

English

Autumn 2017

(The Year of Heisei 29)

Admission Guide

〈For International Students outside of Japan〉

Undergraduate Admission

Transfer Admission

Admission for Japanese Language College

**Reference*

*If there are any discrepancies between Japanese version and English version,
Japanese version shall be regarded as correct.*



Faculty of Economics
Kobe International University

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Kobe International University (KIU)
Undergraduate Admission Guide
(For International Students outside of Japan)

1. Admission System

KIU's undergraduate admission of international students outside of Japan is based on an assessment of a short essay, an interview and an academic record that proves the applicant's Japanese language proficiency level in addition to paper-based screenings. Applicants will be comprehensively examined and able to obtain admission acceptance to KIU in their home countries.

2. Number of Students to be Admitted

Faculty of Economics

- Department of Economics and Management A few students
- Department of Global Culture Industry & Tourism A few students

3. Period of Education until Graduation 4 years

4. Admission Requirements

The applicants must:

- (1) have completed 12 years school education outside of Japan and be qualified to enter university or its equivalent.
- (2) have achieved N2 or upper level in the Japanese Language Proficiency Test (JLPT) or level C or upper level in the J. Test of Practical Japanese.
- (3) have qualifications approved of as the equivalent of (1) and (2) or more by KIU.

※ Those who already reside in Japan are not eligible to apply.

5. Semester starts October, 2017

6. Tuition & fees

2017

(JPY)

	1 st year					2 nd ・3 rd year	4 th year
	At the time of Admission Procedure	End-October 2017	End-February 2018	End-April 2018	Total	Total	Total
Admission Fee ※1	100,000	—	—	—	100,000	—	—
Tuition after Discount ※2	269,500	—	—	269,500	539,000	539,000	539,000
Facility Expenses	40,000	—	—	40,000	80,000	80,000	80,000
Building Maintenance Fee	—	40,000	—	40,000	80,000	80,000	80,000
Others ※3	—	44,000	—	3,000	47,000	25,000	35,000
Accommodation	Entrance Fee	100,000	—	—	100,000	—	—
	Deposit	150,000	—	—	150,000	—	—
	Boarding Fee ※4 (for 6 months)	120,000	—	120,000 (for 6 months)	240,000	—	—
Total	779,500	84,000	120,000	352,500	1,336,000	724,000	734,000

※1 JPY 200,000 discounted from normal Admission Fee of JPY 300,000.

※2 The above are tuitions after 30% discount based on 2016 rate. The discount rate after 2nd year onwards is subject to change and it depends on students' academic performance and attendance.
Amount of tuition is to be determined in accordance with average increase rate of consumer price index of 2 years ago.

※3 Others cover Student Union Fee, Parents Association Fee, Supporters Association Fee, Alumni Association Fee, Membership Fee for KIU Academic Society, etc.). They are based on 2016 rate at Faculty of Economics and subject to change.

※4 Calculation of Boarding Fee is based on Type A.

Students are requested to stay at a dormitory designated by KIU during September 21, 2017 through September 15, 2018 period, unless otherwise the dormitory has already been fully occupied.

Deposit of JPY 10,200 to JPY 50,000 for utilities (water supply, electricity, etc.) may be separately required at some dormitories.

Termination during the contracted period is requested to bear penalty charge of JPY 150,000.

Request for changing dormitory type has to bear additional charges.

※ In addition to above-mentioned charges, approx. JPY 20,000 for purchasing textbooks and JPY 4,000 for medical check become necessary after KIU enrollment.

※ Whatever the reason might be, all of the charges once paid to KIU can't be refunded.

