

2021

Applicants Guidelines
《 International Students 》

Kyoto Computer Gakuin

京都コンピュータ学院

1. Department and Enrollment Capacity

<Spring Admission>

Department		Term of study	Enrollment capacity	Campus
■Art & Design	Art and Design Informatics Program ■ Art and Informatics Course ■ Manga and Anime Course	4-year	100	Kamogawa
	Advanced Art and Design Program	3-year		
	Art and Design Program ■ Art and Design Course ■ Manga and Anime Course	2-year		
	Manga and Anime Program	3-year	40	
■Business & Management	Business and Management Informatics Program	4-year	120	Kyoto Ekimae
	Applied Informatics Program ■ Medical IT Course ■ Marine IT Course ■ Agricultural IT Course ■ Fintech Course ■ International Automobile Control Course *For foreign students	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 ■ Information Processing Course ■ Voice Actor/Actress Course ■ 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 ■ Computer Engineering Course ■ Automotive Control Technology Course ■ International Information Program *For foreign students	3-year		
	Computer Engineering Basics Program	2-year		
Information & Communication ■ Information & Communication Course		1-year	20	Kyoto Ekimae

<Fall 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

(Notes)

- ※ For fall admission, students will enroll from 1st October (fall 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 includes both Japanese and international (non-Japanese) students.

2. Qualifications for Application

Those who satisfy the following conditions:

- (1) Those who have completed 12 years of schooling (including expected to complete) in their home country or in Japan, or have a qualification for entering university and will be over 18 years old before the end of March 2021 (for spring term students) or the end of September 2021 (for fall term students). Those who hold qualifications equivalent to KCG's and satisfies at least one out of following three conditions:
 - ① Have passed N1 or N2 of Japanese-Language Proficiency Test (JLPT)
 - ② Acquired over a score of 200 in the Japanese language test in the Examination for Japanese University Admission for International Students (EJU)
 - ③ Acquired over a score 400 in the BJT Business Japanese Proficiency Test
 - Including international baccalaureate (please contact us for details)
- (2) Those who can apply for, or already hold a status of residence, to live and study in Japan until graduation.
 - Student visa, permanent residence, Japanese spouse, family stay, etc.
- (3) Those who receive recommendation from a principal of their alma mater or advising teachers.
- (4) Those who have living expenses in Japan.

3. Selection Methods

- Document review, written exam of Japanese language (essay) and oral interview
 - ※ However, it is possible to exempt some examinations for applicants with special recognition.

4. Application Period

2021 Spring Term	September 1, 2020 to December 25, 2020
2021 Fall Term	February 1, 2021 to June 25, 2021

5. Application Procedures

- Please transfer an application fee of 30,000 JPY and copy a transfer statement (A4 size) together with the following documents to the admissions office.
- Please be sure to attach a Japanese translation for documents written in other languages.

Applicants must submit all documents written below to the admissions office by Express Mail Service or DHL or FedEx. (Must arrive before the last day of the application period.)

- (1) **Application form** (Use the form supplied by KCG; applicants must attach a picture and fill out by hand in Japanese.)
- (2) **Recommendation letters** (Use the form supplied by KCG.)
- (3) **Certificate of graduation and certified copy of academic transcript issued by high school**
- (4) **Certificate of document certifying current enrollment or certificate of graduation and certified copy of academic transcript issued by a final academic institution**
 - ※ Experience from self-learning is not recognized as academic background.
- (5) **Japanese Language Proficiency Test (JLPT) results or Certificate of Examination for Japanese University Admission for International Student (EJU) or BJT Business Japanese Proficiency Test (copy)**
- (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**

If applicants have work experience or have a current job, please submit a certified document.
- (8) **Letter of Guarantee affirming ability to shoulder all costs** (Guarantees must use the form supplied by KCG and fill it out in their own language; applicants must attach a Japanese translation for documents written in other languages.)

(Note) If the Guarantor is the applicant or not the parent of the applicant, please describe in detail your ability to afford expenses.
- (9) **Copy of a bank statement showing current balance** (If the applicant is of Chinese nationality, please attach an original Certificate of Existence and a copy of a deposit and savings certificate*)
- (10) **Copies of income statement and tax statement for the past three years** (Please submit a certificate of income and tax certificate.)
- (11) **Documents certifying guarantor's business nature and income statement**

If guarantor is in employment, please submit a certification of employment.

If guarantor has served on the board of public companies, please submit a copy of a Certificate of Corporation Registration*.

If guarantor is self-employed, please submit a copy of business permit*.

(Note) If a guarantor resides in Japan, please submit certificate of residence or an alien registration certificate.
- (12) **Official document showing relationship of Guarantor with the applicant** (If the applicant is of Chinese nationality, please submit a relative notarization.)
- (13) **Certified copy of birth certificate** (or Family Registry document)

Please submit entire family, including applicant's guarantors (If the applicant is of Chinese nationality, copy of Chinese family register* or copy of Resident ID*. If the applicant is of Taiwan or Korean nationality, copy of family register*.)
- (14) **Four photographs** (size 4cm (length) x 3cm (width) taken within the past 3 months) with the applicant's name and nationality written in the back of each photograph
- (15) **Copy of passport** (pages showing name, nationality, date of birth, and date of issue and validity of the passport)
 - ※ For underlined material, please submit in clear color copy (monochrome copy allowed).

