

Guidelines for Kwasei Gakuin University Graduate Program Admission through Partner University Nomination for Fall 2018

1. **Admission Period:** September 2018
(Entrance Ceremony: September 18th, 2018)

2. **Number of Students to be Admitted:** A few for each department

Depending on the number of applicants and the fields of study, we may not be able to accept all nominated students. Furthermore, a telephone interview may be conducted in order to confirm the applicant's Japanese and/or English ability, as well as their field of research.

3. **Applicable Departments**

***Please refer to the Japanese version of the guideline for programs taught in Japanese.**

Name of Graduate School	Program Type	Course/Field of Study	Standard Length of the Program	Language of Instruction
Graduate School of Science and Technology http://sci-tech.ksc.kwasei.ac.jp/en/	Master's	All Fields	2 Years	Japanese
	International Master's Program	Physics, Chemistry, Bioscience	2 Years	English
	PhD	All Fields	3 Years	Japanese or English
Graduate School of Language, Communication and Culture https://www.kwasei.ac.jp/g_langua/ge/index.html	PhD	All Fields	3 Years	Japanese
Institute of Business and Accounting https://kwasei.ac.jp/en/imce/	Professional Degree Program	International Management Course (MBA program)	2 Years	English

4. **Recommendation Standards (Qualifications)**

Applicants who wish to study in a Master's program or a Professional degree program but have not completed 16 years of education must contact us no later than March 30, 2018.

<Graduate School of Science and Technology>

■ **International Master's Program**

Nominees must meet all of the following qualifications:

- (1) Nominees must have foreign citizenship. The nominee must either have obtained a Bachelor's degree or is expected to complete a Bachelor's degree prior to enrolment.
- (2) Nominees must have the adequate English language ability in order to be able

- to study in English.
- (3) Nominees must contact and obtain approval of a prospective faculty member for supervision.

■ **Doctoral Program**

Nominees must meet all of the following qualifications:

- (1) Nominees must have foreign citizenship.
- (2) The nominee must either have obtained a Master's degree or is expected to complete a Master's degree prior to enrolment.
- (3) Nominees must contact and obtain approval of a prospective faculty member for supervision.

<**Institute of Business and Accounting**>

Nominees must meet the following qualification:

- (1) The nominee must either have obtained a Bachelor's degree or equivalent or is expected to complete a Bachelor's degree prior to enrolment.

5. Application/Recommended documents

All application documents must be sent by EMS (Express Mail Service) or an alternative international parcel delivery service to the below address, to be received by the deadline at the destination.

International Admission Team,
Center for International Education and Cooperation
1-155 Uegahara Ichiban-cho, Nishinomiya, Hyogo 662-8501 Japan

***Additional documents may be requested.**

<**Graduate School of Science and Technology**>

■ **International Master's Program**

- (1) Application Form (**prescribed format**)
- (2) Resume (**no prescribed format**)
- (3) A letter of recommendation from the home institution's President (**no prescribed format**)
*Detailed information is not necessary. Please include the nominee's name and desired program.
- (4) Recommendation letters from more than two home institution's supervising faculty members (alternatively from a person who knows the nominee academically)
- (5) Certified original certificate of graduation or certificate of expected graduation
- (6) Certified original transcript
- (7) A copy of the graduation thesis or an outline
- (8) Letter of intention for application to this program (double space on a maximum of 3 pages on A4 size paper)
- (9) Official certificate of English language ability (TOEIC®, TOEFL®, etc.) is recommended.
- (10) A4 size photocopy of the nominee's passport bio data page
- (11) Remittance Processing Agreement (**prescribed format**)
- (12) Scholarship Application Form (**prescribed format**)

■ Doctoral Program

- (1) Application Form (**prescribed format**)
- (2) Resume (**use the Graduate School of Science and Technology's prescribed format**)
- (3) A letter of recommendation from the home institution's President (**no prescribed format**)
*Detailed information is not necessary. Please include the nominee's name and desired program.
- (4) Recommendation letter from the nominee's supervising faculty member
- (5) Certified original certificate of graduation or certificate of expected graduation
- (6) Certified original transcript
- (7) A copy of the Master's thesis (research thesis) or an outline
- (8) Letter of intention for application to this program (**use the Graduate School of Science and Technology's prescribed format**)
- (9) A4 size photocopy of the nominee's passport bio data page
- (10) Remittance Processing Agreement (**prescribed format**)
- (11) Scholarship Application Form (**prescribed format**)

