

International Masters Program for International Students

Guide to Application for 2018 Fall Semester Admission
(Overseas Candidates)

Graduate School of Science and Technology, Kwansai Gakuin University

2-1 Gakuen, Sanda, Hyogo 669-1337, JAPAN

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1. Admission Policy

In accordance with the philosophy of the School of Science and Technology, which carries out advanced research in the basic principles of natural science as well as in its applications and contributes to developments in the natural sciences, science technology and humanity, we are calling for the following types of students:

The Graduate School of Science and Technology is accepting

1. Autonomous students who strive to contribute to the progress of mankind through developments in the natural sciences and science technology.
2. Students with sufficient knowledge and skills in their field of specialization who strive to acquire a high level of research capability in their field.
3. Students who fully utilize the communication skills they have acquired and endeavor to convey information internationally.

2. Courses and Expected Intake

Courses	Intake
Nanotechnology and Physics course	Six(6)
Bioscience, Bioinformatics and Medical Chemistry course	
Material Science and Environmental Chemistry course	

3. Eligibility

(1) Applicant must fulfill one of the following:

- 1) have received, or be expected to receive a Bachelor's degree prior to enrolment.
- 2) have completed or be expected to complete 16 years of formal study in a foreign country prior to enrolment.
- 3) have graduated, or be expected to graduate from a Japanese university or a Japanese college prior to enrolment.
- 4) have been judged by the Graduate School of Science and Technology to have attained a scholastic level equivalent to any one of 1), 2) and 3) as well as aged 22 years or older prior to enrolment.

(2) Language ability

Applicant must have good command of English.

Notes :

- 1) An active member of the military or a civilian employed by the military will not be allowed to apply for this program.
- 2) Admission will be revoked if an entrant is not able to arrive in Japan by the designated date.
- 3) Applicants uncertain about their eligibility must inquire at the Office of the Graduate School of Science and Technology before the application period begins.

4. Application Period

Wednesday, April 18, 2018 – Wednesday, June 20, 2018

The office is closed on Sundays and national holidays.

Any documents sent by mail must arrive by Wednesday, June 20, 2018 for filing.

5. Application Place

Office of Graduate School of Science and Technology,

Kwansei Gakuin University

2-1 Gakuen, Sanda, Hyogo 669-1337, JAPAN

Tel:+81-79-565-8300

Fax:+81-79-565-8454

6. Application Procedures

Document	Note
① Application for Admission	<ul style="list-style-type: none">• Prescribed Form Fill out and submit Forms A – C. <ul style="list-style-type: none">a. A major, once declared, cannot in principle be changed.b. Fill in Forms A – C, except for areas marked with the symbol “※”c. Fill in your choice of supervising faculty member in Form A. <u>Make sure to contact your choice of faculty member before application and confirm whether they can supervise your research, and then choose one supervising faculty member.</u>d. An identification photograph is required with Form C. This photograph is to be 3 cm. x 4 cm., upper torso, no hat, and to have been taken in the last three months. The applicant’s name is to be printed on the back of the photograph in black ink.
② Curriculum Vitae	<ul style="list-style-type: none">• No Prescribed Form
③ At least 2 Letters of Recommendation from advising professors of last university attended.	<ul style="list-style-type: none">• No Prescribed Form This recommendation is required, but a letter from an appropriate person with a good grasp of the applicant’s academic achievement can be substituted for one from the advising professor.
④ Graduation Certificate from the university which the applicant has graduated or is expected to graduate.	<ul style="list-style-type: none">• If the applicant has not finished their undergraduate program at the time of application, a certificate that defines the expected date of his/her graduation issued by the university he/she attends is necessary.• Unnecessary if date of graduation appears on an official transcript.
⑤ An Official Transcript	Issued by the university from which the applicant has graduated or is expected to graduate.
⑥ The abstract of the applicant’s graduation thesis or its equivalent	<ul style="list-style-type: none">• No Prescribed Form
⑦ Statement of Purpose from the applicant	<ul style="list-style-type: none">• Prescribed Form Maximum of three pages of double-spaced typed A4 pages including <u>outline of project-based research work plan based on the consultation with supervising faculty member you have chosen.</u>

