

Kwansei Gakuin University

Graduate School of International Studies

Double Master's Program

Admission Information 2021

<English > (General and International Admission)

Kwansei Gakuin University
Graduate School of International Studies

1-155 Uegahara Ichiban-cho, Nishinomiya,

Hyogo, 662-8501 JAPAN

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Admission Policy

The diploma policy of the Graduate School of International Studies (GSIS) in education and research is to foster highly-skilled professionals and researchers who can contribute to analyzing and implementing solutions for the regional and global issues in terms of changes in global society, which coexists various cultures and concept of values, and its governance structure from the humanities and social science points of view.

Based on this diploma policy, we will select students who fulfill the following admission policy: Persons who have strong desire to understand various cultures and their sense of values, which have been built up in global society regionally and historically, and their social governance structures cross-sectorally. In addition, those who are capable to recognize the economic and management behavior in the institutional framework and its interaction transversally as well as who can analyze them from the humanities and social science points of view.

Furthermore, persons who have eagerness to propose and then practice the solutions for regional and global issues which are related to changes in global society and its governance structures based on the knowledge and skills above. We expect students to obtain high language proficiency, communication skills, and ability to influence others to realize those solutions.

Those who aim to pursue their profession in the cultural field must have Comparative Culture, Cultural Anthropology, British and American Literature, and Philosophy & Ideology backgrounds. Also for those who intent to learn in the Social Governance Filed must have learned International Relations, Political Science, Law, International Law, and International Society. Finally, students who desire to study in the Economy and Management Field should have studied undergraduate classes of Economics, Management, and Accounting.

I. Major and Expected Intake

Major \ Expected Intake	Master's Program	
	Full-time Students (General and International)	
	September Examination	January Examination
International Studies	Total 6 (including international students and Japanese-based general admissions)	

- ※ Examination will be held in September for application period 1 and January for application period 2.
- ※ 2021 April enrollment for both examinations.
- ※ Applicants who applied for the September examination can also apply for the January examination.

II. Master's Program

Master's Program Full-time Student <English> (General and International Admissions)

1. Application Period and Examination Details

<u>September Examination</u>			
Monday, August 24, 2020 to Monday, August 31, 2020 (observed strictly) < If the application documents are sent by mail, it must arrive no later than Aug. 31 >			
Examination Date	-	Documentary Screening	-
	Saturday, 10:00- September 26, 2020	Oral Examination (English)	The classroom for the interview will be announced on a bulletin board in front of the GSIS office on the exam day.
Exam Results	Friday, October 2, 2020 To be announced on bulletin board in front of SIS office (The result will also be sent by express mail to all applicants)		
<u>January Examination</u>			
Monday, December 7, 2020 to Monday, December 14, 2020 (observed strictly) < If the application documents are sent by mail, it must arrive no later than Dec. 14 >			
Examination Date	-	Documentary Screening	-
	Saturday, 10:00- January 16, 2021	Oral Examination (English)	The classroom for the interview will be announced on a bulletin board in front of the GSIS office on the exam day.
Exam Results	Thursday, January 21, 2021 To be announced on bulletin board in front of SIS office (The result will also be sent by express mail to all applicants)		

- ※ Oral Examination will be conducted based on submitted Research Plan.
- ※ Application procedure details are in section 3. Application Procedure on page 4.

<Remarks>

1. Please bring your examination slip with you on the day of oral examination. If you lost or forgot to bring one, please visit the GSIS (Graduate School of International Studies) Office.

2. The start time of the oral examination will be specified on the examination slip.

2. **Qualifications**

Those who aim to study at the Graduate School of International Studies must satisfy the following criteria of (1) & (2) and either one of (3) to (5).

