

Kwansei Gakuin University

Institute of Business and Accounting

Business School : International Management Course

Entrance Examination Information

2025 Spring – Pattern A

(Applicants resident in Japan)

The First intake

The Second intake

Institute of Business and Accounting
Kwansei Gakuin University
Address: 1-155, Uegahara Ichibancho,
Nishinomiya, Hyogo, 662-8501, Japan
Phone: 0798-54-6572
Email: imc@kwansei.ac.jp

School Motto “ Mastery for Service ”



Dr. Bates

Kwansei Gakuin University is an independent institution for higher education, offering Bachelor's, Master's, and Doctoral degrees in over 35 different disciplines to a student body of about 25,000, including approximately 800 foreign students. The University maintains academic standards that rank among the highest of all Japanese universities and colleges. The educational system at this institution is built on Christian principles, exemplified by its motto, "Mastery for Service," coined by Dr. C.J.L. Bates, the fourth Chancellor.

This emphasizes that students should not only strive for academic excellence in order to further their own careers, but should also nurture their personality and character for the purpose of serving others and society as a whole. This spirit continues to inform all the educational activities of the University.

International Management Course, Business School

Institute of Business and Accounting, Kwansei Gakuin University

2025 Spring Entrance Examination Information

Contents

- Outline of the Institute of Business and Accounting 1
- Entrance Examination for International Management Course 2
- General (admission procedures, tuition, scholarships, etc.) 11

NOTE: For information concerning the entrance examinations for the Accounting School (AS) and Corporate Strategy Management Course of the Business School (CSMC), please refer to the admission brochure (*nyugaku shiken youko*) (written in Japanese) on our website:

• CSMC (<https://iba.kwansei.ac.jp/bs/admission/application/>) • AS (<https://iba.kwansei.ac.jp/as/admission/application/>)



Outline of the Institute of Business and Accounting

1. Title: Institute of Business and Accounting, Kwasei Gakuin University

2. Programs:

1) Business School (Professional Graduate School)

Degree Awarded: Master of Business Administration (M.B.A.)

No. of Students: 200 (annual entry quota: 100)

Location: Osaka Umeda Campus and Nishinomiya Uegahara Campus

Corporate Strategy Management Course

Entry quota: Approx. 70

International Management Course

— All classes are conducted in English —

Entry quota: Approx. 30

2) Accounting School (Professional Graduate School)

Degree Awarded: Master of Accounting (M.Acc.)

No. of Students: 100 (annual entry quota: 50)

Location: Nishinomiya Uegahara Campus

3. Status: Independent Graduate School

4. Standard Duration of Degree Program: 2 years

5. Date of Establishment: April 1, 2005

6. Class Hours:

1) Business School

Corporate Strategy Management Course: Mainly weekday evenings and weekends

International Management Course: Mainly daytime on weekdays, and Saturdays

2) Accounting School: Daytime and evenings on weekdays, and Saturdays

Classes of the International Management Course will be held both in the Nishinomiya Uegahara Campus and the Osaka Umeda Campus. Students will be expected to travel between these Campuses.

Entrance Examination for International Management Course

(Pattern A – for applicants resident in Japan)

The entrance examination for the International Management Course will take two Patterns.

Applicants residing in Japan should take the Pattern A examination.

Applicants residing overseas should take the Pattern B examination.

Applicants may not take both examinations in the same (spring or fall) examination period.

I Admission Policy

The objectives of Business School are to educate students who will be able to pursue principles of management scientifically and work with global perspectives in compliance with international regulations and rules. Also, it educates professionals who will possess a high level of business ethics with the spirit of Kwansei Gakuin's school motto.

International Management Course intends to educate students to become professionals who are able to work in the global business environment. Therefore, our admission seeks highly motivated candidates who possess a basic knowledge of business and will be able to achieve academic goals. It evaluates the candidates based on their ability of being successful in the global setting. All classes are conducted in English, therefore, the candidate's ability of communicating, writing, reading and understanding in English is particularly important and the students are required those skills in graduate study level. Comprehensive English language ability will be accessed in the admissions exam and interviews (recommended level of English is as follows: TOEFL-iBT: 85 or above, TOEFL-ITP: 570 or above, TOEIC: 780 or above, or IELTS: 6.0 or above).

