Years	April	First Year
Rotary Yoneyama Memorial Foundation	JPY140,000	Up to 2 years	October	First/Second Year
Heiwa Nakajima Foundation	JPY150,000	1 year	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 of scholarship adoption)
SGH Foundation Privately Funded for International Students	JPY120,000	2 years	April	First Year
Zhang Fengjun Foundation Scholarship	JPY50,000	1 year	April	Second Year
Sato Yo International Scholarship	JPY200,000	2 years	January / July	First/Second Year

※ After internal selection, selected students will be recommended 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 every year. Please contact Admission Center for more details.

15. Important Notes for Filling in Application Documents

● **Filling out the Forms**

Attach a Japanese translation of documents issued in other languages than Japanese (the school will accept translations either in English or Chinese language, if Japanese is not applicable). Write in the bold lines legibly with handwriting in black or blue ink. Pencil or erasable ballpoint pen is not allowed to use.

● **Application for Admission (Form A)**

・ Be sure to provide accurate information regarding your Present address/Phone No. so that we can directly contact you.

・ Please write your name and nationality on the back of photo before affixing.

● **Scholarship Program/Special Scholarship Program Application (Form E)**

・ Please write your name and nationality on the back of photo before affixing.

● **Examination Admission Card (Form I)**

・ Fill in the address and name on the backside.

● **Photo Identification Card (Form J)**

・ Please write your name and nationality on the back of photo before affixing.

● **Guarantor (Guardian) (in Forms A, E and G)**

・ The guarantor column should be filled out by a person who acts as a guarantor, such as a parent. Statement of guarantor is required even if the applicant is socially independent.

● **Self-Introduction, Statement of Purpose, and Short Essay**

- Please use a word processing software and submit a printed copy in A4 size. Make sure to add reference (book name, author name, etc). of the cited document. Submission in the form of electronic data is 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. Followings are some of examples:

  ○ IT and business   ○ The field of specialization of applicant   ○ Current affairs, etc.

● **Documents**

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

● **Copies of Documents**

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

● **Request Form for Eligibility Check (Form B) and Eligibility Check Form (Form C)**

- Fill in your accurate present address/phone number we can reach you reliably.

- Fill in the "Education history" block in the order of year and month from the time the applicant entered the high 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 or organization name, department and occupation names are required.

● **Payment of Application Fee**

1) Payment methods

① For applicant in Japan, remit to one of the following accounts from financial institution including 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

※ Account name（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）
（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

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

② For applicant outside of Japan, the application fee must be paid via "electronic bank transfer" to the following 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	４３１—１２０３８１８
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 digits) or ＢＯＴＫＪＰＪＴＸＸＸ (11 digits)

2) Applicant shall be responsible for the handling charge for the transfer.
   In the case of money transfer outside of Japan, applicant should bear all the handling charge and should inform remitting bank accordingly, so that beneficiary (KCGI) should receive full amount of the application fee without any cost deducted.
   ※ Contact Admission Center if you cannot make remittance in Japanese Yen

3) Please write the applicant's name as the remitter of the transaction.

4) Submit a copy of the "Bank Remittance Slip" in A4 size sheet together with the other application documents to Admission Center.

5) Please retain the "Bank Remittance Slip" in safe as the proof of payment of the application fee.

※Once received and accepted, the admission documents and fees will not be returned.

Document Checklist

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

	1. Documents for Admission, Scholarship Program / Special Scholarship Program Application			
	Items	Notes	Remarks	Check
1	Resume	※Please contact to the Admission Center for template		
2	Application for Admission (Form A)			
3	Examination Admission Card and Photo Identification Card (Form I and Form J)			
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	Application fee of JPY 30,000			
8	Personal Information Form (Form G)			
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	Postage stamps worth JPY800	※Only for applicant in Japan ※Please enclose postage stamps worth JPY800.		
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)			

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 E)			
19	Special Scholarship Student Recommendation Form (Form F)			
20	Financial condition proof documents	※In case of residence status update or change, please refer to ③ in "8. Residential Status"		
21	Recommendation letter	※Optional		
22	References	※Optional		

For COE Application (Only for Applicant Outside of Japan)				
1	Health Certificate			
2	Letter of Financial Support (Form H)			
3	Documents certifying the employment of supporter and the amount of income of the supporter 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	Photographs (4 pieces, sized 4cm (length) x 3cm (width))			
8	Statement of purpose and future career plan	※Only for applicable persons		

2. Document for Pre-Evaluation of Admission Credentials ※ For those who are applicable under Section 3 Article 8) 9) 10). No need to submit if it overlaps with the requirements for the admissions.				
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 (Form D)	※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 500 words in English or 1,200 characters in Japanese)	※Please contact to the 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

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

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京都情報大学院大学