- (1) Those who aim to attain both master's degrees of International Business Administration and International Studies in Kwansei Gakuin University through the Double Master Program
- (2) Applicants must take the TOEFL® or TOEIC®, and obtain a score of TOEFL iBT® 79, TOEFL PBT® 550, or TOEIC® 770 or higher. These test scores must be from tests taken within two years prior to application. *TOEIC and TOEFL is the copyright of Educational Testing Service (ETS). This document is not certified or reviewed by ETS.

Those who can be proved to have English skills equivalent to the requirements above can also apply.

- (3) Those who have satisfied or who are expected to meet one of the following conditions by March 31, 2021.
 - ① Those who have graduated from a university
 - ② Those who have received a bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education
 - ③ Those who have completed a specialist course at a Special Training College which is certified by the Minister of Education, Culture, Sports, Science, and Technology
 - ④ Those who have completed 16 years of formal education at education institutions abroad
 - ⑤ Those who have completed 15 years of formal education at education institutions abroad. The Graduate School of International Studies will admit those who gained credits with high grades
 - ⑥ Those who have completed 16 years of formal education by correspondence courses abroad
 - ⑦ Those who have completed 16 years of formal education at education institutions which have foreign education system
 - ⑧ Those who have received a degree that is equivalent to bachelor's degree*¹ by completing over 3 years course in a university and/or other education institutions abroad*²
 - ⑨ Those who have been recognized by the Ministry of Education, Culture, Sports, Science, and Technology

*¹: The university or school that awards the degree must be approved by the government or a relevant official institution in the country for their education and research or recognized as so by the Minister of Education, Culture, Sports, Science and Technology.

*²: The program shall include correspondence courses, and they enable students to study in Japan by a university or school which has been approved by the education system of the country and satisfies the above requirements.
- (4) Those who have stayed over 3 years in an undergraduate program and have been recognized by the Graduate School of International Studies in Kwansei Gakuin University as a student with outstanding academic results.
- (5) Those who will reach 22 years old by the time of enrollment and are recognized as equivalent to university graduates or higher by the Graduate School of International Studies in KGU.

<Remarks>

1. Applicants meet with their preferred academic advisors before submitting an application. Please contact the GSIS Office (kgusis@kwansei.ac.jp) by the following designated date (Japan time). **Please note that if applicants apply without meeting, we will not accept the application.**

September Examination: Friday, July 17, 2020

January Examination: Friday, November 13, 2020

2. If applicants satisfy the eligibility by either one of (3) ⑤, (4) or (5), please contact the GSIS Office by the time of following designated date (Japan time) and submit additional required documents.

September Examination: Friday, July 17, 2020

January Examination: Friday, November 13, 2020

3. Most lectures are given in English. Applicants must have sufficient English proficiency to understand lectures in English. **Successfully admitted students must be approved by the professors of IBA in KGU through an interview to take courses conducted in English.**

3. **Application Procedures**

(1) Application Period

Examination Type	Application Period
September Examination	Monday, August 24 – Monday, August 31
January Examination	Monday, December 7 – Monday, December 14

***All application documents must be submitted during the designated period above (Japan time).**
If applications are sent by mail, it must arrive no later than the last day of the application period.

- (2) **Document Submission:** Applicants may submit it to the GSIS Office ① in person or ② by mail.

Address:

The Graduate School of International Studies Office Kwansei Gakuin University
1-155 Uegahara Ichiban-Cho, Nishinomiya, Hyogo 662-8501 JAPAN

- ① In person

Office Hour: Weekdays: 9:30 – 11:30 and 12:30 – 15:00, Saturdays: 9:30 – 11:00

*Sundays and national holidays are closed. *Saturday, August 29 is closed

- ② By mail

Domestic Applicants: Use Japan Post's simple registered mail “簡易書留 *Kani Kakitome*”

Overseas Applicants: Use a traceable international courier or express mail service (EMS)

