

Admissions for Academic Year 2024

Spring (April) and Autumn (October) Semester

Kansai University of International Studies

Japanese Language Course

Guidelines for Application

Kansai University of International Studies

Japanese Language Course

To applicants for the Japanese Language Course:

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President

Kansai University of International Studies

Kansai University of International Studies (KUISS) was established in 1998 with the aim of fostering “truly international individuals” being able to assume an effective role in the 21st century. As the word "international" is included in the name of the university, The University has focused its efforts on the educational philosophy of fostering human resources who can transcend national borders to play an active role on the world stage.

In recent years, amidst the rapid social changes, changes are taking place on a global scale in the economic field, too. In an increasingly globalized world, what is truly needed is human resources who can look at the world by taking a global perspective and be play an active role there unconfined by typical boundaries or specific economic regions. As a university that will play a leading role in the 21st century, Kansai Interna University of international studies aims to create a new one with a global perspective and the educational philosophy “fostering people with a love of humanity, creativity, and energy for action”.

KUISS is underpinned by its six faculties (School of Education, School of Management, School of Global Communication, School of Psychology, School of Sociology and School of Health Sciences), three master's programs and one doctoral program. About 2,700 students study hard to contribute to society in the 21st century. About 300 international students (11% of the total students) are enrolled in, studying together with Japanese students.

In 2023, Japanese government has set a goal of accepting 400,000 international students and welcomes all international students more than ever.

With the university as its parent organization, the Japanese Language Course of Kansai University of International Studies (KUISS) was established in October 2014. We are offering courses for international students and make possible for them to go up to undergraduate school by the examination in KUISS recommendation system, so that they can master not only Japanese language skills but specialized knowledge in the fields of education and research by the further studies at the university, as well as expect to contribute to international exchange.

Educational Philosophies of KUISS

KUISS strives to be a center of inspired learning, nurturing compassionate and highly creative students with the ability to act by taking a global perspective.

- 1. Self-disciplined individuals:** Be strict with yourself, and always strive to do your best.
- 2. Individuals who contribute to society:** Be both creative and proactive.
- 3. Spiritually enriched citizens of the world:** Cooperate with others, wherever they are from, for your mutual development.

Application Guidelines

■ **Enrollment timing, course length, and duration**

- April 2024 (Spring Semester) and October 2024 (Autumn Semester)
- One-year course with a maximum enrolment period of two years.

■ **Capacity:** 30 students (1 semester 15 students)

■ **Campus:** Kobe Yamate Campus

■ **Selection method:**

Documents are screened, with interviews held if necessary. All enrollment decisions are made based on the overall evaluation.

- **Proceeding to the undergraduate school in KUISS:** If obtaining N2 or higher of the Japanese Language Proficiency Test during the enrollment, possible to go up to undergraduate school by the examination in KUISS recommendation system.

Application period, date, time, and place for selection, and deadline for enrollment procedure

Admission	Application		Application period	Interview	Announcement of application results	Deadline for payment of academic fees
Apr. 2024	1st	Overseas/ Japan	Fri., Sep. 1 ~ Fri. Sep. 22, 2023	You will be contacted separately as necessary.	Mon., Oct. 2	Mon, Oct. 16
	2nd	Overseas/ Japan	Mon., Oct. 9 ~ Fri., Oct. 27,2023		Wed., Nov. 8	Wed., Nov. 22
	3rd	Overseas/ Japan	Mon., Nov. 13 ~ Wed., Dec. 20,2023		Tue., Jan. 16, 2024	Tue., Jan. 30, 2024
	4th	Japan only	Mon., Jan. 8 ~ Fri., Mar.1, 2024		Fri., Mar.15	Fri., Mar.22
Oct. 2024	1st	Overseas/ Japan	Mon., Apr.1 ~Mon., Apr.22, 2024	You will be contacted separately as necessary.	Wed., May 8	Wed., May 22
	2nd	Overseas/ Japan	Wed., May 15 ~ Fri., May 31,2024		Mon., Jan. 10	Mon., Jan. 24
	3rd	Overseas/ Japan	Fri., Jan. 14 ~ Tue., Jul.16,2024		Tue., Jul. 23	Tue., Jul. 30
	4th	Japan only	Mon., Jul. 22 ~ Fri., Aug.30,2024		Fri. Sep. 13	Fri. Sep. 20

■ Eligibility for application

The following three conditions must be satisfied.

