

Guidelines for Kwansei Gakuin University Graduate Program Admission through Partner Universities Recommendation 2017

1. **Admission Period:** September, 2017
(Entrance Ceremony: September 16, 2017)

2. **Number of Students to be Admitted:** Several

Due to numbers of applicants and the fields of study of nominated students we will not be able to accept every nominated student. Furthermore, a telephone interview will be conducted in order to determine the applicant's Japanese and English ability, as well as their field of research.

3. **Applicable Departments**

Name of the Graduate School	Program Type	Course/Field of Study	Standard Length of the Program	Language of Instruction
Graduate School of Science and Technology Japanese website: sci-tech.ksc.kwansei.ac.jp/ja/ English website: sci-tech.ksc.kwansei.ac.jp/en/	Master's	All Fields	2 Years	Japanese
	International Master's Program	Physics, Chemistry, Life Sciences	2 Years	English
	Ph.D.	All Fields	3 Years	Japanese English
Graduate School of Language, Communication, and Culture Japanese website: www.kwansei.ac.jp/g_language/	Ph.D.	All Fields	3 Years	Japanese
Institute of Business and Accounting English Website: www.kwansei-ac.jp/iba/imc/	Professional Degree Program	International Management Course (MBA program)	2 Years	English

***Please refer to Japanese guideline for courses taught in Japanese.**

4. Recommendation Standards (Application Qualifications) and Required Documents

<Graduate School of Science and Technology>

■ International Master Program

Application Qualifications

Candidates must meet the qualifications from (1) to (3):

- (1) Candidates must be a nationality other than Japanese. The candidate must have obtained a Bachelor's degree from your institution or whose prospective Bachelor's completion is no later than September 19, 2017.
- (2) Candidates must have enough English language ability in order to be able to study in English.
- (3) Candidates must contact a prospective faculty supervisor and have them agree to their supervision.

Required Documents

- (1) Application Form (**Prescribed Form**)
- (2) Resume (**No Prescribed form**)
- (3) A letter of recommendation from your institutions University President (**No Prescribed form**)
*It is not necessary to write detailed information in the recommendation letter. Please include the recommended student's Name and desired graduate/doctoral program.
- (4) Recommendation letters from more than two student's supervising faculty members. (Otherwise, from the person who know student's study attitude well.)
- (5) Certificate of graduation or certificate of tentative graduation from the student's faculty
- (6) Transcript of Records from the student's faculty
- (7) A copy of the thesis or an outline of the document
- (8) Certificate of health completed by a physician. (**Form Prescribed by the Graduate School of Science and Technology**)
- (9) Letter of reason for application for this program (Maximum of 3 pages of A4 paper. Type every other line.)
- (10) Certificate of English language ability (TOEIC, TOEFL etc) (**Recommended**)

■ Doctoral Program

Application Qualifications

Candidates must meet the qualifications from (1) and (2):

- (1) Candidates must be a nationality other than Japanese. The candidate must have obtained a Master's degree from your institution or whose prospective Master's completion is no later than September 19, 2017.
- (2) Candidates must contact a prospective faculty supervisor and have them agree to their supervision.

Required Documents

- (1) Application Form (**Prescribed Form**)
- (2) Resume (**Form Prescribed by the Graduate School of Science and Technology**)
- (3) A letter of recommendation from your institutions University President (**No Prescribed form**)
*It is not necessary to write detailed information in the recommendation letter.

Please include the recommended student's Name and desired graduate/doctoral program.

- (4) Recommendation letter from the student's supervising faculty member
- (5) Certificate of graduation or certificate of tentative graduation from the student's graduate school/faculty
- (6) Transcript of Records from the student's graduate school/faculty
- (7) A copy of the Master's thesis (research thesis) or an outline of the document
- (8) Certificate of health completed by a physician. **(Form Prescribed by the Graduate School of Science and Technology)**
- (9) Letter of reason for application for this program **(Form Prescribed by the Graduate School of Science and Technology)**
- (10) Japanese language proficiency certificate (Japanese Language Proficiency Test or other)

<Institute of Business and Accounting>

Application Qualifications

Candidates must meet qualifications (1):

- (1) Candidates who wish to enroll in the MBA program must have obtained a bachelor's degree or equivalent from your institution or be due to complete their bachelor's degree by September 19, 2017.

