

2016

Applicants Guidelines
« International Students »

Kyoto Computer Gakuin

京都コンピュータ学院

1. Department and Enrollment Capacity

<April Admission>

Department		Term of study	Enrollment capacity	School
■Art & Design	Art and Design Informatics Program <ul style="list-style-type: none"> ■ Art and Informatics Course ■ Manga and Anime Course 	4-year	100	Kamogawa
	Advanced Art and Design Program	3-year		
	Art and Design Program <ul style="list-style-type: none"> ■ Art and Design Course ■ Manga and Anime Course 	2-year		
	Manga and Anime Program ※Application submitting(as of April 2015)	3-year		
■Business & Management	Business and Management Informatics Program	4-year	80	
	Applied Informatics Program ※Application submitting(as of April 2015)	3-year		
	Business IT Program	2-year		
■Computer Science	Computer Science Program	4-year	160	Kyoto Ekimae
	Multimedia Computing Program	3-year		
	Computer Networking Program	3-year		
	Information Processing Program <ul style="list-style-type: none"> ■ Information Processing Course ■ IT Voice Actor/Actress Course ■ Manga and Anime Course ■ Graduate Study Transfer Program ■ International IT Program *For foreign students	2-year		
■Digital Game & Amusement	Advanced Digital Game and Amusement Program	4-year	120	
	Digital Game Development Program	3-year		
	Digital Game Development Basics Program	2-year		
■Engineering for Embedded Systems	Embedded Systems Program	4-year	120	Rakuhoku
	Computer Engineering Program	3-year		
	Computer Engineering Basics Program	2-year		
	Automotive Control Technology Program	2-year	40	Kyoto Ekimae
Information & Communication <ul style="list-style-type: none"> ■ Information & Communication Course ■ University Graduates reskilling Course 		1-year	40	Kyoto Ekimae

< October Admission >

Department	Term of study	Enrollment capacity	School
Information Processing Program ■ Information Processing Course ■ IT voice actor/actress Course ■ International IT Program	2-year	40	Kyoto Ekimae
Computer Engineering Basics Program	2-year	30	Rakuhoku

2. Qualifications for Application

Those who satisfy the following conditions

- (1) Those who completed 12 years of schooling (including expected to complete) in home country or in Japan, or have a qualification for entering university (over 18 year-old as of April in 2016). Those who have an equal qualification that is admitted from our school and satisfy at least one condition out of following three conditions.
 - ① Pass N1 or N2 of Japanese-Language Proficiency Test (JLPT)
 - ② Acquire over 225 scores at Japanese language test in an Examination for Japanese University Admission for International Students (EJU)
 - ③ Acquire over 400 scores at BJT Business Japanese Proficiency Test
 - ※ Including international baccalaureate
 - ※ Applicants for information processing program RIT graduate study transfer course need to graduate 4-year university (including expected to graduate).
- (2) Those who can stay in Japan without any trouble from entrance to graduation.
- (3) Those who receive recommendation from a principal of alma mater or advising teachers.
- (4) Those who have living expenses in Japan.

3. Selection Methods

- Document review, written exam of Japanese language, A short essay and oral interview

Applicants for Information Processing Program Graduate Study Transfer Program need written exam of English.

4. Application Period

2016 Spring term September 1, 2015 to January 31, 2016

2016 Autumn term February 1, 2016 to July 31, 2016

5. Application Procedures

- An application fee is 30,000 JPY. The payment should be transferred to the bank account specified below (for details, please refer to “Payment of Application Fee” below)
- Please attach a Japanese translation of documents issued in other languages (alternatively, English and/or Chinese translations are also acceptable)

- (1) Application form (use the format as specified by KCG),
- (2) Recommendation letters (use the format as specified by KCG),
- (3) Certificate of graduation and certified copy of transcript of grades issued by your high school,
- (4) Certificate of graduation (or expected to graduate) and certified copy of transcript of grades issued by a final academic institution,
 - ※Experience of self-learning is not admitted for academic background.
- (5) Japanese Language or English Language Proficiency Test results (Copy). Certificate of Examination for Japanese University Admission for International Student (EJU) or BJT Business Japanese Proficiency Test.
- (6) Physical Examination Certificate (Use Form to be supplied by KCG) issued by a medical institution within 3 months from the date of application,
- (7) Certificate of work experience,
- (8) Letter of Guarantee affirming ability to shoulder all costs,
- (9) Copy of a bank statement showing current balance,
- (10) Copies of income statement and tax statement for the past three years,
- (11) Documents certifying guarantor’s business nature and income statement,
 1. For those who are in employment, please submit a certification of employment and (amount of) salary,
 2. For those who serve on the board of public companies, please submit a Certificate of Corporation Registration and the corresponding Financial/Income statement,
 3. For the self-employed: Copy of business permit and Financial/Income statement,
 4. If a guarantor resides in Japan, please submit certificate of residence.
- (12) Official document showing relationship of Guarantor with the Applicant (Issued by the appropriate official/public institution authorized to certify such documents),
- (13) Certified copy of the Birth Certificate (or Family Registry document),
- (14) Four photographs (sized 4cm (length) x 3cm (width) taken in the past 6 months) with applicant’s name and nationality written in the back of each of the photograph
- (15) Copy of the Passport (Pages showing the Name, Nationality, Date of Birth, and date of issue and validity of the passport),

