

Kwansei Gakuin University
Institute of Business and Accounting

Business School : International Management Course

Entrance Examination Information
2023 Fall – Pattern A
(Applicants resident in Japan)

Institute of Business and Accounting
Kwansei Gakuin University
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School Motto “ Mastery for Service ”



Dr. Bates

Kwansei Gakuin University is an independent institution for higher education, offering Bachelor's, Master's, and Doctoral degrees in over 35 different disciplines to a student body of about 25,000, including approximately 800 foreign students. The University maintains academic standards that rank among the highest of all Japanese universities and colleges. The educational system at this institution is built on Christian principles, exemplified by its motto, "Mastery for Service," coined by Dr. C.J.L. Bates, the fourth Chancellor.

This emphasizes that students should not only strive for academic excellence in order to further their own careers, but should also nurture their personality and character for the purpose of serving others and society as a whole. This spirit continues to inform all the educational activities of the University.

International Management Course, Business School

Institute of Business and Accounting, Kwansei Gakuin University

2023 Fall Entrance Examination Information

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NOTE: For information concerning the entrance examinations for the Accounting School (AS) and Corporate Strategic Management Course of the Business School (CSMC), please refer to the admission brochure (*nyugaku shiken youko*) (written in Japanese) on our website:

• CSMC (<https://iba.kwansei.ac.jp/bs/admission/application/>) • AS (<https://iba.kwansei.ac.jp/as/admission/application/>)



Outline of the Institute of Business and Accounting

1. Title: Institute of Business and Accounting, Kwasei Gakuin University

2. Programs:

1) Business School (Professional Graduate School)

Degree Awarded: Master of Business Administration (M.B.A.)

No. of Students: 200 (annual entry quota: 100)

Location: Osaka Umeda Campus and Nishinomiya Uegahara Campus

Corporate Strategic Management Course

Entry quota: Approx. 70

International Management Course

— All classes are conducted in English —

Entry quota: Approx. 30

2) Accounting School (Professional Graduate School)

Degree Awarded: Master of Accounting (M.Acc.)

No. of Students: 100 (annual entry quota: 50)

Location: Nishinomiya Uegahara Campus

3. Status: Independent Graduate School

4. Standard Duration of Degree Program: 2 years

5. Date of Establishment: April 1, 2005

6. Class Hours:

1) Business School

Corporate Strategic Management Course: Mainly weekday evenings and weekends

International Management Course: Mainly daytime on weekdays, and Saturdays

2) Accounting School: Daytime and evenings on weekends, and Saturdays

Classes of the International Management Course will be held both in the Nishinomiya Uegahara Campus and the Osaka Umeda Campus. Students will be expected to travel between these Campuses.

Entrance Examination for International Management Course

(Pattern A – for applicants resident in Japan)

The entrance examination for the International Management Course will take two Patterns.

Applicants residing in Japan should take the Pattern A examination.

Applicants residing overseas should take the Pattern B examination.

Applicants may not take both examinations in the same (spring or fall) examination period.

I Admission Policy

The objectives of Business School are to educate students who will be able to pursue principles of management scientifically and work with global perspectives in compliance with international regulations and rules. Also, it educates professionals who will possess a high level of business ethics with the spirit of Kwansei Gakuin's school motto.

International Management Course intends to educate students to become professionals who are able to work in the global business environment. Therefore, our admission seeks highly motivated candidates who possess a basic knowledge of business and will be able to achieve academic goals. It evaluates the candidates based on their ability of being successful in the global setting. All classes are conducted in English, therefore, the candidate's ability of communicating, writing, reading and understanding in English is particularly important and the students are required those skills in graduate study level. Comprehensive English language ability will be accessed in the admissions exam and interviews (recommended level of English is as follows: TOEFL-iBT: 85 or above, TOEFL-ITP: 570 or above, TOEIC: 780 or above, or IELTS: 6.0 or above).

The objective of the Management program is to provide students the career knowledge and skills to develop insights necessary for confronting the managerial challenges of increasingly global and technologically innovative industries. Through case analyses, simulations and interactive discussions we explore how practicing managers face critical decisions in generating new opportunities, and building organizational capabilities required for sustaining competitive advantage.

