

Kwansei Gakuin University
School of International Studies
2018 Entrance Examination Information
for UNHCR-KGU Higher Education
Program for Refugees in Japan

Kwansei Gakuin University

Center for International Education and Cooperation (CIEC)

1-155 Ichibancho Uegahara

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1. **Expected Intake**

One student.

2. **Qualifications of Applicants**

Eligibility of Applicants

Refugees as stated under the Refugees Convention, Indochinese refugees, refugees under complementary protection who also satisfy either of the following criteria ① or ②;

① Applicants must be of a foreign nationality and have finished or expect to be finished with their 12 years of formal education in a foreign country or in Japan by March 2018.

② Applicants who are deemed to have achieved the level of education equivalent to the above ① by Kwansei Gakuin University

(Note)

1. Applicants must have a sufficient level of English to participate in lectures and seminars.
2. Applicants choosing the above criteria ② must have their qualifications approved by Kwansei Gakuin University. Please submit the required papers by Tuesday, August 1, 2017 to the Center for International Education and Cooperation (CIEC).
3. We acknowledge that each country has its own unique system of formal education. If you have any inquiries concerning your eligibility, please contact the Center for International Education and Cooperation (CIEC) (TEL: +81-798-51-0952).

3. **Application Period**

Friday, September 15, 2017 – Monday, September 25, 2017

* The CIEC office is closed on Sundays.

* Application documents must arrive within the above application period and sent by registered mail.

4. **Mailing Address for Application Documents**

Kwansei Gakuin University

Center for International Education and Cooperation (CIEC)

1F Building G, 1-155 Ichibancho Uegahara

Nishinomiya-shi Hyogo

662-8501 Japan

5. **Application Documents**

The following documents should be sent to the CIEC office by registered mail from UNHCR or submitted directly by UNHCR staff in person.

① Admission Application Form	Complete Forms (A) - (C). ○ A passport photo (4cm×3cm, <u>with your name printed clearly on the reverse side</u>) must be attached on Form (C). The photo should be photographed facing front, from the shoulders up, head uncovered and taken within 3 months prior to application. ○ Examination results will be notified to the applicant at the address provided in Form (A) by express mail and will also be notified to the UNHCR office.
② Personal Information Form	<u>Personal Information Form should be personally completed by the Applicant.</u>
③ Statement of Purpose	<u>Statement of Purpose Form should be personally completed in English by the Applicant.</u>
④ Copy of Certificate of Refugee Status	A copy of the Applicant's Certificate of Refugee Status
⑤ Copy of Residence Card	A photocopy of the Applicant's Residence Card (both front and reverse side)
⑥ Japanese Language Proficiency Assessment	Please complete the "Japanese Language Proficiency Assessment", which is intended for the SIS to access your Japanese language proficiency to allocate you to the most appropriate Japanese class if you are admitted to the SIS.

(Note)

1. Applicants with a physical disability who require special consideration should inform the CIEC office by Tuesday, August 1, 2017 (TEL: +81-798-51-0952, E-mail: ciec@kwansei.ac.jp).
2. Documents submitted are not returned to the applicant unless otherwise stated.
3. Applicants unable to submit the above ⑤ Copy of Residence Card should contact the CIEC office by Tuesday, August 1, 2017.
4. Form (B), the Examination Admission Card in the Admission Application Form will be required at the examination. On the reverse side of the Form, please be sure to fill in name, an address and the postal code where the Applicant himself/herself may be reached.
5. Your eligibility for examination and entrance will be revoked if there is any false information on your application.

6. **Entrance Examination Fee**

Application Fee: exempted

7. **Examination Procedure**

An interview will be held on **Saturday, October 28, 2017 from 13:00.**

Examination Site: Uegahara Campus, Kwansei Gakuin University

(Note)

Applicants with a physical disability who require special consideration on the examination day should inform the CIEC office by Tuesday, August 1, 2017 so that appropriate arrangements can be made (TEL: +81-798-51-0952, E-mail: ciec@kwansei.ac.jp).

(Note)

1. Please bring the Examination Admission Card to the Examination. Lost cards should be notified to the administrative office of SIS.
2. Interview schedules are subject to change. Please check your Examination Admission Card.
3. Please be seated at the examination room 20 minutes prior to exam commencement time.
4. Examinees who arrive past more than 30 minutes after the examination commencement are not allowed to take the entrance examination.
5. The interview will be conducted in English.

8. **Announcement of Examination Results**

Tuesday, November 7, 2017

The Examination Results will be sent to the Applicant and UNHCR by express mail.

<Enrollment, Tuition, Financial Assistance>

1. **Enrollment**

Successful candidates must complete the enrollment procedures including submission of all documentation within the enrollment period. *The detail will be notified by the middle of February 2018 by mail.

Procedure

< Procedure period > **Friday, February 16, 2018 – Tuesday, March 6, 2018, 15:00 Japan time**

< Submission of Enrollment Documents >

Please submit or mail the following documents to the SIS office by the above deadline.

(A) An Original Copy of Resident Certificate (Jyumin-hyo) issued by the city/ward office of your residence.

(B) Two passport size photos taken within 3 months prior to the submission date. Print the student's full name on the backs of the photos.

(C) Others (please submit all necessary documentation as noted in the enrollment information)

Further details concerning Enrollment Documents will be notified to successful candidates in mid-February 2018 from the SIS office. Contact the Center for International Education and Cooperation (CIEC) for questions concerning documentations.

2. **Entrance Ceremony**

The Entrance Ceremony will be held on either April 2 or April 3, 2018 at the Nishinomiya Uegahara Campus. Confirmation of this date will be informed to the candidate at the earliest possible date.

(Note)

1. Persons who fail to complete the enrollment procedures within the period specified will be regarded as having no intention of entering the University, and their admission will be cancelled.
2. The enrollment documents will not be returned.
3. Office hours are from 9:00 to 15:00 (closed from 11:30 to 12:30) on weekdays, from 9:00 to 11:00 on Saturdays. Offices are closed on Sundays and National Holidays.
4. In the case that your contact numbers such as postal address is changed, please inform the SIS office.

3. **Tuition and Other Expenses**

Refugee students shall be exempted from the following fees:

School fees (Admission Fees, Tuition, Education Enhancement Fee)

Other fees (Research journals, Parental Association of Kwansei Gakuin membership, Alumni Association of Kwansei Gakuin membership)

Refugee students shall make a 500 yen contribution to Kwansei Gakuin Student Co-op.

< Payment period > Friday, February 16, 2018 – Friday, March 23, 2018

For more details please refer to the enrollment information that will be enclosed with your Examination Results.

4. **Protection of Personal Information**

Kwansei Gakuin University takes every necessary step, under “the law of protection of personal information,” to protect all personal information given to the university at the time of application. We use the given information only for contacting applicants when necessary and collecting statistical data for our records. When you enter the university, the following organizations are informed of your personal data by Kwansei Gakuin University for mailing information to your postal address. These organizations also take all necessary measures to protect your personal information.

List of Organizations which share student information with Kwansei Gakuin University

Alumni Association of Kwansei Gakuin	All students of Kwansei Gakuin are asked to become members of the Alumni Association of Kwansei Gakuin.
Parental Association of Kwansei Gakuin	Parents and guardians of students are asked to become members of the Parental Association of Kwansei Gakuin.
Kwansei Gakuin Student Co-op	All students are asked to become members of Kwansei Gakuin Student Co-op at the time of entrance into Kwansei Gakuin University, or its affiliated High School and Junior High School. The organization aims to support student life.

(Note)

Students will be able to benefit from services provided by Kwansei Gakuin Student Co-op upon receiving contributions.