

**Guidelines for Kwansei Gakuin University Graduate Program Admission through
Partner University Nomination
Fall semester enrollment (2022 Spring Application)**

Kwansei Gakuin University (KGU) has an admission system which accepts excellent international students from our partner universities nomination. In this admission, KGU offers a scholarship covering the admission fee and the full amount of tuition for the standard length of the program to a designated number of successful candidates. In addition, KGU will nominate the recipients of this scholarship to the Japanese Government (MEXT) Scholarship which gives them a monthly allowance, etc. (As the nominees need to satisfy qualifications and conditions designated by MEXT, KGU cannot guarantee the acceptance of a MEXT Scholarship.)

*The nominee of scholarship is selected from successful applicants for examination.

*If you are not selected for the SGU MEXT scholarship, you can apply for the tuition reduction and KGU scholarship (see page 5).

1. Applicable Departments

Name of Graduate School	Program Type	Course/Field of Study	Standard Length of the Program	Language of Instruction	Number of Applicants
Graduate School of Language, Communication and Culture https://www.kwansei.ac.jp/g_lang_uage/index.html	PhD	All Fields	3 Years	Japanese	A few students
Graduate School of Science and Technology http://scitech.ksc.kwansei.ac.jp/en/	International Master's Program	Physics, Nanotechnology for Sustainable Energy, Chemistry, Applied Chemistry for Environment, Bioscience, Biomedical Chemistry	2 Years	English	
	PhD	All Fields	3 Years	Japanese or English	
Institute of Business and Accounting https://kwansei-ac.jp/en/imce/	Professional Degree Program	International Management Course (MBA program)	2 Years	English	

*1 Each Graduate School will accept only a few students. Please note that KGU may refuse your nomination when and if applications focus on certain schools.

*2 An interview may be held in order to verify the nominee's language skills or research fields.

*3 Please refer to the guideline in Japanese for programs taught in Japanese.

The Graduate Course in UN and Foreign Affairs Studies

The Graduate Course in UN and Foreign Affairs Studies is a program of Multidisciplinary Studies for graduate students that aims to equip students with the practical knowledge and skills necessary to become future civil servants at international organizations. Classes are conducted entirely in English, and taught by professors with extensive expertise in foreign affairs and diplomacy. If you wish to take this course, please contact the Integrated Center for UN and Foreign Affairs Studies for more details in advance.

During their time in the course, students will gain valuable experience through internships at UN agencies, international NGOs, the Ministry of Foreign Affairs and other governmental organizations. An internship in an international organization or other appropriate organization is mandatory for the completion of the course. If a student enrolled in this program goes outside of Japan for the internship, the monthly allowance of the MEXT scholarship will not be paid during the internship period. MEXT do not cover travel expenses (include flight tickets) for the internship.

Contact: Integrated Center for UN and Foreign Affairs Studies
(Tel.: +81-798-54-6436, Email: unfa@kwansei.ac.jp)

2. Recommendation Standards (Qualifications)

Applicants who wish to study in a Master's program but have not completed 16 years of education must contact the CIEC office (ciec-scholarship@kwansei.ac.jp) no later than February 18th, 2022.

<Graduate School of Science and Technology>

■ International Master's Program

Nominees must meet all of the following qualifications:

- (1) Nominees must have foreign citizenship. The nominee must either have obtained a Bachelor's degree or is expected to complete a Bachelor's degree prior to enrolment.
- (2) Nominees must have the adequate English language ability in order to be able to study in English.
- (3) Nominees must contact and obtain approval of a prospective faculty member for supervision before submitting applications. (E-mail: EngMS@kwansei.ac.jp)

■ Doctoral Program

Nominees must meet all of the following qualifications:

- (1) Nominees must have foreign citizenship.
- (2) The nominee must either have obtained a Master's degree or is expected to complete a Master's degree prior to enrolment.
- (3) Nominees must contact and obtain approval of a prospective faculty member for supervision before submitting applications. (E-mail: EngMS@kwansei.ac.jp)

<Institute of Business and Accounting>

Nominees must meet the following qualification:

- (1) The nominee must either have obtained a Bachelor's degree or equivalent or is expected to complete a Bachelor's degree prior to enrolment.

3. Application/Recommended documents

All application documents must be sent from partner universities by EMS (Express Mail Service) or an alternative international parcel delivery service, to be received by the deadline at the destination. Submissions from individual applicants will not be accepted.

*Application documents are different depending on the graduate schools.

*Additional documents may be requested.

