

# **Student Admissions**

## **2021**

*For Prospective International Applicants*

Department of Web Business Technology

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

**kcg.edu**

The Kyoto College of Graduate Studies for Informatics

**京都情報大学院大学**

## **1. Admissions at a Glance**

Professional Degree Program

Graduate School: Applied Information Technology

Department: Web Business Technology

Enrollment Capacity: 600 students (included for both spring and fall admission)

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

## **2. Admissions Policy**

The IT/ICT industry is an integrated field of both information and management-related subjects and has become increasingly complex and diverse. Consequently, the IT industry's demand for promising talents has become more and more diversified. The current situation, whereby the existing Japanese educational system is solely dependent on developing talent at engineering-related research graduate schools with students who already possess an engineering undergraduate degree, is becoming less tenable. Moving forward, in order to further develop Japanese industry and economy, it is important to train people from diverse backgrounds as highly specialized professionals in the IT/ICT industry.

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

This includes:

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

## **3. Qualifications for Application**

For foreign (non-Japanese) individuals, the qualifications to apply to the graduate program are those who satisfy (or are expected to satisfy) the following conditions on or before the end of March 2021 (for spring term applicants) or the end of September 2021 (for fall term applicants).

Articles:

- (1) Completed at least 16 years of schooling
- (2) Graduate from one of Japan's four-year colleges and universities which defined in Article 83 of the School Education Law
- (3) Graduated from a four-year program at a specialized training college in Japan

- (4) Completed and earned credits for at least 16 years of correspondence courses conducted by education institutions outside Japan
  - (5) Individuals 22 years of age or older (spring term students as of April 1<sup>st</sup>, 2021; fall term students as of October 1<sup>st</sup>, 2021), who are confirmed to have academic abilities equivalent to those of college graduates upon KCGI's pre-evaluation of submitted documents required for admission
  - (6) Individuals with excellent academic performance recognized by KCGI's Pre-Evaluation Committee and those who have completed 15 years of schooling in (or correspondence courses conducted by) educational institutions outside of Japan
  - (7) All other cases not covered by the abovementioned, but concerning individuals who are recognized by KCGI to possess academic abilities that are greater or equal to those of college graduates.
- ※ Individuals who are applicable under Articles (5), (6), or (7) will be screened for eligibility to KCGI's Web Business Technology Department. Such candidates should refer to Section 10.
  - ※ To prove the qualifications as mentioned above, endorsement from relevant diplomatic offices may be requested.

#### **4. Selection Methods for Admission**

##### **Paper/Document Review**

Applicants are evaluated based on their submitted documents.

##### **Oral Examination/Interview**

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

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

#### **5. Application Procedures**

Applicants must submit all documents in below and postal to the admission office by Express Mail Service or DHL or FedEx. (Must arrive before the last day of the application period.)

- Deadline of Application: Spring Term      December 25, 2020  
  Fall Term              June 30, 2021
- Address: The Admissions Center  
  The Kyoto College of Graduate Studies for Informatics  
  7 Tanakamonzen-cho, Sakyo-ku, Kyoto, 606-8225 Japan

● Online Application

\*Applicants can apply via the website. [URL] <https://www.kcg.edu/apply>

\*Use the following recommended browsers to apply for online application.

Internet Explorer11, Microsoft Edge, Google Chrome (Latest edition),  
Safari (Latest edition)

\*Although smartphones are supported, we recommend applying on a computer because printing is required.



## 6. Required Documents for Admission

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

(Applicants who need a pre-evaluation should refer to Section 10 for additional required documents.)

- (1) **Application form** (use Form 1 provided by KCGI)
- (2) **Examination permit and photograph** (use Form 2 Provided by KCGI)
- (3) **Certified copy of academic transcript** (issued by the relevant academic institution)
  - ※ Applicants meeting the Section 3 Qualifications for Application Article (5) have to submit these documents issued by their academic institution (most recently graduated from).
  - ※ Applicants meeting the Section 3 Qualifications for Application Article (6) have to submit these documents issued by their graduated or present university.
- (4) **Certificate of document certifying graduation or candidacy for graduation** (certified copy issued by the relevant academic institution) if the applicant is enrolled at such an institution
  - ※ Applicants meeting the Section 3. Qualifications for Application, Article (5), (6) or (7) have to submit documents issued by the most recent academic institution they will graduate from. Applicants who have completed 15 years of schooling and will not be graduating do not have to submit these documents.
- (5) **Copy of final education diploma or any certificate document of graduation**  
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>
- (6) **Physical Examination Certificate** (use Form 3 Provided by KCGI) issued by a medical institution within 3 months from the date of application
- (7) **A Self-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 (page 10).
- (8) **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 (page 10).