(3) Application Documents

1. Application Forms	<ul style="list-style-type: none"> ➤ Fill out the form 5 (A) to (E). Pay the examination fee, and submit form (C) to (E). ➤ The preferred academic advisor's name must be written on Form (C). Please confirm that the academic advisor is able to instruct in English on the "Academic Advisor's List." ➤ A photograph taken within three months prior to application should be attached to the form (E). The photograph should be 4 cm high and 3 cm wide, showing the upper body, full face, without a hat. Write your name on the back of the photograph.
2. Official Transcripts	<ul style="list-style-type: none"> ➤ Must be issued by university and sealed. ➤ Submit the standardized test score if you have taken one in your country as a reference.
3. Graduation Certificate (expected graduation)	<ul style="list-style-type: none"> ➤ Must be issued by university and sealed. If the Official Transcript has graduation date (including expected), a graduation certificate is not necessary to submit. ➤ Those who have received the Diploma from National Institution for Academic Degrees (NIAD), submit the certificate.
4. Research Plan	The designated form must be filled out by the applicant.
5. English Proficiency Test Score (Only original test score accepted)	<ul style="list-style-type: none"> ➤ Submit the original score report, or arrange for the test administrators to send the official results directly to Kwasei Gakuin University. The institution code number for Kwasei Gakuin University is 3818. These test scores must be taken within two years prior to application. TOEFL®-ITP and TOEIC®-IP are not accepted. The submitted report can be returned after verification by request. ➤ Even if it is impossible to submit the score report which meets the P3 Qualifications (2), those who can be proved to have the equivalent English skills through an interview with preferred academic advisors before applications can apply. ➤ Please note that you will not meet the completion requirements of GSIS if you cannot submit the score report which meets P3 Qualifications (2) by the time submitting the Master's theses after enrollment.
6. Certificate of Japanese Language Proficiency	If you have already taken the Examination for Japanese University Admission for International Students (EJU) or the Japanese Language Aptitude Test, please submit a copy of your test report. Please note that your entrance exam will not be affected by these certificates.
7. Copy of Passport	Submit a copy of the page that includes your picture, name, and passport number.
8. Copy of Residence Card (If applicant is foreign nationals)	Submit a copy of both sides of your residence card.
9. Statement of Financial Resources (If applicant is foreign nationals)	Fill out the designated form.

(4) Payment of Examination Fee

35,000 yen

a) Bank Transfer in Japan

< The payment slip is NOT acceptable at Post Office and JP Bank (Yucho) >

Please remit the fee over the counter at a bank, using "telegraphic transfer" (電信扱 *denshin atsukai*).

Your application will be considered valid only when the date of the bank stamp on your application form (Form B and C) falls within the application period. Otherwise, your application will not be considered. Payment through Japan Post Bank, ATMs and internet banking are not accepted. No bank transfer fee will be required if you remit the fee from one of the banks listed on Form (A).

b) Pay at a Convenience Store in Japan

Please refer to the attached information on the last page for details.

c) Overseas Remittance

i. The Japanese bank fee is 2,500 yen. Please remit the sum of **37,500 Japanese yen** during the above period. **The name of remitter must be that of the applicant. Any bank charges incurred in the applicant's home country shall be borne by the applicant at the time of remittance.**

ii. "Applicant" name on the remittance receipt must be the one who is applying.

iii. Payment through internet banking is not accepted.

When remitting the fee, please use the following bank details.

Type of Remittance:	Telegraphic Transfer
Method of Payment:	Advise and Pay
Paying Bank's Charges, if any:	Payee's Account
Currency:	Japanese Yen (JPY)
Name of Bank:	Sumitomo Mitsui Banking Corporation
SWIFT CODE:	SMBC JPJT
Branch:	Koto Branch
Bank Address:	2-29, Kotoen 3-Chome, Nishinomiya, Hyogo 662-0812 Japan
Type of account:	Ordinary Account [Savings Account]
Account Number:	1000257
Account name:	KWANSEI GAKUIN