Tuition & fees

2017

(JPY)

		3 rd year				4 th year	
		At the time of Admission Procedure	End-October 2017	End-February 2018	End-April 2018	Total	Total
Admission Fee ※1		100,000	—	—	—	100,000	—
Tuition after Discount ※2		269,500	—	—	269,500	539,000	539,000
Facility Expenses		40,000	—	—	40,000	80,000	80,000
Building Maintenance Fee		—	40,000	—	40,000	80,000	80,000
Others ※3		—	44,000	—	3,000	47,000	35,000
Accommodation	Entrance Fee	100,000	—	—	—	100,000	—
	Deposit	150,000	—	—	—	150,000	—
	Boarding Fee ※4	120,000 (for 6 months)	—	120,000 (for 6 months)	—	240,000	—
Total		779,500	84,000	120,000	352,500	1,336,000	734,000

※1 JPY 200,000 discounted from normal Admission Fee of JPY 300,000.

※2 The above are tuitions after 30% discount based on 2016 rate. The discount rate after 2nd year onwards is subject to change and it depends on students' academic performance and attendance.
Amount of tuition is to be determined in accordance with average increase rate of consumer price index of 2 years ago.

※3 Others cover Student Union Fee, Parents Association Fee, Supporters Association Fee, Alumni Association Fee, Membership Fee for KIU Academic Society, etc.). They are based on 2016 rate at Faculty of Economics and subject to change.

※4 Calculation of Boarding Fee is based on Type A.

Students are requested to stay at a dormitory designated by KIU during September 21, 2017 through September 15, 2018 period unless otherwise the dormitory has already been fully occupied.

Deposit of JPY 10,200 to JPY 50,000 for utilities (water supply, electricity, etc.) may be separately required at some dormitories.

Termination during the contracted period is requested to bear penalty charge of JPY 150,000.

Request for changing dormitory type has to bear additional charges.

※ In addition to above-mentioned charges, approx. JPY 20,000 for purchasing textbooks and JPY 4,000 for medical check become necessary after KIU enrollment.

※ Whatever the reason might be, all of the charges once paid to KIU can't be refunded.

Kobe International University (KIU)
Admission Guide for Japanese Language College (*Kokusai Bekka*)

1. Enrollment and Academic Year

Program Starts: October, 2017

Enrollment: 30 students

2. Period of Program 1 year and 6 months (Students may have an opportunity to enter KIU's undergraduate course on a priority basis after 0.5 year or 1 year study at this program, depending on students' academic performance.)

3. Admission Requirements

The applicants must:

- (1) have completed 12-year school education outside of Japan and be qualified to enter university or its equivalent.
- (2) have achieved N5 or upper level in the Japanese Language Proficiency Test (JLPT) or level F or upper level in the J. Test of Practical Japanese.
- (3) have qualifications approved of as the equivalent of (1) and (2) or more by KIU. However, in case of replacing the qualification (2) with NAT-TEST or period of Japanese language study, the applicants must prove English proficiency with a TOEFL(iBT), TOEIC or IELTS score.

※ Those who meet above-mentioned requirements and already reside in Japan must obtain a visa.

- ① Visa status must be "Student," "Dependent," "Spouse," "Permanent Residence," "Long-term Resident" or others. "Short-term stay," "Training" and "Entertainment" are not acceptable.
- ② "College Student" visa holders must be students admitted after April, 2016.
- ③ Students of Japanese language institutes must have "permission for transfer."
- ④ Student visa holders must be students in a preparatory education course of Japanese language institutes or in a Japanese course of vocational schools. Students in universities' undergraduate courses or extended courses are not eligible to apply.

- (4) in principle, want to enter into Kobe International University.

4. Tuition & Fees

2017

(JPY)

		At the time of Admission Procedure	End- February 2018	End-August 2018	End-October 2018
Admission Fee		100,000	—	—	—
Tuition		550,000 (for 1 year)	—	—	275,000 (for 6 months)
Accommodations	Entrance Fee	100,000	—	—	—
	Deposit	150,000	—	—	—
	Boarding Fee ※1	120,000 (for 6 months)	120,000 (for 6 months)	120,000 (for 6 months)	—
Total		1,020,000	120,000	120,000	275,000

※1 Calculation of Boarding Fee is based on Type A.

Students are requested to stay at a dormitory designated by KIU during September 21, 2017 through March 15, 2019 period, unless otherwise the dormitory has already been fully occupied.