1. Individuals must have completed the 12-year school curriculum overseas, or demonstrate equivalent academic ability as approved by the president of KUISs.
2. Individuals must have passed grade N4 or a higher grade of the Japanese Language Proficiency Test or demonstrate Japanese language skill equivalent to such level (qualified for J-TEST grade E or higher) or have certifiably spent 300 hours or more learning Japanese.
3. Individuals must be eligible to apply for residency status in Japan, such as “Study Visa” or “Visa for family stay,” and be able to enter the university by the due date.

* Individuals who have previously been rejected when applying for a Certificate of Eligibility for Resident Status may not reapply.

Notes

- After application documents are submitted, they are checked and screened for application eligibility. If as a result of said screening, the person is deemed ineligible to apply, he/she cannot be given the judgment of acceptance. In this case, the application documents that have been submitted will be returned.
- In the event that an “Acceptance” notification is sent out after the judgment of acceptance, if the description in the submitted application documents or other documents are found to contain falsehoods, the “Acceptance” notification will be voided, even after entering the university.

■ Application documents

- Use a black or blue ballpoint pen to fill in the forms.
 - Forms filled out in pencil cannot be accepted.
 - All application documents to be submitted must be completed in Japanese or English unless otherwise specified.
 - Documents and certificates submitted must be within three months of issue.
- * The following details must be provided for any Japanese translation.
- Translation date
 - Translator’s name
 - Translator’s affiliation, and its address and telephone number
 - Official seal of the affiliation

No.	Application documents	Notes
1	Application Form (KUISS Form 1)	Please fill in this form as designated by KUISSs. The applicant's name as printed on his/her passport (including romanizations) must be accurately entered by the applicant themselves in Japanese or English, with a frontal head-and-shoulders (without any hat) photo [size: 4×3cm (H×W)] taken within the last three months attached in the specified section. (* Permission for admission may be canceled if the application form is filled in by anyone other than the applicant.)
2	Application Rationale (KUISSs Form 2)	Please fill in this form as designated by KUISSs.
3	Letter of Commitment (KUISSs Form 3)	Please fill in the necessary matters. It needs to be signed by the applicant themselves and by the guarantor.
4	Statement of Financial Support (KUISSs Form 4)	This is a document to demonstrate the ability to pay the necessary expenses for study in Japan. * For documents and certificates, etc. prepared in languages other than Japanese, A Japanese translation must be attached.
5	Letter of Guarantee (KUISSs Form 5)	The applicant and guarantor must fill out the required information on the form provided by the University and fill out required individual part in their own handwriting. * The guarantor must be an employed person over 20 years of age who will be responsible for the applicant's personal and financial matters during the enrollment in the Japanese Language Course. If there are guarantors both in Japan and the applicant's home country, please prioritize the resident in Japan.
6	Certificate of Health (KUISSs Form 6)	A health check must be undergone within three months prior to the application, and submit the certificate (with the seal of the medical institution) prepared by the medical institution.
7	Graduation certificate of the final academic record (expected) or certificate of enrolment. Certificate of attendance from a Japanese language school	Please submit the copy of the original graduation certificate issued by the final academic institution that the applicant graduated from in the home country. Please also submit other required certificates issued by the schools that the applicant graduated from or will be graduating from. * If you have previously attended a Japanese language school, please submit a certificate of attendance.
8	Academic transcript of the final academic institution that the applicant graduated from / Academic transcript from a Japanese language school	Please submit the original copy of the academic transcript issued by the final academic institution that the applicant graduated from in the home country. * If you have previously attended a Japanese language school, please submit your academic transcript.