<Remarks>

- 1. Please contact us if applicants with disabilities need special considerations for interview and campus life a month prior to the application start date. KGU provides reasonable accommodations to individuals with disabilities.**
2. Medical Certificate is not required at the time of application or during the enrollment procedure period. Medical check-up will be mandatory after enrollment.
3. The examination fee shall not be refunded for any reasons.
4. All application documents must be written in English. The official transcript and graduation (expected) certificate written in a language other than Japanese, English or Chinese must be accompanied by a translation certified by your embassy or consulate in Japan.
5. Please contact the GSIS Office if you have any inquiries regarding application procedures. (kgusis@kwansei.ac.jp or +81-(0)798-54-6072)
6. We may cancel the application or admission of any applicants who provide false and/or fabricated information on their application.

4. Announcement of Exam Results

< **September Examination** > Friday, October 2, 2020 at 9:00am, Japan time

< **January Examination** > Thursday, January 21, 2021 at 9:00am, Japan time

Exam Results will be announced on the website of the GSIS and sent by express mail.

< **Remarks** >

We will not accept any inquiries regarding exam results.

III. Enrollment

1. **Enrollment Procedures**

Applicants who are successfully admitted to the Graduate School of International Studies must complete the enrollment procedures I & II and attend the entrance ceremony.

(1) Enrollment Procedure I <Payment of Admission Fee>

Please complete the payment of Admission Fee. For the payment methods, please refer to section

3. **Application Procedure** and section (4) Payment of Examination Fee: a) and c) on page 5 and 6.

< **September Examination** >

Announcement of Exam Results	Enrollment Procedure I
Friday, October 2, 2020	Friday, October 2 - Friday, October 9, 2020

< **January Examination** >

Announcement of Exam Results	Enrollment Procedure I
Thursday, January 21, 2021	Friday, January 22 - Friday, January 29, 2021

< **Students Residing in Japan** >

During the above period, please pay your admission fee over the counter at any bank (excluding Post Office and JP Bank (*Yucho*)), using the “telegraphic transfer” (*denshin atsukai*) form enclosed in the enrollment information package. Further details will be available in the enrollment information package.

*Your payment will be considered valid only when the date of the bank stamp on your payment slip falls within the application period. Please confirm the date of the bank stamp will be the transferring date if you pay near the deadline. Payment through ATMs and internet banking is not accepted.

< **Students Residing Outside Japan** >

Details about the payment amount and method will be sent with the admission letter in the middle of February.

We will send you the documents related to status of residence if it is necessary with above.

(2) Enrollment Procedure II <Payment of Tuition and Submission of Enrollment Documents>

Please complete (a) and (b).

(a) Payment of Tuition and other Fees

As well as Enrollment Procedure I above, please complete the payment of tuition and other fees no later than the payment deadline listed below.

Payment Deadline: Friday, March 12, 2021

< Students Residing in Japan >

Please complete the payment with the designated document. Payment method is the same as
(1) Enrollment Procedure I.

< Students Residing Outside Japan >

Details about the payment amount and method will be sent with the admission letter in the middle of February.

(b) Submission of Documents

Please submit the following documents by Friday, March 12, 2021 at 15:00 to the GSIS Office.

If you send them by mail, all documents must arrive by the deadline.

i. Identification Documents

< Students Residing in Japan >

Please submit *jyuminhyo kisai jiko syomeisyo* (住民票記載事項証明書).

It is issued by the city/ward of your residence, and certifies your name, address, birthdate, and sex. If you are a foreign national, nationality/region, visa status, period of stay, and expiration date of your period of stay is also certified in. *If your place of residence does not have the designated form of *jyuminhyo kisai jiko syomeisyo*, please use the form enclosed in the Enrollment Information Package.

< Students Residing Outside Japan >

Please submit a copy of your passport.

- ii. Two photographs taken within three months prior to application (H4 x W3 cm), showing the upper body, full face, without a hat. Write your name on the back of the photograph.
- iii. Other (Documents which are included in the Enrollment Information Package.)

