

Fall Admission 2020

Admission Guidelines

Graduate School of Information Technology
Department of Information Systems

【ICT Innovator Course】



Kobe Institute of Computing
Graduate School of Information Technology

CONTENTS

I. Enrollment Capacity	1
II. Entrance Examination Schedule	1
III. Application	1
1. Application Eligibility	1
2. Application Documents	1
3. Selection Methods	3
IV. Admission Process	3
1. Application Procedure	3
2. Announcement of Entrance Examination Result	3
3. Admission Procedure	3
(1) Payment for the first year	3
(2) Schedule for Admission Procedure	4
(3) Deadline for Paying Tuition	4
(4) Financial Assistance for Privately-Financed Overseas Students --	4
(5) Scholarship	4
(6) Process to decline entrance	5
(7) Notebook PCs	5
4. Privacy Protection	5

Kobe Institute of Computing
Graduate School of Information Technology
2-2-7 Kano-cho, Chuo-ku, Kobe, 650-0001, JAPAN
Tel: 078-262-7715 Fax: 078-262-7737
Email: info@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

Term	Date of Exam	Application Period	Date of Results
1 st	18 April 2020	10 April 2020 15:00(JST)	22 April 2020
2 nd	20 June 2020	12 June 2020 15:00(JST)	24 June 2020
3 rd	5 September 2020	28 August 2020 15:00(JST)	9 September 2020

III. Application

1. Application Eligibility

Person who meets all of the requirements below:

1. Those who have completed 16 years of school education in normal course.*
2. Those who will reach over 22 years old by the end of September 2020.
3. Those who possess basic IT knowledge.
4. Those who can pay expenses in school (for 2 years) including tuition fee, living expense and other expenses.

* Please consult KIC Office if you don't meet this requirement.

2. Application Documents

Applicants should send the following documents 1 through 11 by email attachment to KIC office. Original copy of the application form, official transcript issued by the university, and certificate of the deposit balance issued by bank (if applicable) should be sent 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	Application Form	Fill in all items in the enclosed 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	Statement of Purpose	Describe your reasons for applying and your intended subjects of study, in no more than 8,000 characters in length (free format). See Section III-3 Selection Method for detail.
3	Proof of Possessing the Required Qualifications	Any one of: Graduation Certificate, Graduate school completion Certificate, Awarded degree (applicants) Certificate, or equivalent.

4	Certified Transcript	An official transcript issued by the university the applicant attended/is attending.
5	Proof of English proficiency	An official score of the TOEFL (Test of English as a Foreign Language) or the TOEIC (Test of English for International Communication) or the IELTS (Academic), etc. But those who have not taken the test do not necessarily submit it.
6	Application Fee (JPY 30,000)	Make postal money order (do not write anything in the form) and send it by postal mail.
7	Declarations	Fill in and sign the attached 'Declarations'.
8	Pledge	Fill in and sign the attached 'Pledge'.
9	Statement of Source of Funds	Fill in and sign the attached 'Statement of Source of Funds'. *Applicants who will pay full expenses by themselves, submit <u>certificate of the deposit balance issued by bank</u> . *Applicants who were decided to receive scholarship, submit a notice of determination of the said scholarship. *Applicants who will be funded from their parents or relatives etc., submit '10. Letter of Paying Expenses' and <u>certificate of the deposit balance issued by bank</u> .
10	Letter of Paying Expenses	Fill in and sign the attached 'Letter of Paying Expenses' and submit the certificate of the deposit balance issued by bank.
11	Certificate of Residence	Official Certificate which is issued by ward office within 3 months
12	A copy of your Residence Card	Submit a copy of <u>both sides</u> .
13	A copy of your Passport	Submit a copy of the page containing your name and the passport number.
14	Return Envelope for Exam Admission Slip	Write your postal code, address and name on the enclosed KIC envelope and put a 84 yen stamp on it.
15	Return Envelope for Exam Result	Write your postal code, address and name on the enclosed KIC envelope and put a 140 yen stamp on it.

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

3. Selection Methods

[Venue] KIC

[Time] 13:00~*

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

[Interview]

The interview shall be conducted in English and take about 30 minutes for one applicant. *Start time will be announced to each applicant later.

