

Kwansei Gakuin University
Institute of Business and Accounting

Business School : International Management Course

Entrance Examination Information
2021 Fall – Pattern B
(Applicants resident overseas)

Institute of Business and Accounting
Kwansei Gakuin University
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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

2021 Fall Entrance Examination Information

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

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

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 Strategic 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: 140 (annual entry quota: 70)

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 Strategic Management Course: Mainly weekday evenings and weekends

International Management Course: Mainly daytime on weekdays

2) Accounting School: Daytime, evenings and weekends

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 B – for applicants residing overseas)

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 Kwansai 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, PBT: 570 or above, TOEIC: 780 or above, or IELTS: 6.0 or above).

The admission has the Pattern B (Overseas) entrance examination for such candidates as international candidates who are currently studying at a university out of Japan or residing out of Japan; or Japanese candidates who are currently studying abroad. The Pattern B examination is based only on the submitted documents by applicants. The candidates for Pattern B are not required to visit Japan to take onsite examination.

Global Public Management Program (hereinafter referred as "GPM program") in International Management Course is offered in collaboration with the graduate course of United Nations and Foreign Affairs Studies. The course is intended to provide students theoretical knowledge and practical skills required for the leadership roles in professional careers at global public services institutions, such as the United Nations, diplomatic institutions, international non-governmental organizations. Applicants for the GPM program should select the "Global Public Management program" as his/her first choice in the front page of the exam's essays. In other words, the candidates who enroll for the other programs ("Management," "Marketing" or "Finance" Program) cannot apply for the GPM program. The candidates for the GPM program can select one of other programs as his/her second choice. If the candidate is not accepted for the GPM program, the candidate will be screened for the second choice.

II Student Intake

Course		Student intake
International Management Course	Pattern A (In Japan)	15 persons
	Pattern B (Overseas)	5 persons

III Qualifications for Application

1. Persons fulfilling one of the conditions below.

- 1) University graduates or those who are expected to have graduated from a university by September 19, 2021.
- 2) Persons who have received, or are expected to have received by September 19, 2021, 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) Persons who have completed, or are expected to have completed by September 19, 2021, a specialized course at a four-year vocational college designated by the Minister of Education, Culture, Sports, Science and Technology.
- 4) Persons who have completed, or are expected to have completed by September 19, 2021, 16 years of school education in a country other than Japan.
- 5) Persons 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) Persons who have completed, or are expected to have completed by September 19, 2021, 16 years of school education through correspondence study of a country other than Japan.
- 7) Persons who have completed, or are expected to have completed by September 19, 2021, 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) Persons who have received, or are expected to have received by September 19, 2021, equivalents of a Bachelor's degree from a foreign university or school, having completed the course term of three years or more.
- 9) Persons designated by the Minister of Education, Culture, Sports, Science and Technology.

2. Persons 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".

Notes:

Persons unsure as to whether they are qualified to take the entrance examination should email for inquiry by April 5, 2021 to the Institute of Business and Accounting (imc@kwansei.ac.jp).

Applicants should be aware of the deadline (2 weeks before the application period ends) for the submission of the necessary documents.

IV Application Procedures

1. Application period:

Monday, April 5, 2021 - Wednesday, June 9, 2021

(‘PRELIMINARY INQUIRY FORM’ should reach the IBA office by Wednesday, May 26, 2021)

2. Method of application:

1) Submission of ‘PRELIMINARY INQUIRY FORM’.

Download the prescribed form from our website

(<https://www.kwansei-ac.jp/en/imce/admission/>), fill it in and email it to the IBA office

(imc@kwansei.ac.jp).

Before you formally apply for admissions, we will examine the information on this form, and may contact you for further information, or to help you to solve any difficulties you may have. On the basis of the information you have provided at this stage, it is possible that we may recommend that you do not make a formal application for admissions to the IBA.

If there appear to be no problem with the official application, we email you the prescribed forms.

2) Official Application

When you received application forms, please pay the entrance examination fee, and then send all of the application documents listed below to the IBA office by postal mail. Since some of you may find it difficult to submit “8) Certificates providing evidence of management-related knowledge,” we can review your application documents without it. However, please note a complete set of application documents with “8) Certificates providing evidence of management-related knowledge” is more favorably evaluated, and thus positively affects your likelihood of being accepted to the International Management Course.

Address: Institute of Business and Accounting, Kwansei Gakuin University

1-155, Uegahara Ichibancho, Nishinomiya, Hyogo, 662-8501, Japan

Application documents should arrive at the IBA office before the deadline (June 9th).