The Marketing program aims to provide sound theoretical bases and practical skills to students who wish to develop expertise in marketing area. In this program, students are expected to learn a range of decisions in planning (plan), execution (do), and control (see) of marketing strategies. Our curricula reflect fundamental issues of marketing strategies such as understanding of market environment (customers, competitors and collaborators), segmentation, targeting, positioning, the 4Ps (product, place, promotion and pricing) and brand management in the increasingly competitive environment.

The overall objective of the Finance program is to provide students with a solid understanding of finance and accounting allowing the application of various finance models to real world decision-making in a global context. We discuss how financial managers face critical decisions such as which assets the firm should invest in, how to raise the cash to pay for them, and how much cash they pay out as dividends to shareholders. In the classroom, we use case studies mixed with lecture style teaching.

The objective of the Family Business Management program is to train students who plan to succeed their family businesses. Through lectures and interactive case discussions, students learn how they should address typical challenges associated with management of family businesses for continuous growth and prosperity. The program is designed to provide interdisciplinary learning opportunities across management, marketing, as well as finance.

Global Public Management Program (hereinafter referred as "GPM program") in International Management Course is offered in collaboration with the graduate course of United Nations and Foreign Affairs Studies. The course is intended to provide students theoretical knowledge and practical skills required for the leadership roles in professional careers at global public services institutions, such as the United Nations, diplomatic institutions, international non-governmental organizations. Applicants for the GPM program should select the "Global Public Management program" as his/her first choice in the program

choice section on the online application system. In other words, the candidates who enroll for the other programs (“Management,” “Marketing,” “Finance,” or “Family Business Management” Program) cannot apply for the GPM program. The candidates for the GPM program can select one of other programs as his/her second choice. If the candidate is not accepted for the GPM program, the candidate will be screened for the second choice.

***The Fall Entry of 2023 is the last enrollment for Global Public Management Program (GPMP). The students who are enrolled to GPMP in AY2023 can finish the program.**

II Student Intake

Course		Student Intake
International Management Course	Pattern A (In Japan)	5 persons
	Pattern B (Overseas)	5 persons
Total		10 persons

III Qualifications for Application

1. Persons fulfilling one of the conditions below.

- 1) University graduates or those who are expected to have graduated from a university by September 19, 2023.
- 2) Persons who have received, or are expected to have received by September 19, 2023, a Bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education; the former National Institution for Academic Degrees and University Evaluation.
- 3) Persons who have completed, or are expected to have completed by September 19, 2023, a specialized course at a four-year vocational college designated by the Minister of Education, Culture, Sports, Science and Technology.
- 4) Persons who have completed, or are expected to have completed by September 19, 2023, 16 years of school education in a country other than Japan.
- 5) Persons who have completed 15 years of school education in a country other than Japan, and who are recognized by the Institute as having obtained the required academic credit with outstanding results.
- 6) Persons who have completed, or are expected to have completed by September 19, 2023, 16 years of school education through correspondence study of a country other than Japan.
- 7) Persons who have completed, or are expected to have completed by September 19, 2023, 16 years of school education, including courses at an educational institution designated by the Minister of Education, Culture, Sports, Science and Technology as conducting courses of a foreign university in Japan.
- 8) Persons who have received, or are expected to have received by September 19, 2023, equivalents of a Bachelor's degree from a foreign university or school, having completed the course term of three years or more.
- 9) Persons designated by the Minister of Education, Culture, Sports, Science and Technology.

2. Persons recognized by the Institute of Business and Accounting as having academic ability at least equivalent to that of a university graduate, on the basis of a separate qualifying test "Preliminary Qualification Examination for Application".

Notes:

Persons unsure as to whether they are qualified to take the entrance examination should email for inquiry by May 7, 2023 to the Institute of Business and Accounting office (imc@kwansei.ac.jp).

Applicants should be aware of the deadline (2 weeks before the application period starts) for the submission of the necessary documents.

IV Application Procedures

1. Application Period:

<Online Application>

Wednesday, June 7, 2023 at 0:00 a.m. – Wednesday, June 14, 2023 at 3:00 p.m. in Japan time

<Submission of Documents> *Only documents that require submission of original

Wednesday, June 7, 2023 – Wednesday, June 14, 2023

(Applications must be postmarked on or before the closing dates.)

