

International Masters Program for International Students

**Guide to Application for 2017 Fall Admission
(Candidates residing in Japan)**

Graduate School of Science and Technology, Kwansei 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 by September 19, 2017.
- 2) have completed or be expected to complete 16 years of formal study in a foreign country by September 19, 2017.
- 3) have graduated, or be expected to graduate from a Japanese university or a Japanese college by September 19, 2017.
- 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 by September 19, 2017

(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 to 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

Tuesday, July 4, 2017 – Wednesday, July 12, 2017

Mon. -Fri. 9:30-11:00, 12:30-15:00

Sat. 9:30-11:00

The office is closed on Sundays and national holidays.

Please send or submit the application documents in person to the office of the Graduate School of Science and Technology during the period above. Any document sent by mail must arrive by Wednesday, July 12, 2017 for filing by “Registered Mail” (*kani-kakitome-yubin*).

5. Application Place

Office of Graduate School of Science and Technology,

Kwansei Gakuin University

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

Tel:079-565-8300

Fax:079-565-8454

6. Application Procedures

Document	Note
① Application for Admission	<ul style="list-style-type: none">• Prescribed Form <p>Fill out Forms A – E. Submit Forms C – E after paying the application fee.</p> <ul style="list-style-type: none">a. A major, once declared, cannot in principle be changed.b. Please fill in Forms A –E, except for areas marked with the symbol “※”.c. Form C asks for your preferred supervisor from our faculty. <u>Make sure to contact your preferred supervisor before writing your application and confirm that they can supervise your research, before choosing them in Form C.</u>d. An identification photograph is required for Form E. 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 must 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 <p>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.</p>
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.• Unnecessary if date of graduation appears on an official transcript.
⑤ An Official Transcript	<p>Issued by the university from which the applicant has graduated or is expected to graduate.</p>

⑥ The abstract of the applicant's graduation thesis or its equivalent	• No Prescribed Form
⑦ Statement of Purpose from the applicant	• Prescribed Form Maximum of three pages of double-spaced typed A4 pages including <u>outline of project-based research work plan</u> based on the consultation with <u>supervising faculty member you have chosen.</u>
⑧ Verification of applicant's English Ability	The applicant must submit scores of an officially approved English test, such as TOEIC®TEST and TOEFL®TEST 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®TEST and TOEFL®TEST 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.
⑨ A copy of Residence Card (Both sides)	
⑩ Plan for Financing your Study in Japan	• Prescribed Form
⑪ Application Fee:	¥15,000 (Remittance inside Japan) a. Fill out Forms A – E of the application (without tearing them off) and pay them at a bank (not possible at Post Office/JP Bank) b. Make sure that Forms B and C carry the stamp of a financial institution. Form B is your receipt. Please keep this in a safe place. c. Payment Form A contains a list of banks which do not require service charges. The official stamp of the bank is considered the official receipt by Kwansai Gakuin. Only a payment receipt with a bank stamp dated no later than the closing date (deadline) will be considered valid. Please note that the remittance time for each bank is different, so if you plan on making the payment close to the deadline, please contact the bank beforehand to make sure that the payment is sent on time. Payments made through ATMs or Internet Banking will not be accepted.

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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 application fee will not be returned once submitted.
- (3) If mailing documents, completed documents should be mailed by "Registered Mail" (*kakitome-yubin*).
- (4) Documents which are filled out in any other language must be submitted with an English translation.
- (5) Inquiries concerning the application process should be addressed to the Graduate School of Science and Technology Office.

7. Admission

We will judge your acceptance based on your submitted documents and an interview might be required.

8. Announcement of Acceptance

Friday, August 4, 2017

The result will be sent to the applicants on the same day by express mail.

Telephone enquiry about the results is not accepted.

9. Admission Procedures

Prospective students are required to complete these procedures:

(1) Pay Admission Fee

Payment of admission must be made at financial institution **from Friday, August 4 to Thursday, August 10, 2017.** The official seal of the bank is considered the 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 a post office, 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 at financial institution by **Friday, August 25, 2017.** Please refer to (1) above for terms and conditions relating to payment method.

(3) Submit the following documents to the Office of the Graduate School of Science and Technology by Friday, August 25, 2017.

1. Student I.D. Card Form along with two 3cm x 4cm photographs (upper torso, no hat, and taken within the last 3 months).

*Your name on the Student I.D. Card Form is used for your student I.D. card, all sorts of certificates and so on. Please correct misspelled words in red if any.

2. Certification of Residence (*Jyuminhyo*)

Can be obtained at the City Hall/Ward Office and must show the student's name, address, gender, nationality (region), status of residence, period of residence, and end date of residence permit

(4) Attend the Entrance Ceremony Saturday, September 16, 2017 at the 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.

Notes:

(1) If you do not complete the admission procedures, your admission will be canceled.

(2) Application fees 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 application fees or admission fees.

(4) Refunds will only be made for tuition or other miscellaneous expenses for those who have completed the necessary procedures by September 15, 2017. See the “**Guideline for successful applicants**” for more details.

(5) Submitted materials will not be returned.

(6) Please note that you will need to submit proof of your I.D. (passport, etc.) if you intend to pay

over 100,000 yen in cash at any financial institution. Please consult with the financial institution you will use for further details.

- (7) 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

Tuition and fees for newly admitted students for 2017 is as follows:

	Fees at time of admission	Yearly total
Admission Fee	¥230,000	¥230,000
Tuition	¥385,000	¥770,000
Research Materials	¥7,500	¥15,000
Research / Practicum Fee	¥43,500	¥87,000
Miscellaneous Fees	¥115,500	¥231,000
Total	¥781,500	¥1,333,000

Notes:

1. Students will be assessed a fee for joining the Alumni Association (¥2,000).
2. The admission fee is reduced by half for students who have graduated from any Bachelors 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 grades. The decision will be made by student's Faculty Council of the Graduate School of Science and Technology.
- (2) A request for a change of status must be submitted along 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 your visa, 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 2017, the reduction is 30%. (reduction rate to be announced at a later date for 2018 and beyond)

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 before University Entrance: 50% of the total amount of tuition

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

“Tentative Selection Before 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 2017 was 17.)

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 Act on the Protection of Personal Information.

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 members’.
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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.