

Kwansei Gakuin University  
School of International Studies  
Entrance Examination Information for  
International Students for 2025  
【International Admission】

Online Application

Kwansei Gakuin University  
School of International Studies

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In this handbook, all dates and times are based on Japan Time.

# Entrance Examination for International Students

## About Kwansei Gakuin University

Kwansei Gakuin University was founded in 1889 by Dr. Walter Russell Lambuth, an American missionary from the Methodist Episcopal Church, South. The University has had a long tradition of accepting international students and an openness to internationalization, as shown by the large number of international teaching staff within its faculties. Globalization has encouraged large numbers of our students to study abroad as well as facilitating the inward flow of international students into Japan. Kwansei Gakuin University has long been highly receptive to international students, while its School of International Studies (SIS) has planned from the outset to have a vibrant English-speaking international student community on campus.

Accordingly, the SIS offers a variety of different types of entrance examinations, which are designed to facilitate the acceptance of a diverse range of English-speaking students, while offering a substantial part of its curriculum in English.

We expect the international students who express an interest in studying at the SIS at Kwansei Gakuin University to become “world citizens” who not only support and serve their home country but also utilize their knowledge and experiences gained at Kwansei Gakuin University for the benefit of humanity as a whole.

## <Admission Information>

### 1. **Expected Intake**

Examination Type	Eligible Applicants	Intake
First Examination* <sup>1</sup>	Applicants whose first language is English or who meet our English proficiency requirements.	15 students
Second Examination* <sup>1</sup>		

\*<sup>1</sup> Applicants who applied for First Examination can also apply for Second Examination. Students who pass the First Examination and Second Examination will both be admitted to the SIS in April; September admission is not offered.

**Students who are admitted to the SIS through this admission process will be enrolled as “English-based International Students.” English-based International Students are those whose first language is English or who have a demonstrable high level of English as their second language, and must take the Japanese language course as a compulsory first foreign language.** Students' Japanese language level designations will be based on the results of the pre-enrollment Japanese language assessment interviews. Only students evaluated with academically sufficient Japanese language skills will be permitted to change their language designation from "Japanese" to "Chinese" or "Korean". However, students must agree to the following three

conditions: a) language designation cannot be changed after enrollment; b) the chosen language cannot be the instruction language of the alma mater ; c) the designation does not qualify for credit grant by test results achieved through external language proficiency tests. The second foreign language courses are not available to those students. Participation in study-abroad programs is not a requirement for graduation as it is for regular Japanese students. Those who wish to participate in such programs may do so with the understanding that they may not be able to graduate in four years.

## 2. **Qualifications of Applicants**

Those who have a strong desire to study at the School of International Studies are eligible to apply, and they must satisfy the following criteria:

- (1) Applicants must be at least 18 years of age at the time of enrollment and have completed or are expected to complete their 12 years of formal education by March 2025 at an educational institution overseas.

Additionally, applicants who meet either one of the conditions below are also eligible to apply for this program.

- a) Applicants who have enrolled for total of 4 years or less at elementary, junior and high schools under the School Education Act of Japan.
- b) Applicants who have enrolled for total of 2 years or less at junior high and high schools under the School Education Act of Japan.

\*We may consider those enrollment periods, which they enrolled in educational institutions accredited by MEXT (Ministry of Education, Culture, Sports, Science, and Technology, Japan) in overseas, as they had enrolled in elementary, junior high, and high schools under the School Education Act of Japan.

- (2) Applicants whose first language is not English are required to satisfy one of the following English proficiency requirements:

A minimum score of TOEFL iBT® TEST 71, TOEIC® L&R TEST 730, IELTS 6.0, and EIKEN pre-first grade or higher. These test scores must be taken within two years prior to application except for EIKEN.

\*A score of the TOEFL iBT® Home Edition is NOT accepted.

### **(Note)**

1. In this admission, “applicants whose first language is English” shall be defined as follows:

Those who have completed (or are expected to complete) 12 years of formal English-based education in the U.S.A., Canada, U.K., Australia, or New Zealand, and who have graduated (or are expected to graduate) from a high school. Applicants who are currently enrolled in or have graduated from an international school in a country other than the above-mentioned countries will not be regarded as “applicants whose first language is English.”

