

2025

Application Guidelines

Department of Information Systems

ICT Innovator Course



Kobe Institute of Computing
Graduate School of Information Technology

I. Admission Policy

The Goal of Education

KIC- Kobe Institute of Computing, Graduate School of Information Technology aims to develop "advanced ICT personnel equipped with strong human abilities." In KIC, students will acquire the following abilities:

- Basic and applied knowledge and expertise of ICT
- Perspective and understanding of social issues
- "TANKYU Practice," a practical method to solve issues with ICT

Ideal Personnel Pursued

KIC accepts a wide range of highly motivated people to learn and solve social issues using ICT. Both new graduates and those who have working experience are welcome.

As classes in the ICT Innovator Course are conducted in English, TOEFL iBT Test 80 points or equivalent is required to prove English proficiency.

II. Enrollment Capacity

The enrollment capacity for the Department of Information Systems is 55 students per academic year.

III. Admission date

October 1st, 2025.

IV. Selection Methods

Successful applicants shall be selected comprehensively through an interview online and application documents screening. The sense of purpose and willingness to study at our university will be judged by an interview conducted in English.

"Statement of Purpose"

The applicant should submit a Statement of Purpose with the other application documents. In this document, please write in detail your reasons and motivation for applying to KIC, your expectations for studying at KIC, and your career goals. Definite and concise descriptions are expected and must be up to 1500 words in length.

V. Qualifications for admission

Prospective students who match any of the following points can apply:

1. Those who graduate from one of Japan's colleges and universities, or are scheduled to graduate by the admission date.
2. Those who received a bachelor's degree or are scheduled to receive such a degree by the admission date in Japan.
3. Those who have completed at least 16 years of schooling, or are scheduled to complete by the admission date outside of Japan.
4. Those who have completed and earned credits for at least 16 years of correspondence courses conducted by education institutions, or are scheduled to complete by the admission date outside of Japan.
5. Those who graduated from a 4 years program at a specialized training college in Japan, also fulfill additional requirements set down by the Japanese Ministry of Education. Applicable to those who graduated from a specialized training college course deemed suitable by the Japanese Minister of Education, Culture, Sports, Science, and Technology in the period after the determination of these guidelines.
6. Those who have completed 16 years of study at a Japanese university in a foreign country designated by the Minister of Education, Culture, Sports, Science and Technology in Japan.
7. Those who have completed the old school system, etc.

8. Graduates of the National Defense Academy or other ministries and universities.
9. Those who have been awarded a degree equivalent to a bachelor's degree by completing at least three years of study at a foreign university or college.
10. Those who have been assigned by Japan's Minister of Education, Culture, Sports, Science, and Technology.
11. Those who have confirmed to have academic abilities equivalent to those of college graduates upon KIC's pre-evaluation of submitted documents required for admissions.

* Those who have applied under Article 11) will be screened for eligibility to KIC. Such candidates should inform KIC by 2 weeks before each application deadline.

VI. Entrance Examination Schedule and Application Period

Please refer to XI. Schedules.

VII. Application procedure

Please submit the application documents and pay the examination fee to the institution.

Scanned copied of documents are acceptable. However, all original copies should be submitted to KIC office after enrollment. If any documents submitted are falsified or perjured, we reserve the right to revoke admission even after the student has been admitted.

No	Documents	Notes
0	Check List	Please mark it in the Check Box and submit it with your application.
1	Application Form	Fill in all items on the enclosed Application Form. Affix a color photo or paste the digital photo (4cm × 3cm), taken within 3 months of application. The photo must be one from the front without a hat.
2-1	Statement of Purpose	Describe detail your reasons and motivation for applying to KIC, your expectations for studying at KIC, and your career goals. Definite and concise descriptions are expected and must be up to 1500 words in length. (free format). *Please refer to IV. Selection Methods.
2-2	Notable Activities	Describe your special activities and submit them with documents attesting to their contents in up to three A4 sheets (free format). *Please refer to IV. Selection Methods.
3	Proof of Possessing the Required Qualifications	One of the following; university graduation certificate, graduate school completion certificate, bachelor's degree conferral certificate, or equivalent.
4	Certified Transcript	An official transcript issued by the university you graduated from.
5	Proof of English proficiency *Optional	If you have an official score on any test such as the TOEFL (Test of English as a Foreign Language), the TOEIC (Test of English for International Communication), or the IELTS (Academic), please submit it. English proficiency proof is waived for those who obtained the degree from an institution where the instruction medium is English.

