Fall Admission 2018

Admission Guidelines

Graduate School of Information Technology

Department of Information Systems

Overseas Application for
Enhancement of Administrative
Capability -Myanmar program
sponsored by JICA

[ICT Innovator Course]

Kobe Institute of Computing

Graduate School of Information Technology

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Kobe Institute of Computing
Graduate School of Information Technology
2-2-7 Kano-cho, Chuo-ku, Kobe, 650-0001, JAPAN
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Email: global@kic.ac.jp

I. Enrollment Capacity

Master's Degree Course

Graduate School	Graduate School of Information Technology
Department	Department of Information Systems
Degree	Master of Science in Information Systems
Enrollment Capacity	55 students

II. Entrance Examination Schedule

Date of Exam	Time of Exam	Application Deadline	Date of Results
August 9, 2018	To be announced later	July 13, 2018	August 17, 2018

*The application documents should reach KIC office before 5:00 p.m. Japan time (UTC+9).

*Date of exam is August 9 only.　Please make yourself available then.

III. Overseas Application

1. Application Eligibility

Person who meets all of the requirements below:

1. A student of non-Japanese nationality of any country, currently living outside of Japan.
2. Those who have completed 16 years of school education in regular course.
3. Those who will reach over 22 years old by the end of September 2018.
4. Those who possess basic IT knowledge.

2. Application Documents

Applicants should submit the following documents 1 through 10 by email attachment to KIC office. Original copy of the application form and official transcript issued by the university should be sent to KIC office by postal mail before the Admission Procedure Deadline described in IV-3(2) (Photocopies are not acceptable). For details of the application procedure, please refer to IV-1. "Application Procedure".

1	KIC Application Form	Download and fill in all items in KIC Application Form. Affix a photo (H=4cm x W=3cm), taken within 3 months of application (without hat, taken from front, can be either color or monochrome).
2	JICA Application Form	JICA Application Form is available at JICA Myanmar Office.
3	Statement of Purpose	Describe your reasons for applying and the subjects you want to study, in no more than 8,000 characters in length (free format). See Section III-3 Selection Method for details.

4	Proof of Possessing the Required Qualifications	Any one of ： Graduation Certificate, Graduate school completion Certificate, Awarded degree (applicants) Certificate, or equivalent.
5	Certified Transcript	An official transcript issued by the university the applicant attended/is attending.
6	Proof of English proficiency or Certificate of Medium of Instruction	An official score of the TOEFL (Test of English as a Foreign Language) or the IELTS (Academic). An official English score is waived for those who have obtained a degree from an institution where their courses were taught in English.
7	A Letter of recommendation	A letter of recommendation from a professor who has taught you or a management of the organization for which you are working
8	Declarations	Fill in and sign the attached 'Declarations'.
9	Pledge	Fill in and sign the attached 'Pledge'.
10	A copy of your passport	Submit a copy of the page containing your name and the passport number.

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

<< Address for Submission >>

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

*Email title should be **Myanmar_your full name**

3. Selection Methods

[Method]   Successful applicants shall be selected comprehensively through an interview and application documents, including "Statement of Purpose".

[Interview]   Overseas residents will have an interview via TV conference system.

   *The interview shall be conducted in English and take about 30 minutes for one applicant. The interview schedule will be announced by email.

   *For the Interview, applicants shall prepare a computer or a mobile device with camera and microphone, software for TV conference system, and internet connection with enough bandwidth to support video phone service.

[Statement of Purpose]

   Statement of Purpose shall be submitted with other application documents listed in Section III-2. In this essay, explain your motivation for applying to KIC ICT Innovator Course, your career goals, and your relevant academic, research, or practical experience you have. It must be no more than 8000 characters in length.

IV. Admission Process

1. Application Procedure

Application documents must be sent to KIC office as attachments of email and by postal mail. Application documents must be arrived before 5:00 p.m. Japan time on the each application deadline.

2. Announcement of Entrance Examination Result

Applicants will receive a notification of results via email. Applicants should contact the KIC office if you do not receive it within 3 days from the Date of Results. KIC will not respond to any inquiries regarding the examination results made by phone, email, or other means.

If the application documents have been sent by email, the original copies of the certificate documents must be sent by postal mail before the Admission Procedure Deadline described in IV-3(2) (Photocopies are not acceptable) as described in section III-2.

Submission of additional documents may be requested by KIC office. The final approval of entrance will be decided after receiving and reviewing such additional documents.

3. Admission Procedure

To secure admission, a newly admitted student must submit the documents for admission to KIC office.

(1) Payment to KIC

Expense for alumni reunion (JPY 5,000) and commencement ceremony (JPY 5,000) will be charged at 2nd year.　Students must pay at their own expense, and JICA will not cover the cost.

(2) Schedule for Admission Procedure

Date of Exam	Date of Results	Admission Procedure Deadline
August 9, 2018	August 17, 2018	August 31, 2018

*Documents for admission procedure will be sent with the Announcement of Entrance Examination Result.
*Documents, once submitted, cannot be returned under any circumstances.

(3) Notebook PCs

Our students use their notebook PCs for most of their study work, not only for experiments and training drills but for lectures as well. Because notebook PCs are also indispensable for study, communication, and general school life, you should come equipped with your notebook PC.
Students already having a notebook PC should check its specs against the recommended minimum specs of KIC.

4. 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.