**(9) Japanese Language or English Language Proficiency Test results (Copy)**

JLPT, EJU, J.TEST, BJT Business Japanese Proficiency Test, IELTS and TOEFL etc.

※ Applicants 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.

**(10) Career History and Certificate of Employment**

Please Note: This is required only if applicants have work experience or are currently employed.

**(11) Letter of Agreement Regarding Payment**

Letter of Guarantee affirming ability to handle all costs and fees over the duration of enrollment.

(To be written in guarantor’s native language. Applicants will attach the Japanese translation.)

Note: Please describe in detail for circumstances in which the Guarantor (one who takes responsibility for payment of expenses) is not the applicant or the parent of the applicant.

**(12) Copy of a bank statement showing current balance**

In the case of a Chinese registered account, copies of both the bank deposit certificate and the deposit receipt are needed.

**(13) Copies of Income Statement and Tax Return receipts for the past 3 years**

**(14) Other documents describing the source of finances**

- For those employed, please submit a certification of employment and (amount of) salary
- For those who serve on the board of public companies, please submit a Certificate of Corporation Registration and the corresponding Financial/Income statement
- For the self-employed: Copy of business permit and Financial/Income statement
- For cases other than the abovementioned (No. 1-3), please provide other documents showing the source of finances (ex. copy of the guarantor’s entire bankbook)

**(15) Official document showing relationship of Guarantor with Applicant** (issued by the appropriate official/public institution authorized to certify such documents)

**(16) Certified copy of census register (or Family Registry documents)**

In case of Chinese citizen: a copy of the Household Register and a copy of the Resident Identity Card; in the case of having Taiwan or Korean nationality: a copy of the Family Register

**(17) Four photographs** (sized 4cm (length) x 3cm (width) taken within the past 6 months) with the applicant’s name and nationality written on the back of each photograph

**(18) Copy of the Passport** (pages showing name, nationality, date of birth, date of issue and validity of the passport)

**(19) An application fee of 30,000 JPY**

The payment should be transferred to the bank account specified (for details, please refer to the “Important Notes” section on page 8). Note: In case the applicant cannot transfer in Japanese Yen or US Dollar, please contact the Admissions Center.

**(20) Other additional documents for reference (optional):**

Applicants may submit additional materials (certificates of civil service qualifications and foreign

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

Notes:

- ※ Please provide clear photocopies or photographs of the original documents underlined in the list above. Please do not reduce or enlarge the photocopies.
- ※ Documents submitted will only be used for evaluation of admission credentials and will not be used for any other purposes. However, all application documents submitted will not be returned.

## 7. Notification of Results

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

## 8. Admission and Enrollment Procedures

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

- 1) A written pledge: Please submit to the Admissions Center
- 2) Remittance of School Fees

※ Failure to accomplish the necessary procedures by the specified date may lead to cancellation of admission.

**Student is required to bring his/her own laptop.**

Student needs to bring his/her own laptop during lectures. Please refer to our website for the laptop specifications standard.

## 9. School Fees

School fees are as follows:

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

- (1) The tuition, facilities and miscellaneous fees as well as laboratory fees are charged per semester basis where semester costs are 50% of the total annual fees (1<sup>st</sup> semester: 50% of the yearly fees; 2<sup>nd</sup> semester: 50% of the yearly fees).
- (2) The tuition and fee schedule for the second year will apply to continuing students who enroll beyond the second year.
- (3) Students are required to pay JPY 30,000 upon enrollment as KCGI Alumni Association lifetime membership fees.
- (4) Students are required to pay JPY 15,000 in their second year for graduation 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 (for example, as of 2020 enrollment, the amount will be JPY 2,430 for two years).

Note 1: 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) (for example, as of 2020 enrollment, the amount will be JPY 23,340 for two years).

• Comprehensive Insurance For Students, Lives Coupled With

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

Note 2: In the case that the applicant submits a formal written application to cancel admission before the semester begins (March 31<sup>st</sup> for spring term students; September 30<sup>th</sup> 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.

Note 3: The second year’s tuition may change due to the inflation rate.

## 10.Pre-Evaluation of Admission Credentials

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

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

(1) Submit documents

- ① **Application for pre-evaluation of admission credentials** (use Form 5 provided by KCGI)
- ② **Certificate of document certifying graduation** issued by the relevant academic institution.  
Submit the final education diploma or any certificate document of graduation
- ③ **Certified copy of academic transcript** issued by the relevant academic institution
- ④ **Reference documents (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 (section 6, Required Documents for Admission).