6	Application Fee (JPY 30,000)	Please transfer the fee to the designated bank account*.
7	Declarations *Only Overseas Students	Fill in the blanks and sign the attached 'Declarations.'
8	Pledge *Only Overseas Students	Fill in the blanks and sign the attached 'Pledge.'
9	Statement of Source of Funds *Only Overseas Students	Fill in the blanks and sign the attached 'Statement of Source of Funds.' *Applicants who pay expenses by themselves should submit a certificate of the bank's deposit balance. *Applicants who received a scholarship should submit a notice of determination of the scholarship. *Applicants funded by their parents or relatives etc. should submit a 'letter of Paying Expenses' and their bank's deposit balance certificate.
10	Letter of Paying Expenses *Only Overseas Students	Fill in the blanks and sign the attached 'Letter of Paying Expenses'.
11	A copy of your Passport *Only Overseas Students	This is for international applicants only. Submit a copy of the page containing your name and passport number.
12	A copy of your Residence Card *Only Overseas Students in Japan	<u>This is for international applicants living in Japan only.</u> Submit copies of <u>both sides</u> .
13	Application for Tuition Exemption *Optional	<u>This is for those who would like to apply for Tuition Exemption.</u> Please fill out and submit the document if you would like to apply for a tuition exemption.
14	Application for Fully-Online Course Program *Optional	<u>This is for those who would like to apply for the Fully-Online Course Program.</u> If you would like to apply for the Fully-Online Course Program, please fill out and submit the document.

*Documents printed in languages other than English should be translated into English and certified by a school official or an official agency.

*Bank information is below

Bank & Branch Name	MUFG BANK, LTD. Kobe Branch (SWIFT CODE: BOTK JP JT)
Account Number	Ordinary account 581-0759659
Bank Account Name	Kobe Institute of Computing
Note	
1. Please burden the bank transfer fee at your expense. 2. Please enter "your name" when you make a bank transfer. 3. KIC accepts only bank transfers. 4. Admission Fee is non-refundable under any circumstances.	

VIII. Tuition

	Admission Fee	Tuition fee	Facility Cost	Total Amount
Admission procedure	JPY 200,000			JPY 200,000
2025 Fall 1-3 term		JPY 700,000	JPY 100,000	JPY 800,000
2026 Spring 1-3 term		JPY 700,000	JPY 100,000	JPY 800,000

2026 Fall 1-3 term		JPY 700,000	JPY 100,000	JPY 800,000
2027Spring 1-3 term		JPY 700,000	JPY 100,000	JPY 800,000

Total Amount	JPY 200,000	JPY 2,800,000	JPY 400,000	JPY 3,400,000
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Expenses other than the above

*A medical examination fee will be charged separately (About JPY 3,500).

*An alumni reunion fee (JPY 10,000) will be charged in the 2nd year.

*Insurance fee of Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai) and Liability Insurance with "Gakkensai."

*The academic year starts in October, with six consecutive terms. Each term lasts two months.

*Successful applicants can pay the tuition fee and the admission fee at the same time.

*Please burden the bank transfer fee at your expense.

IX. Schedules

The day of the Examination		Eligible Applicant	Application Deadline	Date of Results	Admission Procedure Deadline
#1	2 June – 7 June 2025	Those who are <u>living overseas</u>	23 May 2025	13 June 2025	27 June 2025
#2	16 June – 21 June 2025	Those who are <u>living overseas</u>	6 June 2025	27 June 2025	11 July 2025
#3	19 July 2025	Those who are <u>living in Japan</u>	4 July 2025	25 July 2025	8 Aug 2025

* It is needed to meet the deadline by postal mail or E-mail.

* The documents on admission procedures and the process of payment of the admission fee will be sent with the notification of acceptance.

* Documents cannot be returned under any circumstances.

* Admission Fee is non-refundable under any circumstances.

* Examination is online for all applicants.

* Those who need to be screened for eligibility should inform KIC by the 2 weeks before each application deadline.