Deposit of JPY 10,200 to JPY 50,000 for utilities (water supply, electricity, etc.) may be separately required at some dormitories.

Termination during the contracted period is requested to bear penalty charge of JPY 150,000.

Request for changing dormitory type has to bear additional charges.

- ※ In addition to above-mentioned charges, approx. JPY 30,000 (textbooks purchase, medical check, Japanese language proficiency test, etc.) become necessary. As for students who like to commute by bicycle, they are requested to bear additional JPY 5,000 for bicycle insurance enrollment.

5. Students who have completed the program can enter KIU's undergraduate course on a priority basis by recommendation of the Director of Japanese Language College. These students will be exempted from taking the Examination for Japanese University Admission for International Students (EJU), receive a 100% discount on the undergraduate admission fee and a 30% discount on the tuition for their first year.

However, in the event that the attendance rate is less than 90%, students may not have an opportunity to receive such recommendation.

Admission Schedule

(Common with Undergraduate, Transfer, Japanese Language College)

1. Schedule of Admission Test

- | | | |
|---|----------------------------------|---|
| ① | Submission of preliminary survey | Application period:
Tuesday, January 10, 2017 ~ Wednesday, May 31, 2017

■ Type of document: KIU's designated Form A is to be used

■ Submission method: FAX(+81-78-842-8877) or
E-mail(kaigai@kobe-kiu.ac.jp) |
| ② | Screening Test | Test period:
Tuesday, January 10, 2017 ~ Wednesday, May 31, 2017
(Details of test will be advised after receipt of preliminary survey document)

■ Place of test: To be specified later.
■ Screening for faculty and transfer)
1)Japanese Short essay (to be exempted for N2 or level C holder)
2) Interview in Japanese

■ Screening test for Japanese Language College
1)English test in Japanese(to be exempted for N5 holder or level F holder)
2) Interview in Japanese
3) Interview in English (to be exempted for N5 or level F holder) |
| ③ | Notice of Test Result | Approx. within 1 week after test |
| ④ | Payment of Screening Fee | Payment due date to be notified after notice of test result
(Approx. within 2-weeks) |

■ Screening Fee: JPY 20,000
(including bank transfer charges for Japan domestic, JPY 2,500 and JPY 1,500 abroad)

■ Payment method: By bank transfer only

■ Payment details

Type of remittance: Telegraphic Transfer

Method: Advise and pay

Bank transfer charges: Payee's Account

Objective of remittance: Screening Fee

Bank name:

Sumitomo Mitsui Banking Corporation

Branch name:

Rokko Island Branch

Address of bank:

9-1-6 Koyochonaka, Higashinada-ku, Kobe, Japan)

SWIFT CODE: SMBCJPJT

Account Number (A/C No. 3377806)

Recipient: Kobe International University

KIU address:

9-1-6, Koyochonaka, Higashinada-ku, Kobe
658-0032 Japan

KIU phone number: +81-(0) 78-940-0088

⑤ Submission of Enrollment
Application Documents

Approx. within 2 weeks after notice of test result

■ Submission method: By EMS only

■ Mailing address:

Office of International Admission

Kobe International University

9-1-6, Koyochonaka, Higashinada-ku, Kobe

658-0032 Japan

■ KIU's designated application documents are to be downloaded at KIU Website (<http://www.kobe-kiu.ac.jp>)

■ Requested documents

【Documents concerning the Applicant】

1) Enrollment Application (KIU Form B)

2) Statement for reason for application (KIU Form C)

3) Certificate of graduation from last school

4) Academic record that proves Japanese Language Proficiency Level (J-TEST, JLPT, etc.)

5) Academic record that proves English Language Proficiency Level such as TOEFL (only those who would like to prove Japanese proficiency wish it in lieu of the result of Japanese Proficiency Test or J.

Test)

- 6) 4 pcs of photo(in 4 cm x 3 cm size) taken within 6months (Write applicant's name and date of birth on the back)
- 7) Color copy (in A4 size) of passport
(Please include pages of photo and immigration stamps)
- 8) Color copy (in A4 size) of ID for both sides
- 9) Copy of remittance evidencing JPY 20,000 payment for Screening Fee.
- 10) Health declaration in KIU's designated Form.