(3) Entrance Ceremony

Thursday, April 1, 2021 at Nishinomiya-Uegahara Campus (tentative)

<Remarks>

- (a) If you do not complete the prescribed enrollment procedures I and II during the designated period, admission will be revoked.
- (b) The Admission Fee will not be refunded for any reason.
- (c) Tuition and other fees are refundable by request. Please refer to the Enrollment Information Package for details.
- (d) Submitted documents will not be returned.
- (e) Below are the office hours of the GSIS Office.

Weekdays: 9:30 – 11:30 and 12:30 – 16:50 Saturdays: 9:30 – 11:00

2. **Tuition and other fees**

Tuition and other expenses for the 2021 enrollee have not been set.

Please refer to the tuition for 2020 enrollment as below.

	Amount (JPY)
Admission Fee	200,000 (200,000)
Tuition	317,500 (635,000)
Research Journal Fee	750 (1,500)
Education Enhancement Fee	95,500 (191,000)
Total Amount	613,750 (1,027,500)

<Remarks>

1. The amount on the left is paid at the time of enrollment, and () is the total amount for the first year.
2. The Alumni Association Fee (2,000 yen. However, the fee won't be collected from a KGU graduate only at the time of enrollment) will be charged in addition to the above Total Amount.
3. Enrollees who graduated from the undergraduate school, the professional graduate school, or a Master's program at Kwansei Gakuin University, will be exempted from half of the Admission Fee.

3. **Scholarships and Loans**

(a) Japanese Nationals

KGU offers Japanese nationals the following scholarships and loans. Each scholarship accepts a limited number of students. If many students apply for the same scholarship, screening will be conducted. However, KGU Bates Scholarship is offered only to students nominated by the university, so there is no screening.

Japan Student Services Organization (JASSO)

Result of 2019 enrollees (all amount in JPY)

第一種 / *Dai issyu* (with no interest):

< Master's Program > Select a monthly amount either 50,000yen or 88,000yen

< Doctoral Program > Select a monthly amount either 80,000yen or 122,000yen

第二種 / *Dai nishu* (with interest):

Select a monthly amount from 50,000yen, 80,000yen, 100,000yen, 130,000yen, 150,000yen

KGU Scholarship for Graduate School

i) KGU Bates Scholarship

Special: The amount is equivalent to the annual tuition

*This scholarship is only for first-year students, but students are able to apply for Type 1 below after the first year only if they fulfill certain conditions.

Type 1: The amount is equivalent to half of the annual tuition

ii) Special Scholarship

Either the amount equivalent to half of the tuition or 400,000yen will be given.

*This scholarship has been established to support students who have financial difficulty due to sudden changes in their household finances.

iii) KGU Student Loan for Emergency

Lending the amount equivalent to the tuition and other fees, which have not been paid.
(no-interest)

There are other loan options as follows. (Both options have conditions to be fulfilled.)

- Educational loans with affiliated banks: Students can get a loan with a low interest rate from banks that contract with KGU.
- Interest Subsidy Scholarship: If a student uses the education loan above, the amount of the interest while in school will be given as scholarship.

(b) Foreign Nationals

Status of Residence for Foreign Nationals

Accepted foreign nationals must obtain “Student (留学 / *Ryugaku*)” status. Successful admission does not guarantee students to obtain the status of residence in Japan. Please note that you have to obtain the status by yourself.

If students are not able to get the “*Ryugaku*” status of residence, they cannot receive the tuition reduction and scholarship.

KGU Tuition Reduction for Privately-funded International Student

KGU reduced the tuition fee by 30 % for all eligible privately-funded, degree-seeking international students holding a “student” status of residence (“student” visa) in 2020-2021 academic year. Details of this reduction for 2021-2022 academic year have not been decided.

KGU Scholarship for International Students

KGU offers students, who need financial assistance and show high academic performance, the following scholarships. (The entrance examination result is used for the screening.)