2. Applicants must fulfill the above English proficiency requirement to demonstrate their ability to participate in lectures and seminars conducted in English.
3. We acknowledge that each country has its own unique system of formal education. If you have any inquiries concerning your eligibility, please contact the SIS office ([kgusis@kwansei.ac.jp](mailto:kgusis@kwansei.ac.jp)) at least one month before the application period starts.
4. Following successful admission to Kwansei Gakuin University, applicants must complete their “Book Review” (preparatory study materials) before commencing their studies at the SIS. Details will be provided to each successful applicant at a later date.
5. TOEFL® and TOEIC® are registered trademarks of Educational Testing Service (ETS). This publication is not endorsed or approved by ETS.

### 3. **Application Period**

Examination Type	Application Period
First Examination	Thursday, August 22 – Friday, August 30, 2024 Japan Time
Second Examination	Friday, November 8 – Friday, November 15, 2024 Japan Time

### 4. **Application Documents**

Please refer to the attached “List of Application Documents” for details on the required documents.

All the application documents must be submitted through the online application system “The Admission Office (TAO)” during the application period.

The Admission Office (TAO): <https://admissions-office.net/en/portal>

#### (Note)

1. The online application forms can be viewed and filled in only during the application period.
2. For details on how to apply through TAO, please download the “TAO Applicant’s Manual” from the below link.  
TAO Applicant’s Manual: <https://global.kwansei.ac.jp/academics/undergraduate/admission>
3. Applicants with a physical disability who require special consideration should inform the SIS office in advance (TEL: +81-798-54-6072, e-mail: [kgusis@kwansei.ac.jp](mailto:kgusis@kwansei.ac.jp)). KGU provides reasonable accommodations to individuals with disabilities.
4. In case any original certificates are submitted directly from any institution, they will not be returned.
5. An application may be revoked if any false information or forgeries are found in the applicants’ submitted documents.
6. The SIS office will contact applicants regarding application documents as necessary.

## 5. **Entrance Examination Fee**

15,000 Yen

**Payment Period:**

Examination Type	Entrance Examination Fee Payment Period
First Examination	Thursday, August 22 – Friday, August 30, 2024 Japan Time
Second Examination	Friday, November 8 – Friday, November 15, 2024 Japan Time

**Payment Methods:**

**“Application Form I” is required to pay the entrance examination fee; please download it from TAO.**

There are three ways to pay the entrance examination fee (credit card, bank transfer in Japan, and overseas remittance). Application Form I consists of Forms (A), (B), and (C), and which form(s) to submit depends on the payment method.

### **1. Payment using credit card:**

- (1) If you wish to pay the entrance examination fee by credit card, please access the URL below and follow the instructions. The payment by credit card can be made during the aforementioned payment period. **\*Payment on the last day is due by 3:00 p.m.** (Japan Time)

URL: [https://pay.f-regi.com/fc/kgu\\_exam/en/](https://pay.f-regi.com/fc/kgu_exam/en/)

- (2) Once the transaction has been completed, please download the Completion of Payment Receipt and submit it with the completed Form (C).
- (3) A service fee (426 yen) will be applied in addition to the entrance examination fee.
- (4) The entrance examination fee is non-refundable. Changes to or cancellation of your application will not be accepted. When making the payment, please make sure to select the correct type of entrance examination:

Examination Type	Title of Examination To Be Selected
First Examination	075 SIS International Admission (First)
Second Examination	076 SIS International Admission (Second)

### **2. Payment using bank transfer:**

**<Bank Transfer in Japan>**

- (1) Please fill in the Form (A) - (C) and remit the fee over the counter at a bank, using “telegraphic transfer” (電信扱 *denshin atsukai*). On Form (A), check the box for “First Examination” or “Second Examination,” and put the Examination Type code (75) for First and (76) for Second in the blanks of the Reference Number.
- (2) Please make sure that you have obtained a bank stamp on Form (B) and (C) after the payment.

Form (B) is your receipt - please retain it as a record of payment, and submit Form (C) to the SIS office. The bank stamp is regarded as the official receipt by Kwansei Gakuin University.

Your application will be deemed valid only when the date of the bank stamp on your application form (Form B and C) falls within the application period. Otherwise, your application will not be considered. Payment through Japan Post Bank, ATMs and internet banking is not accepted. No bank transfer fee will be required if you remit the fee from one of the banks listed on Form (A).

#### <Overseas Remittance>

- (1) The Japanese bank fee is 2,500 yen. Please remit the sum of **17,500 Japanese yen** during the above period. **The name of the remitter must be that of the applicant. Any bank charges incurred in the applicant's home country must be borne by the applicant at the time of remittance.**
- (2) Please submit the payment receipt issued by the bank with the completed Form (C).
- (3) Payment through internet banking is not accepted.

When remitting the fee, please use the following banking details.