2025 Fall 1-3 Deadline for the tuition fee payment **for those who are living overseas.**

2025 Fall 1-3 Deadline for the tuition fee	16 August 2025
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2025 Fall 1-3 Deadline for the tuition fee payment **for those who are living in Japan.**

2025 Fall 1-3 Deadline for the tuition fee	30 September 2025
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2026 Spring 1-3 Deadline for the tuition fee payment.

2026 Spring 1-3 Deadline for the tuition fee	31 March 2026
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2026 Fall 1-3 Deadline for the tuition fee payment.

2026 Fall 1-3 Deadline for the tuition fee	30 September 2026
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2027 Spring 1-3 Deadline for the tuition fee payment.

2027 Spring 1-3 Deadline for the tuition fee	31 March 2027
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The process to decline entrance.

The due date for notice of decline	30 Sep. 2025 at 5:00 p.m.
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*All dates and times listed are in Japan Standard Time (UTC+9).

*Those who wish to decline entrance after payment of tuition fee and facility cost must apply to the KIC office by 30 September 2025. All payments except the admission fee will be refunded. (Bank transfer charges are the responsibility of the person declining entrance.) However, if the application deadline has passed, no payments can be returned for any reason except in cases where a student visa is refused.

X. Announcement of Entrance Examination Result

(1) Announcement of Entrance Examination Result

Applicants will receive a notification of results via email. Applicant should contact the KIC office if he/she doesn't get that after three days from the designated date.

The KIC office will not respond to any inquiries regarding the examination results made by phone, email, or other means.

(2) Tuition Exemption and Scholarships for self-funded students

We have prepared Tuition Exemption for self-funded students. Those who are interested should apply.

We will introduce various scholarships for self-funded students after enrollment, so please be aware of the office's guidance. As recipients are competitively selected for many scholarships, please understand applicants who need to have good grades after admission.

(3) Requirements for Laptops and Network Communication

All students must have a laptop and Internet access for class work and research activities at graduate school.

1 Hardware Specifications for Laptops

- Tablet devices (devices that can only be used as tablets) and Chromebooks, Microsoft Surface do not meet the requirements, so these devices are not suitable for academic work at graduate school.
- OS released within the last three years is recommended.

<Allowed OS> Windows 11 (S mode is not supported.)

<Allowed OS> Mac OS (released within the last three years)

- CPU: The hardware requirements for the processing power vary depending on the individual research works. Students need to access online classes at a minimum level, which requires the processing power to upload and download large amounts of data at high speed.

<Allowed CPU>Intel or AMD

<The following CPU are not recommended>Qualcomm snapdragon

- Network: Wireless LAN (802.11a/g/n) is required to use the network on campus. Either internal or external LAN is allowed
- Connection to Display: HDMI is recommended for on-campus presentations.
- Input/output: a web camera, microphone, and speaker (Internal or External) are required.
- There are no requirements other than the above.