Tentative Selection before University Entrance: approximately 50 % of the tuition is funded

Selection after University Entrance: approximately 35 % of the tuition is funded

(Both Scholarships will be given in the beginning of July for Spring Semester and the end of October for Fall Semester.)

4. **The Graduate Course in United Nations and Foreign Affairs Studies**

KGU have launched the Graduate Course in United Nations and Foreign Affairs Studies as Multidisciplinary Studies in Kwansei Gakuin University. This course is offered for cultivating future diplomats and staff at the United Nations, international cooperation agencies, NGOs, and other international organizations, based on the mission of “Mastery for Service.” Students will take courses dedicated to the United Nations and Diplomacy in this program in addition to their specialized field.

5. **Protection of Personal Information**

Kwansei Gakuin University takes every necessary step, in line with the Personal Information Protection Law, to protect all personal information given to the University at the time of application. The University uses the given information only for contacting applicants when necessary and

collecting statistical data for its 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 to 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.
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6. Others

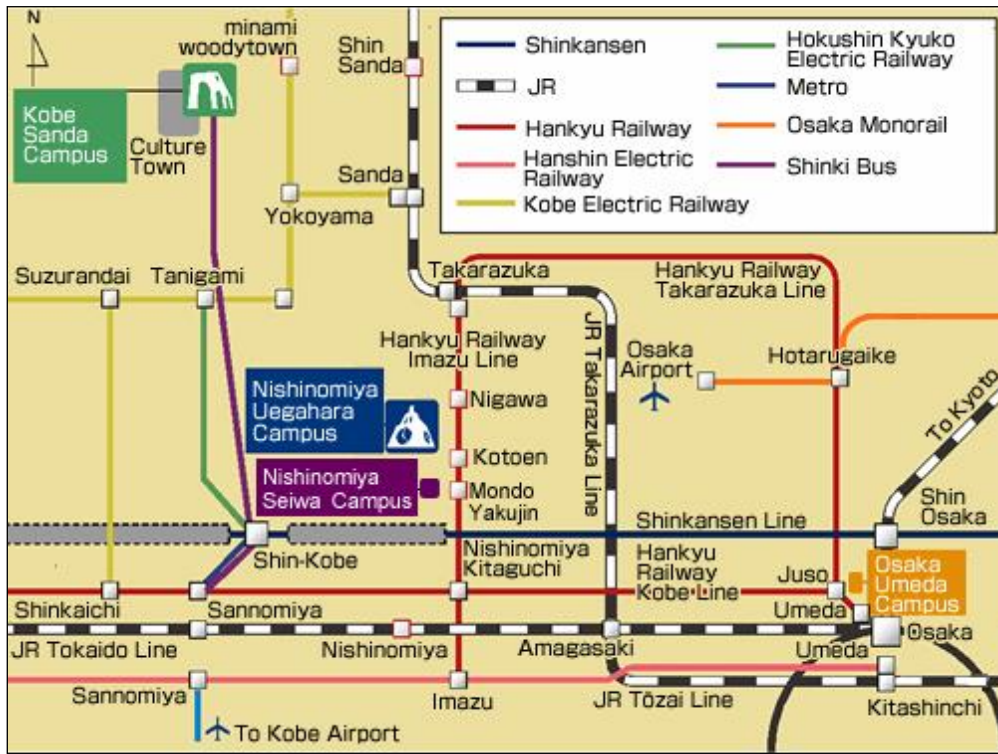
We offer an opportunity to student who can work as a Teaching Assistant (T.A.) while researching. Job description includes supervising examination for undergraduate classes, undergraduate class assistant, PC room management, and other school-related events.

7. GSIS Office (SIS Office)

Kwansei Gakuin University
Graduate School of International Studies Office
1-155 Uegahara-Ichiban cho, Nishinomiya
Hyogo, 662-8501 JAPAN
Tel: +81-798-54-6072 FAX: +81-798-54-6082

Access Map





Uegahara Campus Map

