

2020

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)<br>Computer Engineering Program (3-year)<br>(Computer Engineering Course, Automobile Control Course, <u>International Information Course*</u> )<br>Computer Engineering Basics Program (2-year)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 10/each             |
| Kamogawa     | Art and Design Informatics Program (4-year)<br>(Art and Design Informatics Course, Manga and Anime Course)<br>Advanced Art and Design Program (3-year)<br>Art and Design Program (2-year)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 10/each             |
| Kyoto Ekimae | Business and Management Informatics Program (4-year)<br>Computer Science Program (4-year)<br>Advanced Digital Game and Amusement Program (4-year)<br>Applied Informatics Program (3-year)<br>(Medical Informatics Course, Marine IT Course, Agriculture Course, Fintech Course, Digital Art Course, <u>International Automobile Control Course*</u> )<br>Multimedia Computing Program (3-year)<br>Computer Networking Program (3-year)<br>Digital Game Development Program (3-year)<br>Advanced Art and Design Program (3-year)<br>Business IT Program (2-year)<br>Medical Office Program (2-year)<br>Information Processing Program (2-year)<br>(Information Processing Course, <u>International IT Course*</u> )<br>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 those who have completed the school by March 31, 2020 (October transfer students as of September 30, 2020) or have a qualification for entering university in home country and have over 18-year-old (as of April 1, 2020, October transfer students as of October 1, 2020). 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 or those who have equivalent results in other Japanese exams

※ Including international baccalaureate (Please contact us for details.)
- (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) A person who corresponds to one of the following items
- ① Those who graduate from department of information and computer or department of art and design (including expected to graduate in March 2020) and are possible to acquire advanced diploma or diploma at specialized training college (professional program).
  - ② Those who graduate from university or junior college (including expected to graduate in March 2020), and acquired credits concerned with information and art.
  - ③ Those who graduate from technical college (including expected to graduate in March 2020) and acquired considerable number of credits concerned with information.
  - ④ 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.

## 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)<br>Computer Engineering Program (3-year)<br>Business and Management Informatics Program (4-year)<br>Applied Informatics Program (3-year)<br>(Medical Informatics Course, Marine IT Course, Agriculture Course, Fintech Course, Digital Art Course, International Automobile Control Course*)<br>Computer Science Program (4-year)<br>Multimedia Computing Program (3-year)<br>Computer Networking Program (3-year)<br>Advanced Digital Game and Amusement Program (4-year)<br>Digital Game Development Program (3-year) | Professional accomplishments of computers, oral interview<br><br>* When applicants request to admit to second year, a written examination is exempted.                                                 | Written Exam<br>60 minutes<br>Oral interview<br>20 minutes |
| Art and Design Informatics Program (4-year)<br>Advanced Art and Design Program (3-year)<br>Manga and Anime Program (3-year)<br>(Digital and Art Course)                                                                                                                                                                                                                                                                                                                                                                                                   | Presentation of portfolio, oral interview<br>* Please bring work, and it does not matter the number of works.<br>* When applicants request to admit to second year, a written examination is exempted. | Presentation and oral interview<br>40 minutes              |

|                                                                                                                                                                                                                                                   |                                                                                                             |                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------------|
| Art and Design Program (2-year)<br>Business IT Program (2-year)<br>Medical Office Program (2-year)<br>Information Processing Program (2-year)<br>Digital Game Development Basics Program (2-year)<br>Computer Engineering Basics Program (2-year) | Oral interview<br><br>* When applicants request to admit to second year, a written examination is exempted. | Oral interview<br>20 minutes |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------------|

<Selection Date>

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

## Application Period

|             |                                   |                                                         |
|-------------|-----------------------------------|---------------------------------------------------------|
| Spring term | October 1, 2019 to March 23, 2020 | Must arrive before the last day of the period by postal |
| Autumn term | May 1, 2020 to September 7, 2020  |                                                         |

## 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 admission office.
- Please be sure to attach a Japanese translation for documents written in other languages.

Application must submit all documents in below and postal to the admission office by Express Mail Service or DHL or FedEx. (Must arrive before the last day of the application period.)

