

2020

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"> <li>■ Art and Informatics Course</li> <li>■ Manga and Anime Course</li> </ul>	4-year	100	Kamogawa
	Advanced Art and Design Program	3-year		
	Art and Design Program <ul style="list-style-type: none"> <li>■ Art and Design Course</li> <li>■ Manga and Anime Course</li> </ul>	2-year		
	Manga and Anime Program	3-year	40	Kyoto Ekimae
	Applied Informatics Program <ul style="list-style-type: none"> <li>■ Digital Art Course</li> </ul>			
■Business & Management	Business and Management Informatics Program	4-year	120	
	Applied Informatics Program <ul style="list-style-type: none"> <li>■ Medical IT Course</li> <li>■ Marine IT Course</li> <li>■ Agricultural IT Course</li> <li>■ Fintech Course</li> <li>■ International Automobile Control Course *For foreign students</li> </ul>	3-year		
	Business IT Program	2-year		
	Medical Office Course	2-year		
■Computer Science	Computer Science Program	4-year	160	
	Multimedia Computing Program	3-year		
	Computer Networking Program	3-year		
	Information Processing Program <ul style="list-style-type: none"> <li>■ Information Processing Course</li> <li>■ Voice actor/actress course</li> <li>■ International IT Program</li> </ul> *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 <ul style="list-style-type: none"> <li>■ Computer Engineering Course</li> <li>■ Automotive Control Technology Course</li> <li>■ International Information Program</li> </ul> *For foreign students	3-year		
	Computer Engineering Basics Program	2-year		
Information & Communication <ul style="list-style-type: none"> <li>■ Information &amp; Communication Course</li> </ul>		1-year	20	Kyoto Ekimae

## < October Admission >

Department	Term of study	Enrollment capacity	School
Information Processing Program ■ Information Processing Course ■ International IT Program ※For Foreign Students	2-year	40	Kyoto Ekimae
Computer Engineering Program ■ International Information Course ※For Foreign Students	3-year	20	Rakuhoku
Information & Communication ■ Information & Communication Course	1-year	20	Kyoto Ekimae

\*For October admission, students will enroll from 1<sup>st</sup> October (Autumn Term) and will graduate on September of the respective graduation year. Then, students may be able to transfer to another department if they wish to do so.

\*The enrollment capacity is including both Japanese and Non-Japanese students.

## 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 before the end of March 2020 (for Spring Term applicants) or the end of September 2020 (for Fall Term applicants). 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 200 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※ However, Regardless of Japanese qualification for International IT Program, Automotive Control Technology Course, Computer Engineering Course, It is possible to obtain a letter of recommendation from Registered Japanese language school teachers for admission.  
※ Including international baccalaureate (please contact us for details)
- (2) Those who can stay in Japan without any trouble from entrance to graduation.  
※ Student visa, Permanent residence, Japanese spouse, Family stay, etc...
- (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

2020 Spring term      September 2, 2019 to December 26, 2019  
2020 Fall term        January 31, 2020 to June 26, 2020

## 5. Application Procedures

- An application fee of 30,000 JPY must be transferred to the bank account specified below. Submit a copy of transfer statement (A4 size) together with other documents to the entrance office (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)

Applicants must submit all the required documents together with the application fee to the Admissions Office either by e-mail or by courier within the stipulated application period. We recommend the use of DHL, FedEx, UPS or any of the reliable couriers for fast and reliable services.

- (1) Application form (use the format as specified by KCG attached with photo),
- (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) The copy of Japanese Language or English Language Proficiency Test results (JLPT). 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 handle all costs (To be written in guarantor’s native language. Applicant will attach the Japanese translation. English and/or Chinese language documents are acceptable.) Please note: Please describe in detail the circumstances when the one who take responsibility to pay the expenses is not the applicant or the parent of the applicant
- (9) Copy of a bank statement showing current balance (In the case of a Chinese registered account, copy both of the bank deposit certificate and the deposit receipt)
- (10) Copies of income statement and tax statement for the past three years (Submit income certificate and tax payment certificate)
- (11) Documents certifying guarantor’s business nature and income statement,  
For those who are in employment, please submit a certification of employment and (amount of) salary,  
For those who serve on the board of public companies, please submit a Certificate of Corporation Registration and the corresponding Financial/Income statement,  
For the self-employed: Copy of business permit and Financial/Income statement,  
(Note): 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  
Submit the entire family including applicant and financial supporters.  
(In the case of Chinese citizen: a copy of the Household Register \* and a copy of the Resident Identity Card \*, in the case of Taiwan · Korean nationality: a copy of the Family Register)
- (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),  
※ For underlined document, submit clear color copies (monochrome copies are accepted).