<b>Type of Remittance:</b>	<b>Telegraphic Transfer</b>
<b>Method of Payment:</b>	<b>Advise and Pay</b>
<b>Paying Bank's Charges, if any:</b>	<b>Payee's Account</b>
<b>Currency:</b>	<b>Japanese Yen (JPY)</b>
<b>Name of Bank:</b>	<b>Sumitomo Mitsui Banking Corporation</b>
<b>SWIFT CODE:</b>	<b>SMBC JPJT</b>
<b>Branch:</b>	<b>Koto Branch</b>
<b>Bank Address:</b>	<b>14-12 Rokutanji-cho, Nishinomiya, Hyogo 662-0918 Japan</b>
<b>Type of account:</b>	<b>Ordinary Account [Savings Account]</b>
<b>Account Number:</b>	<b>1000257</b>
<b>Account name:</b>	<b>KWANSEI GAKUIN</b>

#### (Note)

1. The bank stamp is regarded as the official receipt by Kwansei Gakuin University. Your application will be deemed valid only when the date of the bank stamp falls within the application period. Otherwise, your application will not be considered.
2. If you wish to make the payment in Japan although you reside outside Japan, please consult with the SIS office.
3. The entrance examination fee and associated charges are non-refundable.

## 6. Examination Procedure

Admission decisions will be made based on screening of submitted documents.

We may conduct online interviews. In such cases, applicants will be notified by email to the email address provided in their application form.

## 7. **Announcement of Examination Results**

We announce the examination result on TAO at 9 am on Friday, October 4, 2024 for First Examination and on Friday, December 13, 2024 for Second Examination. Please click “View my screening results” button on the top page of TAO, which will appear on the time of announcement.

Additionally, we will post the official examination result document to successful applicants by postal mail on the announcement day.

Examinee Number will be notified on TAO. If you have not been notified of your Examinee Number by 5 days prior to the announcement of examination results, please contact the SIS office. Examination slip will not be sent by mail.

### (Note)

Information pertaining to the screening results will not be provided.

## <Enrollment • Tuition • Financial Assistance>

### 1. **Enrollment**

Successful applicants must complete both Procedure I and II described below within the specified time period. They must also complete required procedures to obtain a Certificate of Eligibility so that they can apply for a student visa. **Further details will be available in the enrollment information package which will be sent to successful applicants.**

#### (1) Procedure I <Payment of Admission Fee>

Please pay the admission fee within the following payment period.

Examination Type	Procedure I Payment Period
First Examination	Friday, October 4 – Friday, October 11, 2024 Japan Time
Second Examination	Friday, December 13 – Friday, December 20, 2024 Japan Time

#### (2) Procedure II <Payment of Tuition and Other Expenses & Submission of Enrollment Documents>

Please complete the following procedure ① and ② within the designated period.

The detail will be notified by the middle of February 2024 by postal mail from the SIS office.

##### ① Payment of Tuition and Other Expenses

**Payment Period: Friday, February 14, 2025 – Monday, March 10, 2025 Japan Time**

##### ② Submission of Enrollment Documents

**Submission Period: Friday, February 14, 2025 – Monday, March 3, 2025 Japan Time**

\*During the above period, please submit the required documents to the SIS office by EMS or international courier service. All documents must arrive at Kwansei Gakuin University on or before the last date of submission period.



**(Note)**

1. If applicants who reside outside Japan wish to make the payment in Japan, please consult with the SIS office.
2. For overseas remittance, in addition to the Japanese bank charge for accepting remittance from abroad (2,500 yen), the applicant will be responsible for any other bank charges incurred at the time of remittance in their home country.
3. The receipt stamp from the bank is regarded as the official receipt by Kwansai Gakuin University.
4. Those who fail to complete the enrollment procedures within the specified periods will be regarded as having no intention of entering the University, and will result in the withdrawal of the offer of acceptance.
5. The admission fee and associated charges are non-refundable, and submitted enrollment documents will not be returned.
6. Payments other than the admission fee are refundable. For details, please refer to the enrollment information package.

**2. Orientation**

Orientations for students are scheduled to be held in March or April, 2025. Please see the enrollment information package for details.

**3. Entrance Ceremony**

The Entrance Ceremony will be held on either April 1 or April 2, 2025 at the Nishinomiya Uegahara Campus. Successful applicants will be informed of the date when it is confirmed.

**4. Tuition and Other Expenses**

Tuition and other expenses for the 2025 enrollee have not been set.

Following is the tuition and other expenses for 2024 enrollees.