<p>⑧ Verification of applicant's English Ability</p>	<p>The applicant must submit scores of an officially approved English test, such as TOEIC® and TOEFL® in order to prove their English proficiency. Any English test, if it has been officially approved as an established English proficiency test in an applicant's country, can be submitted instead of TOEIC® or TOEFL® scores (e.g., CET for Chinese students). However, in the case that the advisor of the research lab the applicant wishes to enter in future interviews the applicant, the written document made by the advisor based on the report of the interview can be used to prove English proficiency of the applicant instead of the test scores.</p>
<p>⑨ A copy of the passport page with photo and full name</p>	<p>Applicants who live outside of Japan are required to submit a copy of their passport identification page (with photo and full name).</p>
<p>⑩ Plan for Financing your Study in Japan</p>	<p>• Prescribed Form</p>
<p>⑪ Entrance Examination Fee</p>	<p>¥15,000 (Payment using credit card)</p> <p>a. Access the URL below and follow the instructions. The payment by credit card can be made during the aforementioned payment period (Japan Time). URL: https://pay.f-regi.com/fc/kgu_exam/en/</p> <p>b. When the payment has gone through, print out the Completion of Payment Receipt and attach it to the application documents.</p> <p>c. A service fee (425 yen) will apply.</p> <p>d. Once paid, the entrance examination fee cannot be refunded. Changes to or cancellation of your application will not be accepted. When making the payment, make sure to select the correct type of entrance examination: Type of Examination: 073: International Masters Program for International Students for Fall Semester Admission (Applicants resident overseas)</p> <p>¥17,500 (Remittance from abroad)</p> <p>a. Handling fees of the Recipient's Bank in Japan (¥2,500) are included in the application fee.</p> <p>b. Handling fees of the Sender's Bank in their home country are the applicant's responsibility.</p> <p>c. Payment must be made to the University's bank account in Japanese Yen (JPY).</p> <p>d. Name of Sender must be identical to the name of the applicant; otherwise, payment may not be confirmed by the University.</p> <p>e. Fax the Receipt of Remittance with an authorization seal or signature of a bank or a copy of the International Remittance Application and Declaration to Office of Graduate School of Science and Technology, Kwansei Gakuin University (+81-79-565-8454).</p> <p><Remittance > Remittance: Telegraphic Transfer Method: Advise and pay Sender's country Bank Charges, if any: Sender(Applicant) expense *Please state that the Sender (Applicant) will bear the expenses Currency :JPY</p> <p><University Account Information> Bank Name: Sumitomo Mitsui Banking Corporation Bank Number: 0009 Branch Name: Koto Branch Branch Code: 376</p>

Bank Address: 3-2-29, Kotoen, Nishinomiya, Hyogo 662-0812 JAPAN Branch Telephone: +81-798-52-0701 Account Number: 1000257 Account Name: KWANSEI GAKUIN Swift Code: SMBC JPJT
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Notes:

- (1) When choosing supervising faculty members: **Be sure to contact faculty members directly before writing your application.** Prospective students who apply without this prior consultation may not be able to take the entrance examination.
- (2) Documents and entrance examination fee will not be returned once submitted.
- (3) Documents which are filled out in any other language must be submitted with an English translation.
- (4) Inquiries concerning the application process should be addressed to the Graduate School of Science and Technology Office.

7. Admission

Acceptance will be judged based on your submitted documents and an interview if required.

8. Announcement of Acceptance

As soon as evaluation of application documents has been completed, candidates will be notified of their results via express mail.

Telephone enquiry about the results is not accepted.

9. Admission Procedures

Prospective students are required to complete these procedures:

- (1) **Pay Admission Application Fee**
Payment of admission must be made **within 2 weeks from the date of notification of acceptance.** Only a receipt bearing the official seal of the bank is considered an official receipt by Kwansei Gakuin. A payment receipt with a bank seal dated no later than the closing date (deadline) will be considered valid. Remittance from ATM (automatic teller machine), or Internet banking cannot be accepted.
- (2) **Pay Tuition, and Miscellaneous Fees**
Payment of tuition and miscellaneous fees must be made **within 4 weeks from the date of notification of acceptance.**
- (3) **Submit the following documents to the Office of the Graduate School of Science and Technology within 4 weeks from the date of notification of acceptance.**
Student I.D. Card Form (two 3cm x 4cm photographs upper torso, no hat, and taken within the last 3 months).
- (4) **Attend the Entrance Ceremony**
Tuesday, September 18, 2018 at Nishinomiya Uegahara Campus (tentatively scheduled)
On that day, submit the following documents to the Office of the Graduate School of Science and Technology.
 - a. Written Pledge (prescribed form).
 - b. Kwansei Gakuin (Computer) System Usage Pledge Form. (prescribed form).
 - c. Graduation Certificate and Official Transcript which includes the grades for your last year of

studies if you have not submitted these at the time of application, if you have not submitted these at the time of application.