2. Method of Application:

Application must be completed by doing all the following three things within the specified period. If any one of the following is missing, your application will be considered incomplete and will not be accepted.

(1) Online application

(2) Payment of the entrance examination fee

(3) Mailing the original of required documents

<Online Application>

Please complete the online application on the designated online application system, “The Admissions Office (TAO)”, during the application period.

<https://iba.kwansei.ac.jp/en/imce/admission/>

Notes:

- (i) The online application forms can be viewed and filled in only during the application period, which is from June 7, 2023 at 0:00 a.m. to June 14, 2023 at 3:00 p.m. in Japan time.
- (ii) No applications will be accepted after the application period.
- (iii) For details of how to apply on TAO, please be sure to check “TAO Applicant’s Manual”.

<Submission of Documents> *Only documents that require submission of original

Applicants should send original of required documents to the Institute of Business and Accounting by postal mail.

Address: Institute of Business and Accounting, Kwansei Gakuin University,

1-155, Uegahara Ichibancho, Nishinomiya, Hyogo, 662-8501, Japan

Mailed applications should be sent by express registered mail (“kan-i kakitome sokutatsu yuubin”).

3. Application Documents:

All of the documents should be written in English, or at least English translation should be attached to the original documents written in other than English. If an applicant attaches the English translation, the translation requires embassy or appropriate notarization. If the applicant cannot get notarized translation, submit the translation officially certified by the university (or graduate school) the applicant attended most recently, or by a translation company, with the attachment of an official letter of translation as an evidence.

Prescribed forms can be downloaded from the following website.

<https://iba.kwansei.ac.jp/en/imce/admission/>

<p>1) Entrance Examination Application Forms</p>	<ul style="list-style-type: none"> ○ Fill in your information and upload the designated files on TAO. ○ Upload a photograph data taken in the last 1 month, of the upper body, full face, without hat, no background. The photograph ratio should be 4 to 3. Only files with the extension of .jpg can be uploaded. ○ The result of the examination will be sent to the address entered on TAO. ○ Applicants with full time work experiences are encouraged to attach a separate sheet to describe their work experience in detail when the table provided for “Professional Background (full time work experience)” is too small to contain all the information. (i.e., company name, period of employment, department, position, roles & responsibilities, achievements, and promotions)
<p>2) University Transcript *The original should also be submitted by postal mail.</p>	<ul style="list-style-type: none"> ○ Issued by last university (and graduate school) attended. ○ Upload a PDF file of the transcript on TAO.
<p>3) Graduation Certificate (or expected graduation certificate if you are in the final year of undergraduate study) *The original should also be submitted by postal mail.</p>	<ul style="list-style-type: none"> ○ Issued by last university (and graduate school) attended. (Unnecessary if date of graduation appears on transcript.) ○ In the case of a degree awarded by the National Institution for Academic Degrees and Quality Enhancement of Higher Education, please submit the Degree Certificate issued by the Institution. ○ Upload a PDF file of the graduation certificate on TAO.
<p>4) Letter of Reference</p>	<ul style="list-style-type: none"> ○ Written by a teacher at the university (or graduate school, language school) attended, by a person who is familiar with your work, or superior at your place of employment. ○ References written by the applicant or a member of his/her family are not acceptable. ○ References should be written on official letterhead of the university or other institution to which the recommender belongs. (There is no form specified.) ○ <u>References should be with recommender's signature.</u> ○ Applicants are required to confirm in advance an institutional email address (official email address of the university, etc.) of the recommender and enter the email address when requesting a Letter of Reference to the recommender on TAO. ○ Applicants should ask a recommender to write and submit a Letter of Reference on TAO, and a PDF file of the letter should be submitted on TAO by the recommender. ○ Applicants must send “TAO Recommender’s Manual” to the recommender separately before making a request on TAO.
<p>5) Reason for Application & Brief Essays on Prescribed Topics</p>	<ul style="list-style-type: none"> ○ To be written by the applicant. ○ Download the cover page from the website (https://iba.kwansei.ac.jp/en/imce/admission/) and follow the guidance written on the cover page. ○ Attach the cover page to the first page of your statements for the essays, and upload all the sheets together (including the cover page) as one PDF file on TAO.
<p>6) Certificates of English Language Ability</p>	<ul style="list-style-type: none"> ○ A score certificate of TOEFL (iBT or ITP) , IELTS or TOEIC ○ There is no specific requirement for the validity period of a score certificate. ○ Upload a PDF file of the score certificate on TAO. ○ If you submit a score certificate of TOEFL (iBT or ITP), you may send it directly to our university from the test administrator's office (ETS). Kwansei Gakuin University's ETS Institution Code is "3818."

