Admission Guidelines

Graduate school of Information Technology
Department of Information Systems

Japanese Government Scholarship 2016

The International Priority Graduate Programs Advanced Graduate Courses
for International Research Students
Program for social problem solution-type human resource development
by utilization of ICT in developing countries

Kobe Institute of Computing

Graduate School of Information Technology

CONTENTS

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   Fax: +81-78-262-7737
Email: info@kic.ac.jp

1. Enrollment

Graduate school	Graduate School of Information Technology
Department	Department of Information Systems
Degree	Master of Science in Information Systems
Enrollment Capacity	5 international students for this scholarship

2. Qualifications and Requirements

(A) Nationality: The applicant must be a citizen of a nation recognized under the provisions of the Japanese government scholarship program.

(B) Age: The applicant who was born between April 2, 1981 and September 30, 1994.

(C) Academic Background:

1)The applicant must complete a 16-year curriculum of school education by the end of September 2016.

2)The applicant must have 2.30 or more out of 3.0 in MEXT GPA score in the last 2 years (GPA: Grade Point Average).

3)Each applicant has or will have an undergraduate degree of a Japanese university or have the same or a higher level of academic ability by the end of September 2016.

(D) A person who is both physically and mentally healthy and can pursue studies at KIC for 2 years.

(E) A person who is proficient in the English language.

(F) A person who is currently living outside of Japan and can arrive in Japan within the date set by KIC (between mid-September and late-September 2016). In case of failure to arrive, no payment will be made to cover the journey to Japan.

(G) Visa Requirement: The applicant must acquire a College Student visa before entering Japan and enter Japan with the College Student residence status. Those who change their visa status to other than College Student after arrival in Japan will lose their qualification to be Japanese Government Scholarship recipients from the date of status change.

Notes:(1) Students cannot be an active member or civilian employee of any military force at the time of enrollment.

(2)Students receiving financial support from their government or other organizations are not eligible for this scholarship.

3. Duration of Scholarship

Two years beginning from October 2016 to September 2018

4. Scholarship and Benefits

(A) Allowance: 144,000yen (for reference)

(The amount is subject to change depending on the annual budget of each year)

(B) Travel Expenses:

(i) Japan inbound travel expenses: An economy class airline ticket from the

international airport closest to the student's home to Kansai International Airport will be provided.

(ii) Return travel expenses: An economy class ticket from Kansai International Airport to the international airport closest to the departing student's home will be provided to only those who leave Japan in September 2018, the last month of scholarship period.

※ Students are responsible for covering their own travel insurance, airport fee and tax for flights both to and from Japan, and also other travel expenses in Japan.

※ Students must use the international airport located in their home country.

(C) Tuition Fees: Fees for entrance examination, admission, and tuition will be waived.

5. Evaluation of Applicants

(A) Kobe Institute of Computing will review all applicants and select the students to be recommended to the Ministry of Education, Culture, Sports, Science and Technology (MEXT).

(B) The final results of the Education Ministry's selection process will be notified to the applicants around mid-July 2016. Successful applicants will enroll as regular graduate students of Kobe Institute of Computing.

Successful applicants must fill out and submit "Pledge to the Minister of Education, Culture, Sports, Science and Technology" to the Japanese government.

6. Enrollment Date

1 October 2016

7. Application Documents

	Documents	Remarks
1	Application form	Use the form provided. BOTH-SIDED PRINT is required.
2	Field of Study and Study Program	Use the form provided. In this form, you have to explain your plan for your research theme. BOTH-SIDED PRINT is required.
3	Statement of Purpose	Use the form provided. Describe your background and motivation for your study and research at KIC in no more than 2 pages in length. BOTH-SIDED PRINT is required.
4	**Official** Academic Transcript	Official academic transcripts of undergraduate courses that comply with the conditions stated in 2-C. Student copy is not acceptable. **MUST attach grading system and classification information**.
5	Official Certificate of	Official certificate confirming a degree or