The objective of the Management program is to provide students the career knowledge and skills to develop insights necessary for confronting the managerial challenges of increasingly global and technologically innovative industries. Through case analyses, simulations and interactive discussions we explore how practicing managers face critical decisions in generating new opportunities, and building organizational capabilities required for sustaining competitive advantage.

The Marketing program aims to provide sound theoretical bases and practical skills to students who wish to develop expertise in marketing area. In this program, students are expected to learn a range of decisions in planning (plan), execution (do), and control (see) of marketing strategies. Our curricula reflect fundamental issues of marketing strategies such as understanding of market environment (customers, competitors and collaborators), segmentation, targeting, positioning, the 4Ps (product, place, promotion and pricing) and brand management in the increasingly competitive environment.

The overall objective of the Finance program is to provide students with a solid understanding of finance and accounting allowing the application of various finance models to real world decision-making in a global context. We discuss how financial managers face critical decisions such as which assets the firm should invest in, how to raise the cash to pay for them, and how much cash they pay out as dividends to shareholders. In the classroom, we use case studies mixed with lecture style teaching.

The objective of the Family Business Management program is to train students who plan to succeed their family businesses. Through lectures and interactive case discussions, students learn how they should address typical challenges associated with management of family businesses for continuous growth and prosperity. The program is designed to provide interdisciplinary learning opportunities across management, marketing, as well as finance.

II Student Intake

Course		Student intake	
		First	Second
International Management Course	Pattern A (In Japan)	10	5
	Pattern B (Overseas)	5	
Total		15	5

III Qualifications for Application

1. Applicants fulfilling one of the conditions below.

- 1) University graduates or those who are expected to have graduated from a university by March 31, 2025.
- 2) Applicants who have received, or are expected to have received by March 31, 2025, a Bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education; the former National Institution for Academic Degrees and University Evaluation.
- 3) Applicants who have completed, or are expected to have completed by March 31, 2025, a specialized course at a four-year vocational college designated by the Minister of Education, Culture, Sports, Science and Technology.
- 4) Applicants who have completed, or are expected to have completed by March 31, 2025, 16 years of school education in a country other than Japan.
- 5) Applicants who have completed 15 years of school education in a country other than Japan, and who are recognized by the Institute as having obtained the required academic credit with outstanding results.
- 6) Applicants who have completed, or are expected to have completed by March 31, 2025, 16 years of school education through correspondence study of a country other than Japan.
- 7) Applicants who have completed, or are expected to have completed by March 31, 2025, 16 years of school education, including courses at an educational institution designated by the Minister of Education, Culture, Sports, Science and Technology as conducting courses of a foreign university in Japan.
- 8) Applicants who have received, or are expected to have received by March 31, 2025, equivalents of a Bachelor's degree from a foreign university or school, having completed the course term of three years or more.
- 9) Applicants designated by the Minister of Education, Culture, Sports, Science and Technology.

2. Applicants recognized by the Institute of Business and Accounting as having academic ability at least equivalent to that of a university graduate, on the basis of a separate qualifying test "**Preliminary Qualification Examination for Application**". Applicants unsure as to whether they are qualified to take the entrance examination should email for inquiry by **September 30, 2024** (for First intake) or by **December 15, 2024** (for Second intake) to the Institute of Business and Accounting office (imc@kwansei.ac.jp).

Applicants should be aware of the deadline (2 weeks before the application period starts) for the submission of the necessary documents for Preliminary Qualification Examination for Application.

IV Application Procedures

1. Application Period:

【Online Application】

<First intake>

Wednesday, October 30, 2024 at 0:00 a.m. – Wednesday, November 6, 2024 at 3:00 p.m.
in Japan time

<Second intake>

Wednesday, January 15, 2025 at 0:00 a.m. – Wednesday, January 22, 2025 at 3:00 p.m.
in Japan time

【Submission of Documents】 *Only documents that require submission of the originals

<First intake>

Wednesday, October 30, 2024 – Wednesday, November 6, 2024

<Second intake>

Wednesday, January 15, 2025 – Wednesday, January 22, 2025

(Applications must be postmarked on or before the closing dates.)

2. Method of Application:

Application must be completed by doing all the following three things within the specified period. If any one of the following is missing, the applicants' application will be considered incomplete and will not be accepted.

(1) Online application

(2) Payment of the entrance examination fee

(3) Mailing the original of required documents

【Online Application】

Please complete the online application on the designated online application system, "The Admissions Office (TAO)", during the application period.