- ① Written test (short essay)

② Oral exam

(3) Evaluation process

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

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

## 11.KCGI Scholarship System 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 applicants should read the following guidelines carefully before applying to take the scholarship examination.

(1) Scholarship System

Type	Overview
KCGI Special Grant	Exemption from total amount of school laboratory fees and First year Facilities and Miscellaneous fees.
KCGI Memorial Grant	Exemption from the total amount of First year school laboratory fees.
Type A Grant	JPY 250,000 exemption from First year Tuition fees
Type B Grant	JPY150,000 exemption from First year Tuition fees

(2) Application Procedures

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

① Required documents

a. Scholarship Application Form (provided by KCGI)

b. Certified copy of academic transcript

c. Certification of Graduation (or Certificate of Candidacy for Graduation)

d. Recommendation letter (optional)

Note: The certified copy of academic transcript, Certification of Graduation (or Certificate of Candidacy for Graduation), and recommendation letter (optional) need not be submitted if it overlaps with the requirements for the entrance examination.

② Examination date and place

The schedule of the entrance examination is the same as the school-wide examination on the academic calendar. Applicants will be notified of the date, time and place of the examination which will be



printed on the examination permit that will be sent by post to the applicant's mailing address.

③ Examination details

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

④ Notification of results

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

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

## 12.KCGI Special Scholarship System

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

※ Cannot be used in combination with KCGI Scholarship System.

## 13.Other Scholarship Systems

Name of the Scholarship	Monthly Amount	Payment Period	Recruitment Timing	Applicable Student
Monbukagakusho Honors Scholarship for Privately Financed International Students	JPY48,000	1 Year	April	First/Second Year
JAPAN EDUCATIONAL EXCHANGES and SERVICES[Docomo]	JPY120,000	2 Years	April	First Year
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

Note 1: 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.

Note 2: Some of the scholarships listed are not available depending on the year. Please contact us to inquire for more details.

## Important notes for filling in application documents

- **Filling out the forms**

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

- **Filling out the application form (Form 1)**

1. Answer all the questions within the bold lines. (for those submitting via post, please write legibly in blue or black ink).
2. Be sure to provide accurate information regarding your current address and telephone numbers so that we can directly contact you.
3. When sending the required photographs via post, please write your name and nationality on the back of each photo.

- **Examination Permit**

Answer all the questions within the bold lines. (For those submitting via post, please write legibly in blue or black ink.)

- **Photograph**

1. Answer all the questions within the bold lines. (for those submitting via post, please write legibly in blue or black ink).
2. 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**

1. Please use a word processor and submit a printed copy.
2. Each document must be accompanied by a cover page indicating the applicant's name and a title.
3. For the short essay, the applicant can choose a topic of his/her own interest, refer to the followings:  
"IT and international business"  
"The field of specialization of applicant"  
"Current affairs" etc.

- **Documents for Pre-Evaluation of Qualifications**

This is required only for individuals who apply for pre-evaluation of qualifications

- **Payment of Application Fee**

1. The application fee must be paid via electronic bank transfer to KCGI's account:

Name of Bank: MUFG BANK, LTD.

Branch Name: Kyoto Branch

Bank Address: 10, Naginatabokocho, Karasuma-Higashiiru, Shijodori, Shimogyo-ku, Kyoto-shi, Kyoto, Japan

Bank Telephone Number: +81-75-211-1110

Name of Account Holder: The Kyoto College of Graduate Studies for Informatics

Type of Account: Ordinary Savings Account

Account Number: 431-1203818

Account Holder's Address: 7 Tanakamonzen-cho, Sakyo-ku, Kyoto, 606-8225

Account Holder's Phone Number: +81-75-681-6332

SWIFT Code: BOTKJPJT (8digits), or BOTKJPJTXXX (11digits)

2. In the case of money transfer from overseas, 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.
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.

## Privacy Policy

These days, IT is widespread all over the world and privacy and personal information are becoming increasingly valuable. We, at KCG, handle your privacy as written in the following points:

1. We collect and handle your personal information with utmost respect to the individual.
2. We collect personal information through legal means and methods.
3. We manage the collected personal information for effective implementation of educational and instructional methods with utmost care.
4. We are committed to the protection of your personal information from all kinds of infringements or potential risks.
5. We endeavor to heighten the awareness about the protection of privacy among 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. We are committed to observing the laws and ordinances stipulating the access and use of personal information.

For inquiries, please contact:

Admissions Center,

The Kyoto College of Graduate Studies for Informatics

7 Tanaka monzen-cho, Sakyo-ku, Kyoto 606-8225, Japan

TEL: +81-75-681-6334 FAX.+81-75-681-6335

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

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

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