

2023

# 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 1<sup>st</sup>, 2023.

## 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 are completed at least 16 years of schooling, or are scheduled to complete by the admission date outside of Japan.
4. Those who are 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 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 are assigned by Japan's Minister of Education, Culture, Sports, Science, and Technology.
7. Those 22 years of age or older (as of October 1st, 2023), confirmed to have academic abilities equivalent to those of college graduates upon KIC's pre-evaluation of submitted documents required for admissions.

\* Those who are applicable under Article 7) 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.

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 your reasons and motivation for applying and your intended subjects of study in up to 1500 words (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.' <b>*Applicants who pay expenses by themselves should submit a certificate of the bank's deposit balance.</b> <b>*Applicants who received a scholarship should submit a notice of determination of the scholarship.</b> <b>*Applicants funded by their parents or relatives etc. should submit a 'letter of Paying Expenses' and their bank's deposit balance certificate.</b>
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	Certificate of Residence *Only Overseas Students	This is for international applicants living in Japan only. Official Certificate which is issued by ward office within the last 3 months
13	A copy of your Residence Card *Only Overseas Students	This is for international applicants living in Japan only. Submit copies of <u>both sides</u> .
14	Application for Tuition Exemption *Optional	This is for those who would like to apply for Tuition Exemption. Please fill out and submit the document if you would like to apply for a tuition exemption.
15	Application for Fully-Online Course Program *Optional	This is for those who would like to apply for Fully-Online Course Program. If you would like to apply for Fully-Online Course Program, please fill out and submit the document.

\*If you apply to KIC through a full scholarship such as a JICA scholarship, the documents to submit may differ from the above, and not have to submit all the above documents. Please check with us and follow the instructions of each system.

\*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
<b>Note</b>	
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
2023 Fall 1-3 term		JPY 700,000	JPY 100,000	JPY 800,000
2024 Spring 1-3 term		JPY 700,000	JPY 100,000	JPY 800,000

2024 Fall 1-3 term		JPY 700,000	JPY 100,000	JPY 800,000
2025 Spring 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
--------------	-------------	---------------	-------------	---------------

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 Student 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. 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 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.  
<Recommended OS: Windows 10 or 11 (Windows 10 S mode is not supported.)  
<Allowed OS> Mac OS (released within the last three years)

<The following OS types may not work with the available software or system on Windows OS or Mac OS>Linux-Ubuntu 18.04 or the later version of it or CentOS 8 in the later desktop version.

- 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.
- 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)

## X. 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.

## XI. Schedules

The day of the Examination		Eligible Applicant	Application Deadline	Date of Results	Admission Procedure Deadline
#1	27 June – 1 July 2023	Those who are living overseas	2 June 2023	8 July 2023	21 July 2023
#2	15 July 2023	Those who are living in Japan	30 June 2023	22 July 2023	4 Aug 2023

\*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.

