

Revised in August 2025

Kwansei Gakuin University  
Professional Graduate School  
Institute of Business and Accounting

## **For those who have graduated from a university or graduate school in mainland China**

Kwansei Gakuin University requires applicants who have graduated from a university or graduate school in mainland China to submit the following certificates issued by CHSI (China Higher Education Student Information Network) in addition to the university-issued certificate when taking the entrance examination to IBA. Please prepare these documents by the application deadline.

Please prepare and submit the six certificates listed in the table below.

Items 1, 3, and 5 must be uploaded to TAO and then submitted by postal mail at Admission Procedure II . Items 2, 4, and 6 should not be uploaded directly to TAO. Instead, please arrange for CSSD to send them via email directly to the IBA Office during the application period. For details, please read the information below carefully and follow the instructions accordingly.

	Types of Certificate	Details
1	The original Certificate of Graduation or Certified true copy of Certificate of Graduation	Issued by the university from which the applicants graduated and includes an 18-digit number.
2	Online Verification Report of China Higher Education Qualification Certificate	Published by CHSI (China Higher Education Student Information Network) and written in English.
3	The original of Transcript of Results or Certified true copy of Transcript	Issued by the university from which the applicants graduated. If the applicants have transferred to another university, please also submit the applicants' grades from before the transfer.
4	Online Verification Report of China Higher Education Student's Academic Transcript	Published by CHSI (China Higher Education Student Information Network) and written in English.
5	The original of Certificate of Degree or Certified true copy of Degree Certificate	Issued by the university from which the applicants graduated and includes an 16-digit number.
6	Online Verification Report of China Higher Education Degree Certificate	Published by CHSI (China Higher Education Student Information Network) and written in English.

**[Regarding Verification Report of China Higher Education]**

- Certification Authority: CHSI handles the Qualification Certificate, Student's Academic Transcript and Degree Certificate.
- Application in Japan: Available in the CHSI Japan Agency (<http://www.chsi.jp>).
- When submitting the Online Verification Reports of China Higher Education: Arrange for CSSD (formerly CHESICC) to directly send it via email to the Institute of Business and Accounting Office ([ibaoffice@kwansei.ac.jp](mailto:ibaoffice@kwansei.ac.jp)) within the application period.
- Email forwarding by applicants will not be accepted as application documents. Additionally, applications may not be accepted if submitted after the application period.
- The issuance of the "Online Verification Report of China Higher Education Qualification Certificate, Student's Academic Transcript, and Degree Certificate" may take some time, so please complete the necessary procedures well in advance to ensure submission by the application deadline.

**For those who are now attending a university/graduate school in mainland China:**

If the applicants are now attending a university or graduate school in Mainland China must arrange for CSSD to directly send the following items via email to IBA office within the application period.

- Online Verification Report of Student Record (在籍の認証書)
- Online Verification Report of Student's Academic Transcript (成績の認証書)

Should you have any questions, please do not hesitate to contact us.

Sincerely,

Institute of Business and Accounting

Kwansei Gakuin University

Email: [ibaoffice@kwansei.ac.jp](mailto:ibaoffice@kwansei.ac.jp)