【Documents concerning the Financial Supporter】

- 11) Statement of Financial Support in KIU Form D
- 12) Color copy (in A4 size) of ID for both sides
- 13) Certificate of employment
- 14) Certificates of Tax Payment and Income(for 3 years)
- 15) Bank statement of account balance
- 16) Official document to prove relationship between the Applicant and the Financial Supporter.

※Each certificate has to be made in the form bearing address and phone number on it (in A4 size) and Japanese translation of each certificate is to be attached.

※Additional document may be required if necessary.

※Make sure to answer all the questions on each document properly. Draw a line 「/」 for any inapplicable questions.

※Official documents from school or any other authorities must be made on their letterhead.

※Documents submitted are not returnable.

※If there is false information in application documents, the application will be rejected immediately. If it is found after enrollment, the students may be expelled

- | | | |
|---|--|---|
| ⑥ | Screening by Documents | To be completed approx. within 1 month after receipt of application documents |
| ⑦ | Application for Certificate of Eligibility(COE)
[proxy application] | To be scheduled around mid-June, 2017 |
| ⑧ | Issuance of CoE | To be scheduled around the end of August, 2017 |

- | | | |
|---|---|--|
| ⑨ | Application for accommodations request | To be scheduled within a week after issuance of CoE |
| ⑩ | Payment Due Date for Tuition and Other Fees | Approx. within 2 weeks after issuance of CoE |
| ⑪ | Visa Application | To be scheduled around mid-September, 2017 |
| | | <p>■ Each applicant is requested to individually proceed with this application at Japanese Embassy or Consulate General.</p> |
| ⑫ | Arrival in Japan and lodging | After September 21, 2017 onwards |

2. Admission Procedures

- ① Please make payment of admission and tuition fees after notification of issuance of your Certificate of Eligibility (College Student). All the handling charges for a remittance must be paid by the applicant. “Certificate of Eligibility (College Student),” “Letter of Acceptance,” and the submitted “Certificate of Graduation” will be sent to you after confirmation of payment. Please apply for a student visa at the Consulate General / Consulate of Japan nearest your city of residence.
- ② Your admission will be automatically canceled if you decline admission or the application for “Certificate of Eligibility” is rejected by the immigration.
- ③ If you decline admission by September 30, 2017 or your visa is rejected after your “Certificate of Eligibility” has been issued, tuition fees except admission fee and accommodation fees except entrance fee and penalty charges (to be covered in deposit) will be refunded.
- ④ Tuition, accommodation fee and other fees once received cannot be refunded after enrollment (after October 1, 2017 onwards). However, refund of accommodations fees will be made in accordance with the following calculations.
 - In principle, the date of cancellation or the date of departure arising out of the said cancellation shall be employed as the base date for calculations.
 - For the purpose of the calculations, later one between the two dates above shall be used as the starting date for the calculations.
 - So as for the refund from the next day of the month in which the starting date exists, refund will be calculated by the day by day basis.

3. Submission of Documentary Proof of Immunization

Please submit one of the following documentary proofs regarding “Measles,” “Rubella,” “Mumps” and “Chickenpox” on the day of the entrance ceremony.

- ① Record of Immunization “Immunization handbook” or “Immunization Card”

- ② Documentary proof of antibody test (positive) from a doctor if you have had these diseases.
- ③ Documentary proof of Immunization from a doctor in case that a result of an antibody test is negative.

Note: Applicants who do not submit one of these proofs regarding all 4 diseases will be required to have antibody tests and vaccinations at their own expense.

4. Inquiries about Application

Office of International Admissions

Kobe International University

9-1-6 Koyochi-naka, Higashinada-ku, Kobe 658-0032

TEL: +81-78-842-8855 (Direct line), FAX: +81-78-842-8877 (Direct line)

E-mail : kaigai@kobe-kui.ac.jp