

Application Procedures for
International Special Research Students
2021

The Kyoto College of Graduate Studies for Informatics
(KCGI)

kcg.edu
The Kyoto College of Graduate Studies for Informatics

京都情報大学院大学

Enrollment Capacity

A small number.

Period of Enrollment

Starts in spring (April) or fall (October). The duration is usually 6 months or 12 months.

Study Contents

Students are expected mostly to undergo independent study under the supervision of an advisor and to prepare for enrollment as a regular graduate student. Some preparatory courses as well as language training courses are provided.

Qualifications for Application

Applicants with non-Japanese nationalities.

Application Period

For international applicants currently residing in Japan:

Those expected to enroll in Spring (April)	October 1, 2020 to March 22, 2021
Those expected to enroll in Fall (October)	April 1, 2021 to September 13, 2021

For international applicants currently residing in another country:

Those expected to enroll in Spring (April)	August 3, 2020 to December 25, 2020
Those expected to enroll in Fall (October)	February 1, 2021 to June 25, 2021

Application Procedures

Applicants must submit the following documents to the admissions office within the stipulated application period.

(Notes)

- ※ All documents must be the original document. If applicants cannot submit the original, they must submit an official copy of the document.
 - ※ Please attach Japanese translations of documents if issued in other languages (alternatively, English and/or Chinese translations are also acceptable).
1. **Application form for International Special Research Student** (Use the form 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 and enclosed)

in a sealed envelope.)

※ Those who have not finished 4-year university/college programs are subject to pre-evaluation.

See Section 9 on Pre-Evaluation of Admission Credentials below.

4. **Certificate of document certifying graduation or candidacy for graduation** (certified copy issued by the relevant academic institution)

※ Those who have not finished 4-year university/college programs are subject to pre-evaluation.

See Section 9 on Pre-Evaluation of Admission Credentials below.

5. **Copy of final education diploma or any certificate document of graduation**
6. **A recommendation letter** from an academic advisor/professor or a supervisor/manager from workplace (Use the form provided by KCGI.)
7. **Physical Examination Certificate** (use Form 3 provided by KCGI) issued by a medical institution within 3 months from the date of application.
8. **A research plan** (Use the form provided by KCGI.)
Select academic advisor from “the list of advisors” (attached)
9. **A short essay** (approximately 800 to 1,600 words in English or 2,000 to 4,000 characters in Japanese). Give a short discussion on your favorite topic.
10. **Japanese language or English language proficiency test results (copy)**
JLPT, EJU, J.TEST, BJT Business Japanese Proficiency Test, IELTS and TOEFL etc.
※ Applicants who have 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. **Career history and Certificate of Employment**
PLEASE NOTE: This is required only if applicants have work experience or are currently employed.
12. **Financial support-related documents**
Letter of Guarantee affirming ability to handle all costs and fees over the duration of enrollment. (To be written in guarantor’s native language. Applicants will attach the Japanese translation.)
13. **Copy of a bank statement showing current balance** (for those living outside Japan)
In the case of a Chinese registered account, copies of both the bank deposit certificate and the deposit receipt.
14. **Copies of Income Statement and Tax Return receipts for the past 3 years**
15. **Other documents describing the source of finances** (for those living outside Japan)
- 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)
16. **Official document showing relationship of Guarantor with the Applicant** (for those living outside Japan)
Issued by the appropriate official/public institution authorized to certify such documents.
 17. **Certified copy of the census register (or Family Registry document)**, issued in the past 6 months (for those living outside Japan)
In case of Chinese citizen: a copy of the Household Register and a copy of the Resident Identity Card; in the case of Taiwan or Korean nationality: a copy of the Family Register
 18. **Four photographs** (sized 4cm (length) x 3cm (width) taken in the past 6 months) with the applicant's name and nationality written on the back of each photograph
 19. **Copy of passport** (pages showing name, nationality, date of birth, date of issue and validity of the passport)
 20. **A photocopy (both sides) of the residence card** (for those living in Japan)
 21. **Certificate of Residence** (only for those living in Japan)
 22. **A photocopy of the applicant's bank book** (only for those living in Japan).
 23. **Investment document** (only for those living in Japan). (Use the form provided by KCGI.)
 24. **800 JPY postal stamp** (only for those living in Japan)
 25. **Application fee of 30,000 JPY** (plus the commission and charge of about JPY 1,500 collected by the receiving bank in Japan). The payment should be transferred to the bank account specified.
 26. **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.)
- ※ Please provide clear photocopies or photographs of the original documents underlined in the list above. Please do not reduce or enlarge the photocopies.

● 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.



Selection Procedure

Selection is based on document review, contents of a short essay (in Japanese or English), and an interview. The schedule for the interview will be informed to the applicant. The selection results will

be mailed to the applicant.

School Fees

The school fees are as follows:

	Admission Fee	Tuition Fees (per year)
Department of Web Business Technology	JPY 50,000	JPY 680,000

(Notes)

- ※ In the case that the applicant submits a formal written application to cancel the admission before the semester begins (March 31st for spring term students; September 30th for fall term students), fees (excluding 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 tuition fee includes costs for facilities and other items, including textbooks for the Japanese language course.
- ※ The figures do not include some other miscellaneous expenses that should be borne individually, such as accident insurance.
- ※ When the applicant is notified of acceptance for admission, the school fees must be paid to the bank account indicated below within the stipulated period.

Pre-Evaluation of Admission Credentials

In addition to the documents specified in Section 6, the following documents are required for those who have not finished 4-year university/college programs.

1. Required documents:
 - A) Application for pre-evaluation of admission credentials (use the form provided by KCGI).
 - B) Certification of graduation issued by a relevant academic institution.
 - C) A certified copy of academic transcript issued by the relevant academic institution.
 - D) Other additional documents for reference (optional).
 - E) Applicants may submit additional materials (such as those for skill qualification, foreign language ability, etc.) for pre-evaluation of admission credentials.
2. Examination method

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

 - A) Written test (short essay)
 - B) Oral exam

Payment of Fees

1. The application fee and the school fee must be paid via electronic bank transfer to the following 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 (11 digits)

2. The handling charge for money transfer must be paid by the applicant. If paying from a foreign country, the handling charges for a Japanese bank (about JPY 1,500) will be necessary, which must also be paid by the applicant. Please add 1,500 JPY to the application fee (about 31,500 JPY in total fees).
3. Submit a copy of the bank remittance slip together with the other application documents.
4. Please write the applicant's name as the sender of the bank remittance.
5. The application fee cannot not be refunded.

Admissions Office

Please send all application materials to the following.

Admissions Center

The Kyoto College of Graduate Studies for Informatics

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

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

E-mail: admissions@kcg.edu

(Notes)

- ※ The Student Commuting Certificate will not be issued for the international special research students.
- ※ The Kyoto College of Graduate Studies for Informatics handles personal information with the utmost care. Documents submitted by the applicant will only be used for admission purposes and will not be used for any other purpose. The privacy policy of the Kyoto College of Graduate Studies for Informatics, as a member of KCG group, is found on the website at
 - <http://www.kcg.edu/>