

International Admission 2026 List of Application Documents

Please refer to the instructions on TAO for more information on how to complete and submit each document.  
Documents marked with the image icon (📎) should be submitted as an image file (JPEG, JPG, or PNG) and documents marked with the PDF icon (📄) should be submitted as a PDF file.

Documents marked with "○" : required for all applicants. Documents marked with "★": please consult the "Notes" column carefully.  
Documents indicated with "Optional": required only for those who apply.

\*Please refer to Note No.1 on page 3 of the Application Handbook.

Applicants whose first language is*:		Documents	Notes
English	NOT English		
○	○	Admission Application Form I 📄📎	Please refer to “5. Entrance Examination Fee” section on pages 4 to 5 of the Application Handbook for details.
○	○	Admission Application Form II 📄📎	Please complete the provided Admission Application Form II. A photo of applicant taken within three months prior to the application must also be uploaded in image file format.
Not required	★	Proof of English Proficiency 📄 *Original required at the time of Enrollment Procedure II	Applicants whose first language is English will be exempted from submitting a proof of English proficiency.  Applicants whose first language is NOT English must submit one of the following English proficiency tests score certificate. The minimum requirements for TOEFL® TEST, TOEIC® TEST, IELTS and the EIKEN test are as follows: TOEFL iBT® TEST: 71 or higher/TOEIC® L&R TEST: 730 or higher/IELTS: 6.0 or higher/EIKEN: pre-first grade or higher The above test scores must be from tests taken within two years prior to application except for EIKEN. *A score of the TOEFL iBT® Home Edition is NOT accepted.  (★)Those who have graduated or are expected to graduate from an educational institution (the most-recently attended institution prior to application) which conducts classes in English are exempted from submitting the above results. A minimum of three years of education at such an institution is required. Applicants who qualify for this category must provide official documents from the institution proving that they have completed at least three years of education in English. The official documents must be either the official transcripts or an explanation letter from the principal of the institution.
○	○	Official Transcript and Graduation Certificate from High School 📄 *Original required at the time of Enrollment Procedure II	Please submit the official transcripts of all successfully completed semesters at high school, and graduation certificate or equivalent. *Documents provided in Japanese, English, and Chinese are acceptable. Those written in a language other than these three languages must be accompanied by translation certified by your Embassy or Consulate in Japan. ・ If you have not graduated from a high school at the time of application but are expected to graduate by the time of enrollment, you must submit an official letter from the institution. The letter must include the expected date of graduation. ・ You must submit an official certificate to prove your academic ability equivalent to the high school graduates if you have not graduated from high school for some reason.  (Applicants who graduated from high schools in mainland China are required to submit either one of two documents listed below in addition to the above.)  ○ Verification Report of China Secondary Education Qualification Certificate issued by Center for Student Services and Development. Please request to send it to yourself, then submit the copy to TAO. Please do not send it directly to the university from the center. ※ It will take some time to be issued, thus please start preparing it in order to meet application period.  ○ The Certificate of High School Diploma issued by the Chinese Education Bureau. It is only valid if it is a certified true copy.
Optional	Optional	Official Transcript and Attendance Record from Japanese Language School 📄	Applicants who are studying at a Japanese language school at the time of application are required to submit their official transcripts and attendance records.