● Payment of Application

■ Remittance Account:

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 money transfer from overseas, the application fee of JPY 30,000 plus the commission and charge of (about JPY 1,500) collected by the receiving bank in Japan must be paid via electronic bank transfer to the designed bank account.

6. School Fees

■ Those who have passed the entrance selections must pay the school fees (first year tuition, etc.) to the designated bank account before the date specified on the acceptance letter.

※ In the case of money transfer from overseas, please add a bank charge for Japan <about JPY 3,000> with the school fee.

■ Regular Fees

Department		Admission fee	Facilities and Miscellaneous fees	Tuition fees	Laboratory fees	Students' association fees	Total
Art and Design Informatics Program	Computer Networking Program	JPY 210,000	JPY 385,000	JPY 500,000	JPY 300,000	JPY 5,000	JPY 1,400,000
Advanced Art and Design Program	Information Processing Program						
Art and Design Program	Advanced Digital Game and Amusement Program						
Manga and Anime Program	Digital Game Development						
Business and Management Informatics Program	Program						
Applied Informatics Program	Digital Game Development Basics Program						
Business IT Program	Embedded Systems Program						
Medical Office Administration Program	Computer Engineering Program						
Computer Science Program	Computer Engineering Basics						
Multimedia Computing Program	Program						
	Information & Communication						

Note 1: In the case that the applicant submits a formal written application to cancel the admission before the semester begins (March 31st for spring term students; September 30th for fall term students), fees (excluding the admission fee) will be refunded after the calculation of various expenses. In other cases, there is no refund in principle. Accepted application

documents and transferred fees will not be returned. However, for those who could not obtain the status of residence " Student", transferred fees aside from the entrance screening fee will be returned.

Note 2: Apart from the above amount, it costs JPY 30,000 (for the 1st year), JPY 30,000 (for the 2nd year), along with deposits for other late expenses (such as educational materials) and student insurance premiums. Fees for the 1st year shall be collected at the time of admission; fees for the 2nd year and late expenses shall be paid at the time of tuition fee payment requests for the corresponding year. Fees shall be settled by the date of graduation.

Note 3: The second year's tuition may change due to the inflation rate.

● KCG Scholarship System

Kyoto Computer Gakuin has established a unique scholarship system to support international students who want to become internationally active IT engineers in the future and recruits privately-financed international students who are excellent in academics but find it difficult to study due to economic reasons. International students who want to apply for scholarships should apply to the scholarships available and take the scholarship examination.

■ KCG International Student Special Scholarship System

Departments	Annual	Admission fee	Facilities and Miscellaneous fees	Tuition fees	Laboratory fees	Total
All departments	First year	JPY50,000	JPY200,000	JPY400,000	JPY250,000	JPY900,000
All departments	From the second year	JPY0	JPY200,000	JPY400,000	JPY300,000	JPY900,000

■ KCG International Student Assistance System

Departments	Annual	Admission fee	Facilities and Miscellaneous fees	Tuition fees	Laboratory fees	Total
All departments	First year	JPY100,000	JPY200,000	JPY400,000	JPY300,000	JPY1,000,000
All departments	From the second year	JPY0	JPY200,000	JPY400,000	JPY300,000	JPY900,000

Note: Refer to "School Fees" Notes 1, 2, and 3.

1. Application method

Please tick "scholarship student" under "category of application". Applicants should send proof of his/her previous school's attendance status and condition along with the scholarship application (provided by KCG).

2. Selection methods

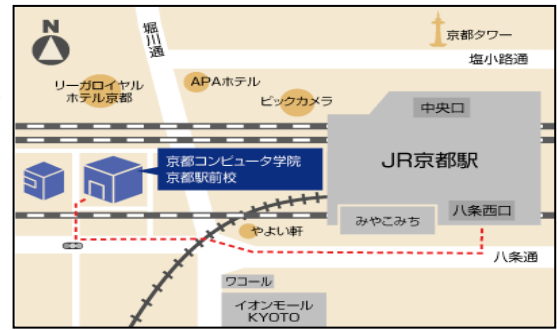
Entrance examination (document review, written exam of Japanese language <essay> and oral interview).

3. Results notification

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

Admissions 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/>



※ Please specify "Application Documents" on the envelope and mail it to the above address.

● Online Application

- ※ Applicants can apply via the website. [URL]<https://kcg.ac.jp/apply/>
- ※ Use the following recommended browsers to apply for online application.
Internet Explorer 11, Microsoft Edge, Google Chrome (latest edition), Safari (latest edition)
- ※ Although smartphones are supported, we recommend applying on a computer because printing is required.



*Kyoto Computer Gakuin handles personal information with the utmost care. Documents submitted by applicants will only be used for admission purposes and will not be used for any other purposes. The privacy policy of KCG can be found on the website at

https://www.kcg.ac.jp/site_policy.html

Kyoto Computer Gakuin Rakuhoku Campus
Kyoto Computer Gakuin Kamogawa Campus
Kyoto Computer Gakuin Kyoto Ekimae Campus

17 Shimogamohonmachi, Sakyo-ku, Kyoto
11 Tanakashimoyanagi-cho, Sakyo-ku, Kyoto
10-5 Teranomae-cho 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 year undergraduate programs will be awarded an advanced diploma certificate (same with normal university undergraduate certificate), while graduates of 2 year and 3 year undergraduate programs will be awarded a diploma certificate.