7) Certificates for Qualification	<ul style="list-style-type: none"> ○ Documents certify the qualification or ability other than 6) above. ○ Upload a PDF file of the documents on TAO.
8) Evidence of Payment for the Entrance Examination Fee	<ul style="list-style-type: none"> ○ Upload a scanned file or photo of a payment receipt on TAO. (If you pay the fee at a convenience store, upload a scanned file or photo of '収納証明書'.)
9) Certificate of connection between former name and current name *Applicable applicant only	<ul style="list-style-type: none"> ○ If the name on any uploaded certificates differs from your current name, upload on TAO a PDF file of explanatory documentation that proves the connection. *For a Japanese, please upload a PDF file of '戸籍謄本' or '戸籍抄本'.
10) Photocopy of your 'Residence Card' *Non-Japanese applicant only	<ul style="list-style-type: none"> ○ Upload a PDF file of a photocopy of 'Residence Card' (both sides) on TAO.
11) Letter of Reference from your company, municipality, etc. *Applicable applicant only *The original should also be submitted by postal mail.	<ul style="list-style-type: none"> ○ Only for applicants who belong to companies, municipalities, etc. that have signed a memorandum of understanding with the Institute of Business and Accounting. ○ Please request the designated form of Institute of Business and Accounting to iba@kwansei.ac.jp by e-mail. ○ Upload a PDF file of a letter of reference on TAO.

Notes:

- 1) Documents submitted will not be returned.
- 2) False statements on any documents will result in cancellation of admissions and the applicant will be disqualified from taking the entrance examination for the relevant year.
- 3) Application documents submitted by any method other than express registered mail ("kan-i kakitome sokutatsu yuubin") will not be accepted.
- 4) Applicants with physical disabilities who require special consideration at the time of the examination and after enrollment should inform the Institute of Business and Accounting (email: imc@kwansei.ac.jp) beforehand so that appropriate arrangements can be made. Please contact the IBA office about any concerns you may have regarding the admission procedure.
- 5) A medical examination will be carried out on entry to the University, so medical certificates are not required at this time.

4. Entrance Examination Fee : ¥35,000

Download the "Entrance Examination Fee Bank Transfer Application Form" from the Institute of Business and Accounting website, take it to a bank or other financial institution (not a post office) and pay the entrance examination fee during the payment period.

Please confirm that the bank has stamped its receipt stamp on the forms A and B. Form B is a receipt, please keep it securely.

Notes:

- 1) Please pay the fee by 'telegraphic transfer' ('*denshin atsukai*'). If you use one of the banks listed on form A, no remittance fee is payable. The bank's receipt stamp is equivalent to a receipt from Kwansei Gakuin; it is valid if dated on or before the deadline for payment. The date of payment differs in each bank, so please check with the bank in advance if you intend to make payment close to the deadline. Payments at the post office or through automatic teller machines (ATM) and internet banking are not acceptable.
- 2) Once the entrance examination fee has been paid, it will not be refunded under any circumstances.

5. Payment Period

Wednesday, June 7, 2023 – Wednesday, June 14, 2023

(Applications must be postmarked on or before the closing date.)

V Selection Procedure

Selection will be carried out on the basis of documents submitted by the applicant, a written examination and an interview. The examination and interview will be conducted in English.