<Graduate School of Science and Technology>

■ International Master's Program

- (1) Application Form (**prescribed format**)
- (2) Resume (**no prescribed format**)
- (3) A letter of recommendation from the home institution's President (or deputy representative recognized by the KGU graduate school) (**no prescribed format**)
*Detailed information is not necessary. Please include the nominee's name and desired program.
- (4) Recommendation letters from more than two home institution's supervising faculty members (alternatively from a person who knows the nominee academically)
- (5) Certified original certificate of graduation or certificate of expected graduation
- (6) Certified original transcript
- (7) A copy of the graduation thesis or an outline
- (8) Letter of intention for application to this program (double space on a maximum of 3 pages on A4 size paper)
- (9) Official certificate of English language ability (TOEIC®, TOEFL®, etc.) is recommended.
- (10) A4 size photocopy of the nominee's passport bio data page
- (11) Scholarship Application Form (**prescribed format**)

■ Doctoral Program

- (1) Application Form (**prescribed format**)
- (2) Resume (**use the Graduate School of Science and Technology's prescribed format**)
- (3) A letter of recommendation from the home institution's President (or deputy representative recognized by the KGU graduate school) (**no prescribed format**)
*Detailed information is not necessary. Please include the nominee's name and desired program.
- (4) Recommendation letter from the home institution's supervising faculty member
- (5) Certified original certificate of completion or certificate of expected completion
- (6) Certified original transcript
- (7) A copy of the Master's thesis (research thesis) or an outline
- (8) Letter of intention for application to this program (**use the Graduate School of Science and Technology's prescribed format**)
- (9) A4 size photocopy of the nominee's passport bio data page

<Institute of Business and Accounting>

- (1) Application Form (**prescribed format**)
- (2) A letter of recommendation from the home institution's President (or deputy representative recognized by the KGU graduate school) (**no prescribed format**)
*Detailed information is not necessary. Please include the nominee's name and desired program.
- (3) Recommendation letter from the nominee's supervising faculty
- (4) Original certificate of graduation or certificate of expected graduation
- (5) Original transcript issued by last university (and graduate school) attended
- (6) Letter for reason of study and report on the designated theme (**prescribed format**)
- (7) For non-native English speakers a certified original certificate of English language ability (TOEFL®, TOEIC®, IELTS, etc.)
- (8) Certified original certificate providing evidence of management-related knowledge is recommended:

- A GMAT score certificate or other evidence (thesis, or academic papers, etc.) that you are qualified to follow a graduate-level management course.
- (9) A4 size photocopy of the nominee's passport's bio data page
- (10) Scholarship Application Form (**prescribed format**)

*For (7), and (8), if you have no choice but to submit a copy, please write on all copies 'I hereby certify that this copy is identical to the original.' as well as put your signature and seal.

*For a Global Public Management Program applicant, an online video interview will be conducted on April 9th, 2022.

*The schedule of interview for Global Public Management Program applications may be rescheduled in case of trouble on Web interviews due to connection problems, etc.

*An internship in an international organization or other appropriate organization is mandatory for the completion of the Global Public Management Program. If a student enrolled in this program goes outside of Japan for the internship, the monthly allowance of the MEXT Scholarship will not be paid during the internship period. MEXT does not cover travel expenses (including flight tickets) for the internship.

4. Delivery Address

International Admission
Center for International Education and Cooperation
Kwansei Gakuin University
1-155 Uegahara Ichiban-cho, Nishinomiya, Hyogo 662-8501 Japan
TEL: +81-798-51-0952

5. Nomination Period

Friday, March 4th, 2022 – Friday, March 11th, 2022

6. Announcement of Application Results

Thursday, May 19th, 2022

Letter of acceptance will be sent to the home institution and individual nominees. Necessary documents for admission procedures will also be shipped to individual nominees.

7. Entrance Exam Fee

Exempted

8. Scholarships

(1) KGU Graduate Program Admission through Partner Universities Nomination Scholarship

The nominee of this scholarship is selected from successful applicants for this examination.

- Number of Applicant: 1
- Amount of the Scholarship: Admission fee, Full amount of tuition
- Application Requirement : Enrolled in Master's programs or Professional Degree Program,
- Scholarship Period: the standard length of the program

*1 However, any other expenses incurred will be the students' responsibility.

*2 Results will be announced on Thursday, May 19th, 2022.

(2) Japanese Government (MEXT) Scholarships

KGU will nominate successful candidates of “(1) KGU Graduate Program Admission through Partner Universities Nomination Scholarship” to MEXT Scholarships preferentially.

<SGU MEXT Scholarship>

- Number of Applicant: 1
- Amount of the Scholarship: 147,000 JPY / month
- Application Requirement : Enrolled in Master’s programs or Professional Degree Program, Meet all the requirements specified by MEXT
- Scholarship Period: Until March 2023
(It is selected per academic year, and there is a possibility to be extended.)