- (1) Application form. (Use Form to be supplied by KCG) Application must attach a picture and written by own hand in Japanese
- (2) Recommendation letters (Use Form to be supplied by KCG)
- (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 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 application have a work experience or have a current job, please submit it.)
- (8) Letter of Guarantee affirming ability to shoulder all costs (Guarantee people must use form to be supplied by KCG and write by your own language and application must attach a Japanese translation for documents written in other languages.)  
  - Notice: If guarantor is not people in applicant family or guarantor is an applicant, please describe in detail how you came to pay.
- (9) Copy of a bank statement showing current balance (If applicant is a Chinese nationality, please attach an Original certificate of existence and deposit and savings certificate\* copy.)
- (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 is served on the board of public companies, please submit Copy of a Certificate of Corporation Registration\*. If guarantor is the self-employed, please submit Copy of business permit\*.

(Notice) If a guarantor resides in Japan, please submit certificate of residence or Alien registration certificate.

(12) Official document showing relationship of Guarantor with the Applicant (If applicant is a Chinese nationality, please submit a relative notarization)

(13) Certified copy of the Birth Certificate (or Family Registry document)

Please submit in entire family, including both applicants' guarantor (If applicant is a Chinese nationality, Chinese family register copy\* or Resident ID copy\*. If applicant is a Taiwan or Korean nationality, Family register copy\*)

(14) Four photographs (sized 4cm (length) x 3cm (width) taken in the past 3 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 material, Please submit in clear color copy (Monochrome copy allowed).

### Important notes

Payment of Application Fee:

- 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:

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).

## Transfer Admission Procedures

Applicants who passed the selection 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

■ Those who have passed the entrance selecting 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 <JPY 3,000> into the school fee.

### ■Regular Fees

| Department | Admission fee | Facilities and Miscellaneous fees | Tuition fees | Laboratory fees | Students' association fees | Total |
|------------|---------------|-----------------------------------|--------------|-----------------|----------------------------|-------|
|------------|---------------|-----------------------------------|--------------|-----------------|----------------------------|-------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |            |                |            |          |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------|----------------|------------|----------|------------------|
| Embedded Systems Program<br>Computer Engineering Program<br>Computer Engineering Basics Program<br>Art and Design Informatics Program<br>Advanced Art and Design Program<br>Art and Design Program                                                                                                                                                                                                                               | JPY<br>195,000 | JPY385,000 | JPY<br>500,000 | JPY300,000 | JPY5,000 | JPY<br>1,385,000 |
| Manga and Anime Program<br>Business and Management Informatics Program<br>Applied Informatics Program<br>Business IT Program<br>Medical Office Administration Program<br>Computer Science Program<br>Multimedia Computing Program<br>Computer Networking Program<br>Information Processing Program<br>Advanced Digital Game and Amusement Program<br>Digital Game Development Program<br>Digital Game Development Basics Program | JPY<br>210,000 | JPY385,000 | JPY<br>500,000 | JPY300,000 | JPY5,000 | JPY<br>1,400,000 |

### ■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 recruiting international students who are excellent in academics and difficult to study due to economic reasons. International students who want to apply for scholarships should apply as follows 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 | After 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 | After the second year | JPY0          | JPY200,000                        | JPY400,000   | JPY300,000      | JPY900,000   |

※(1) In case students decline an enrollment, a written notice must be sent before the beginning of school (spring students: March 30, autumn students: September 28). 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.

※(2) From the above, Please pay the total amount by the designated date. Cost of materials fee for each person, insurance etc. are separately required.

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

1. <Application method> Application must  in 「Scholarship」 in selection category part in transfer application form. In addition to the complete set of documents described in the application procedures. Application must be sure to submit a document that proves the attendance status of the final school and the scholarship application form (Use Form to be supplied by KCG).
2. <Examination method> The entrance examination (In principle, document review, Japanese written examination <essay>, oral interview) is not a scholarship selection exam. There is no necessary to take a separate test.
3. <Examination Result > We will be announcing a result of your employment as a scholarship student at the same time as the admission notification for this school.

## 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](mailto:admissions@kcg.edu)

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

\* On the surface of an envelope, please write “Transfer application documents” and postal to a address that write in above.

\* Kyoto Computer Gakuin handles personal information with the uttermost care. 1. Documents submitted by the applicant will only be used for admission purposes and 2. 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](http://www.kcg.ac.jp/site_policy.html)