VI Examination Timetable, Content and Location

Date and Time	Content of Examination		Location
	Examination	score	
—	Submitted documents	30%	—
Saturday, July 1, 2023 9 : 30am - 11 : 00am	Written examination (Essay in English)	30%	Nishinomiya Uegahara Campus (Venue is to be notified at a later date)
Saturday, July 1, 2023 11 : 30am - (Applicants will be informed of the precise time after the written exam.)	Interview (in English)	40%	

Notes:

1. Please bring your examination slip without fail. If you have lost or forgotten it, please come to the IBA office which is located in the Graduate Students Services Building 2.
2. Please take your place for both the written examination and the interview 15 minutes before the appointed time.
3. Applicants who arrive more than 30 minutes late for the written examination will be excluded from the examination.
4. Applicants who are late for the interview will be excluded from the examination.
5. Cheating in the examination will result in disqualification from all the entrance examinations for the relevant year.
6. Please arrive in time with careful attention to travel disruption due to snow damage, etc.
*Makeup examinations will not be conducted.
7. The start time of the examination may be delayed in case of occurring inevitable accidents due to natural disasters, spread of infectious diseases, etc.
We are not responsible for any personal damage caused through such accidents.
8. Please refrain from taking the examination in case you catch infectious diseases (flu, measles, rubella, etc.) which are required to be suspended attendance by 'School Health and Safety Act' ('*gakko hoken anzen ho*'). However, it is acceptable in case you would be diagnosed by a doctor as there is no risk of infection.
*Makeup examinations will not be conducted and the entrance examination fee will not be refunded.

VII Announcement of Examination Results

1 pm on Friday, July 14, 2023

Results will be posted on the Institute of Business and Accounting notice board at the first floor of the Graduate Students Services Building 2 on the Nishinomiya Uegahara Campus, and sent by express mail to the address which you filled in on TAO.

Note: Inquiries concerning entrance examination results through phone or email will not be accepted.

General

– Admission Procedures, Tuition and Fees, Scholarships, etc. -

I Admission Procedures

Applicants who are successful in the entrance examination should complete the admission procedures (I and II) within the specified period, and attend the entrance ceremony.

For details, please see the 'Information for Successful Applicants', which will be sent to you with a notification of your acceptance.

Please pay your admission application fee at a bank using the form enclosed with the notification of acceptance. The bank's receipt stamp is equivalent to a receipt from Kwansei Gakuin; it is valid if dated on or before the deadline for payment. Payment at a post office or through an ATM and internet banking is not acceptable.

Closing time of bank differs from each bank, please make sure to pay the fees sufficiently early to make the deadline.

Notes: Please pay the fee by 'telegraphic transfer' (*'denshin atsukai'*). If you use one of the banks listed on the payment form, no remittance fee is payable (excluding UFJ Bank).

1. Admission Procedure I (Payment of admission application fee)

Payment period: Friday, July 14, 2023 – Friday, July 21, 2023
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2. Admission Procedure II (Payment of tuition and other fees, and submission of documents) Please complete the procedures 1) and 2) below within the times specified.

1) Payment of Tuition and Other Fees

Please pay your tuition and other fees at a bank using the form.

The deadline for payment: Wednesday, August 30, 2023
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2) Submission of Documents

Please submit the following documents to the IBA office by 9 am on Wednesday, August 30, 2023. If you send them by postal mail, please make sure that they arrive without fail by the above date and time.

i. 'Certificate of items stated in Resident Register' (*'juminhyou kisaijikou shoumeisho'*)

The following items must be included in the certificate:

1. Name (氏名)
2. Address (住所)
3. Date of Birth (生年月日)
4. Sex (性別)
5. Nationality (国籍)*
6. Status of Residence (在留資格)*
7. Visa Expiration Date (在留期限)*

*Items 5, 6 and 7 apply only to international students.

*For Japanese students, please submit the certificate **without** the Individual Number.

ii. Other documents as specified in the document 'Information for Successful Applicants'

3. Entrance Ceremony

Tuesday, September 19, 2023 at the Nishinomiya Uegahara Campus

*We shall inform you the time when it is fixed.

For your information, orientation for new GPMP students enrolled in September, 2023 will be conducted as follows.

Date: Tuesday, September 12, 2023

Time: TBA

Venue: Nishinomiya Uegahara Campus

Notes:

- 1) Persons who fail to complete the admission procedures (I and II) within the time specified, or who are absent from the entrance ceremony without any notice, will be regarded as having no intention of entering the University, and their admission will be cancelled.
- 2) **Admission application fee or admission fee, once paid, will not be refunded.** A request for refund of fees other than the admission fee will be considered. For details, please refer to the 'Information for Successful Applicants'.
- 3) Simultaneously with the payment of tuition and other fees, the admission application fee (of the same amount as the admission fee) already paid during admission procedure I will be treated as the admission fee.
- 4) **Documents submitted will not be returned.**
- 5) The IBA office is open during the following hours:
Weekdays: 8:50 a.m. - 11:30 a.m., 12:30 p.m. - 4:50 p.m.
(9:00 a.m. - 11:30 a.m., 12:30 p.m. - 4:00 p.m. from August 1 to September 10)

Office is closed:

On Saturdays, Sundays and holidays when classes are not conducted; August 13 through 21;
Afternoon of December 24 through January 5; February 1 through 7

II Tuition and Fees

The tuition and fees for the 2023 International Management Course in the Business School are listed below for your reference.