★	★	Standardized Test Scores/National University Entrance Examination Results 📄	Please submit a certificate of results for a standardized test or a national university entrance examination or equivalent. The following list shows examples of tests/certificates. If you do not have any of those listed below but have results of any other general high school graduate-level standardized test in your country, you may submit them instead (more than four subjects with background information about the test should be included.) For example, scores of SAT, SAT Subject Tests, or ACT (optionally with Writing), International Baccalaureate (IB) with final results of six selected subjects (you may submit predicted grades or tentative report issued by your IB coordinator at the time of application.)  (★) If you cannot submit a certificate of results for a standardized test or a national university entrance examination, you must submit essays written in English instead. Please consult (★) in the “Essays on Prescribed Topics” section below for details.  ◆China: 高等教育入学考試 ◆Korea: 受学能力試験 (College Scholastic Ability Test: CSAT) ◆Taiwan: 大学学科能力測驗 (General Scholastic Ability Test: GSAT) ◆Hong Kong: Hong Kong Diploma of Secondary Education Examination (HKDSE) ◆Singapore: General Certificate of Education Advanced Level (GCE A-Level) ◆Vietnam: National High School Graduation Examination (NHSGE) ◆Malaysia: Sijil Tinggi Persekolahan Malaysia (STPM) ◆Thailand: Ordinary National Education Test (O-net) or Advanced National Educational Test (A-net) ◆Indonesia: Seleksi Penerimaan Mahasiswa Baru (PMB) or GCE A-Level ◆U.S.A.: SAT, SAT Subject Tests, or ACT (optionally with Writing) ◆U.K.: GCE with five subjects (two subjects must be A-Level) ◆Canada: Provincial examinations ◆France: Baccalauréat ◆Germany: Abitur ◆Australia: [New South Wales] Higher School Certificate (HSC)/ [Australian Capital Territory] Australian Capital Territory Senior Secondary Certificate (ACT SSC)/ [Queensland] Queensland Certificate of Education (QCE)/ [Western Australia] Western Australian Certificate of Education (WACE)/ [South Australia] South Australian Certificate of Education (SACE)/ [Victoria] Victorian Certificate of Education (VCE)/ [Tasmania] Tasmanian Certificate of Education (TCE)/ [Northern Territory] Northern Territory Certificate of Education and Training (NTCET)
★	★	Essays on Prescribed Topics	(★) If you cannot submit “Standardized Test Scores/National University Entrance Examination Results,” you must submit essays on prescribed topics.  Please choose TWO of the following five statements, and describe your opinions with reasons and/or examples from your own experience, observations, or reading. Each essay should be no less than 600 words in length excluding the reference list. 1. The right of foreigners to participate in the politics of the country of residence should not be allowed. 2. The use of smartphones by elementary and junior high school students is harmful for their healthy growth. 3. Studying mathematics is of no use to live. 4. Globalization will expand national disparity and fix developing countries in a poor state. 5. In order to increase its national strength, Japan should promote popular culture on a policy basis.
○	○	Statement of Purpose	Please complete a Statement of Purpose in no less than 450 words.
○	○	Letter of Recommendation	・ Your recommender should be a teacher from an educational institution where you were most recently enrolled (high school, Japanese language school, or university) and who knows you well. If you are unable to request such a teacher for any reason, please consult with your educational institution. ・ Letter of Recommendation must be submitted directly from a recommender to the School of International Studies via TAO. <How to request your recommender to submit a letter of recommendation> ・ You must send a request email to an institutional email address of your recommender (official email address of the high school, etc.) from “Letter of Recommendation” page on TAO. If for some reason your recommender does not have an institutional email address, such as having already retired, please attach any documentation showing that the teacher is/was employed at the school. ・ Before making a request on TAO, please download the “TAO Recommender’s Manual”at the page below and send it to your recommender. TAO Recommender’s Manual: https://global.kwansei.ac.jp/academics/undergraduate/admission
○	○	Financial Information	Please submit the “Financial Information” to confirm your plan for covering necessary expenses (tuition fees, living costs, etc.) while studying at the School of International Studies.
○	○	Identification Document 📎	<Applicants residing in Japan> Please submit a photocopy of the residence card (both sides). <Applicants residing outside Japan> Please submit a photocopy of the front page of your passport.
○	○	Japanese Language Proficiency Assessment	This document is to ask your Japanese studying history. It is not a test, and it supports the SIS to conduct pre-enrollment Japanese language assessment interviews. After your successful acceptance, the SIS will allocate the most appropriate Japanese class according to your answer in this document and the result of the interview.

※If you cannot prepare all required documents, please contact SIS office ( kgusis@kwansei.ac.jp) at least one month before the application period starts.  
The lack of required documents after the application period starts may cause the cancellation of application.