

**September 2022 Enrollees
International Student Admission
Examination
(Living outside of Japan)
Application Requirements**

Kyoto University of Foreign Studies

University – Faculty of Global Engagement, Department of Global Studies; Admission Policy (Policy for Accepting Enrollees)

In order to receive the education stipulated in the graduation certification/degree conferral policy (diploma policy) and the curriculum organizational policy (curriculum policy), this department is seeking people who have the following necessary knowledge, skills, abilities, sense of purpose, and motivation.

【Students We are Seeking】

- ① Those who have high foreign language abilities including English, and wish to further improve their abilities.
- ② Those who are willing to take the initiative, think, decide, and act in any matter.
- ③ Those who actively promote international understanding by making full usage of their foreign language communication ability.
- ④ Those who are interested in various issues of the international community and want to engage in international cooperation.
- ⑤ Those who want to acquire specialized knowledge of international business, and play an active role in the community.

Handling of Personal Information

The personal information held by the Kyoto University of Foreign Studies (hereinafter referred to as "the university") in accordance with the application documents will be used for conducting entrance examinations, notifying the results of entrance examinations, sending admission procedure documents, and providing post-admission education to new students, preparation of statistical data in a non-personally identifiable form, provision of information necessary for the student life of new students, recruitment of students at the University, and other related work. Additionally, in providing various information to prospective students, we may provide it to Kyoto University of Foreign Studies Partners Co., Ltd. (a company wholly owned by the university).

Although we may outsource the data processing of personal information, we will supervise and manage it responsibly.

The management of personal information will be handled appropriately based on the "Rules for the Protection of Personal Information of Kyoto University of Foreign Studies".

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Important Announcement

The entrance exam schedule and application criteria may change due to the effects of coronavirus (COVID-19). Please be sure to check the university's website as necessary.

1. Admission Personnel

Faculty	Department	Capacity	No. Accepted
Faculty of Global Engagement	Department of Global Studies	30	A few

2. Application Qualifications

Those who are of a nationality other than Japanese, who live abroad, and who are applicable to any of the following (1) and (2), and who meet (3).

- (1) Those who have completed a 12-year course in school education in a foreign country, or those who are expected to complete it by September 19th, 2022, and who are qualified to enter a university in that country
- (2) Those who are recognized by the university as having the same or higher qualifications as (1) above (Including those who have completed a preparing course for universities or a foreign school equivalent to a 12-year course by the Minister of Education, Culture, Sports, Science and Technology)
- (3) Those who can submit **any of** the following that are a measure of English proficiency; ①~③ or those who are recognized by our university as having the same qualifications or higher as below:

- ① Those who meet the following criteria, and can submit a certificate by the application period for a test administered from April 2017 or later

Eiken CSE	GTEC (4 skills)	TEAP PBT (4 skills)	TEAP CBT	TOEFL iBT	Cambridge Assessment English	TOEIC L&R	TOEIC L&R, S&W	IELTS
2150	1118	282	540	62	155	710	1430	5.0

* Limited to the official score for language tests taken from April 2017 or later.

* TOEIC L&R, S&W are the total points obtained by multiplying the TOEIC S&W score by 2.5.

* TOEIC IP, TOEFL ITP and GTEC assessment are not accepted (group tests are not accepted in principle).

* Only the academic module is accepted for IELTS.

* Only the Test Date score is accepted for TOEFL iBT (My Best score is not accepted).

* TOEFL iBT Special Home Edition, IELTS Indicator, etc. are also accepted.

- ② Those who are expected to graduate from, or have graduated from an English-speaking high school or international school(English track), or those who have a graduation certificate and transcript, or a university entrance examination pass certificate (New Zealand, Canada, etc.) certified by each country's government (including state governments)
- ③ An evaluation report certifying English proficiency equivalent to ① by the head of an educational institution, such as a high school or vocational school (university-designated form)

3. Application Procedure

(1) Application Period

May 17 (Tue) to June 1 (Wed), 2022 at 23:59 JST.