Notes:

- (1) If you do not complete the admission procedures, the admission will be canceled.
- (2) Admission application fee received within the application period (same amount as admission fee) will be treated as your admission fee along with tuition and other expenses.
- (3) No refunds will be made for admission application fee or admission fee.
- (4) Refunds will only be made for tuition or other miscellaneous expenses for those who have completed the necessary procedures prior to enrolment. See the “**Guideline for successful applicants**” for more details.
- (5) Submitted materials will not be returned.
- (6) Service hours of the Graduate School of Science and Technology Office are as follows:
Mon. – Fri.: 9:30-11:00, 12:30-15:00 Sat.:9:30-11:00
(closed on Sundays and national holidays)

10. Tuition & Fees

The tuition and other expenses for the students enrolled for the 2018 year are as follows.

Admission Fee	¥230,000 (¥230,000/ year)
Tuition	¥385,000 (¥770,000/ year)
Research Materials	¥7,500 (¥15,000/ year)
Research / Practicum Fee	¥43,500 (¥87,000/ year)
Educational Development Fee	¥115,500 (¥231,000/ year)
Total	¥781,500 (¥1,333,000/ the first year total)

Notes:

1. In addition to the above, Students will be charged a fee for joining the Alumni Association (¥2,000).
2. The admission fee is reduced by half for students who have graduated from any Bachelor’s Program at Kwansei Gakuin University.

11. Status After Admission

- (1) The student’s status may be changed from Special Student to Regular Student after a minimum of one semester (half year), depending on the student’s research work. The decision will be based on credits obtained by the student and the student’s course grades. This would be based on the decision of the Faculty Council of the Graduate School of Science and Technology
- (2) A request for a change of status must be submitted with a letter of recommendation from the supervising professor.
- (3) Credits earned as a Special Student are counted toward graduation.
- (4) Before a Special Student can receive a Master's degree, the student must become a Regular Student and remain as such for at least one semester.
- (5) Students are allowed to remain at Special Student status for purposes of study, but such students will not be able to receive Master's degrees.

12. Status of Residence After Admission

In principle, foreign students, once admitted to the university, must apply for and acquire the ‘Student’ status of residence (‘Student’ visa). Kwansei Gakuin University offers an Admission Certificate, but the university cannot guarantee your obtaining ‘Student’ status of residence in Japan. Therefore, it is the responsibility of

each student to apply for the above status. For more details about status of residence, ask at the Immigration Office.

13. Tuition Reduction System and Scholarships

(International Students)

Kwansei Gakuin University has a tuition reduction system for international students who maintain the 'student' status of residence and meet certain financial status requirements. For 2018, the reduction is 30%. (Reduction rate for 2019 and beyond will be announced at a later date)

Kwansei Gakuin University also has scholarships for International Students who are in need of financial aid and maintain high academic standards. Details are as follows. (Selection is based on the results of the entrance examination etc.)

Tentative Selection Pending University Entrance: 50% of the total amount of tuition

Selection after University Entrance: 35% of the total amount of tuition

"Tentative Selection Pending University Entrance" is a system for selecting students to receive tentative scholarship placements before entering Kwansei Gakuin University. Approximately 40% of students will be chosen as candidates to receive this scholarship based on their undergraduate academic records, graduation thesis, and the results of their entrance examination. The university targets students who are expected to conduct outstanding research after entering the program. Selected candidates will be notified before their entrance into the program. However, it is necessary for students to meet all requirements related to their status of residence, etc., in order to be officially selected to receive the scholarship. (The number of candidates for April 2018 was 21.)

Besides the scholarships mentioned above, various scholarships from other foundations/organizations are also available.

14. Protection of Personal Data

Personal data provided by applicants at the time of application is used by Kwansei Gakuin University for the purposes of selection and communication with applicants. Appropriate steps are taken concerning the security of this information, in conformity with the Law concerning the Protection of Personal Data.

In order to provide students with information concerning various associations, Kwansei Gakuin, together with the University passes on selected portions of the data provided by successful candidates (specifically, their names, addresses and telephone numbers) to the organization(s) listed below. Students are asked to permit this use, and to accept that the organization(s) in this list will take the same precautions concerning the security of this personal data.

Organizations Receiving Selected Personal Data

Kwansei Gakuin Alumni Association	A social association of alumni and students. All students automatically become 'student member'.
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15. Notes

- (1) The application will be rejected or admission revoked, even after matriculation, if any information or materials in the application is found to be fraudulent.
- (2) The accepted student is subject to university rules.
- (3) The successful applicant is strongly advised to learn about Japan (the land, the people, the society and the culture) as well as the university prior to his/her arrival in Japan.