<https://iba.kwansei.ac.jp/en/imce/admission/>

Notes:

- (i) **The online application forms can be viewed and filled in only during the application period, which is from October 30, 2024 at 0:00 a.m. to November 6, 2024 at 3:00 p.m. in Japan time for First intake, and from January 15, 2025 at 0:00 a.m. to January 22, 2025 at 3:00 p.m. in Japan time for Second intake.**
- (ii) No applications will be accepted after the application period.
- (iii) For details of how to apply on TAO, please be sure to check "TAO Applicant's Manual".

【Submission of Documents】 *Only documents that require submission of the originals

Applicants should send original of required documents to the Institute of Business and Accounting by postal mail.

**Address: Institute of Business and Accounting, Kwansei Gakuin University,
1-155, Uegahara Ichibancho, Nishinomiya, Hyogo, 662-8501, Japan**

Mailed applications should be sent by express registered mail ("kan-i kakitome sokutatsu yuubin").

3. Application Documents:


All of the documents should be written in English, or at least English translation should be attached to the original documents written in other than English. If an applicant attaches the English translation, the translation requires embassy or appropriate notarization. If the applicant cannot get notarized translation, submit the translation officially certified by the university (or graduate school) the applicant attended most recently, or by a translation company, with the attachment of an official letter of translation as an evidence.

Prescribed forms or manuals can be downloaded from the following website.

<https://iba.kwansei.ac.jp/en/imce/admission/>

<p>1) Entrance Examination Application Forms</p>	<ul style="list-style-type: none"> ○ Fill in the applicants' information and upload the designated files on TAO. ○ Upload a photograph data taken in the last 1 month, of the upper body, full face, without hat, no background. The photograph ratio should be 4 to 3. Only files with the extension of .jpg can be uploaded. ○ Fill in the applicants' address precisely since the Examination Slip and the result of the examination will be sent to the address entered on TAO. ○ The applicants with full time work experiences are encouraged to attach a separate sheet to describe their work experience in detail when the table provided for "Professional Background (full time work experience)" is too small to contain all the information. (i.e., company name, period of employment, department, position, roles & responsibilities, achievements, and promotions)
<p>2) <u>University Transcript</u></p>	<p>*The original should also be submitted by postal mail.</p> <ul style="list-style-type: none"> ○ Issued by last university (and graduate school) attended. ○ Upload a PDF file of the transcript on TAO. ○ Applicants whose application eligibility has been approved by the "Preliminary Qualification Examination for Application" before March, 2024 must submit "Transcript of the applicants' final education". ○ Applicants whose application eligibility has been approved by the "Preliminary Qualification Examination for Application" after April 2024 do not need to submit transcripts again. ○ Applicants who are retaking the entrance examination for the International Management Course within AY2024, the applicants do not need to submit transcripts again. (e.g., Applicants who have taken the Fall 2024 entrance examination do not need to resubmit the original.) ○ The digital/electronic verified transcript cannot to be uploaded directly on TAO. If the applicants only have an electronic certificate, please print it out once, scan the physical copy and upload the scanned file (PDF).
<p>3) <u>Graduation Certificate</u> (or expected graduation certificate if the applicants are in the final year of undergraduate study)</p>	<p>*The original should also be submitted by postal mail.</p> <ul style="list-style-type: none"> ○ Issued by last university (and graduate school) attended. (Unnecessary if date of graduation appears on transcript.) ○ In the case of a degree awarded by the National Institution for Academic Degrees and Quality Enhancement of Higher Education,