[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 8,000 characters in length.

IV. Admission Process

1. Application Procedure

Application documents must be sent by postal mail or handed in to KIC office. Application documents must be arrived before 3:00 p.m. Japan time on the each application deadline. Application fee also must be received before the each application deadline.

2. Announcement of Entrance Examination Result

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

3. Admission Procedure

To secure admission, a newly admission student must pay the fees listed below prior to payment due date and submit the documents for admission to KIC office.

(1) Payment for the first year

	Admission Fee	Tuition fee	Facility Cost	Total Amount	Payment Due date
Admission procedure	JPY 200,000			JPY 200,000	See note a.
Fall 1-3 term		JPY 500,000	JPY 100,000	JPY 600,000	See note b.
Spring 1-3 term		JPY 500,000	JPY 100,000	JPY 600,000	March, 2021
Total Amount	JPY 200,000	JPY 1,000,000	JPY 200,000	JPY 1,400,000	

- Note: a. The admission procedure deadline given in 3-(2).
b. Fall 1-3 term deadline is given in 3-(3).

- *The academic year starts in October, with six consecutive terms lasting two months per term.
- *Above amount is for academic year of 2020. The tuition fee is revised annually in accordance with changes in personnel expenses and operating cost.
- *Successful applicants can also pay Tuition fee along with the Admission fee.
- *Expense for medical examination will be charged separately (About JPY 2,500).
- *Expense for alumni reunion (JPY 5,000) and commencement ceremony (JPY 5,000) will be charged at 2nd year.

(2) Schedule for Admission Procedure

Term	Date of Exam	Procedure Period	Admission Procedure
1 st	18 April 2020	28 April - 7 May 2020	<ul style="list-style-type: none"> • Submit Documents • Pay Admission fee
2 nd	20 June 2020	29 June - 9 July 2020	
3 rd	5 September 2020	15 September - 23 September 2020	

- *Documents for admission procedure and payment procedure will be sent with the Announcement of Entrance Examination Result.
- *Admission fee should also be paid before the Admission Procedure Deadline.
- *Documents and admission fees, once submitted, cannot be returned under any circumstances.

(3) Deadline for Paying Fall 1-3 Tuition and Facility Cost

Term	Fall 1-3 Tuition Deadline
1 st • 2 nd	28 August 2020
3 rd	23 September 2020

- *Admission fee, Tuition and Facility Cost can be paid all together.
- *Please pay through a bank transfer. KIC Office does not accept any cash.

(4) Financial Assistance for Privately-Financed Overseas Students

A certain amount of JPY will be exempted from tuition fees of 1st year for overseas students who have economic difficulty to attend the school based on our criteria.

Exemption for the 2nd year shall be decided by academic achievement of 1st year, student attitude and economical situation comprehensively.

If you would like to apply for this scholarship, please submit the enclosed Application Form for Tuition Exemption by the application's deadline.

- *If you don't submit the application by the deadline, no scholarship will apply.
- *Exemption will be decided by an interview.
- *Repayments are not required for this scholarship.
- *Scholarship payments (exemption of tuition fees) may be discontinued in middle of the year based on the student's attendance and attitude in the class.

(5) Scholarship

Up to JPY 150,000 may be exempted from the 1st year tuition as a scholarship for a few outstanding applicants who passed Entrance Examination with excellent results and meet our authorization requirements. Students with excellent 1st year results, good attitude, and meeting our authorization requirements may also be exempted up to JPY 150,000 from the 2nd year tuition fee.

*There is no need to apply.

*Written notification of scholarship authorization will be mailed in late September.

*Repayments are not required for this scholarship.

*Scholarship payments (exemption of tuition fees) may be discontinued in middle of the year based on the student's attitude in the class.

(6) Process to decline entrance

In case you decide to decline the entrance after paying tuition fee, you need to notify KIC office by the following due date. Payment except Admission fee will be refunded. However, if the notice is received after the due date, no money will be returned regardless of the reason.