<Institute of Business and Accounting>

- (1) Application Form (**prescribed format**)
- (2) A letter of recommendation from the home institution's President (**no prescribed format**)
*Detailed information is not necessary. Please include the nominee's name and desired program.
- (3) Recommendation letter from the nominee's supervising faculty
- (4) Original certificate of graduation or certificate of expected graduation
- (5) Original transcript
- (6) Letter for reason of study and report on the designated theme (**prescribed format**)
- (7) For non-native English speakers a certified original certificate of English language ability (TOEFL[®], TOEIC[®], IELTS, etc.)
- (8) Certified original certificate of management knowledge (GMAT etc.) is recommended
- (9) A4 size photocopy of the nominee's passport's bio data page
- (10) Remittance Processing Agreement (**prescribed format**)
- (11) Scholarship Application Form (**prescribed format**)

* For a Global Public Management Program applicant, an interview will be conducted via the Internet or over the phone. The date and time of the interview will be decided after the submission of application documents.

6. Nomination Period: April 9th, 2018 – April 16th, 2018

7. Announcement of Application Results : Tuesday, June 26th, 2018

Results of applications will be announced via email to the home institution and individual nominees. Necessary documents for admissions procedures will also be shipped via EMS (Express Mail Service) or an alternative international parcel delivery service to the nominee.

8. Entrance Exam Fee is exempted

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

A scholarship covering admission fees and the full amount of tuition for the standard length of the program (2 years for master's programs, 3 years for PhD programs) will be provided to a maximum of 3 successful candidates of Kwansei Gakuin University Graduate Program Admission through Partner Universities Nomination for Fall 2018 entry. However, any other expenses incurred will be the students' responsibility. Results will be announced on Tuesday, June 26th, 2018.

10. Tuition Reduction and Scholarships

Nominees who have been accepted to Kwansei Gakuin University's Graduate Program, and who are not selected as a recipient for the scholarship above are eligible for the following financial support:

◆Tuition Reduction

International students whose status of residence is "Student" are entitled to tuition reduction (the reduction will be 30% in 2018; however, the reduction after 2019 is subject to change).

◆Kwansei Gakuin University International Student Scholarship

Kwansei Gakuin University also provides 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 conditional scholarship placements before entering Kwansei Gakuin University. Approximately 40% of students will receive a conditional offer for this scholarship based on their academic records, graduation thesis, and the results of their entrance examinations. The university targets candidates who are expected to conduct outstanding research after enrollment. Selected candidates will be notified before their enrollment into the program. However, it is necessary for students to meet all requirements such as status of residence, etc., in order to be officially selected to receive the scholarship. (The number of candidates for 2017 was 18.) Various scholarships from foundations/organizations are also available other than the scholarships mentioned above.

11. Admissions Procedures

Successful nominees should complete the following admissions procedures within the specified period. Payment information and details will be informed to the successful nominees.

(1) Admission fee

Please transfer admission fee by Tuesday, July 10th, 2018 to the designated Kwansei Gakuin University bank account.

(2) Tuition and other fees

Please transfer tuition and other fees by Friday, August 24th, 2018 to the designated Kwansei Gakuin University bank account.

Admission and tuition fees will be exempted from the above-mentioned admissions

procedures for successful scholarship candidates to receive the above mentioned scholarship (No.9) .

Notes:

- 1) Those who fail to complete the admissions procedures (1 and 2) by the designated deadline will be regarded as having no intention of entering the university, and their offer will be withdrawn.
- 2) Admission and tuition fees are non-refundable.
- 3) Refunds will only be applicable for tuition or other miscellaneous expenses that have been transferred within the designated periods.

12. Tuition

<Graduate School of Science and Technology>

Currency: Japanese Yen

	At Entrance (Admission Fee + Fall Semester)
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 + Fall Semester)
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, and the 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.

<Contact Information>

Kwansei Gakuin University

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