	<p>please submit the Degree Certificate issued by the Institution.</p> <ul style="list-style-type: none"> ○ Upload a PDF file of the graduation certificate on TAO. ○ Applicants whose application eligibility has been approved by the “Preliminary Qualification Examination for Application” before March, 2024 must submit "Graduation Certificate of the applicants' final education". ○ Applicants whose application eligibility has been approved by the “Preliminary Qualification Examination for Application” after April 2024 do not need to submit graduation certificates again. ○ Applicants who are retaking the entrance examination for the International Management Course within AY2024, the applicants do not need to submit graduation certificates again. (e.g., Applicants who have taken the Fall 2024 entrance examination do not need to resubmit the original.) ○ The digital/electronic verified certificate cannot to be uploaded directly on TAO. If the applicants only have an electronic certificate, please print it out once, scan the physical copy and upload the scanned file (PDF).
<p>4) Bachelor’s degree Certificate</p>	<p>*The original should also be submitted by postal mail.</p> <ul style="list-style-type: none"> ○ If the applicants are an overseas university graduate and the applicants’ Graduation Certificate or Expected Graduation Certificate does not state that the applicants have been awarded Bachelor’ degree, please upload a PDF file of the applicants’ Bachelor’s degree Certificate on TAO. ○ Applicants who are retaking the entrance examination for the International Management Course within AY2024 do not need to submit Bachelor’s degree Certificate again. (e.g., Applicants who have taken the Fall 2024 entrance examination do not need to resubmit the original.)
<p>5) Letter of Reference</p>	<ul style="list-style-type: none"> ○ Written in English by a teacher at the university (or graduate school, language school) attended, by a person who is familiar with the applicants’ work, or superior at the applicants’ place of employment. ○ References written by the applicant or a member of his/her family are not acceptable. ○ References should be written on official letterhead of the university or other institution to which the recommender belongs. (There is no form specified.) ○ References should include the recommender's hand written signature. <u>Applicants must inform the recommenders that they need to handwrite the signature, not paste the image of the signature on the Letter of Reference.</u> Electronic signature is not acceptable. ○ Applicants are required to confirm in advance an institutional email address (official email address of the university, etc.) of the recommender and enter the email address when requesting a Letter of Reference to the recommender on TAO. ○ Applicants should ask a recommender to write and upload the PDF file of the Letter of Reference on TAO <u>by the recommender.</u> ○ Applicants must send “TAO Recommender’s Manual” to the recommender separately before making a request on TAO. <u>The manual is available on our website:</u> https://iba.kwansei.ac.jp/en/imce/admission/

6) Program Choice	<ul style="list-style-type: none"> ○ From four Specialized Study Programs (“Management,” “Marketing,” “Finance,” and “Family Business Management,” program), choose one program that the applicants plan to major in, and select it on TAO. *For the details of the four Specialized Study Programs, please refer to the webpage below. https://iba.kwansei.ac.jp/en/imce/course/ 
7) Reason for Application & Brief Essays on Prescribed Topics	<ul style="list-style-type: none"> ○ To be written by the applicant. ○ Download the cover page from the website (https://iba.kwansei.ac.jp/en/imce/admission/) and follow the guidance written on the cover page. ○ Attach the cover page to the first page of the applicants’ statements for the essays, and upload all the sheets together (including the cover page) as one PDF file on TAO.
8) Certificates of English Language Ability	<ul style="list-style-type: none"> ○ A score certificate of TOEFL (iBT or ITP) , IELTS or TOEIC ○ There is no specific requirement for the validity period of a score certificate. ○ Upload a PDF file of the score certificate on TAO. ○ The digital/electronic score certificate cannot to be uploaded directly on TAO. If the applicants only have an electronic certificate, please print it out once, scan the physical copy and upload the scanned file (PDF).
9) Certificates Providing Evidence of Management-related Knowledge	<ul style="list-style-type: none"> ○ A GMAT score certificate or other evidence (thesis, or academic papers etc.) that you are qualified to follow a graduate-level management course. ○ The digital/electronic GMAT/GRE score certificate cannot to be uploaded directly on TAO. If the applicants only have electronic certificate, please print it out once, scan the physical copy and upload the scanned file (PDF). ○ There is no specific requirement for the validity period of a score certificate. ○ Upload a PDF file of the certificates (documents) on TAO. ○ The documents should be written in English. *Since some of you may find it difficult to submit the documents for this 9), we can review your application documents without it. However, please note a complete set of application documents with this 9) is more favorably evaluated, and thus positively affects your likelihood of being accepted to the International Management Course.
10) Evidence of Payment for the Entrance Examination Fee	<ul style="list-style-type: none"> ○ Upload a scanned file or photo of a payment receipt on TAO. (If the applicants pay the fee at a convenience store, upload a scanned file or photo of ‘収納証明書’.) PDF is preferable.
11) Certificate of connection between former name and current name *Applicable applicant only	<ul style="list-style-type: none"> ○ If the name on any uploaded certificates differs from the applicants’ current name, upload on TAO a PDF file of explanatory documentation that proves the connection. *For a Japanese, please upload a PDF file of ‘戸籍謄本’ or ‘戸籍抄本’.