(2) Application Method

- ① Applications can be made through the Internet application system on the University's website from 09:00 JST on the first day of the application period.

Kyoto University of Foreign Studies Internet Application System:

(The Admissions Office Login Page) <https://admissions-office.net/ja/portal>

***If you access the system for the first time, please create your own account first.**

- ② Before sending your application documents, please compile all documents in PDF format and send them to the Admissions Center by email (Email: global@kufs.ac.jp).
- ③ Send all application documents in one envelope by EMS, DHL, or other international courier with tracking. Attach the address label (downloadable file) to the envelope.
*Use the tracking number to check the delivery status of your documents.
- ④ The Admissions Center may contact you regarding your application documents, so make sure you have set up a system to receive emails.

* In the unlikely event that your application documents arrive late, we will only accept your application if we can confirm that you have emailed us the PDF file and that you have sent the documents to us.

Where to submit your application documents and inquiries about your application, etc.

京都外国語大学 入試広報部
〒615-8558 京都市右京区西院笠目町 6

ADMISSIONS CENTER
KYOTO UNIVERSITY OF FOREIGN STUDIES
6 Kasame-cho, Saiin, Ukyo-ku, Kyoto ZIP 615-8558, JAPAN

TEL : +81(0)75-322-6035

Email : global@kufs.ac.jp

* When sending an email, please be sure to include ① your name, ② the name of the department you are applying to, and ③ your location (in Japan or abroad (country/region)).

(3) Application Documents

Application Documents	Style	Applicable Persons
① Application Form	University-designated Form Enter the application content from the “internet application system,” print the PDF out, fill in and submit it.	All applicants
② Graduation (Completion) Certificate or Certificate of Expected Graduation (Completion) or Certificate of Eligibility for University Entrance	Created by High School Principal Applicants must indicate that they have graduated (will graduate) from high school, and the date of graduation. [No copies] * In lieu of a transcript, students who have graduated from a Chinese high school (middle school) may submit a Verification Report of Higher Education Qualification Certificate (English version) issued by the China Higher Education Student Information and Career Center (CHSI). (including Japanese agent institutions)	All applicants * If for any reason you are unable to submit an original document, you must submit a Certified True Copy certificate from your school, embassy, consulate general, or other official agency, proving that the copy is the same as the original document.
	Certificate of Eligibility for University Entrance issued by a foreign government (including state governments) (For high school graduates from Australia, Canada, etc.) [No copies]	Only if applicable
	Created by University/Junior College President [No copies]	University or junior college graduates
③ Academic Transcript *Must show grades and length of study	Created by High School Principal [No copies]	All applicants
	Created by University/Junior College President [No copies]	University or junior college students/graduates must submit with a high school certificate
④ Documents proving English proficiency, item (a), (b) or (C).		
(a) Certificate of English Qualification Examination results	A certificate showing not only the total score, but also the score for each item *Please reference “2. Application Qualifications”①. [Copies are acceptable]	All applicants
(b) University Entrance Examination pass/Qualified Certificate	If you submit the same documents as application documents (2), you may submit one material only. *Please reference “2. Application Qualifications”②. [No copies]	
(c) Certificate of English Proficiency	University-designated Form (Those who cannot submit (a)) *Please reference “2. Application Qualifications”③. [No copies]	
⑤ Passport Copy	A page where we can confirm your name, date of birth, nationality, and face photo (currently valid) and all pages showing your history of landing in Japan to date	All applicants *If you have more than one nationality, please submit copies of all passports. *If you do not have a passport or your passport has expired, please submit an official document, such as a birth certificate or proof of residency, to confirm your nationality and name.

Application Documents	Style	Applicable Persons
⑥ Certificate of Eligibility (COE)	A copy of your Certificate of Eligibility that clearly shows all items * If you are already enrolled in a Japanese language school in Japan and have this certificate, you must submit it.	Only if applicable * Used when making inquiries to the Immigration Bureau regarding applications for status of residence.
⑦ A copy of a valid Residence card	University-designated Form * Residence status: Length of stay: Make a copy so that the residence card number (12 digits) can be clearly seen on the upper right side of the front (the side where your photo can be seen)	Only if applicable * Need to confirm visa term, extension and changing on institution.
⑧ Application for Admission Fee Exemption	University-designated Form * Please attach a copy of the same admission certificate or Notification of Results that you submitted in application documents ④.	Applicants who meet the criteria for admission fee exemption (the same amount will be refunded after admission)

* You may be asked to submit other documents as required by the university.