2023 Fall 1-3 Deadline for the tuition fee payment.

2023 Fall 1-3 Deadline for the tuition fee	30 September 2023
--	-------------------

2024 Spring 1-3 Deadline for the tuition fee payment.

2023 Spring 1-3 Deadline for the tuition fee	31 March 2024
--	---------------

2024 Fall 1-3 Deadline for the tuition fee payment.

2024 Fall 1-3 Deadline for the tuition fee	30 September 2024
--	-------------------

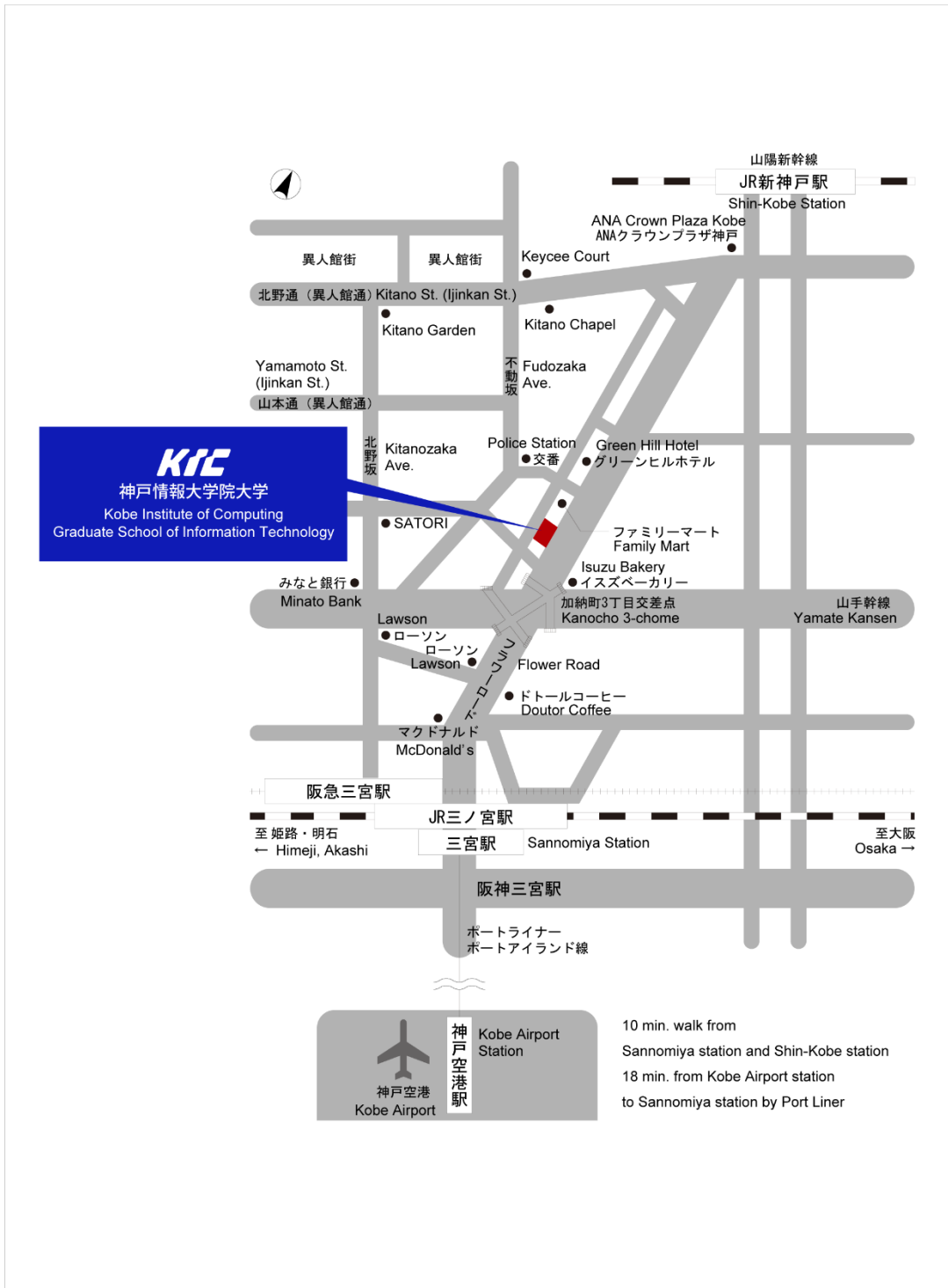
2025 Spring 1-3 Deadline for the tuition fee payment.

2025 Spring 1-3 Deadline for the tuition fee	31 March 2025
--	---------------

The process to decline entrance.

The due date for notice of decline	30 Sep. 2023 at 5:00 p.m.
------------------------------------	---------------------------

\*All dates and times listed are in Japan Standard Time (UTC+9).



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](mailto:global@kic.ac.jp)



Documents to be submitted

## Check List

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

\*Please check the required documents according to the "Application Guidelines" on page 2 of the Application Guidelines.