12) Photocopy of the applicants' 'Residence Card' *Non-Japanese applicant only	○ Upload a PDF file of a photocopy of 'Residence Card' (both sides) on TAO.
13) Letter of Reference from the applicants' company, municipality, etc. *Applicable applicant only	*The original should also be submitted by postal mail. ○ Only for the applicants who belong to companies, municipalities, etc. that have signed a memorandum of understanding with the Institute of Business and Accounting. ○ Please request the designated form of Institute of Business and Accounting to ibaoffice@kwansei.ac.jp by e-mail. ○ Upload a PDF file of a letter of reference on TAO.
14) Early Graduation Application Form *Applicable applicant only	○ If the applicants wish to enroll in IBA through early graduation from university, upload a PDF file of the Early Graduation Application Form of the applicants' university to TAO. ○ Please request the Early Graduation Application form to the university which the applicants belong to.

Notes:

- 1) Documents submitted will not be returned.
- 2) False statements on any documents will result in cancellation of admissions and the applicant will be disqualified from taking the entrance examination for the relevant year.
- 3) Application documents submitted by any method other than express registered mail ("kan-i kakitome sokutatsu yuubin") will not be accepted.
- 4) The applicants with physical disabilities who require special consideration at the time of the examination and after enrollment should inform the Institute of Business and Accounting (email: imc@kwansei.ac.jp) beforehand so that appropriate arrangements can be made. Please contact the IBA office about any concerns the applicants may have regarding the admission procedure.
- 5) A medical examination will be carried out on entry to the University, so medical certificates are not required at this time.
- 6) If the applicants' present name differs from the name on any of the applicants' submitted documents, please attach explanatory documentation.

4. Entrance Examination Fee : ¥35,000

Download the "Entrance Examination Fee Bank Transfer Application Form" from the Institute of Business and Accounting website, take it to a bank or other financial institution (not a post office) and pay the entrance examination fee during the payment period.

Please confirm that the bank has stamped its receipt stamp on the forms A and B. Form B is a receipt, please keep it securely.

Notes:

- 1) Please pay the fee by 'telegraphic transfer' ('*denshin atsukai*'). If the applicants use one of the banks listed on form A, no remittance fee is payable. The bank's receipt stamp is equivalent to a receipt from Kwansei Gakuin; it is valid if dated on or before the deadline for payment. The date of payment differs in each bank, so please check with the bank in advance if the applicants intend to make payment close to the deadline. Payments at the post office or through automatic teller machines (ATM) and internet banking are not acceptable.
- 2) Once the entrance examination fee has been paid, it will not be refunded under any circumstances.

5. Payment Period

<First intake> Wednesday, October 30, 2024 – Wednesday, November 6, 2024

<Second intake> Wednesday, January 15, 2025 – Wednesday, January 22, 2025

(Applications must be postmarked on or before the closing date.)

V Selection Procedure

<First intake>

Selection will be carried out on the basis of documents submitted by the applicant, a written examination and an interview. The examination and interview will be conducted in English.

<Second intake>

Selection will be carried out on the basis of documents submitted by the applicant and an interview. The interview will be conducted in English.

VI Examination Timetable, Content and Location

First intake

Date and Time	Content of Examination		Location
	Examination	score	
—	Submitted documents	30%	—
Saturday, November 23, 2024 9 : 30am - 11 : 00am	Written examination (Essay in English)	30%	Nishinomiya Uegahara Campus (Venue is to be notified on Examination Slip at a later date)
Saturday, November 23, 2024 11 : 30am - (Applicants will be informed of the precise time after the written exam.)	Interview (in English)	40%	

Second intake

Date and time	Content of Examination		Location
	Examination	score	
—	Submitted documents	30%	—
Saturday, February 8, 2025 (The applicants will be informed of the precise time by postal mail about one week before the exam date.)	Interview (in English)	70%	Nishinomiya Uegahara Campus (Venue is to be notified on Examination Slip at a later date)

Notes:

