

2017

Transfer Admissions
Applicants Guidelines
《 International Students 》

Kyoto Computer Gakuin

京都コンピュータ学院

<April · October Transfer Admission> Department and Enrollment Capacity

School	Department (Term of Study)	Enrollment Capacity
Rakuhoku	Embedded Systems Program (4-year) Computer Engineering Program (3-year) Computer Engineering Basics Program (2-year)	10/each
Kamogawa	Art and Design Informatics Program (4-year) Advanced Art and Design Program (3-year) Manga and Anime Program (3-year) Art and Design Program (2-year)	10/each
Kyoto Ekimae	Business and Management Informatics Program (4-year) Computer Science Program (4-year) Advanced Digital Game and Amusement Program (4-year) Applied Informatics Program (3-year) Multimedia Computing Program (3-year) Computer Networking Program (3-year) Digital Game Development Program (3-year) Business IT Program (2-year) Information Processing Program (2-year) Digital Game Development Basics Program (2-year)	10/each

Qualifications for Application

Those who satisfy the following conditions

- (1) Those who completed 12 years of schooling in home country or in Japan, or have a qualification for entering university (over 18 year-old as of April in 2017). 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.
- (5) Those who graduate from department of information and computer or department of art and design (including expected to graduate in March, 2017) and are possible to acquire advanced diploma or diploma at specialized training college (professional program).
- (6) Those who graduate from university or junior college (including expected to graduate in March, 2017), and acquired credits concerned with information and art.

- (7) Those who graduate from technical college (including expected to graduate in March, 2017), and acquired considerable number of credits concerned with information.
- (8) Those who are judged to proper transfer by this school.

Transfer year

In principle, applicants are admitted to second year to fourth year of each program. Applicants' credits are approved according to study state and selection results, and the admission year will be decided. After admission, students cannot graduate if they do not take credits that required for graduation at each program.

Application Period

Spring term September 1, 2016 to January 30, 2017
 Autumn term February 1, 2017 to July 30, 2017

Selection Methods and Date

<Selection Methods>

When applicants request to admit to second year, they are evaluated based on document review and oral interview.

When applicants request to admit to third or fourth year, they are evaluated based on document review, an examination of professional subjects and oral interview.

*It is possible to exempt an examination of professional subjects and to decide the admission results based only on oral interview according to the results of document review.

* Applicants will be sent a notice of the results of document review.

Department	Examination	Time
Embedded Systems Program (4-year) Computer Engineering Program (3-year) Business and Management Informatics Program (4-year) Applied Informatics Program (3-year) Computer Science Program (4-year) Multimedia Computing Program (3-year) Computer Networking Program (3-year) Advanced Digital Game and Amusement Program (4-year) Digital Game Development Program (3-year)	Professional accomplishments of computers, oral interview * When applicants request to admit to second year, a written examination is exempted.	Written Exam 60 minutes Oral interview 20 minutes
Art and Design Informatics Program (4-year) Advanced Art and Design Program (3-year) Manga and Anime Program (3-year)	Presentation of portfolio, oral interview * Please bring work, and it does not matter the number of work. * When applicants request to admit to second year, a written examination is exempted.	Presentation and oral interview 40 minutes
Computer Engineering Basics Program (2-year) Art and Design Program (2-year) Business IT Program (2-year) Information Processing Program (2-year) Digital Game Development Basics Program (2-year)	Oral interview * When applicants request to admit to second year, a written examination is exempted.	Oral interview 20 minutes

Selection Date

After acceptance of documents for admission, a selection date will be informed to an applicant within a week.

Application Procedures

- An application fee of 35,000 JPY. The payment should be transferred to the bank account specified below (for details, please refer to the Important Notes below)
- Please attach a Japanese translation of documents issued in other languages (alternatively, English and/or Chinese translations are also acceptable)

- (1) Application form,
- (2) Recommendation letters,
- (3) Certificate of graduation and certified copy of transcript of grades issued by your high school,
- (4) Certificate of document certifying current enrollment or certificate of graduation 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),

Transfer Admission Procedures

Applicants must follow the necessary procedures by the fixed date.

1. All required documents must be sent to the admission office within the stipulated application period.
2. Application fee must be paid by the given methods.

If the procedures are not completed by the fixed date, applicants are regarded that they do not intend to admit and the admission can be withdraw.

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 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
Manga and Anime Program Business and Management Informatics Program Applied Informatics Program Business IT Program Medical Office Administration Program Computer Science Program Multimedia Computing Program Computer Networking Program Information Processing Program Advanced Digital Game and Amusement Program Digital Game Development Program Digital Game Development Basics Program Information & Communication	JPY 210,000	JPY385,000	JPY 500,000	JPY300,000	JPY5,000	JPY 1,400,000

Important notes

Payment of Application Fee:

- ① The application fee of JPY 35,000 (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:
Name of bank: RESONA BANK, LTD.
Branch name: Kyoto Branch
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
- 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).

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 found 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