■ Payment of Application Fee

Name of bank	RESONA BANK, LTD.
Branch name	Kyoto Branch (Code No. 501)
Bank address	691 Takanna-cho, Karasuma-Dori, Shijo-Agaru, Nakagyo-ku Kyoto 604-8153, Japan
Bank telephone number	+81-75-221-3161
Name of Account holder	Kyoto Computer Gakuin Nyushikakari
Type of Account	Ordinary savings account
Account Number	1371778
Account holder’s address	10-5 Teranomaecho, Nishikujo, Minami-ku, Kyoto 601-8407, Japan

Account holder's phone number	+81-75-681-6333
SWIFT Code	DIWAJPJT

- ① The application fee of JPY 30,000 (plus the commission and charge of JPY 1,500 collected by the receiving bank in Japan) must be paid via electronic bank transfer to KCG's account:
- ② Submit a copy of the "Approved Bank Remittance Slip" together with the other documents to KCG.
- ③ Please use applicant's name as the sender of the bank remittance.
- ④ Application fee shall not be refunded (except for those who fail to clear the pre-evaluation).

6. School Fees

■ School fees must be paid to the designated bank account by the deadline. (Bank charge for Japan (JPY 1,500) is needed.)

■KCG Scholarship System

Kyoto Computer Gakuin has KCG support system for foreign students. (Regular school fees are below.)
KCG support system is applied for foreign students who apply for admission. The school fee of the first year is JPY 1,000,000.

Departments	Admission fee	Facilities and Miscellaneous fees	Tuition fees	Laboratory fees	Total
All departments	JPY100,000	JPY200,000	JPY400,000	JPY300,000	JPY1,000,000

※Admission fee is needed only for the first year.

※In case students decline an enrollment, a written notice must be sent before the beginning of school (spring students: March 31, autumn students: September 30). As a rule, the application and all attached materials, as well as fees accepted by KCG/KCGI offices will not be returned or refunded. However, materials and fees except documents for admission and an application fee will be returned if students cannot acquire the student visa.

※The fees above do not include the required premiums and teaching material fees.

■Regular Fees

Department	Admission fee	Facilities and Miscellaneous fees	Tuition fees	Laboratory fees	Students' association fees	Total
Embedded Systems Program Computer Engineering Program Computer Engineering Basics Program Art and Design Informatics Program Advanced Art and Design Program Art and Design Program	JPY 195,000	JPY385,000	JPY 500,000	JPY300,000	JPY5,000	JPY 1,385,000
Business and Management Informatics Program Business IT Program Computer Science Program Multimedia Computing Program	JPY 210,000	JPY385,000	JPY 500,000	JPY300,000	JPY5,000	JPY 1,400,000

Computer Networking Program Information Processing Program Advanced Digital Game and Amusement Program Digital Game Development Program Digital Game Development Basics Program Automotive Control Technology Program						
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**Going on to Graduate School System -Aim Top Level of IT-
Go on to Professional School and Acquire Highest Degree in IT Field “Master of Science in Information Technology”**

- From the foundation, Kyoto Computer Gakuin (KCG) gives priority to making the environment where students can study advanced technology freely, and follows theory and promotes practical education using strong connection with the academic and the industrial world. Thus, KCG has more than 40,000 alumnus until now, and this number is the largest of IT institutions in Japan.
- In April 2004, Japan’s first and only IT professional school, The Kyoto College of Graduate Studies for Informatics (KCGI) was founded as a KCG group.
- KCG students and alumnus can aim the top level of IT in Japan. Going on to KCGI from KCG is the most efficient, effective and new career for students having a specific goal.
- There is 6-year consistent program. Students obtain fundamental knowledge and high level applied ability and creativity in 4 years at KCG and 2 years at KCGI. They aim high level IT professor that leads next generation.

Admission Office

Kyoto Computer Gakuin
 10-5 Teranomaecho, Nishikujo, Minami-ku, Kyoto, 601-8407 Japan
 TEL: +81-75-681-6334
 FAX: +81-75-681-6335
 E-mail: admissions@kcg.edu
<http://www.kcg.ac.jp/>

*Kyoto Computer Gakuin handles personal information with the uttermost care. Documents submitted by the applicant will only be used for admission purposes and will not be used for any other purposes. The privacy policy of KCG is found on the website at
http://www.kcg.ac.jp/site_policy.html