Required Documents

- (1) Application Form **(Prescribed Form)**
- (2) A letter of recommendation from your institutions University President **(No Prescribed form)**
*It is not necessary to write detailed information in the recommendation letter. Please include the recommended student's Name and desired graduate/doctoral program.
- (3) Recommendation letter from the student's supervising faculty member
- (4) Certificate of graduation or certificate of tentative graduation from the student's graduate school/faculty
- (5) Transcript of Records from the student's graduate school/faculty
- (6) Letter for reason of study and report on the designated theme **(Prescribed Form)**
- (7) Certificate of English language ability (TOEFL, TOEIC or IELTS etc) (For Non-native English Speakers)
- (8) Certificate of management knowledge (GMAT etc) **(Recommended)**

***Additional application documents may be requested**

5. Recommendation Period: Monday, April 24th - Tuesday, May 9th, 2017

6. Announcement of Application Results : Monday, June 26th, 2017

7. Entrance Exam and University Entrance Fees

Exempt.

8. Tuition

<Graduate School and Science and Technology>

Currency: Japanese Yen

	At Entrance
Admission Fee	¥230,000
Tuition	¥385,000
Research Materials Fee	¥7,500
Research / Practicum Fee	¥43,500
Education Enhancement Fee	¥115,500
Total	¥781,500

Note: In addition to the above, students will be charged a fee for joining the Alumni Association (¥2,000).

<Institute of Business and Accounting>

Currency: Japanese Yen

	At Entrance
Admission Fee	¥230,000
Tuition	¥700,000
Research Materials Fee	¥12,500
Education Enhancement Fee	¥112,500
Total	¥1,055,000

Note : In addition to the above, students are required to pay annually a sum of ¥4,000 (¥2,000 per semester) to cover the cost of research journals distributed to students, and an Alumni Association admission fee of ¥2,000. (This fee is not levied from Kwansei Gakuin University graduates.), and an IBA Research Forum admission fee of ¥10,000. *The IBA Research Forum is an association for research and networking between faculty, students and IBA graduates.

9. Kwansei Gakuin University Graduate Program Admission through Partner Universities Recommendation Scholarship

A scholarship will be provided which covers the full amount of tuition for the standard length of the program (2 years for master's programs, 3 years for PhD programs) for 4 students who enter KGU in 2017 Fall semester. However, any other expenses incurred are the students' responsibility.

Results will be announced by late July.

10. Admissions Procedures

Successful candidates should complete the admissions procedures (I and II) below within the specified period. Payment information and details will be informed to the successful candidates later.

(1) Admission Procedure I (Payment of admission fee)

Please pay your admission fee by Thursday, August 10th, 2017 into the specified Kwansei Gakuin University bank account.

(2) Admission Procedure II (Payment of tuition and other fees)

Please pay your tuition and other fees by Friday, August 25th into the specified Kwansei Gakuin University bank account.

Admission fee and tuition fee of successful candidates selected to receive above mentioned scholarship (No.9) are covered by the scholarship.

Notes:

- 1) Those who fail to complete the admissions procedures (I and II) within the time specified will be regarded as having no intention of entering the University, and their admission will be cancelled.
- 2) Admission application fee or admission fee, once paid, will not be refunded.
- 3) Refunds will only be made for tuition or other miscellaneous expenses for those who have completed the necessary procedures within the designated period.

11. Tuition Reduction and Scholarships

Kwansei Gakuin University also offers tuition reduction and scholarships. These only apply to self-financed international students whose residence status is 'Student' (ryuugaku). International students are entitled to a 30% tuition reduction.

Kwansei Gakuin University also has scholarships for International Students who are in need of financial aid and maintain high academic standards. Details are as follows:

Tentative Selection before University Entrance: 50% of the total amount of tuition

Selection after University Entrance: 35% of the total amount of tuition

"Tentative Selection Before University Entrance" is a system for selecting students to receive tentative scholarship placements before entering Kwansei Gakuin University. Approximately 40% of students will be chosen as candidates to receive this scholarship based on their undergraduate academic records, graduation thesis, and the results of their entrance examination. The university targets students who are expected to conduct outstanding research after entering the program. Selected candidates will be notified before their entrance into the program. However, it is necessary for students to meet all requirements related to their status of residence, etc., in order to be officially selected to receive the scholarship. (The number of candidates for April 2016 was 25.)

Besides the scholarships mentioned above, various scholarships from other foundations/organizations are also available.

<Contact Information and Mailing Address>

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