- *1 A nominee for MEXT Scholarship needs to satisfy MEXT’s qualifications and conditions (such as nationality, age, academic performances, etc.). If the candidate does not satisfy the qualifications and conditions, the results for the MEXT scholarship will be announced after Thursday, May 19th, 2022.
- *2 Nomination to a MEXT scholarship does not guarantee acceptance. The final decision will be made by MEXT.
- *3 Payment of MEXT scholarships may be suspended for various reasons, such as if and when a recipient’s academic performances do not achieve the regulations.

(3) Tuition Reduction and KGU Scholarship

Nominees who have been accepted to KGU’s Graduate Program, and who are not selected as a recipient for the scholarships above (1) (2) or those who enrolled in PhD program are eligible for the following financial support:

◆Tuition Reduction

International students whose status of residence is “Student” are entitled to tuition reduction (the reduction is 30% in 2022; however, the reduction after 2023 is subject to change).

◆KGU International Student Scholarship

KGU also provides scholarships for international students who are in need of financial aid and maintain high academic standards. Details are as follows:

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 conditional scholarship placements before entering KGU. Approximately 40% of students will receive a conditional offer for this scholarship based on their academic records, graduation thesis, and the results of their entrance examinations. The university targets candidates who are expected to conduct outstanding research after enrollment. Selected candidates will be notified before their enrollment into the program. However, it is necessary for students to meet all requirements such as status of residence, etc., in order to be officially selected to receive the scholarship.

Various scholarships from foundations/organizations are also available other than the scholarships mentioned above.

9. Admissions Procedures

Successful nominees should complete the following admission procedures within the specified period. Payment information and details will be informed to the successful nominees.

(1) Admissions Procedures I <Payment of Admission fee>

Please transfer admission fee by Thursday, June 16, 2022 to the designated KGU bank account.

(2) Admissions Procedures II <Payment of Tuition and other fees>

Please transfer tuition and other fees by Tuesday, August 30, 2022 to KGU bank account.

***Admission and tuition fees will be exempted from the above-mentioned admissions procedures for successful scholarship candidates of the above mentioned scholarship (No.8 (1)).**

Notes:

- 1) Those who fail to complete the admissions procedures (I and II) by the designated deadline will be regarded as having no intention of entering the university, and their offer will be withdrawn.
- 2) Admission fee is non-refundable and submitted documents will not be returned.
- 3) Refunds will only be applicable for tuition or other miscellaneous expenses that have been transferred within the designated periods.
- 4) After you declined admission, the cancellation of this decision is not accepted.

10. Tuition

● Master's Program

<Graduate School of Science and Technology>

Currency: Japanese Yen

	At Entrance	Spring Semester*	Total
Admission Fee	200,000	-	200,000
Tuition	357,500	357,500	715,000
Research / Practicum Fee	43,500	43,500	87,000
Education Enhancement Fee	104,000	104,000	208,000
Total	705,000	505,000	1,210,000

Note: In addition to the above, students will be charged a fee for joining the Alumni Association (¥2,000).

<Institute of Business and Accounting>

Currency: Japanese Yen

	At Entrance	Spring Semester*	Total
Admission Fee	200,000	-	200,000
Tuition	720,000	720,000	1,440,000
Education Enhancement Fee	112,500	112,500	225,000
Total	1,032,500	832,500	1,865,000

Note: In addition to the above, students are required to pay annually a sum of ¥4,000 (¥2,000 per semester) to cover the cost of research journals distributed to students, the Alumni Association admission fee of ¥2,000, and the IBA Research Forum admission fee of ¥10,000. (The IBA Research Forum is an association for research and networking between faculty, students and IBA graduates.)

●PhD Program

<Graduate School of Science and Technology>

Currency: Japanese Yen

	At Entrance	Spring Semester*	Total
Admission Fee	200,000	-	200,000
Tuition	216,000	216,000	432,000
Education Enhancement Fee	65,500	65,500	131,000
Total	481,500	281,500	763,000

Note: In addition to the above, students will be charged a fee for joining the Alumni Association (¥2,000).

*Fees for Spring Semester 2023 has not yet been confirmed. Fees shown above is for Spring Semester 2022. The total amount is subject to change.

11. Status After Admission (Only for Graduate School of Science and Technology)

Students enrolled in the Graduate School of Science and Technology will become special students after enrollment.

- (1) The student's status may be changed from Special Student to Regular Student after a minimum of one semester (half a 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 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.

<Contact Information>

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