Due date for Notice of decline	30 September 2020 at 5:00 p.m. Japan time (UTC+9)
--------------------------------	--

(7) Notebook PCs

Our students use their notebook PCs for most of their study work, not only for experiments and training drills but for lectures, too. Notebook PCs are also indispensable for study, communication, and general school life, so you should come equipped with your notebook PC.

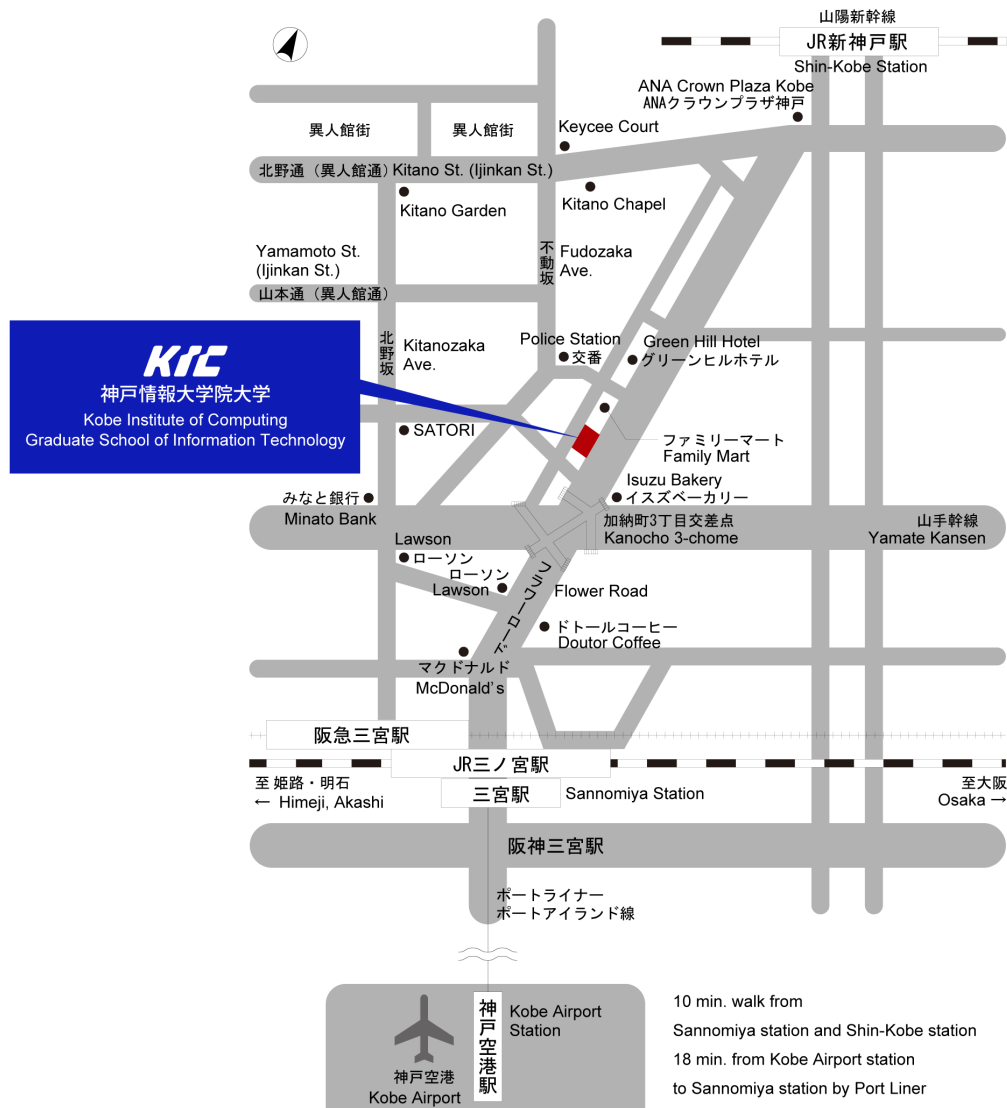
Students already having a notebook PC should check its specs against the recommended minimum specs of KIC.

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.

<< 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



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

Department of Information Systems

Application Form 2020

*Years should be written in using the Western calendar.