## ■ Payment of Application Fee

Name of bank	RESONA BANK, LTD. Kyoto Branch (Code No. 501)
Bank address	〒604-8153 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
Account Number	1371778
Type of Account	Ordinary savings account
SWIFT Code	DIWAJPJT

※In the case of oversea transferment, 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 designed bank account:

## 6. School Fees

■ School fees must be paid to the designated bank account by the deadline.

※In the case of oversea transferment, (The first year tuition fee) plus the commission and charge of (JPY 3,000) collected by the receiving bank in Japan must be paid via electronic bank transfer to designed bank account.

### ■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	JPY 385,000	JPY 500,000	JPY 300,000	JPY 5,000	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	JPY 385,000	JPY 500,000	JPY 300,000	JPY 5,000	JPY 1,400,000

## ●KCG PRIVATE SCHOLARSHIP SYSTEM

KCG has a scholarship program that fosters competent individuals who can contribute to society in the future as advanced professionals. We encourage students with excellent academic and leadership qualities who are capable of undertaking full-time studies to apply to this program. Interested applicants should read the following guidelines carefully before applying to take the scholarship examination.

### ■KCG Special Scholarship System

Departments	Year	Admission fee	Facilities and Miscellaneous fees	Tuition fees	Laboratory fees	Total
All departments	1 <sup>st</sup> Year	JPY50,000	JPY200,000	JPY400,000	JPY250,000	JPY900,000
All departments	2 <sup>nd</sup> Year above	JPY 0	JPY200,000	JPY400,000	JPY300,000	JPY900,000

### ■KCG Scholarship System

Departments	Year	Admission fee	Facilities and Miscellaneous fees	Tuition fees	Laboratory fees	Total
All departments	1 <sup>st</sup> Year	JPY100,000	JPY200,000	JPY400,000	JPY300,000	JPY1,000,000
All departments	2 <sup>nd</sup> Year above	JPY 0	JPY200,000	JPY400,000	JPY300,000	JPY900,000

※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.

#### 1. Application method

Please tick  “scholarship student” at “category of application”. Student should send a proof his/her previous school attendance status and condition along with the scholarship application (provided by KCG).

#### 2. Selection methods

Students will be selected by entrance examination (Written <Essay> and oral examinations in Japanese language).

#### 3. Results notification

Student will be notified the scholarship application result along with the college admission result.

## 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 alumni 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

<http://www.kcg.ac.jp/>

E-mail: [admissions@kcg.edu](mailto:admissions@kcg.edu)

\*Please specify "Application Documents" on an envelope and mail it to the above address.

\*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

[https://www.kcg.ac.jp/site\\_policy.html](https://www.kcg.ac.jp/site_policy.html)

Kyoto Computer Gakuin Rakuhoku Campus

17 Shimogamohonmachi, Sakyo-ku, Kyoto

Kyoto Computer Gakuin Kamogawa Campus

11 Tanakashimoyanagi-cho, Sakyo-ku, Kyoto

Kyoto Computer Gakuin Kyoto Ekimae Campus

10-5 Teranomaecho Nishikujo Minami-ku, Kyoto

Kyoto Computer Gakuin Rakuhoku Campus, Kamogawa campus, Kyoto Ekimae Campus is approved by Kyoto Prefecture as specialized training colleges.

Graduates of 4-years Undergraduate Program will be given Advanced Diploma certificate (same with normal university undergraduate certificate), while graduates of 2-years and 3-years Undergraduate Program will be given the Diploma certificate.