* If the certificate is written in a language other than English or Japanese, it must be translated into Japanese and notarized by the school, embassy or consulate general.

(4) Entrance Exam Fee: **20,000 yen (JPY)**

* Please complete your payment in the Internet system.

4. Notes for Application

- (1) Once paid, the entrance exam fee and the submitted application documents will not be refunded or returned for any reason.
- (2) If you do not apply at the time of your application, you will not be eligible for the admission fee exemption system.

5. Selection Method

Applicants will be judged comprehensively based on their application documents and the online interview in English.

【Online Interview Test】

Applicants whose applications have been confirmed (those who have submitted their application documents and paid the entrance exam fee) will be asked to conduct an online interview (both audio and video are valid) using ZOOM.

* You will receive an email with the details of the online interview (ZOOM meeting ID, password, and individual admission number) and the interview time (including connection test). Please make sure to register the applicant's personal email address for the online application.

• Interview Date & Time

Schedule ①: June 11 (Sat), 2022 (9:00AM-5:00PM (JST) at a time designated by the university)

Schedule ②: June 18 (Sat), 2022 (9:00AM-5:00PM (JST) at a time designated by the university)

* Two dates are available, but applicants will be assigned to one of the above dates. The date and time will be determined by the University, and in no case will the applicant be able to choose their own date.

【Connection Test】

A ZOOM connection test will be held at the following times. Please use this to confirm your volume and video. You have to take part.)

• Connection Test Date & Time

Schedule ①: June 10 (Fri), 2022 (9:00AM-5:00PM (JST) at a time designated by the university)

Schedule ②: June 17 (Fri), 2022 (9:00AM-5:00PM (JST) at a time designated by the university)

* Two dates are available, but applicants will be assigned to one of the above dates. The date and time will be determined by the University, and in no case will the applicant be able to choose their own date.

* Disclaimer Regarding Online Interviews

This online interview test must be taken at the time designated by the university.

If you are unable to participate in the interview (both audio and video are valid) at the designated time for whatever reason, including environmental factors such as the internet environment and machine troubles, you will be rejected as absent, and the exam fee will not be refunded, and there are no measures for another interview.

6. Results Announcement

(1) Announcement date

June 24 (Fri), 2022

The results announcement will be notified to the applicant through the Internet System.

(2) We will not respond to any inquiries regarding acceptance or rejection by phone, postal mail, or email.

7. Admission Procedures

The admission procedures will be completed by paying the prescribed tuition and proxy collection fees, and submitting the admission procedure documents.

Therefore, successful applicants must complete the admission procedures by the next admission procedure deadline. Applicants who do not complete the admission procedures will not be accepted.

The university will not refund or return any paid tuition or proxy collection fees or submitted documents.

- (1) Admission Procedures Deadline

July 8 (Fri), 2022

- (2) Tuition and Proxy Collection Fees

Please refer to “10. Tuition and Proxy Collection Fees.”

8. Admission Permit

An “admission permit” will be issued to those who have completed the prescribed admission procedures.

Although the admission qualification is granted by this admission permit, the admission may be revoked if it becomes clear that the application qualifications are not met after issuance.

9. Applying for a Certificate of Eligibility (COE)

At the same time as the enrollment procedures, students will also apply for a Certificate of Eligibility (COE), which is necessary for applying for a college student visa.