2 Network environment for Off-campus

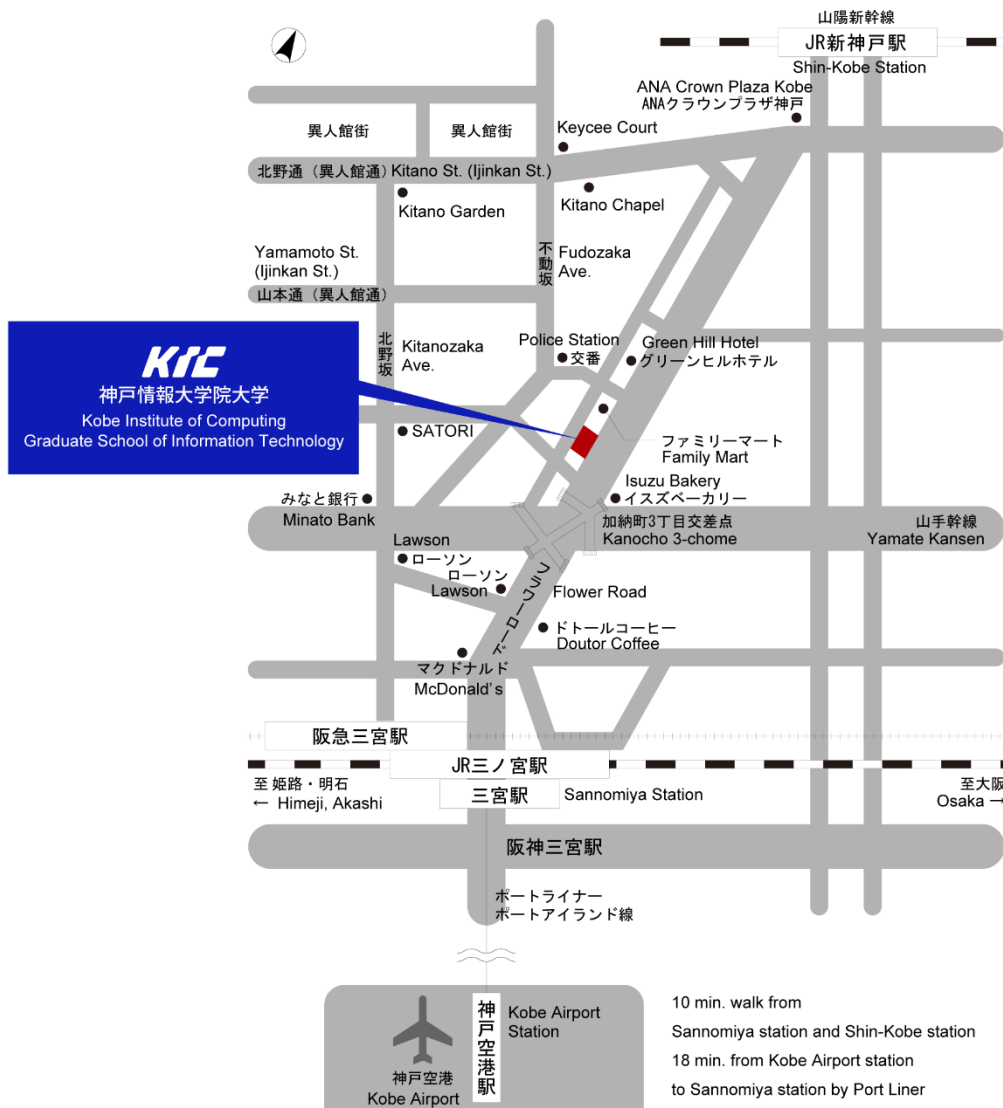
To attend classes and laboratory meetings online, complete course registration procedures, receive lecture materials and submit assignments, and conduct research, surveys, and system development, you must have the right network environment at home and other off-campus locations. It would be best if you had a broadband connection that allows you to send and receive large amounts of information at high speed (either a fixed line such as an optical line or a wireless line with no limit on transmission capacity - 4G/5G).

3 The following items will be provided free of charge for KIC students.

- Wireless Network LAN in the facility at the graduate school
- Microsoft Office 365 (Educational License)

XI. Privacy Protection

All personal information obtained by KIC through processing the application and Examination of the applicants shall be handled following the Japanese 'Law on Protection of Private Information by Government Agencies etc.' and 'Procedures for Protecting Private Information' established by KIC. The information may be used only for the evaluation of the application and educational purposes.



Office of Kobe Institute of Computing
Graduate School of Information Technology
2-2-7 Kano-cho, Chuo-ku, Kobe, JAPAN 650-0001
Tel: +81-78-262-7715
Email: global@kic.ac.jp

Documents to be submitted

Department of Information Systems

Application Form 2025

*Please fill in dates using the Western calendar.

Name* : _____
(First) (Middle) (Family)

*Please fill in your name on your passport

Date of Birth (DD/MM/YYYY): ____ / ____ / ____ **Age:** ____

Nationality: _____ **Gender:** Male / Female

Please affix
the photo
Or paste the
digital photo

4cm × 3cm

Permanent Address: _____

E-mail Address: _____ **Phone Number:** _____

Emergency Contact Details

Name : _____ **Relationship:** _____
(Family) (Middle) (First)

Permanent Address: _____

E-mail Address: _____

Phone Number: _____

Education				
Education	Name of the institute	Major	Period (Month/Year)	Degree/Diploma Awarded
Elementary School			/ ~ /	
Junior High School			/ ~ /	
High School			/ ~ /	
University (Undergraduate)			/ ~ /	
University (Graduate)			/ ~ /	
University ()			/ ~ /	
Others			/ ~ /	

Total year ____ years and ____ month(s)