1. Please bring the applicants' examination slip without fail. If the applicants have lost or forgotten it, please come to the IBA office which is located in the Graduate Students Services Building 2.
2. Please arrive 15 minutes before the appointed time for both the written examination and the interview.
3. Applicants who arrive more than 30 minutes late for the written examination will be excluded from the examination.
4. Applicants who are late for the interview will be excluded from the examination.
5. Cheating in the examination will result in disqualification from all the entrance examinations for the relevant year.
6. Please arrive in time with careful attention to travel disruption due to snow damage, etc.
*Makeup examinations will not be conducted.
7. The start time of the examination may be delayed in case of occurring inevitable accidents due to natural disasters, spread of infectious diseases, etc.
We are not responsible for any personal damage caused through such accidents.
8. Please refrain from taking the examination in case the applicants catch infectious diseases (flu, measles, rubella, etc.) which are required to be suspended attendance by 'School Health and Safety Act' (*'gakko hoken anzen ho'*). However, it is acceptable in case the applicants would be diagnosed by a doctor as there is no risk of infection.
*Makeup examinations will not be conducted and the entrance examination fee will not be refunded.

VII Announcement of Examination Results

<First intake> 1:00 p.m. on Friday, December 6, 2024

<Second intake> 1:00 p.m. on Friday, February 21, 2025

Results will be posted on the Institute of Business and Accounting notice board at the first floor of the Graduate Students Services Building 2 on the Nishinomiya Uegahara Campus, and sent by express mail to the address which the applicants filled in on TAO.

In addition, the notification of acceptance will be provided at TAO as a supplementary means from 1:00 p.m. on the day of the announcement of examination results.

Please refer to the "TAO Applicant's Manual" for details on how to check the results.

Please note that the notification of acceptance from TAO is only a supplementary means for announcement. No enrollment will be accepted after the period for admission procedure is over even if the applicants misread the result.

Note: Inquiries concerning entrance examination results through phone or email will not be accepted.

General

– Admission Procedures, Tuition and Fees, Scholarships, etc. -

I Admission Procedures

Applicants who are successful in the entrance examination should complete the admission procedures (I and II) within the specified period, and attend the entrance ceremony.

For details, please see the 'Information for Successful Applicants', which will be sent to the applicants with the notification of acceptance.

Please pay the admission application fee at a bank using the form enclosed with the notification of acceptance. The bank's receipt stamp is equivalent to a receipt from Kwansei Gakuin; it is valid if dated on or before the deadline for payment. Payment at a post office or through an ATM and internet banking is not acceptable. Closing time of bank differs from each bank, please make sure to pay the fees sufficiently early to make the deadline.

Notes: Please pay the fee by 'telegraphic transfer' ('*denshin atsukai*'). If the applicants use one of the banks listed on the payment form, no remittance fee is payable.

1. Admission Procedure I (Payment of admission application fee)

Payment period:

<First intake> Friday, December 6, 2024 – Friday, December 13, 2024

<Second intake> Friday, February 21, 2025 – Friday, February 28, 2025

2. Admission Procedure II (Payment of tuition and other fees, and submission of documents) Please complete the procedures 1) and 2) below within the times specified.

1) Payment of Tuition and Other Fees

Please pay the applicants' tuition and other fees at a bank using the form.

The deadline for payment: Friday, March 14, 2025

2) Submission of Documents

Please submit the following documents to the IBA office by **9am on Friday, March 14, 2025**. If the applicants send them by postal mail, please make sure that they arrive without fail by the above date and time.

i. 'Certificate of items stated in Resident Register' ('*juminhyou kisajikou shoumeisho*')

The following items must be included in the certificate:

1. Name (氏名)
2. Address (住所)
3. Date of Birth (生年月日)
4. Sex (性別)
5. Nationality (国籍)*
6. Status of Residence (在留資格)*
7. Visa Expiration Date (在留期限)*

*Items 5, 6 and 7 apply only to international students.

*For Japanese students, please submit the certificate **without** the Individual Number (マイナンバー).

ii. Other documents as specified in the document 'Information for Successful Applicants'

3. Entrance Ceremony

Tuesday, April 1, 2025 at the Nishinomiya Uegahara Campus

*We shall inform the applicants the time when it is fixed.

Notes:

- 1) Applicants who fail to complete the admission procedures (I and II) within the time specified, or who are absent from the entrance ceremony without any notice, will be regarded as having no intention of entering the University, and their admission will be cancelled.
- 2) **Admission application fee or admission fee, once paid, will not be refunded.** A request for refund of fees other than the admission fee will be considered. For details, please refer to the 'Information for Successful Applicants'.
- 3) Simultaneously with the payment of tuition and other fees, the admission application fee (of the same amount as the admission fee) already paid during admission procedure I will be treated as the admission fee.
- 4) **Documents submitted will not be returned.**
- 5) The IBA office is open during the following hours:
Weekdays: 8:50 a.m. - 11:30 a.m., 12:30p.m. - 4:50 p.m.