NAME	
------	--

↓ Please mark in the Check Box

Check Box	Document	
	No.0 CheckList	Please mark it in the Check Box and submit it with your application.
	No.1 Application Form/ Exam Admission Slip	Affix a color photo or paste the digital photo (4cm × 3cm), taken within 3 months of application.
	No.2-1 Statement of Purpose	Free format
	No.2-2 Notable Activities	Free format
	No.3 Proof of Possessing the Required Qualifications	Original Copy
	No.4 Certified Transcript	Original Copy
	No.5 Proof of English proficiency *Optional	Original Copy or Soft Copy
	No.6 Application Fee (JPY 30,000)	Please transfer the fee to the designated bank account.
	No.7 Declarations	<b>*Only Overseas Students</b>
	No.8 Pledge	<b>*Only Overseas Students</b>
	No.9 Statement of Source of Funds	Applicants who pay expenses by themselves should submit a certificate of the bank's deposit balance. <b>*Only Overseas Students</b>
	No. 10 Letter of Paying Expenses	Applicants funded by their parents or relatives etc. should submit a 'letter of Paying Expenses' and their bank's deposit balance certificate. <b>*Only Overseas Students</b>
	No.11 A copy of your Passport	<b>*Only Overseas Students</b>
	No.12 Certificate of Residence	<b>*Only Overseas Students</b>
	No.13 A copy of your Residence Card	<b>*Only Overseas Students who are living in Japan</b>
	No.14 Application for Tuition Exemption	<b>*Optional</b>
	No.15 Application for Fully-Online Course Program	<b>*Optional</b>

Department of Information Systems

# Application Form 2023

\*Please fill in dates using the Western calendar.

**Name\* :** \_\_\_\_\_  
(Family) (Middle) (First)

\*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)

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)	/ ~ /		

事務局記入欄 (The office will fill and use)		
<input type="checkbox"/> 国内在住者 <input type="checkbox"/> 国外在住者 <input type="checkbox"/> その他(                    )		
入学検定料受領	年    月    日	
試験実施日	年    月    日	
参加方法	<input type="checkbox"/> Online(国内) <input type="checkbox"/> Online(国外) <input type="checkbox"/> その他(                    )	
面接開始時間	時        分	

# Exam Admission Slip (ICT Innovator Course)

2023 Fall Kobe Institute of Computing, Graduate School of Information Technology

Examinee's No.	※
Date of Exam	2023/                      (month) /                      (day)
※フリガナ	
Name	(Family name) _____ (Middle name) _____ (First name) _____
Online information	※
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 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).

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 the President of Kobe Institute of Computing

Student's Name : \_\_\_\_\_  
(Family) (Middle) (First)

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: \_\_\_\_\_

Statement of Source of Funds

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

Please indicate the source and amount of your financial support/income for the 2 years of study at KIC below. (By Japanese Yen)

Sources	Amount of 2 years
<input type="checkbox"/> Own funds	¥ _____
<input type="checkbox"/> Parent or Guarantor Name (      ) Relationship(      )	¥ _____/month ¥ _____/year ¥ _____/2 years
<input type="checkbox"/> Scholarship or Loan Sponsor (Government/foundations/company) Name of sponsor (      ) Application(Not yet/In process/Passed)	¥ _____/month ¥ _____/year ¥ _____/2 years
<input type="checkbox"/> Expected income from a part-time job while attending school *Please specify your plan in detail.	¥ _____/month ¥ _____/year ¥ _____/2 years
<input type="checkbox"/> Others if any *Please specify in detail. (      )	¥ _____
	<b>Total</b> ¥ _____

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

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

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_



## Letter of Paying Expenses

Student's Name : \_\_\_\_\_  
(Family) (Middle) (First)  
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 : \_\_\_\_\_  
(Family) (Middle) (First)

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. (Photocopies are NOT acceptable)

# Application for Tuition Exemption

Date: (DD/MM/YY) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

To the 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: \_\_\_\_\_  
(Family name) (Middle name) (First 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 the President of Kobe Institute of Computing

**【Applicant】**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TEL \_\_\_\_\_

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.