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Employment			
Name of Organization		Position	
Type of Work		Duties	
Period of Working (Month/Year)	/ ~ /		
Name of Organization		Position	
Type of Work		Duties	
Period of Working (Month/Year)	/ ~ /		
Name of Organization		Position	
Type of Work		Duties	
Period of Working (Month/Year)	/ ~ /		
Name of Organization		Position	
Type of Work		Duties	
Period of Working (Month/Year)	/ ~ /		

Exam Admission Slip (ICT Innovator Course)

Kobe Institute of Computing, Graduate School of Information Technology

Examinee's No.	※
Date of Exam	(year) / (month) / (day)
※フリガナ	
Name	(First name) _____ (Middle name) _____ (Family name) _____
Time for Interview	※ The interview begins at _____ :

Please affix
the photo
Or paste the
digital photo

4cm × 3cm

※ The KIC office will fill it; please keep it blank

The examination is conducted online via online meeting system.
The detail information is written in email.

The KIC office will fill in the blanks and return the sheet to you.

Please present the sheet at the beginning of the exam to verify your identity.

When taking the interview from outside Japan, the applicant is responsible for confirming the **interview's local time**. All dates and times listed are in Japan Standard Time (UTC+9).

Check List

Please mark it in the Check Box and submit it with your application.

*Please check the required documents according to the "VII. Application procedure" of the "Application Guidelines".

NAME	
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↓ Please mark in the Check Box

Check Box	Documents	Notes
	No.0 CheckList	Please mark it in the Check Box and submit it with your application.
	No.1 Application Form/ Exam Admission Slip	Fill in all items on the enclosed Application Form. Affix a color photo or paste the digital photo (4cm × 3cm), taken within 3 months of application. The photo must be one from the front without a hat.
	No.2-1 Statement of Purpose	Describe detail your reasons and motivation for applying to KIC, your expectations for studying at KIC, and your career goals. Definite and concise descriptions are expected and must be up to 1500 words in length. (free format). *Please refer to IV. Selection Methods.
	No.2-2 Notable Activities	Describe your special activities and submit them with documents attesting to their contents in up to three A4 sheets (free format). *Please refer to IV. Selection Methods.
	No.3 Proof of Possessing the Required Qualifications	One of the following; university graduation certificate, graduate school completion certificate, bachelor's degree conferral certificate, or equivalent.
	No.4 Certified Transcript	An official transcript issued by the university you graduated from.
	No.5 Proof of English proficiency *Optional	If you have an official score on any test such as the TOEFL (Test of English as a Foreign Language), the TOEIC (Test of English for International Communication), or the IELTS (Academic), please submit it. English proficiency proof is waived for those who obtained the degree from an institution where the instruction medium is English.
	No.6 Application Fee (JPY 30,000)	Please transfer the fee to the designated bank account*.
	No.7 Declarations *Only Overseas Students	Fill in the blanks and sign the attached 'Declarations.'
	No.8 Pledge *Only Overseas Students	Fill in the blanks and sign the attached 'Pledge.'
	No.9 Statement of Source of Funds *Only Overseas Students	Fill in the blanks and sign the attached 'Statement of Source of Funds.' *Applicants who pay expenses by themselves should submit a certificate of the bank's deposit balance. *Applicants who received a scholarship should submit a notice of determination of the scholarship. *Applicants funded by their parents or relatives etc. should submit a 'letter of Paying Expenses' and their bank's deposit balance certificate.

	No.10 Letter of Paying Expenses *Only Overseas Students	Fill in the blanks and sign the attached 'Letter of Paying Expenses'.
	No.11 A copy of your Passport *Only Overseas Students	This is for international applicants only. Submit a copy of the page containing your name and passport number.
	No.12 A copy of your Residence Card *Only Overseas Students in Japan	<u>This is for international applicants living in Japan only.</u> Submit copies of <u>both sides</u> .
	No.13 Application for Tuition Exemption *Optional	<u>This is for those who would like to apply for Tuition Exemption.</u> Please fill out and submit the document if you would like to apply for a tuition exemption.
	No.14 Application for Fully-Online Course Program *Optional	<u>This is for those who would like to apply for the Fully-Online Course Program.</u> If you would like to apply for the Fully-Online Course Program, please fill out and submit the document.

