

Fall Admission 2020

Admission Guidelines

Graduate school of Information Technology
Department of Information Systems

<p>Overseas Application [ICT Innovator Course]</p>
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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
Tel: +81-78-262-7715 Fax: +81-78-262-7737
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

Term	Date of Exam	Application Deadline	Date of Results
1 st	7 - 11 April 2020	28 March 2020	15 April 2020
2 nd	30 June - 4 July 2020	20 June 2020	8 July 2020

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

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

*A student of Japanese nationality or Japanese resident should follow general application guidelines.

*A student of Japanese nationality and currently living outside of Japan should contact us in advance.

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 details.

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 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.
6	A Letter of recommendation	A letter of recommendation from a professor who have taught you or a management of the organization for which you are working
7	Application Fee (JPY 30,000)	Please contact us for paying method.
8	Declarations	Fill in and sign the attached 'Declarations'.
9	Pledge	Fill in and sign the attached 'Pledge'.
10	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 certificate of the deposit balance issued by bank. *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 certificate of the deposit balance issued by bank.
11	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.
12	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.

*Japanese applicants do not need to submit 10 and 11.

<< 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**

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 Skype Video phone.

*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 Skype, 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 by postal mail or as attachments of email. Application documents must be arrived before 5:00 p.m. Japan time on the each application deadline. Application fee also must be received before the each application deadline. Please contact us for a method to send application fee internationally.

2. Announcement of Entrance Examination Result

Applicants will receive a notification of results via email. 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.

If the application documents have been sent by email, the original copies of the certificate documents must be sent by postal mail as described in section III-2. Submission of additional document 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 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	August, 2020
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).

*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	Date of Results	Admission Procedure Deadline
1 st	7 - 11 April 2020	15 April 2020	7 May 2020
2 nd	30 June - 4 July 2020	8 July 2020	22 July 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) 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.

(4) 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 attitude in the class.

(5) 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	25 July 2020 at 5:00 p.m. Japan time (UTC+9)
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(6) 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.

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

Permanent Address: _____

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

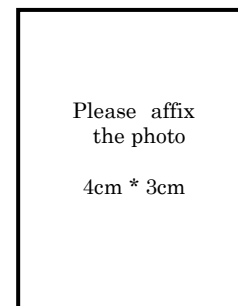
Emergency Contact Details

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

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)	/ ~ /		

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: _____

Letter of Paying Expenses

Student's Name : _____

(First name)

(Family name)

(Given name)

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

Nationality: _____

Gender: Male / Female

I hereby agree to take any responsibility of paying expenses of the applicant mentioned above during his or her stay in Japan.

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

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

1) Tuition ¥ _____ Biannual 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.