Office is closed:

On Saturdays, Sundays and holidays when classes are not conducted; December 24 through January 5, February 1 through 7

II Tuition and Fees

The tuition and fees for the 2025 International Management Course in the Business School are listed below for the applicants' reference.

(Japanese yen)

	First Semester (At the time of entry)	Second Semester
Admission Fee	200,000	
Tuition	720,000	720,000
Education Enhancement Fee	112,500	112,500
Total	1,032,500	832,500

Notes:

- In addition to the above, students are required to pay the following:
 - Alumni Association admission fee of ¥2,000 (This fee is not levied from Kwansei Gakuin University graduates). *Only at the time of enrollment.
 - Annual fee of ¥4,000 (¥2,000 per semester) to cover the cost of research journals distributed to students.
 - IBA Research Forum admission fee of ¥10,000.
The IBA Research Forum is an association for research and networking between faculty, students and graduates. *Only at the time of enrollment.
- International students who have visa with 'Student (ryugaku)' status will have 30% tuition reduction if they follow the application procedures. **However, in the admission procedures, full amount of tuition must be paid.** The reduction of the tuition for the first semester will be made in the second semester.
- Tuition and other fees are to be paid in two installments as follows:
 - Spring Semester (April 1 – September 19) - to be paid by May 19
(In a student's first year, these fees will be paid during the admission procedures.)
 - Fall Semester (September 20 – March 31) - to be paid by November 9
(Students will receive a payment slip in mid-October.)
- The admission fee is reduced by half for students who have graduated from any Bachelor's or Master's program at Kwansei Gakuin University.

III Scholarships

(1) International students whose residence status is "Student (ryugaku)"

30% tuition reduction for all students *1

(2) International students whose residence status is other than "Permanent Resident,"

"Special Permanent Resident," "Spouse or Child of Permanent Resident," "Spouse or Child of Japanese National"

KGU Scholarship for International Students *2

- Scholarship of about 50% of one year's tuition for approximately 40% of newly enrolled students: selection is made prior to admission based on the performance at the entrance examination.
- Scholarship of about 35% of one year's tuition for approximately 60% of all international students other than those awarded the above (a): selection is made after admission based on academic performance.

In addition to the above, private foundation scholarships may be available. Information about such scholarships will be provided after the admission.

- (3) Japanese nationals and international students whose residence status is “Permanent Resident,” “Special Permanent Resident,” “Spouse or Child of Permanent Resident,” “Spouse or Child of Japanese National”



Please refer to the following website (Only available in Japanese):

<https://iba.kwansei.ac.jp/dl/bs/scholarship.pdf>

Notes:

- * 1. **First-year students are required to pay the full amount of tuition for the first semester in Admission Procedure I. For those who have completed the application process for the tuition reduction, the 30% tuition reduction for the first semester will be made in the second semester.**
- * 2. Scholarships will not be granted before the applicants’ admission. Application/procedure information will be given at the Orientation for International Students, which will be held by Center for International Education and Cooperation (CIEC) after enrollment. CIEC will send a notification regarding the scholarship to kwic (Kwansei Gakuin University Portal site), so please be sure to check the information on your own and complete the application without fail. **Otherwise, you may not be able to receive the scholarship.**

IV Protection of Personal Data

[Protection of personal data of students who have completed the admission procedures]

Personal data provided by the applicants at the time of application is used by Kwansei Gakuin University for the purpose of selection and communication with the applicants and preparation for enrollment. Appropriate steps are taken concerning the security of this information, in conformity with the Law Concerning the Protection of Personal Data.

Kwansei Gakuin University passes on selected portions of the data provided by successful the applicants (specifically, their names, addresses, and telephone numbers) to the organization listed below. Students are asked to permit this use, and to accept that the organization will take the same precautions concerning the security of this personal data as Kwansei Gakuin University takes.

Organization Receiving Selected Personal Student Data

Kwansei Gakuin Alumni Association
(This is a social association of alumni and students, which all students join.)