10. Tuition and Proxy Collection Fees

(1) Tuition and Proxy Collection Fees (2022 Academic Year)

[Faculty of Global Engagement]

Item		Semester	
		Fall Semester	Comments
Tuition	Enrollment Fee	230,000 yen	Only at time of Admission Procedure
	Tuition Fee	423,750 yen	
	Education Enhancement Fee	207,500 yen	
	School Promotion Cooperation Fee	10,000 yen	Only at time of Admission Procedure
Subtotal		871,250 yen	
Proxy Collection Fee	Supporters' Assoc. Admission Fee	5,000 yen	Only at time of Admission Procedure
	Supporters' Assoc. Fee	10,000 yen	
	Student Assoc. Admission Fee	1,000 yen	Only at time of Admission Procedure
	Student Assoc. Fee	4,000 yen	
Subtotal		20,000 yen	
Total		891,250 yen	

- (2) You will be required to pay the Tuition Fee and Proxy Collection Fee for the Fall Semester at the time of admission procedure. The Tuition Fee for next academic year will inform in mid-March 2023.
- (3) Tuition and Proxy Collection Fees for the 2nd and Subsequent Semester
 Students will be required to pay Tuition Fees (Tuition Fee and Education Enhancement Fee) and Proxy Collection Fees (Supporter's Assoc. Fee and Student Assoc. Fee).
 The tuition and education enhancement fees are subject to change due to changes in economic conditions.
- ① In addition to the Tuition Fee, Faculty of Global Engagement students pay a separate fee for participation in the Community Engagement Program, depending on the destination.
 - ② In addition to tuition and proxy collection fees, there are additional fees for participation in various programs, such as practical training, study abroad, and internships.
 - ③ Proxy collection fees (alumni association membership and lifetime membership) will be charged in the year of graduation.
- (4) The admission fee will be exempted (the same amount will be refunded after admission) to those who are eligible for the admission fee exemption system.

11. Admission Fee Exemption System

Students who do exceptionally well in all entrance examinations are exempt from paying entrance examination fees (the same amount will be refunded after admission). The table below shows who is eligible for this exemption for the International Student Admission Examination. Please note that if you do not apply for an exemption at the time of your application, it will not be granted.

Applicable Faculties / Departments	Certification Test / Standard
Faculty of Global Engagement, Department of Global Studies	Eiken CSE 2400, GTEC (4 skills) 1260, TEAP PBT (4 skills) 337, TEAP CBT 688, TOEFL iBT 80, Cambridge English Assessment 168, TOEIC L&R 855, TOEIC L&R, S&W 1685, IELTS 6.0 (or above)

* Limited to the official score for language tests taken from April 2017 or later.

* TOEIC L&R, S&W are the total points obtained by multiplying the TOEIC S&W score by 2.5.

* TOEIC IP, TOEFL ITP and GTEC assessment are not accepted (group tests are not accepted in principle).

* Only the academic module is accepted for IELTS.

* Only the Test Date score is accepted for TOEFL iBT (My Best score is not accepted).

* TOEFL iBT Special Home Edition, IELTS Indicator, etc. are also accepted.

12. Tuition Reduction and Scholarship System

Tuition reduction system for self-funded international students

This is a system to reduce tuition for self-funded international students (students with “university student” status of residence) who have financial difficulties. Selection is based on a comprehensive assessment of the student’s financial situation and academic performance. If selected, the student’s annual tuition fee will be reduced by limited 30%.

The reduction is limited to the current academic year, but students can apply in subsequent years.

In addition, the university offers its own scholarship (Morita Fund Scholarship (paid)) and there are scholarships offered by organizations affiliated with the university (Kyoto University of Foreign Studies/Kyoto Junior College of Foreign Studies Supporters’ Association Scholarship for International Students (paid), Kyoto University of Foreign Studies Alumni Association Scholarship for International Students (paid)).

University General: <https://www.kufs.ac.jp/universitylife/scholarship.html>



International Students Scholarship: <https://www.kufs.ac.jp/en/faculties/scholarship.html>



13. Residence

Students who wish to live continuously for 4 years should consider properties introduced through real estate companies arranged by the university.

The rent will vary depending on the conditions, such as facilities, but the average is 30,000 to 60,000 yen.

Additionally, a security deposit and key money (about 3 months of rent) may be required when moving in.