9	Documents attesting to sponsor's ability to pay expenses	<p>Documentation attesting to the ability to cover all expenses required to study in Japan. (The following four items must be submitted.)</p> <ul style="list-style-type: none"> - Employment certificate / income certificate of the sponsor - Documentation demonstrating the sponsor's financial status (issued by the local tax office or income certificate) - Proof of sponsor's deposit (A copy of certificate of deposit or the bankbook with the name of nominal person) <p>Please also submit any appropriate certification documents other than the above.</p>
10	Documents attesting to relationship with sponsor	<p>Attestation to relationship between applicant and sponsor.</p> <p>Copy of residency record (including record of parents and all siblings, color version is preferable.)</p> <p>* Original of notarization is acceptable.</p>
11	Certificate of Japanese Proficiency (KUISs Form 7)	<p>Please submit the applicant's certificate of Japanese Language Proficiency Test at grade N4 or higher, or an academic certificate attesting to a minimum of 300 hours study at a Japanese language institution.</p> <p>If not possible, one of the following must be submitted:</p> <ul style="list-style-type: none"> - Certificate of Japanese language proficiency or JLPT score report or copy of equivalent certificate of Japanese JLPT. - Certificate issued by a Japanese language institution or other party who can officially attest to the applicant's Japanese language proficiency. (KUISs Form 7)
12	Copy of passport and residence certificate, or copy of residence card (for applicants in Japan)	<p>(1) Applicants residing outside Japan</p> <ul style="list-style-type: none"> - A photocopy of the page of your passport that shows your name and your entry/exit history in Japan. (If you do not have a passport, a copy of an identification card issued by the government or equivalent is acceptable.) <p>(2) Applicants residing in Japan</p> <ul style="list-style-type: none"> - A photocopy of the page of the passport that shows the name. - Please provide a copy of the residence certificate or both sides (front and back) of the residence card on A4 paper.
13	ID photo	<p>Please write your name on the back of three (3) color photos (4 cm (H) x 3 cm (W) front, upper body, hatless, taken within the last three months), affix one photo to the application form and attach the other two in an envelope to be sent by mail.</p> <p>* The photos are used to apply for Certificate of Eligibility for Resident Status.</p>
14	Contact Notification Form (KUISs Form 8)	<p>All the original documents related, including notification of acceptance or rejection, will be sent by mail to the applicant only to the contact address (one location) indicated on this form. Please fill out the form carefully in Japanese if you are in Japan, and in English (Chinese is acceptable) if you are not in Japan.</p>

15	Payment of the official examination fee in Japan and the proof of payment at a financial institution	Applicants who will pay the official examination fee in Japan must confirm the relevant document and transfer the fee to the University's bank account. Please also submit the proof of payment. * We recommend making a photocopy of the proof of payment for your own safekeeping.
16	Payment of the official examination fee outside Japan and the proof of payment at a financial institution	Overseas remittance information will be provided separately. Applicants who pay the official examination fee from overseas should attach the copy of a document for overseas remittance at a financial institution.

*** Note concerning application documents**

* Please note the following concerning submitted documents:

- (1) Documents that are submitted will not be returned for any reason.
- (2) Only documents that are fully prepared by the application deadline will be accepted.
- (3) All documents should be prepared on A4 (210×297 mm) paper as far as possible.
- (4) Regarding the documents submitted, the applicant, person filled in the form, and/or any parties issued certificates, etc. may be contacted by telephone to confirm the details.
- (5) The complete set of application documents must be photocopied and kept by the applicant.

■ Handling of Personal Information

Information provided in application documents will only be used for KUISs official examination-related procedures and immigration bureau formalities.

Copies of application documents and information provided may be submitted to the immigration bureaus via KUISs upon requests. Please sign the application documents required with this consent.

Notes on entry

- * Use a black ink pen (ballpoint or fountain pen) to fill in the documents. Forms filled out in pencil will not be accepted.
- * The guarantor sponsor must sign the relevant forms themselves. Documents without the signature of the person concerned are not officially accepted.

Other matters

- * In principle, the submitted application documents will not be returned even if the applicant is not accepted.
- * Documents other than the above may need to be submitted if requested by the immigration bureau for any reason. In such instance, they must be submitted as soon as possible.

■ Address for submission of application documents

Office for the Japanese Language Course,

Kobe Yamate Campus, Kansai University of International Studies

3-1 Suwayamacho, Chuo-ku, Kobe, Hyogo, Japan, 650-0006

TEL: +81-78-330-5999 (direct dial to Office for the Japanese Language Course)

E-mail: bekka@kuins.ac.jp

■ **Official examination fee**

¥15,000 Japanese yen

■ **Method for payment of official examination fee**

The official examination fee must be paid by the application deadline for applicants from both Japan and overseas. Please note that the official examination fee once paid is not refunded. Please follow the instruction below for each payment.

★ **Payment in Japan**

Please fill in the required information (be sure to include the name of the applicant) and transfer the funds to the bank account below.

