

**Guidelines for Recommendation of International Students
to Kwansei Gakuin University's Graduate Studies Program through the
Admission by Recommendation System 2016**

1. Admission Period: April, 2016 (Entrance Ceremony: April 1)

2. Number of Students to be Admitted: 3 Students (total)

- (1) Your institution's nomination, as well as the nominations from several of our other partner institutions will be considered and 3 students will be chosen overall.
- (2) Due to numbers of applicants and the fields of study of nominated students we will not be able to accept every nominated student. Furthermore, a telephone interview will be conducted in order to determine the applicant's Japanese or English ability, as well as their field of research.

3. Applicable Departments

Name of the Graduate School	Program Type	Course/Field of Study	Standard Length of the Program	Language of Instruction
Graduate School of Economics Japanese website: www.kwansei.ac.jp/s_economics/	Master's	All Fields	2 Years	Japanese
	PhD	All Fields	3 Years	Japanese
Graduate School of Business Administration Japanese website: http://www.kwansei.ac.jp/s_ba/	Master's	All Fields	2 Years	Japanese
	PhD	All Fields	3 Years	Japanese
Graduate School of Science and Technology Japanese website: sci-tech.ksc.kwansei.ac.jp/ja/ English website: sci-tech.ksc.kwansei.ac.jp/en/	Master's	All Fields	2 Years	Japanese
	International Master's Program	Physics, Chemistry, Life Sciences	2 Years	English
	PhD	All Fields	3 Years	Japanese English
Graduate School of Policy Studies Japanese website: www.kwansei.ac.jp/s_policy/ English Website: global.kwansei.ac.jp/academics/academics_005551.html	Master's	All Fields	2 Years	Japanese English
	PhD	All Fields	3 Years	Japanese English
Graduate School of Language, Communication and Culture Japanese website: www.kwansei.ac.jp/g_language/	Master's	All Fields	2 years	Japanese English
	PhD	All Fields	3 Years	Japanese

Institute of Business and Accounting English Website: www.kwansei-ac.jp/iba/imc/	Professional Degree Program	International Management Course (MBA program)	2 Years	English
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4. Recommendation Standards (Application Qualifications)

<Graduate School of Economics>

All Candidates must meet the requirements from (1) to (5). Students from non-English speaking countries must further meet requirement (6):

- (1) Candidates must have foreign citizenship.
- (2) Candidates who wish to enroll in the master's program must be at least 22 years old at the time of entering into the program, and have obtained a bachelor's degree or equivalent from your institution or be due to complete their bachelor's degree no later than March 31, 2016. Candidates who wish to enroll in the PhD program must be at least 24 years old at the time of entering into the program, and have obtained a master's degree or equivalent from your institution or be due to complete their master's degree no later than March 31, 2016.
- (3) Candidates wishing to enroll in either the master's or PhD programs must be majoring in economics at your current institution.
- (4) Candidates must receive a score of 240 or greater on the Japan Student Services Organization's Examination for Japanese University Admission for International Students (Japanese); or have passed N1 level of the Japanese Language Proficiency Test.
- (5) Candidates must contact a prospective faculty supervisor at KGU before applying and have them agree to their supervision.
- (6) Those students who are not from English-speaking countries must provide proof of English ability (TOEFL(PBT) 570 or greater, TOEFL(iBT) 88 or greater).

<Graduate School of Business Administration>

All Candidates must meet the requirements from (1) to (5). Students whose first language is not English must further meet requirement (6):

- (1) Candidates must have foreign citizenship.
- (2) Candidates who wish to enroll in the master's program must be at least 22 years old at the time of entering into the program, and have obtained a bachelor's degree or equivalent from your institution or be due to complete their bachelor's degree no later than March 31, 2016. Candidates who wish to enroll in the PhD program must be at least 24 years old at the time of entering into the program, and have obtained a master's degree or equivalent from your institution or be due to complete their master's degree no later than March 31, 2016.
- (3) Candidates wishing to enroll in either the master's or PhD programs must be majoring in business administration at your current institution.
- (4) Candidates must receive a score of 240 or greater on the Japan Student Services Organization's Examination for Japanese University Admission for International Students (Japanese); or have passed N1 level of the Japanese Language Proficiency Test.
- (5) Candidates must contact a prospective faculty supervisor at KGU before applying and have them agree to their supervision.
- (6) Those students whose first language is not English must provide proof of English ability (TOEFL(PBT) 550 or greater, TOEFL(iBT) 80 or greater).

<Graduate School of Science and Technology>

■ Master's Program

Candidates must meet the requirements from (1) to (3):

- (1) Candidates must have foreign citizenship, must be at least 22 years old at the time of entering into the program, and must have obtained a bachelor's degree or equivalent from your institution or be due to complete their bachelor's degree no later than March 31, 2016.
- (2) Candidates must have sufficient Japanese language ability in order to be able to study in Japanese.
- (3) Candidates must contact a prospective faculty supervisor at KGU before applying and have them agree to their supervision.

■ International Master's Program

Candidates must meet the requirements from (1) to (3):

- (1) Candidates must have foreign citizenship, must be at least 22 years old at the time of entering into the program, and must have obtained a bachelor's degree or equivalent from your institution or be due to complete your bachelor's degree no later than March 31, 2016.
- (2) Candidates must have sufficient English language ability in order to be able to study in English.
- (3) Candidates must contact a prospective faculty supervisor at KGU before applying and have them agree to their supervision.

■ Doctoral Program

Candidates must meet the requirements from (1) and (2):

- (1) Candidates must have foreign citizenship, must be at least 24 years old at the time of entering into the program, and must have obtained a master's degree or equivalent from your institution or be due to complete their master's degree no later than March 31, 2016.
- (2) Candidates must contact a prospective faculty supervisor at KGU before applying and have them agree to their supervision.

<Graduate School of Policy Studies>

All candidates must meet the requirements from (1) to (3). Students wishing to study in Japanese must further meet requirement (4); and non-native speaking students wishing to study in English must further meet requirement (5):

- (1) Candidates must have foreign citizenship.
- (2) Candidates who wish to enroll in the master's program must be at least 22 years old at the time of entering into the program, and have obtained a bachelor's degree or equivalent from your institution or be due to complete their bachelor's degree no later than March 31, 2016. Candidates who wish to enroll in the PhD program must be at least 24 years old at the time of entering into the program, and have obtained a master's degree or equivalent from your institution or be due to complete their master's degree no later than March 31, 2016.
- (3) Candidates must contact a prospective faculty supervisor at KGU before applying and have them agree to their supervision.
- (4) Candidates must receive a score of 260 or greater on the Japan Student Services Organization's Examination for Japanese University Admission for International Students (Japanese); or have passed N1 level of the Japanese Language Proficiency Test.
- (5) Those students who are not from English-speaking countries must provide proof of English ability (A TOEFL(PBT) score of 570 or greater, TOEFL(iBT) score of 85 or greater).

<Graduate School of Language, Communication and Culture>

All candidates must meet the requirements from (1) to (3), and further fulfill one out of requirements (4) or (5):

- (1) Candidates must have foreign citizenship.
- (2) Candidates who wish to enroll in the master's program must be at least 22 years old at the time of entering into the program, and have obtained a bachelor's degree or equivalent from your institution or be due to complete their bachelor's degree no later than March 31, 2016. Candidates who wish to enroll in the PhD program must be at least 24 years old at the time of entering into the program, and have obtained a master's degree or equivalent from your institution or be due to complete their master's degree no later than March 31, 2016.
- (3) Candidates must find a faculty supervisor at KGU willing to oversee their research.
- (4) Candidates must have passed N1 level of the Japanese Language Proficiency Test, or have the equivalent Japanese language ability (for students wishing to study in Japanese)

<Institute of Business and Accounting>

All candidates must meet qualifications (1), and Non-native speakers of English must further meet qualification (2):

- (1) Candidates who wish to enroll in the MBA program must be at least 22 years old at the time of entering into the program, and have obtained a bachelor's degree or equivalent from your institution or be due to complete their bachelor's degree no later than March 31, 2016
- (2) Candidates must meet the English language requirements of the Institute of Business and Accounting of at least TOEFL: 570 (PBT), 85 (iBT); TOEIC: 780; or IELTS: 6.0

5. Application and Recommendation Documents

<For All Graduate Schools>

- A letter of recommendation from your institution's University President (**no prescribed form form**)

*It is not necessary to write detailed information in the recommendation letter. Please include the recommended student's name and desired graduate/doctoral program.

<For the Graduate School of Economics>

- (1) Application form (**prescribed form**)
- (2) Certificate of graduation or certificate of tentative graduation from the student's school/faculty
- (3) Transcript of records from the student's school/faculty
- (4) Master's thesis or summary of master's thesis (for PhD candidates)
- (5) Research plan (**prescribed form**)
- (6) Japanese language proficiency certificate (Japanese Language Proficiency Test N1 or Examination for Japanese University Admission for International Students (Japanese))
- (7) TOEFL certificate (for non-native English speakers)

<For the Graduate School of Economics>

- (1) Application form (**prescribed form**)
- (2) Certificate of graduation or certificate of tentative graduation from the student's school/faculty
- (3) Transcript of records from the student's school/faculty
- (4) Recommendation letter from the student's supervising faculty member (English or Japanese)
- (5) For Master's candidates, a copy of the graduation thesis of undergraduate program and an outline of the document. The outline should be written in Japanese
- (6) For Ph.D. candidates, a copy of the Master's thesis (research thesis) and an outline of the document. The outline should be written in Japanese
- (7) Research plan in Japanese
- (8) Japanese language proficiency certificate (Japanese Language Proficiency Test N1 or Examination for Japanese University Admission for International Students (Japanese))
- (9) TOEFL certificate (for non-native English speakers)