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

*Please fill in same as your passport

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

Age: _____

Nationality: _____

Gender: Male / Female

Please affix
the photo
4cm X 3cm

Permanent Address: _____

E-mail Address: _____

Phone Number: _____

Emergency Contact Details

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

Relationship: _____

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)			/ ~ /	
Others			/ ~ /	

Total year ____year and ____month

Continued to the back page

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)	/ ~ /		

事務局記入欄 (No need to write)		
入学検定料受領	年 月 日	
入学試験集合時間		
口頭試問開始時間		

Exam Admission Slip (ICT Innovator Course)

2020 Fall Kobe Institute of Computing, Graduate School of Information Technology

Examinee's No.	※
Date of Exam	Term 1 st / 2 nd / 3 rd (circle) 2020 / (month) / (day)
フリガナ	
Name	
Time to arrive at KIC	※ : Pls be punctual
Time for Interview	※ : starts

Please affix
the photo

4cm X 3cm

※ No need to write

ICT Innovator Course, KIC

No: _____

Declarations

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 to use the information given here under KIC's Confidentiality Policy for the sole purpose of evaluating the application.

Date: _____

Applicants' signature: _____

Pledge

To the President of Kobe Institute of Computing

Student's Name :

(First name)

(Family name)

(Given name)

Nationality: _____

I hereby declare that I do not hold any records such as deportation or any measure taken caused by committing the crime. I promise to devote myself to academics and research, and comply with the following articles.

1. I shall obey the laws of Japan and the rules of KIC, devote myself to academics and research, refrain from the activities which are not related to my main purpose of coming to Japan.
2. I shall take the responsibilities for my payment and expenses.
3. I shall comply with any expulsion order given for violation of the above articles, for any falsehood discovered in the written documents I submit.

Date: _____ Signature: _____

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

Sources	Amount of 2 years (Japanese yen)
<input type="checkbox"/> Own funds	¥
<input type="checkbox"/> Parent or Guarantor Name () Relationship()	¥
<input type="checkbox"/> Scholarship or Loan Sponsor (Government/foundations/company) Name of sponsor () Application(Not yet/In process/Passed)	¥
<input type="checkbox"/> KIC Scholarship	
<input type="checkbox"/> Others *Please specify in details. ()	¥
	Total ¥ _____ *The amount of total will be over ¥4,760,000 for 2 years at KIC.

Applicant's Name: _____ Date: _____

Student's Name : _____

(First name) (Family name) (Given name)

Date of Birth (DD/MM/YY):

Nationality: _____ Gender: Male / Female

1. The reason for my bearing the expensed of the above-mentioned applicant and my relationship with him or her as follows.

1) Tuition ¥ _____ Annual

2) Living Expenses ¥ _____ Monthly

3) The Measure of Payment (Please explain how to pay the amount above.)

Supporter's Name : _____
(First name) (Family name)

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 bank. (Photocopies are NOT acceptable)**

Application Form for Tuition Exemption

(for the 1st year)

Date: _____
(Day) (Month) (Year)

To the President of Kobe Institute of Computing

Name			
Visa		Nationality	

I would like to apply for tuition exemption, and my financial situation is as follows:

○Financial Situation

- My family member(s) live in Japan, and they support me financially
• Yes • No
- If you answer Yes for Question 1, how much is the annual income of the family member?
• Over 5,000,000 yen • less than 5,000,000 yen
- Will you receive any scholarships in 2019 academic year?
• Yes • No
- If you answer Yes for Question 3, how much is the scholarship for a month?
() yen
- How much is the financial support from your family (parents, spouse, etc.) per year
(including admission & tuition fee)?
() yen

○Breakdown of Income and Expenditure for living expenses only

Average Income per Month※	yen	Average Expenditure per Month※	yen
Financial support from family※	yen	Textbooks, school supplies, etc.	yen
(Name of the money sender)	()	Food	yen
Part-time job	yen	Housing	yen
Scholarship	yen	Transportation	yen
Others	yen	Others	yen

※Income and Expenditure must be about the same amount

※"Financial support" in this list must EXCLUDE admission fee & tuition fee, and it should be only for living expenses

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 (eg. the certificate of the deposit balance issued by bank) when KIC requests in order to prove the contents in this form.