

Kanto Gakuin University Application Guide to International Enrollment System by Recommendation for Transfer Students 2024

April 2024 Admissions

(Spring / Autumn Recruitment)

**Be sure to use the forms (様式 1、様式 2、様式 3) described in the Japanese Application Guide.
These forms must be written in Japanese.**



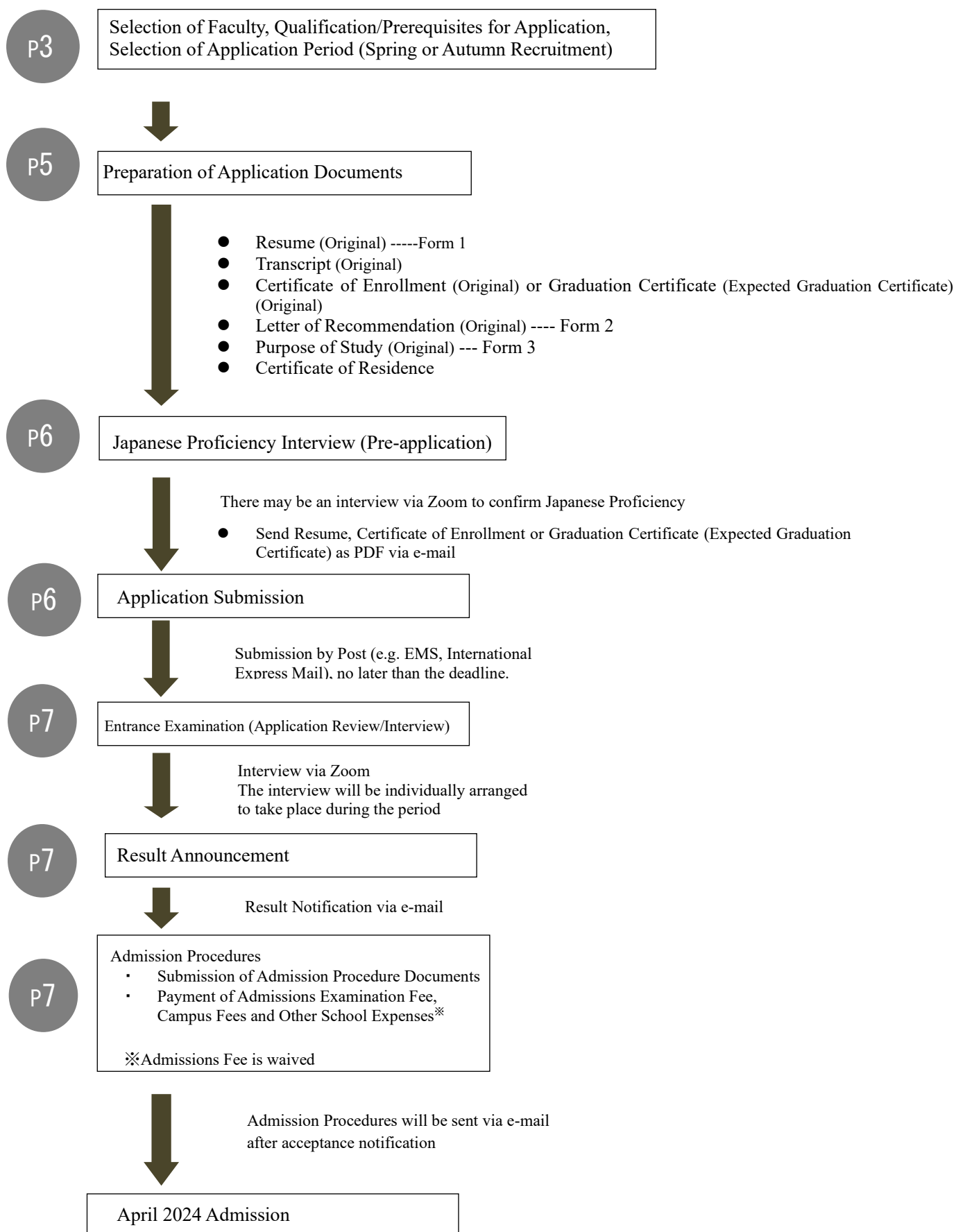
Kanto Gakuin University

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※The Admission Policy of each college can be viewed at the university's website.
(Kanto Gakuin University's Website→Education→Specific College→3 Policies)

I Process from Application to Enrollment



1. Enrollment Capacity

College	Department/Course	Enrollment Capacity	
		2nd Year	3rd Year
College of Intercultural Studies	Department of English Language and Culture	Listed in the designated school notice	Listed in the designated school notice
	Department of Comparative Cultural Studies		
College of Sociology	Department of Sociology		
College of Economics	Department of Economics		
College of Business Administration	Department of Business Administration		
College of Law	Department of Law		
	Department of Law for Regional Development		
College of Science and Engineering	Bioscience Course		
	Mathematical Sciences and Physics Course		
	Applied Chemical Course		
	Surface Engineering Course (2nd Year Transfer Only)		
	Advanced Mechanical Engineering Course		
	Electrical and Electronic Engineering Course		
	Health and Sports Technology Course (3rd Year Transfer Only)		
	Health Science and Technology Course(2nd Year Transfer Only)		
	Networking and Multimedia Course		
	Civil Engineering Course		
College of Architecture and Environmental Design	Department of Architecture and Environmental Design		
College of Interhuman Symbiotic Studies	Department of Communication		
	Department of Symbiotic Design		

2. Qualification for Application

Third Year Transfers

- (1) Those who have graduated from foreign university designated by KGU, or those who are expected to graduate from the foreign university by March 2024
- (2) Those who have graduated from foreign junior college designated by KGU and graduated in the last five years, or those who are expected to graduate from the foreign junior college by March 2024
- (3) Those who are enrolled in foreign university designated by KGU and have completed at least 14 year's curriculum (including those who are expected to complete by March 2024), and those who have earned at least 62 credits (including those who are expected to earn by March 2024)

Second Year Transfers

- (1) Those who have graduated from foreign university designated by KGU, or those who are expected to graduate from the foreign university by March 2024
- (2) Those who have graduated from foreign junior college designated by KGU and graduated in the last five years, or those who are expected to graduate from the foreign junior college by March 2024
- (3) Those who are enrolled in foreign university designated by KGU and have completed at least 13 year's curriculum (including those who are expected to complete by March 2024), and those who have earned at least 31 credits (including those who are expected to earn by March 2024)

Note: KGU will confirm Qualification for Application and Transfer Year (according to certified credits), and make contact ahead of Application Submission

3. Prerequisites for Application

Those who meet all of the following requirements:

- (1) Those who have satisfactory academic grades specified by KGU. The criteria will shall be indicated by colleges.
- (2) Those who have been nominated by President of university designated by KGU.
- (3) Those who have enough Japanese proficiency to understand lectures in Japanese. The level of proficiency shall be indicated by colleges.

4. