2020 Academic Year Admissions

Entrance Examination for International Students Living Outside of Japan

Application Handbook

Kyoto University of Foreign Studies
Faculty of Foreign Studies: Admissions Policy

We seek students from Japan and overseas who understand the objectives, principles and goals of the University, who wish to develop language skills that can be applied practically in international society and develop specialist knowledge about the culture, history, politics and economics etc. of the country of which they are studying the language and their own country. We seek students who wish to develop the broad knowledge required to use their language skills and contribute to international society. As such, we want to recruit students with the following characteristics from Japan and overseas:

Characteristics we look for in students:
1. Students who wish to use their language skills to contribute to world peace in a globalizing society
2. Students who desire to learn practical foreign language skills
3. Students who are interested in the culture of both their own country and foreign countries
4. Students who have the right aptitude and basic academic skills for studying foreign languages

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Faculty of Global Engagement, Department of Global Studies: Admissions Policy

This Department seeks students who have the knowledge, skills, abilities, sense of purpose and motivation listed below, which are required of students in order to make the most of the education provided in the Department as set out in the Diploma Policy (the policy related to certifying graduation and award of degree) and Curriculum Policy (the policy related to the composition of the academic program).

Characteristics we look for in students:
1. Students who have already have high levels of skills in English and other foreign language skills and want to improve these skills
2. Students who look to take a proactive approach in all things, think about issues, make decisions and take actions
3. Students who wish to use their communication skills in foreign languages to actively promote international understanding
4. Students who have an interest in various issues in the international community and who wish to engage in international cooperation
5. Students who wish to learn specialized knowledge of international business and who wish to play an active part in the international community

Faculty of Global Engagement, Department of Global Tourism: Admissions Policy

This Department seeks students who have the knowledge, skills, abilities, sense of purpose and motivation listed below, which are required of students in order to make the most of the education provided in the Department as set out in the Diploma Policy (the policy related to certifying graduation and award of degree) and Curriculum Policy (the policy related to the composition of the academic program).

Characteristics we look for in students:
1. Students who want to take the initiative and engage in all things proactively
2. Students who have an interest in and curiosity about the culture of their own country and foreign countries
3. Students who, through the study of tourism, want to increase their knowledge of their own and other cultures by developing practical communication skills in foreign languages, and who want to play an active part in a global environment, in Japan or overseas.
4. Students who wish to contribute to the revitalization of regions through tourism.
5. Students who have an interest in cultural resources, in Japan and abroad, including those of Kyoto, an international city of tourism and culture, and who wish to take part in the planning and implementation of tourism policies.

Personal Information collected by Kyoto University of Foreign Studies (hereinafter referred to as ‘the University’) will be used for conducting entrance examinations, sending out the results of entrance exams and documents regarding enrolment procedures, providing educational guidance after enrollment to enrolling students, the creation of statistical documents in a way that no individual can be identified, providing necessary information to enrolling students about student life, and also in the University’s student recruitment and other activities. Furthermore, regarding the provision of information to students scheduled to enroll, the information may be given to Kyoto Gaidai Partners Co. (wholly owned by The University).

Some of the processing of personal information may be outsourced, but in this case the University will take on the responsibility of supervising and managing operations. Regarding the management of other personal information, this will be handled appropriately based on the “Kyoto University of Foreign Studies Regulations on the Protection of Personal Information”
1. Number of Applicants Accepted

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Department</th>
<th>Enrolment Limit</th>
<th>Number of Applicants Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Foreign Studies</td>
<td>Department of Japanese Studies</td>
<td>12 people</td>
<td>A few students for each department</td>
</tr>
<tr>
<td>Faculty of Global Engagement</td>
<td>Department of Global Studies</td>
<td>30 people</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Department of Global Tourism</td>
<td>20 people</td>
<td></td>
</tr>
</tbody>
</table>

The Enrolment Limit includes the number of students accepted through other entrance examinations for international students such as the examination for students of the University’s Japanese Study Center for International Students, the examination for students from Specified Japanese Language Schools, and the examination for foreign students living in Japan.

2. Application Eligibility

**Faculty of Foreign Studies. Department of Japanese Studies**

Applicants must possess non-Japanese nationality, and fulfil either 1) or 2) of the following requirements and meet requirements 3) and 4)

1) Have completed or be scheduled to complete by March 2020 a standard 12-year course curriculum in a country outside Japan, and their qualifications are recognized as sufficient to enter university in their country of study.

2) Have been recognized by Kyoto University of Foreign Studies as having qualifications equivalent to or exceeding the qualifications in 1) above.

3) Be living outside of Japan.

4) Have taken either of the tests below:

1. The Japanese as a Foreign Language Section (including the Writing Section) of The Examination for Japanese University Admission for International Students
   (The examination should have been taken in either June or November 2018, or June or November 2019)

2. Level N1 of the Japanese Language Proficiency Test
   (The examination should have been taken in July or December 2018 or July 2019)

3. Have been recognized by Kyoto University of Foreign Studies as having taken an examination equivalent to 1. and 2. above
### Department of Global Studies

Applicants must possess non-Japanese nationality, and fulfil either 1) or 2) of the following requirements and meet requirement 3) and either requirements 4) or 5)

1) Have completed or are scheduled to complete by March 2020 a standard 12-year course curriculum in a country outside Japan, and their qualifications are recognized as sufficient to enter university in their country of study.

2) Have been recognized by Kyoto University of Foreign Studies as having qualifications equivalent to or exceeding the qualifications in 1) above.

3) Be living outside of Japan

4) Have taken, in or after April 2018, the following exams and are able to provide evidence by the time of application that they have met the requirements detailed below:

   **Applicants whose mother tongue is not English**

   A score at or above the required score in any of the following tests: TOEIC (L&R): 650 points, TOEIC 4 Skills 1390 points, TOEFL iBT 61, TOEFL Junior 828 points, IELTS 5.0

   **Applicants whose mother tongue is English**

   A score at or above the required score in any of the following tests: TOEIC (L&R): 750 points, TOEIC 4 Skills 1535 points, TOEFL iBT 68, TOEFL Junior 840 points, IELTS 5.5. OR have been recognized by Kyoto University of Foreign Studies as having an equivalent qualification to those above

5) Have been recognized by Kyoto University of Foreign Studies as having reached a level equivalent to or exceeding those detailed in 4) above.

### Department of Global Tourism

Applicants must possess non-Japanese nationality, and fulfil either 1) or 2) of the following requirements and meet requirement 3) and either requirements 4) or 5)

1) Have completed or are scheduled to complete by March 2020 a standard 12-year course curriculum in a country outside Japan, and their qualifications are recognized as sufficient to enter university in their country of study.

2) Have been recognized by Kyoto University of Foreign Studies as having qualifications equivalent to or exceeding the qualifications in 1) above.

3) Be living outside of Japan

4) Meet either of the requirements detailed below:

   **Applicants whose mother tongue is not English**

   Have taken, in or after April 2018, the following exams and are able to provide evidence by the time of application that they have met both requirements A) and B) detailed below:

   A) Have taken any of the following: TOEIC (L&R), TOEIC 4 Skills, TOEFL iBT, TOEFL Junior, IELTS

   B) A score of 60% or above in both the Japanese as a Foreign Language Section and Japan and the World Section of the Examination for Japanese University Admission for International Students or N2 level of the Japanese Language Proficiency Test

   **Applicants whose mother tongue is English**

   Have taken, in or after April 2018, either of the following exams and are able to provide evidence by the time of application that they have met either requirement A) or B) detailed below:

   A) A score of 240 in the Japanese as a Foreign Language Section (not including the Written Section) and 120 in the Japan and the World Section of the Examination for Japanese University Admission for International Students or N2 level of the Japanese Language Proficiency Test
3. Application Procedures

1) Application Periods

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule A</td>
<td>From Monday 25 November to Tuesday 3 December 2019</td>
</tr>
<tr>
<td>Schedule B</td>
<td>From Saturday 11 January to Wednesday 15 January 2020</td>
</tr>
</tbody>
</table>

Note: Application Documents that arrive after the end of the Application Period will not be accepted.

2) How to Apply

1. Applications can be made via the Internet Application System on the University homepage. After making your application, send the documents detailed below in item 3) Application Documents by either EMS or international courier. The documents must arrive at the University before the end of the application period.

2. Please pay the Admission Examination Fee by credit card before you send your application documents.

3. For those documents of which we do not accept copies, please send the originals. Put these documents along with copies of other documents into an envelope and send to the address given below in item 5) Mailing Address to Submit the Application. When sending the documents, use the Mailing Label printed out from the Internet Application System, and send them so that they arrive before the end of the application period.

3) Application Documents

<table>
<thead>
<tr>
<th>Application Documents</th>
<th>Format</th>
<th>Which applicants need to send which documents and other information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Admission Application</td>
<td>Form designated by the University Complete the application information in the Internet Application System, print out the form and submit it.</td>
<td>All Applicants</td>
</tr>
<tr>
<td>2) Admission Letter</td>
<td>Form designated by the University Complete the application information in the Internet Application System, print out the form and submit it.</td>
<td>All Applicants</td>
</tr>
<tr>
<td>3) Motivation Letter</td>
<td>Form designated by the University</td>
<td>All Applicants</td>
</tr>
<tr>
<td>4) Study Plan</td>
<td>Form designated by the University</td>
<td>All Applicants</td>
</tr>
<tr>
<td>5) Theme Essay</td>
<td>Form designated by the University</td>
<td>All Applicants</td>
</tr>
<tr>
<td>6) Certificate of Graduation/Completion or Scheduled Graduation/Completion</td>
<td>A certificate produced by the Principal of your senior high school. (Original Document Required)</td>
<td>All Applicants</td>
</tr>
<tr>
<td></td>
<td>A certificate produced by the President of your university or junior college. (Original Document Required)</td>
<td>Applicants who have graduated from university or junior college should send these documents along with their high school certificate.</td>
</tr>
<tr>
<td>7) Academic record</td>
<td>A certificate produced by the Principal of your senior high school. (Original Document Required)</td>
<td>All Applicants</td>
</tr>
<tr>
<td></td>
<td>A certificate produced by the President of your university or junior college. (Original Document Required)</td>
<td>Applicants who have graduated from university or junior college should send these documents along with their high school certificate.</td>
</tr>
<tr>
<td>8) Notification of Results of either the Examination for Japanese University Admission for International Students or the Japanese Language Proficiency Test</td>
<td>A Notification of Examination Results showing a score that meets the application requirement. (Copies are acceptable)</td>
<td>All applicants for the Department of Japanese Students in the Faculty of Foreign Studies and the Department of Global Tourism in the Faculty of Global Engagement.</td>
</tr>
<tr>
<td>9) Results of an English Proficiency Examination</td>
<td>A Notification of Examination Results showing a score that meets the application requirement. (Copies are acceptable)</td>
<td>All applicants for the Department of Global Studies and the Department of Global Tourism in the Faculty of Global Engagement.</td>
</tr>
<tr>
<td>10) Copy of your Passport</td>
<td>Send a copy of the page with your name, date of birth, nationality, and photo of your face. (The passport must be one that is currently valid)</td>
<td>All applicants</td>
</tr>
<tr>
<td>Note: if you do not have a passport, please send an official certificate such as your birth certificate, residence certificate etc. (The certificate must be in English)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11) Mailing Label</td>
<td>Form designated by the University Please stick the label to the envelope you use to send the documents in.</td>
<td>All applicants</td>
</tr>
<tr>
<td>12) Application for Admission Examination Fee Exemption</td>
<td>Form designated by the University Please make a copy of application documents 8) and 9) on B5 paper and attach them</td>
<td>Only those applying for the examination fee exemption</td>
</tr>
</tbody>
</table>

The University may request the submission of other necessary documents.

Please note the following:
1) All documents and certificates submitted should have been **issued within three months of application**.

2) In the case where you cannot submit the original of the Certificate of Graduation/Completion or Scheduled Graduation/Completion, or Academic Record, you may supply copies of the documents that have been certified by an embassy or other official institution as being identical to the original.

   If certificates are written in a language other than Japanese, English or Chinese, please **attach a Japanese translation** of the documents that have been certified by an official institution.

3) When submitting your application, please ensure that all relevant documents from 1) to 12) are included, and send them to us in a single envelope. If there are any errors or omissions in the documents, the university will not accept the application.

4) Admissions Examination Fee
   20,000 yen
   - The following credit cards can be used: VISA, Mastercard, American Express, JCB, UnionPay
   - The cardholder does not have to be the applicant

5) Mailing Address for Submitting the Application
   Admissions Center
   Kyoto University of Foreign Studies
   6 Kasame-Cho, Saiin, Ukyo-ku
   Kyoto 615-8558
   Japan

### 4. Important Points about application

1) Once the Admissions Examination Fee has been paid and application documents submitted, they will not be returned under any circumstances.

2) If you have any questions regarding the application process, please contact:
   Admissions Center, Kyoto University of Foreign Languages
   Phone: +81-(0)75-322-6035

### 5. Screening Process

<table>
<thead>
<tr>
<th>Faculty and Department</th>
<th>Screening Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Foreign Studies, Department of Japanese Studies</td>
<td>The decision will be made based on an overall assessment of the theme essay (to be written in Japanese), the applicant's scores in the Japanese as a Foreign Language Section (including the Writing Section) of the Examination for Japanese University Admission for International Students or the Level N1 of the Japanese Language Proficiency Test, and the other application documents submitted.</td>
</tr>
<tr>
<td>Faculty of Global Engagement, Department of</td>
<td>The decision will be made based on an overall</td>
</tr>
</tbody>
</table>
Global Studies

assessments of the theme essay (to be written in English), the applicant's scores in TOEIC, etc. and the other application documents submitted.

Faculty of Global Engagement, Department of Global Tourism

The decision will be made based on an overall assessment of the theme essay (to be written in Japanese), the applicant’s scores in the Japanese as a Foreign Language Section (not including the Writing Section) and the Japan and the World Section of the Examination for Japanese University Admission for International Students, in the Japanese Language Proficiency Test, in TOEIC, etc. and the other application documents submitted.

6. Notification of Results

1) Date of Notification of Results

| Schedule A | Friday 10 January 2020 |
| Schedule B | Friday 31 January 2020 |

On this day, the results of whether an applicant has passed the entrance examination are sent out as a Notification of the Result of Admissions Exam by express mail to the applicant. The results are not announced on the University homepage.

Note: The University will not answer questions about the results of entrance admissions by telephone, post, e-mail etc.

7. Enrolment Procedures

Enrolment procedures consist of 1) payment tuition fees and proxy collection fees and 2) the submission of enrolment documents. Enrolment procedures are considered completed after both of these have been completed.

Therefore, you must make sure to complete enrolment procedures before the enrolment procedures deadline.

Please note that once tuition and proxy collection fees have been paid, and enrolment documents submitted, they will not be returned under any circumstances.

Further information about enrolment will be provided in the Enrolment Procedures Handbook that is sent out with the Notification of the Result of Admissions Exam. Please make sure to read this handbook carefully and follow the instructions in it.

1) Enrolment procedures deadline

| Schedule A | Friday 31 January 2020 |
| Schedule B | Friday 7 February 2020 |

2) Tuitions Fees and Proxy Collection Fees

Please refer to 11. Tuition Fees and Proxy Collection Fees on page 7
Please note:
For the enrolment procedures, successful applicants need to name a Guarantor. The guarantor is responsible for all matters concerning the student, including the student's academic performance, all expenses such as living costs etc., and as such must be someone able to take on these responsibilities. In principle, the guarantor is one of an applicant's parents (the guarantor can be someone living in Japan or overseas), but if it is someone who is able to take on these responsibilities, and if he/she is financially independent, it is possible to name a relative or friend as guarantor instead of the applicant's parents.

8. Admission Permit

Once a successful applicant has completed the specified enrolment procedures (that is paying tuition and proxy collection fees by either Pattern B or Pattern C detailed on page 8, and submitting enrolment documents), the successful applicant will be issued with an Admission Permit.

With this Admission Permit, an applicant is given permission to enroll at the University. However, if is established after the permit has been issued that an applicant has not met the application requirements, then permission to enroll at the University will be cancelled.

9. Visa Application

1) Once the Admission Permit is issued to successful applicants, each applicant needs to follow the necessary visa application procedures needed to be granted a status of residence in Japan as a Student.

2) More information about the procedures for acquiring a Student visa will be provided in the handbook called Procedures For Obtaining a Student Visa which is sent out with the Notification of the Result of Admissions Exam. Please read this carefully and follow the instructions.

10. Return of Tuition Fees and Proxy Collection Fees when an Applicant Declines Admission

In a case where a successful applicant decides to decline admission after completing enrolment procedures, if the applicant completes the specified procedures by Tuesday 31 March 2020, then the amount of tuition fees and proxy collection fees minus the admission fee will be refunded. The refund of money will be made by bank transfer to a designated bank account and will be made in late April 2020. For further details please refer to the Enrolment Procedures Handbook.

11. Tuition Fees and Proxy Collection Fees

1) Tuition Fees and Proxy Collection Fees (for the 2020 Academic Year)

<table>
<thead>
<tr>
<th>Item</th>
<th>Spring Semester (Minimum amount to be paid during enrolment procedures)</th>
<th>Autumn Semester</th>
<th>Total of both Spring and Autumn Semesters</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit: Yen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition Fees</td>
<td>Admission Fee</td>
<td>Course Fee</td>
<td>Education Enhancement Fee</td>
<td>Subtotal</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------</td>
<td>------------</td>
<td>---------------------------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td>230,000</td>
<td>397,500</td>
<td>207,500</td>
<td>835,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proxy Collection Fees</th>
<th>Supporters’ Association Entry Fee</th>
<th>Supporters’ Association Fee</th>
<th>Student Union Entry Fee</th>
<th>Student Union Fee</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5,000</td>
<td>10,000</td>
<td>1,000</td>
<td>4,000</td>
<td>20,000</td>
</tr>
</tbody>
</table>

| Total                 | 855,000                          | 605,000                     | 1,460,000               |

2) During the enrolment procedures, tuition fees for the spring semester and proxy collection fees must be paid. The form for the payment of fees for the autumn semester will be sent out in mid-September 2020. It is also possible to pay the tuition fees for both the spring and autumn semesters and the proxy collection fees during the enrolment procedures.

3) Please choose one of the following patterns, B or C, to pay fees for the enrolment procedures.

Pattern B: Admission Fee + Class Fee and Education Enhancement Fee for the Spring Semester + Proxy Collection Fees

Pattern C: Admissions Fee + Class Fees and Education Enhancement Fees for both the Spring and Autumn Semesters + Proxy Collection Fees

4) Tuition Fees and Proxy Collection Fees from the Second Year Onwards

1. From the second years onwards, fees to be paid are Tuition Fees (not including the Admission Fee) and the Proxy Collection Fees (Supporters’ Association Fee and Student Union Fee).

   For students in the Faculty of Global Engagement, from the third semester on, course fees will increase by 35,000 yen per semester from the fees at the time of admission.

2. Course Fees and Education Enhancement Fees for the second year and onward may change depending on changes in the economic situation etc.

2) In the year of graduation, Campus Promotion Cooperation Fees are collected as part of the tuition fees, and Graduation Album Fees, and the Admission Fee and Lifetime Membership Fee of the Alumni Association are collected as part of the proxy collection fees.
3) Students who are eligible for the Admission Fee Exemption System will be exempted from the admission fee (an amount equivalent to the admission fee will be refunded after admission).

### 12. Admission Fee Exemption System

This is a system through which applicants with excellent results in tests designated by the University are exempted from the admission fee (an amount equivalent to the admission fee will be refunded after admission). Students who achieve any of the required levels detailed in the table below are eligible. Note: The application for the Admission Fee Exemption must be made at the time of application for the relevant department. Applications not made at this time will not be considered.

Only tests taken since 2018 will be considered.

<table>
<thead>
<tr>
<th>Faculty and Department</th>
<th>Examination and Required Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Foreign Studies Department of Japanese Studies</td>
<td>A score of either 340 or above in the Japanese as a Foreign Language Section and 170 or above in the Japan and the World Section of the Examination for Japanese University Admission for International Students; or a score of 153 or above in Level N1 of the Japanese Language Proficiency Test.</td>
</tr>
<tr>
<td>Faculty of Global Engagement Department of Global Studies</td>
<td>Applicants whose mother tongue is English The required score in any of the following tests: EIKEN CSE 2600 points or above, GTEC 4 Skills 1350 points or above, TEAP 4 Skills 375 points or above, TOEIC (L&amp;R) 945 points of above, TOEIC 4 Skills 1845 points or above, TOEFL iBT 95 points or above IELTS 7.0 or above Applicants whose mother tongue is not English The required score in any of the following tests: EIKEN CSE 2426 GTEC 4 Skills 1260 points or above, GTEC Old 3 Skills 780 points or above, TEAP 4 Skills 334 points or above, TEAP 2 167 points or above, TOEIC (L&amp;R) 835 points or above, TOEIC 4 Skills 1670 points or above, TOEFL iBT 80 points or above, Cambridge English PET 168 points or above, Cambridge English FCE 168 points or above, IELTS 6.0 or above,</td>
</tr>
<tr>
<td>Faculty of Global Engagement Department of Global Tourism</td>
<td>A score at or above the stated levels in the following examinations. One of the following English Tests: EIKEN CSE 2222 points or above, GTEC 4 Skills 1135 points or above, TEAP 4 Skills 290 points or above, TOEIC (L&amp;R) 705 points of above, TOEIC 4 Skills 1460 points or above, TOEFL iBT 61 points or above, TOEFL Junior 828 points or above, IELTS 5.0 or above, And one of the following tests: 280 or above in the Japanese as a Foreign Language Section (not including the Writing Section) and 140 or above in the Japan and the World Section of the Examination for Japanese University Admission for International Students or a score of 126 or above in Level N1 of the Japanese Language Proficiency Test.</td>
</tr>
</tbody>
</table>

Note: The TOEIC 4 Skills score is the total obtained by adding the TOEIC (S&W) score multiplied by 2.5 to the TOEIC (L&R) score

Note: TOEIC IP scores will not be considered

Note: Under normal circumstances, only GTEC Kentei-ban and CBT official scorecards would be accepted for deemed score conversion. However, as we are also accepting the old Kentei-ban 3 skill test for this year’s applications, for the 2020 Academic Year Admissions conducted this year only, the Assessment 4 skills and 3 skills tests will be accepted.
Regarding the Assessment skills tests, the upper value (maximum possible score) was changed in 2019, but please be aware that we will not make any adjustments for scores obtained before then.

### 13. Course Fee Reduction System and Scholarship System

The University has established scholarship schemes that aim to reduce the financial burden on students after enrolling at the University.

For information the scholarships offered by the University, please refer to the page accessed through the following URL:

**URL:** [https://www.kufs.ac.jp/universitylife/scholarship.html](https://www.kufs.ac.jp/universitylife/scholarship.html)

### 14. Accommodation

The University has some accommodation for international students (maximum length of occupation is one year), but the number of students that can be housed there is limited.

For students who prefer to spend all four years at university living in the same accommodation, we recommend that they consider some of the occupation offered by real-estate companies the university cooperates with.

The rent for accommodation depends on facilities and other conditions, but is usually between 30,000 yen and 60,000 yen per month. In addition, when moving into the accommodation you may need to pay key money and a deposit (totaling about the equivalent of 3 months of rent).

**Note:** More information is provided in the Enrolment Procedures Handbook sent to successful applicants.
京都外国語大学
Kyoto University of Foreign Studies

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