(Japanese yen)

	First Semester (At the time of entry)	Second Semester and beyond
Admission Fee	200,000	
Tuition	720,000	720,000
Education Enhancement Fee	112,500	112,500
Total	1,032,500	832,500

Notes:

1. In addition to the above, students are required to pay the following:
 - (i) Alumni Association admission fee of ¥2,000 (This fee is not levied from Kwansei Gakuin University graduates). *Only at the time of enrollment.
 - (ii) Annual fee of ¥4,000 (¥2,000 per semester) to cover the cost of research journals distributed to students.
 - (iii) IBA Research Forum admission fee of ¥10,000.

The IBA Research Forum is an association for research and networking between faculty, students and

graduates. *Only at the time of enrollment.

2. International students who have visa with 'Student (ryuugaku)' status will have 30% tuition reduction if they follow the application procedures. **However, in the admission procedures, full amount of tuition must be paid.** The reduction of the tuition for the first semester will be made in the second semester.
3. Tuition and other fees are to be paid in two installments as follows:
 - Fall Semester (September 20 – March 31) - to be paid by November 9
(In a student's first year, these fees will be paid during the admission procedures.)
 - Spring Semester (April 1 – September 19) - to be paid by May 19
(Students will receive a payment slip in mid-April.)
4. The admission fee is reduced by half for students who have graduated from any Bachelor's or Master's program at Kwansei Gakuin University.
5. In addition to the above tuition and fees, students on GPM program must bear the cost for internship which is compulsory for the completion of the program.

III Scholarships

(1) International students whose residence status is "Student (ryugaku)"

30% tuition reduction for all students *1

(2) International students whose residence status is other than "Permanent Resident,"

"Special Permanent Resident," "Spouse or Child of Permanent Resident," "Spouse or Child of Japanese National"

KGU Scholarship for International Students *2

- (a) Scholarship of about 50% of one year's tuition for approximately 40% of newly enrolled students: selection is made prior to admission based on the performance at the entrance examination.
- (b) Scholarship of about 35% of one year's tuition for approximately 60% of all international students other than those awarded the above (a): selection is made after admission based on academic performance.

In addition to the above, private foundation scholarships may be available. Information about such scholarships will be provided after the admission.

(3) Japanese nationals and international students whose residence status is "Permanent Resident,"

"Special Permanent Resident," "Spouse or Child of Permanent Resident," "Spouse or Child of Japanese National"

Please refer to the following website (Only available in Japanese):

https://www.kwansei.ac.jp/students/students_000604.html

Notes:

- * 1. **First-year students are required to pay the full amount of tuition for the first semester in Admission Procedure I. For those who have completed the application process for the tuition reduction, the 30% tuition reduction for the first semester will be made in the second semester.**
- * 2. Scholarships will not be granted before your admission. Application/procedure information will be given at the Orientation for International Students, which will be held by Center for International Education and Cooperation (CIEC) after enrollment.

IV Protection of Personal Data

[Protection of personal data of students who have completed the admission procedures]

Personal data provided by applicants at the time of application is used by Kwansei Gakuin University for the purpose of selection and communication with applicants and preparation for enrollment. Appropriate steps are taken concerning the security of this information, in conformity with the Law Concerning the Protection of Personal Data.

Kwansei Gakuin University passes on selected portions of the data provided by successful applicants (specifically, their names, addresses, and telephone numbers) to the organization listed below. Students are asked to permit this use, and to accept that the organization will take the same precautions concerning the security of this personal data as Kwansei Gakuin University takes.

Organization Receiving Selected Personal Student Data

Kwansei Gakuin Alumni Association

(This is a social association of alumni and students, which all students join.)