

2021

Transfer Admissions
Applicants Guidelines
《 International Students 》

Kyoto Computer Gakuin

京都コンピュータ学院

<Spring · Fall Transfer Admission> Department and Enrollment Capacity

Campus	Department (Term of Study)	Enrollment Capacity
Rakuhoku	Embedded Systems Program (4-year) Computer Engineering Program (3-year) (Computer Engineering Course, Automobile Control Course, <u>International Information Course*</u>) Computer Engineering Basics Program (2-year)	10/each
Kamogawa	Art and Design Informatics Program (4-year) (Art and Design Informatics Course, Manga and Anime Course) Advanced Art and Design Program (3-year) Art and Design Program (2-year) (Art and Design Course, Manga and Anime Course)	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) (Medical Informatics Course, Marine IT Course, Agriculture Course, Fintech Course, <u>International Automobile Control Course*</u>) Multimedia Computing Program (3-year) Computer Networking Program (3-year) Digital Game Development Program (3-year) Manga Anime Program (3-year) Business IT Program (2-year) Medical Office Program (2-year) Information Processing Program (2-year) (Information Processing Course, <u>International IT Course*</u>) Digital Game Development Basics Program (2-year)	10/each

※ The courses underlined are only for international students.

Qualifications for Application

■ Those who satisfy the following conditions:

- (1) Those who have completed 12 years of schooling in their home country or in Japan, or those who have completed school by March 31, 2021 (fall term transfer students by September 30, 2021) or qualify for entrance into a university in their home country and are over 18 years old (by April 1, 2021; fall term transfer students by October 1, 2021).

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 a score of over 200 in the Japanese language test in the Examination for Japanese University Admission for International Students (EJU)
- ③ Acquired a score of over 400 in the 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 apply for, or already hold a status of residence, to live and study in Japan until graduation.
- (3) Those who receive recommendation from a principal of alma mater or advising teachers.

- (4) Those who can afford living expenses in Japan.
- (5) A person who corresponds to any of the following:
- ① Those who have graduated from a department of information and computer science/technology or department of art and design (including expected to graduate by March 2021) and are able to acquire an advanced diploma or diploma at a specialized training college (professional program).
 - ② Those who have graduated from a university or junior college (including expected to graduate by March 2021), and have acquired credits relevant to information and art.
 - ③ Those who have graduated from a technical college (including expected to graduate by March 2021) and have acquired a considerable amount of credits relevant to information.
 - ④ Those who are judged to have adequately met the requirements for a proper transfer into this school.

Transfer Year

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

Selection Method and Date

<Selection Method>

When applicants request to be admitted into the second year, they will be evaluated based on document review, written exam of Japanese language (essay), and oral examination/interview.

When applicants request to be admitted into the third or fourth year, they will be evaluated based on document review, written exam of Japanese language (essay), examination of professional subjects and oral examination/interview.

※ It is possible to be exempt from examination of professional subjects to have admission results based only oral examination/interview according to the results of the document review.

※ Applicants will be sent a notification of the results of the 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) (Medical Informatics Course, Marine IT Course, Agriculture Course, Fintech Course, International Automobile Control Course*) 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, they will be exempt from written examination.	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 personal work; the number of works will not be considered. * When applicants request to admit to second year, they will be exempt from written examination.	Presentation and oral interview 40 minutes

Art and Design Program (2-year) Business IT Program (2-year) Medical Office Program (2-year) Information Processing Program (2-year) Digital Game Development Basics Program (2-year) Computer Engineering Basics Program (2-year)	Oral interview	Oral interview 20 minutes
---	----------------	------------------------------

<Selection Date>

After acceptance of documents for admission, a selection date will be informed to the applicant(s) within a week.

Application Period

Spring Term	October 1, 2020 to March 25, 2021	Must arrive before the last day of the period by postal
Fall Term	May 3, 2021 to September 10, 2021	

Application Procedures

- Please transfer the application fee of 30,000 JPY and copy of 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 listed below by postal service to the admissions office via 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 the form 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 your high school**
- (4) **Certificate of document certifying current enrollment or certificate of graduation and certified copy of academic transcript issued by a most recently completed academic institution**
 - ※ Experience based on self-learning is not accepted 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 the form 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 a current job, please submit it.)
- (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 not a relative of the applicant or the guarantor is the applicant, please describe in detail how you will afford costs.
- (9) **Copy of a bank statement showing current balance** (If the applicant is of 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 currently employed, 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 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 both of the applicant's guarantors (If the applicant is of Chinese nationality, Chinese family register copy* or resident ID copy*. If the applicant is of Taiwan or Korean nationality, family register copy*).

(14) **Four photographs** (size 4cm (length) x 3cm (width) taken within the past 3 months) with the applicant's name and nationality written on the back of each photograph.

(15) **Copy of passport** (pages showing name, nationality, date of birth, and date of issue and validity of current passport),

※ For underlined material, please submit in clear colored 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) to be collected by the receiving bank in Japan must be paid via electronic bank transfer to the designated bank account.

Transfer Admission Procedures

Applicants who have passed the selection must follow the necessary procedures by the fixed date.

1. All required documents must be sent to the admissions 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 will be regarded as having no intent to proceed with admission, and the admission will be canceled.

School Fees

Those who have passed the entrance selection must pay the school fees (first year's 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> into 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						
Manga and Anime Program	Amusement Program						
Business and Management	Digital Game Development Program						
Informatics Program	Digital Game Development Basics						
Applied Informatics Program	Program						
Business IT Program	Embedded Systems Program						
Medical Office	Computer Engineering Program						
Administration Program	Computer Engineering Basics						
Computer Science Program	Program						
Multimedia Computing 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 (not including admission fee) will be refunded after calculation of various expenses. For other cases, in principle, there is no refund. 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 excel in academia but find it difficult to pursue studies due to economic hardship. International students who wish 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” for “category of application”. Applicants should send proof of their 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 of 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 Explorer11, 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 utmost care and due diligence. Documents submitted by applicants will only be used for admission purposes and will not be used for any other purpose. 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 (equivalent to normal university undergraduate certificate), while graduates of 2 year and 3 year undergraduate programs will awarded a diploma upon program completion.