3. Application Documents:

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

1) Admissions Application	<ul style="list-style-type: none"> ○ Complete prescribed form. ○ The result of the examination will be sent to the address on the form. ○ 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)
2) University Transcript *Original transcript in a sealed envelope	<ul style="list-style-type: none"> ○ Issued by last university (and graduate school) attended

3) Graduation Certificate (or expected graduation certificate if you are in the final year of undergraduate study) *Original certificate in a sealed envelope	<ul style="list-style-type: none"> ○ Issued by last university (and graduate school) attended. (Unnecessary if date of graduation appears on college transcript.) ○ In the case of a degree awarded by the National Institution for Academic Degrees and Quality Enhancement of Higher Education, please submit the Degree Certificate issued by the Institution.
4) Letter of Reference	<ul style="list-style-type: none"> ○ Written by a teacher at the university (or graduate school) attended, by a person who is familiar with your work, or superior at your place of employment. <u>The letter should be original with signature (photocopy or print out of email are not accepted) and in a sealed envelope.</u> There is no form or format specified. References written by the applicant or a member of his/her family are not acceptable.
5) Reason for Application	<ul style="list-style-type: none"> ○ To be written by the applicant on the prescribed form.
6) Brief essays on prescribed topics	<ul style="list-style-type: none"> ○ To be written by the applicant on the prescribed form.
7) Certificates of English language ability (Non-native English speakers only)	<ul style="list-style-type: none"> ○ A score certificate of TOEFL (iBT or PBT) , IELTS or TOEIC <u>Originals are mandatory.</u> ○ If you submit a score certificate of TOEFL, you may send it directly to our university from the test administrator's office (ETS). Kwansei Gakuin University's ETS Institution Code is "3818."
8) 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.
9) Evidence of payment for the entrance examination fee	<ul style="list-style-type: none"> ○ A copy of payment receipt
10) A copy of passport	<ul style="list-style-type: none"> ○ A copy of personal information page(s)
11) Finance Information *For international students only	<ul style="list-style-type: none"> ○ To be written by the applicant on the prescribed form.

Notes:

- 1) Documents submitted will not be returned.
- 2) False statements on any documents will result in cancellation of admission.
- 3) A medical examination will be carried out after the entry, so medical certificates are not required at this time.
- 4) If your present name differs from the name on any of your submitted documents, please attach explanatory documentation.

4. **Entrance Examination Fee**

Examination Fee: 15,000 yen

Payment Period: Monday, April 5, 2021 - Wednesday, June 9, 2021

1) **Payment by bank transfer:**

Please remit the examination fee of 17,500 yen (entrance exam fee, 15,000 yen and bank transfer fee, 2,500 yen), taking into account the below a. to d.

- a. Bank transfer fee of the Recipient's Bank in Japan (2,500 yen) is included to the application fee.
- b. Remittance charges of the Sender's Bank in their home country are the applicant's responsibility. Bank transfer fee (2,500yen) for the Japanese bank will be deducted from the remittance. Please remit 17,500 yen.
- c. Payment must be made to the University's bank account in Japanese Yen (JPY).

- d. Name of Sender must be identical name of the applicant; otherwise, payment may not be confirmed by the University.

<University Account Information>

Bank Name	Sumitomo Mitsui Banking Corporation	Bank Number	0009
Branch Name	Koto Branch	Branch Code	376
Branch Address	3-2-29, Kotoen, Nishinomiya, Hyogo 662-0812 Japan	Branch Telephone	+81-798-52-0701
Account Type	Ordinary Account (Savings Account)	Account Number:	1000257
Account Name	KWANSEI GAKUIN	Swift Code	SMBC JPJT

<Remittance Method >

Type	Telegraphic Transfer	Payment	Advise and Pay
Paying Bank's Charges, if any	Payee's Account	Currency	Japanese Yen (JPY)

2) Payment using credit card:

- a. If you wish to pay the entrance examination fee by credit card, please access the URL below and follow the instructions. The payment by credit card can be made during the aforementioned payment period (**Japan Time**). URL: https://pay.f-regi.com/fc/kgu_exam/en/
- b. When the payment has gone through, please print out the Completion of Payment Receipt and attach it to the application documents.
- c. A service fee (426yen) will apply.
- d. Once paid, the entrance examination fee cannot be refunded. Changes to or cancellation of your application will not be accepted. When making the payment, please make sure to select the correct type of entrance examination:

**Type of Entrance examination: 092: Business School: International Management Course,
Fall Semester Entry, Pattern B (Overseas)**

Notes:

- 1) The entrance examination fee is non-refundable.
- 2) Please remit the entrance examination fee first, then enclose a photocopy of the payment evidence to the application documents, and send them to the IBA office. We shall start evaluating your application documents immediately on receipt of the fee and documents.

V Selection Procedure

Selection will be carried out on the basis of the documents submitted by the applicants and will start as soon as these documents and the examination fee have been received.

Notes:

- 1) For a Global Public Management Program applicant, an online video interview will be conducted on May 8th or June 19th, 2021.
- 2) The schedule of interview for a Global Public Management Program applicant may be rescheduled in case of trouble on Web interviews due to connection problems, etc.

VI Announcement of Examination Results

As soon as the evaluation of application documents has been completed, applicants will be notified of their results, so the sooner you apply, the sooner you will receive your result.