ICT Innovator Course, KIC

No: _____

Declaration

1. I hereby apply for admission to the KIC Professional Master's ICT Degree Program.
2. I declare that all the information given on this application is accurate to the best of my knowledge.
3. I am aware that giving false information may cause disqualification from admission.
4. I authorize KIC, under KIC's Confidentiality Policy, to use the information given in my application for the sole purpose of evaluating the application.

Date: _____

Applicants' signature: _____

Pledge

To President of Kobe Institute of Computing

Student's Name : _____
(First) (Middle) (Family)

Nationality: _____

I hereby declare that I do not hold any records of deportation or other measure taken as a result of committing a crime. I promise to devote myself to my study and research and comply with the following articles.

1. I shall obey Japan's laws and the rules of KIC, devote myself to studying and research, and refrain from activities that are not related to my primary purpose of coming to Japan.
2. I shall be responsible for my payment and expenses.
3. I shall comply with any expulsion order given for violation of the above articles and for any falsification in the written documents I am submitting.

Date: _____ Signature: _____

Name of Applicant			
	(First)	(Middle)	(Family)
Date of Birth (DD/MM/YY)	(years)		
Nationality			
Marital Status / Gender	Single or Married / Male or Female		

(By Japanese Yen)

Total	¥	
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I promise that I will deliver the tuition and other fees without delay.

Applicant's Name: _____ Date: _____

No: _____

Letter of Paying Expenses

Student's Name : _____

(First)

(Middle)

(Family)

Date of Birth (DD/MM/YY): _____ / _____ / _____

Nationality: _____

Gender: Male / Female

I hereby agree to be responsible for paying the applicant's expenses mentioned above during his/her stay in Japan.

1. The reason for bearing the expenses of the applicant mentioned above and my relationship with him/her is as follows:

2. I **pledge** to pay the expenses as stated below. I will submit such documents establishing my payment as a remittance certificate or a copy of the applicant's bank book, which indicate the remittance at the time of application for extension of the residence period.

*By Japanese Yen

- 1) Tuition yearly amount ¥ _____
- 2) Living Expenses monthly ¥ _____ (total ¥ _____/year)
- 3) The Method of Payment (Please explain how to provide support money to the students.)
☐ Bank transfer ☐ Other methods (_____)

Supporter's Name : _____

(First)

(Middle)

(Family)

Address: _____

Phone No.: _____

Relationship with the student: _____

Annual income: _____

Occupation: _____ Name of Company: _____

Date: _____ Signature: _____

*Please attach the certificate of the deposit balance issued by a bank.

Application for Tuition Exemption

Date: (DD/MM/YY) _____ / _____ / _____

To President of Kobe Institute of Computing

Due to the reasons stated below, I would like to apply for the Tuition Exemption to enter Kobe Institute of Computing.

I declare that all the information given on this application is accurate to the best of my knowledge. I agree to submit immediately any documents (e.g., the certificate of the deposit balance issued by the bank) when KIC requests to prove the contents in this form.

Name: _____
(First name) (Middle name) (Family name)

I am;

☐ Self-funded International Student [Visa status: _____]

☐ Self-funded Japanese Student

☐ Other (_____)

☐ Financial Situation

☐ I will pay all tuition fees at my own expense.

☐ I will pay tuition with the support of relatives or acquaintances.

(Name and relations of the supporter : _____)

☐ I get a scholarship and pay my tuition.

☐ Whole income per year ¥ _____.

Breakdown of Income:

Full time or Part-time job ¥ _____ /year _____ /month.

Financial support ¥ _____ /year _____ /month.

Scholarship ¥ _____ /year _____ /month.

Others ¥ _____ /year _____ /month.

☐ Whole expenditure for living expenses per year ¥ _____.

Breakdown of Expenditure for living expenses

Learning Expenses ¥ _____ /year _____ /month.

Housing ¥ _____ /year _____ /month.

Living Expenses like food expenses ¥ _____ /year _____ /month.

Transportation ¥ _____ /year _____ /month.

Others ¥ _____ /year _____ /month.

Application for Fully Online Program

Date: (DD/MM/YY) / / _____

To President of Kobe Institute of Computing

【Applicant】

NAME

(First)

(Middle)

(Family)

Due to the reasons stated

Below, I would like to apply for the Fully Online Program to enter
Kobe Institute of Computing.

I hereby certify that all information on this paper is true and accurate.

I understand the terms and conditions and hereby apply.