<For the Graduate School of Science and Technology>

■ Master's Program

- (1) Application form (**prescribed form**)
- (2) Resume (**form prescribed by the Graduate School of Science and Technology**)
- (3) Recommendation letter from the student's supervising faculty member
- (4) Certificate of graduation or certificate of tentative graduation from the student's school/faculty
- (5) Transcript of records from the student's school/faculty
- (6) Certificate of health completed by a physician (**form prescribed by the Graduate School of Science and Technology**)
- (7) Letter of reason for application for this program (**form prescribed by the Graduate School of Science and Technology**)
- (8) Japanese language proficiency certificate (Japanese Language Proficiency Test or Examination for Japanese University Admission for International Students (Japanese))

■ **International Master's Program**

- (1) Application form (**prescribed form**)
- (2) Resume (**no prescribed form**)
- (3) Recommendation letters from two or more student's supervising faculty members (Otherwise, from a person who knows the student's study attitude well)
- (4) Certificate of graduation or certificate of tentative graduation from the student's school/faculty
- (5) Transcript of records from the student's school/faculty
- (6) A copy of the thesis or an outline of the document
- (7) Certificate of health completed by a physician (**form prescribed by the Graduate School of Science and Technology**)
- (8) Letter of reason for application for this program (maximum of 3 pages of A4 paper. Type every other line.)
- (9) Certificate of English language ability (TOEIC, TOEFL etc) (**Recommended**)

■ **Doctoral Program**

- (1) Application form (**prescribed form**)
- (2) Resume (**form prescribed by the Graduate School of Science and Technology**)
- (3) Recommendation letter from the student's supervising faculty member
- (4) Certificate of graduation or certificate of tentative graduation date from the student's graduate school/faculty
- (5) Transcript of records from the student's graduate school/faculty
- (6) A copy of the Master's thesis (research thesis) or an outline of the document
- (7) Certificate of health completed by a physician (**form prescribed by the Graduate School of Science and Technology**)
- (8) Letter of reason for application for this program (**form prescribed by the Graduate School of Science and Technology**)
- (9) Japanese language proficiency certificate (Japanese Language Proficiency Test or Examination for Japanese University Admission for International Students (Japanese))

<**For the Graduate School of Policy Studies**>

- (1) Application form (**prescribed form**)
- (2) Certificate of graduation or certificate of tentative graduation from the student's school/faculty
- (3) Transcript of records from the student's school/faculty
- (4) Recommendation letter from the student's supervising faculty member
- (5) Master's thesis or an outline of the thesis (for those students applying for the PhD program)
- (6) Research plan (**prescribed form**)
Must be approved by their prospective supervising faculty member
If for any reason the student needs to contact the Graduate School of Policy Studies, please contact the school office (phone: +81-79-565-7601, email: spswebmaster@ml.kwansei.ac.jp)
- (7) For students who wish to study in Japanese: Examination for Japanese University Admission for International Students (Japanese) score sheet or Japanese Language Proficiency Test certificate
- (8) For non-native English speaking students who wish to study in English or Japanese: TOEFL score
- (9) Master's thesis and summary of thesis (Japanese: 400 characters, English: 100 words), three (3) copies(photocopies acceptable)

<For the Graduate School of Language, Communication and Culture>

■ **Master's Program**

- (1) Application form (**prescribed form**)
- (2) Recommendation letter from the student's supervising faculty member
- (3) Certificate of graduation or certificate of tentative graduation from the student's school/faculty
- (4) Transcript of records from the student's school/faculty
- (5) Research proposal (**free format, to be written in Japanese**)
- (6) Documents or certificates to certify Japanese language ability

■ **Doctoral Program**

- (1) Application form (**prescribed form**)
- (2) Recommendation letter from the student's supervising faculty member
- (3) Certificate of graduation or certificate of tentative graduation from the student's graduate school/faculty
- (4) Transcript of records from the student's graduate school/faculty
- (5) Research proposal (**free format, to be written in Japanese**)
- (6) Master's thesis or equivalent (maximum 2000 words in English or 7000 characters in Japanese. Use a word processor, and use A4 paper set up in 40 characters x 35 lines, vertical or horizontal text)
- (7) Documents or certificates to certify Japanese language ability

<Institute of Business and Accounting>

- (1) Application form (**prescribed form**)
- (2) Recommendation letter from the student's supervising faculty member
- (3) Certificate of graduation or certificate of tentative graduation from the student's school/faculty
- (4) Transcript of records from the student's school/faculty
- (5) Letter for reason of study and report on the designated theme (**prescribed form**)
- (6) Certificate of English language ability (TOEIC, TOEFL, IELTS) (for non-native Speakers of English)
- (7) Certificate of management knowledge (GMAT etc) (**recommended**)

***Additional application documents may be requested**

6. Recommendation Deadline

Wednesday, January 6, 2016

7. Announcement of Application Results

Late January, 2016

8. Entrance Exam and University Entrance Fees

Exempt

9. Tuition

A scholarship will be provided which covers the full amount of tuition for the standard length of the program (2 years for master's programs, 3 years for PhD programs). However, any other expenses incurred are the student's responsibility

<Contact Information and Mailing Address>

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