VII Admission Procedures

Applicants who are successful in the entrance examination should complete the admission procedures (I and II) below, within the specified period, and attend the entrance ceremony. Students who do not have Japanese nationality must also complete the procedures required to obtain residence status in Japan. For details, please see the 'Information for Successful Applicants', sent to you with your notification of acceptance.

1. Admission Procedure I (Payment of admission fee, tuition and other fees) (Refer to 'VIII Tuition and Fees')

Please pay your admission fee, tuition and other fees into the specified Kwansei Gakuin account. This must be received as Japanese Yen. The period for payment will be specified, and indicated in 'Information for Successful Applicants'. **Payment should be made within 2 weeks from the date of notification of acceptance.**

2. Admission Procedure II (submission of documents)

Please submit the following documents to the IBA office. Please be sure that they arrive by the specified date.

- 1) Two photographs in the size of 4cm high and 3cm wide (to issue student ID card)
- 2) Other documents as specified in the document 'Information for Successful Applicants'

3. Procedure for Acquiring Residence Status in Japan (for non-Japanese applicants)

In order to be admitted to the Graduate School of a Japanese university, applicants must apply for a visa at Japanese diplomatic offices (Embassy, Consulate-General, etc.), and obtain the residence status of 'Student' (*ryuugaku*). To enable applicants to obtain this status, the University will apply at the Japanese immigration authorities for a 'Certificate of Eligibility' on behalf of successful applicants. Once this Certificate has been issued, the University will send it to the applicant, who should then go to the Japanese diplomatic office in his/her county for a visa with the residence status of 'Student.' If a student intends to reside in Japan with a residence status other than that of 'Student', this procedure is unnecessary, but in this case applicants should inform the IBA office of this fact.

The documents required you to complete the above procedure will be sent to you with the notification of acceptance and 'Information for Successful Applicants'. They should be completed and returned immediately, so that the immigration procedures can be commenced in good time.

4. Entrance Ceremony

9:00am (to be confirmed), Friday, September 17, 2021 at the Nishinomiya Uegahara Campus

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

Notes:

- 1) Persons 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 the fees other than the admission fee will be considered. For details, please refer to the 'Information for Successful Applicants.'
- 3) Documents submitted will not be returned.
- 4) The IBA office is open during the following hours:
Weekdays: 8:50 a.m. - 11:30 a.m., 12:30 p.m. - 4:50 p.m.
(9:00 a.m. - 11:30 a.m., 12:30 p.m. - 4:00 p.m. from August 1 to September 10)
Saturdays: 8:50 a.m. - 12:20 p.m.

Office is closed:

On Sundays and public holidays when no classes are conducted; Saturdays during July 31 through September 2; 2nd and 4th Saturdays in May; 2nd Saturdays in June, September and October; during August 13 through 21; Afternoon on December 24 through January 5; February 1 through 7.

VIII Tuition and Fees

The fees for the 2021 International Management Course in the Business School are listed below for your reference (in Japanese Yen).

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

Notes :

1. In addition to the above, students are required to pay the following:
 - (i) Alumni Association admission fee of ¥2,000 (This fee is not levied from Kwansei Gakuin University graduates). *Only at the time of enrollment.
 - (ii) Annual fee of ¥4,000 (¥2,000 per semester) to cover the cost of research journals distributed to students.
 - (iii) IBA Research Forum admission fee of ¥10,000.
The IBA Research Forum is the association for research and networking between faculty, students and graduates. *Only at the time of enrollment.
2. Both the admission fee and tuition & other fees must be paid at the time of 'Admission Procedure I'. Visa application formalities for international students cannot be commenced until these fees have been paid.
3. International students who have visa with 'Student (ryuugaku)' status will have 30% tuition reduction, **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.
4. Tuition and other fees are to be paid in two installments as follows:
 - Fall Semester (September 20 – March 31) - to be paid by November 9
(In a student's first year, these fees will be paid during the admission procedures.)
 - Spring Semester (April 1 – September 19) - to be paid by May 19
(Students will receive a payment slip in mid-April.)
5. The admission fee is reduced by half for students who have graduated from any Bachelor's or Master's program at Kwansei Gakuin University.
6. In addition to the above tuition and fees, students on GPM program must bear the cost for internship which is compulsory for the completion of the program.

IX Scholarships

(1) International students whose residence status is “Student (ryugaku)”

I. 30% tuition reduction for all students *1

II. KGU Scholarship for International Students *2

- (a) 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.
- (b) 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.

(2) Japanese nationals and international students whose residence status is not “Student (ryugaku)”

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

http://www.kwansei.ac.jp/students/students_000604.html

Notes:

- * 1. **First-year students are required to pay the full amount of tuition for the first semester in Admission Procedure I. The 30% tuition reduction for the first semester will be made in the second semester.**
- * 2. Scholarships will not be granted before your admission. Application/procedure information will be given at the Orientation for International Students, which will be held by CIEC office after enrollment.

X Protection of Personal Data

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

Personal data provided by applicants at the time of application is used by Kwansei Gakuin University for the purpose of selection and communication with 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 applicants (specifically, their names, addresses, 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.)