	Degree or Graduation	a certified letter from the last graduated university, confirming the expected receipt of a degree.
6	Certificate of English language proficiency or Certificate of Medium of Instruction	Score Certificate of TOEFL or IELTS, etc. Score Certificate is waived for those who have obtained a degree from an institution where the courses were taught in English. * Certificate of Medium of Instruction : Certificate an institution officially issues to certify the courses were conducted in English.
7	Official letter of Recommendation	Should be written by **the dean of your university** (or **equivalent or higher position in the institute**). MUST be written for the attention to **the President of Kobe Institute of Computing**.
8	A copy of your Identification	Any one of : * the page of passport containing your name and the passport number * certificate of family registration in your home country * certificate of citizenship MUST have the photograph.
9	Photograph (2 of the same)	4.5x3.5cm full-face photograph from the chest up without a hat taken within 3 months with name and nationality on the back. One photograph should be affixed to the space provided on the application form, and another one should be submitted in an envelope.
10	Health Notification	Use the form provided.
11	Declaration Form	Use the form provided.
12	Documents to demonstrate your achievements (Optional)	If you submit one or more of the following documents, they will be considered for selection. * Academic papers, Publication or Presentation * Certificate of outstanding academic achievements
13	Document Checklist	Use the form provided.

Note: - Documents should be written in English. When the documents are in other languages, a Japanese or English translation must be attached.
- Documents must be **typed**, and put your hand written signature to where it is required.
- All documents must be converted into **PDF** when you submit by email attachment.

8. Submission of documents for Initial Screening

The applicant should submit the above-mentioned documents <u>by email attachment</u> to the office of Kobe Institute of Computing (global@kic.ac.jp) during the period that is stated in 8-(A).

Email title must be 【JGS2016_name_country】.

(A) Period in which documents MUST be submitted:

Deadline of submission	15th January, 2016

9. Selection

Initial selection will be conducted by screening the application documents.

Those who have passed the initial selection will have an interview via Skype Video Phone or internet telephone in February 2016.

10. Submission of Original documents for Successful Applicants

Successful applicants who have passed an interview should submit **original** application documents to the office of Kobe Institute of Computing (see 13. for the postal address).

Deadline of submission	26th February, 2016

Note: -Applications that arrive after the deadline, that lack any of the necessary documents stated above, or that are not properly filled out as instructed WILL BE DISREGARDED.

-Use size A4 paper for all documents.

-PRINT DOUBLE-SIDED. Single-side print is not acceptable.

-Do not staple your picture to the application form. Use glue.

-Do not staple your documents. Use paper clips if needed.

11. Note

(A) Scholarship will be terminated if :
   (i) Any of the information in the submitted documents is false.
   (ii) The pledge to the Minister of Education, Culture, Sports, Science and Technology is violated.

(B) Any student takes a temporary leave or is absent from school for an extended period, the payment of the scholarship will be suspended.

(C) Successful applicants are expected to study and understand the customs, habits, climate in Japan, and the conditions of the University before arrival. Although basic research studies will be mostly in English, students will need to learn basic Japanese in their daily lives.

(D) Successful applicants are expected to come equipped with a notebook PC.

12. Privacy Protection

All personal information obtained by KIC through processing the application and examination of the applicants shall be handled in accordance with the Japanese

'Law on Protection of Private Information by Government Agencies etc.' as well as 'Procedures for Protecting Private Information' established by KIC. The information may be used only for the evaluation of the application and educational purpose.

13. Contact

If you have any questions concerning the application and admission, please contact:

Office of Kobe Institute of Computing
Graduate School of Information Technology
     E-mail: global@kic.ac.jp
     URL: https://www.kic.ac.jp/en/innovator
     Tel: +81-78-262-7715
     Fax: +81-78-262-7737
     Address: 2-2-7 Kanou-cho, Chuo-ku, Kobe, Hyogo, Japan 650-0001