(Unit: Japanese Yen)

<b>Fees to be paid</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Admission Fee	200,000	-	-	-
Tuition (Annual)	1,028,000	1,188,000	1,188,000	1,188,000
Enhancement Fee	235,000	275,000	275,000	275,000
<b>Total</b>	<b>1,463,000</b>	<b>1,463,000</b>	<b>1,463,000</b>	<b>1,463,000</b>

The total amount above does not include miscellaneous fees (membership fee of Parental Association, Student Co-op fee, and others – a total of 25,500 yen in 2024) as these fees are subject to change.

**5. Scholarships and Financial Assistance**

**(1) KGU Pre-enrollment Reserved Scholarship for International Students (for first-year students)**

This scholarship is offered to first-year students. All First-year students who meet certain conditions

will receive 25 to 100% of the set amount depending on the amount of tuition fees at each School.

The amount for each category is as stated below.

Category	Eligibility	Amount	Period	Payment period
A	Students with exceptional grades in the entrance examination	100% of the set amount depending on the amount of tuition fees at each School	1 year	Annual lump-sum payment in the fall semester
B	All first-year students excluding those selected for Category A	25% of the set amount depending on the amount of tuition fees at each School		

**(Note)**

After enrollment, applications must be submitted during a designated period. Those who fail to do so will not be eligible to receive the scholarship.

**(2) KGU Academic Scholarship for International Students (for second-year students and above)**

This scholarship is offered to second-year students and above, determined by the previous year's grades. 25 to 100% of the set amount depending on the amount of tuition fees at each School will be offered to qualified students.

The amount for each category is as below.

Category	Academic Grades	Amount	Period	Payment period
I	Top 10% of the previous year's grades	100% of the set amount depending on the amount of tuition fees at each School	1 year	Annual lump-sum payment in the fall semester
II	Top 10-20% of the previous year's grades	50% of the set amount depending on the amount of tuition fees at each School		
III	Top 20-60% of the previous year's grades	25% of the set amount depending on the amount of tuition fees at each School		

**(Note)**

After enrollment, applications must be submitted during a designated period. Those who fail to do so will not be eligible to receive the scholarship.

\*Information on the scholarship amount and tuition cost simulations for first-year students enrolling in 2025 will be available on the below website in late June.

<https://ciec.kwansei.ac.jp/2025.html>



## Other Scholarships and Financial Assistance

External organization also offers scholarships for international students studying in Japan (Records based on 2023).

Please see below for details:

- Japan Students Service Organization (JASSO)

Monbukagakusho Honors Scholarship for Privately-Financed International Students: 48,000 Yen (Monthly)

Number of Successful Applicants in 2023 : 53students

## 6. Accommodations

Information on accommodations will be provided to successful applicants along with other admission procedure documents.

## 7. Japanese Language Studies

Students admitted through this entrance examination are required to take the Japanese language course as a compulsory subject.

## 8. Status of Residence After Acceptance

As a rule, international students must acquire the status of residence of “student”. Kwansei Gakuin University cannot guarantee the successful granting of their status of residence even if they are successful in passing the entrance examination for Kwansei Gakuin University. If the international students are unable to acquire the status of residence of “student”, they will not be eligible to apply for most scholarships and other benefits for international students. We will inform them about Certificate of Acceptance in order to get the status in the document package for Procedure I.

(Note)

If your academic record at Kwansei Gakuin University is unsatisfactory, your request for an extension of your status of residence may be rejected by the Japanese immigration authorities.

## 9. Protection of Personal Information

Kwansei Gakuin University takes every necessary step, in line with the Personal Information Protection Law, to protect all personal information given to the University at the time of application. The University uses the given information only for contacting applicants when necessary and collecting statistical data for its records. When you enter the University, the following organizations are informed of your personal data by Kwansei Gakuin University for mailing information to your postal address. These organizations also take all necessary measures to protect your personal information.

### List of organizations to share student information with Kwansei Gakuin University

<b>Alumni Association of Kwansei Gakuin</b>	All students of Kwansei Gakuin are asked to become members of the Alumni Association of Kwansei Gakuin.
<b>Parental Association of Kwansei Gakuin</b>	Parents and guarantors of students are asked to become members of the Parental Association of Kwansei Gakuin.
<b>Kwansei Gakuin Student Co-op</b>	All students are asked to become members of Kwansei Gakuin Student Co-op at the time of entrance into Kwansei Gakuin University, or its affiliated High School and Junior High School. The organization aims to support student life.

## Access Map



# Uegahara Campus Map