◇ **KUISS designated bank in Japan**

- Ban: Sumitomo Mitsui Banking Corporation
- Branch: Midorigaoka Branch
- Account holder: Kansai University of International Studies
- Account number: **3720341** (Ordinary Account/Savings Account)
- SWIFT code: **SMBCJPJT**
- Address: 1-18 Aoyama, Shijimi-cho, Miki-shi, Hyogo, Japan
- Tel.: 0794-85-2288

★ **Payment outside Japan (Overseas remittance)**

When remitting money overseas, please pay the above-mentioned fee plus handling charges imposed by banks in Japanese yen. Information on how to send money overseas will be provided separately.

*Notes

- The name of the remitter must be that of the applicant.
- Applicants are responsible for any fees for remittance in their own country.
- Please be sure to keep the certificate of payment with the seal of the financial institution until you have completed the examination.

■ Announcement of application results

Regardless of whether the applicant is selected or not, the results will be sent to the contact address indicated on the "Contact address for notifications" submitted by the applicant. Please note that we will not be able to respond to inquiries by telephone or other means regarding acceptance or rejection.

■ Tuition and Enrollment procedures

Please complete the following procedure by the designated date. For the details of the procedure, please refer to the enrollment documents enclosed with the notification of acceptance. If the admission procedures are not completed by the due date, the admission acceptance will be revoked.

(1) Tuition and other fees required for admission.

Tuition and other fees for students to enter in 2024 (annual amount)

Item	Amount to be paid		
	First year of school		Annual amount
	Entry in April (April to September)	October (October to March)	
	Entry in October (October to March)	April (April to September)	
Enrollment fee	¥100,000 yen	—	¥100,000 yen
Academic fee	¥300,000 yen	¥300,000 yen	¥600,000 yen
Insurance fee	¥11,500 yen	—	¥11,500 yen
Total	¥411,500 yen	¥300,000 yen	¥711,500 yen

*Insurance is annual. Please note that the insurance for foreign students is subject to change. Textbooks, etc. will be charged for separately.

(2) Amount and date of payment at the time of enrollment procedure

Admission and academic fees must be paid to complete the admissions procedure. The total amount of money to be paid and the due date are as follows.

Admission	Payment deadline		Payments (e.g. academic fees) due
Apr. 2024	1st	Mon, Oct. 16	¥411,500 (Admission, half-year academic fee, and insurance fee)
	2nd	Wed., Nov. 22	
	3rd	Tue., Jan. 30, 2024	
	4th	Fri., Mar.22, 2024	
Oct. 2024	1st	Wed., May 22, 2024	
	2nd	Mon., Jan. 24, 2024	
	3rd	Tue., Jul. 30, 2024	
	4th	Fri., Sep. 20, 2024	

* If the payment is not made by the due date without any notice, acceptance for admission may be rescinded assuming that the applicant has no intention to accept the admission offer.

Successful applicants must complete the enrollment procedures by the designated due date. Details of the payment amount and method will be provided in the enrollment documents.

A "Letter of Acceptance" will be issued as soon as it can be confirmed that the enrollment procedures have been completed.

(3) Withdrawal of Admission after enrollment Procedures

If an enrollment needs to be declined for unavoidable circumstances after the enrollment procedures, please contact the Office for the Japanese Language Course, and an "Enrollment Withdrawal Form" will be sent to the object person. If the "Certificate of Eligibility" or "College Student Visa" is not issued, the original "Letter of Acceptance" and "Certificate of Eligibility" (if already issued) must be returned to the University, and the amount of tuition and other fees paid minus the remittance charge to be required for repayment will be refunded. In the case of a withdrawal for other personal reasons, the amount of tuition and other fees paid, excluding the enrollment fee (nonrefundable enrollment fee), minus the remittance charge to be required for repayment will be refunded.

In the event of cancellation of enrollment, the original "Certificate of Eligibility" will be returned to the Immigration Bureau, and so subsequent reapplication is not possible even if equested.

In addition, once an entry visa has been issued, the tuition and other fees already paid will not be refunded for any reasons.

Moreover, even if a student's arrival in Japan, also the start of classes, is delayed due to personal reasons, tuition and other fees will not be refunded for the period during which the student was unable to attend classes.



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Kansai University of International Studies

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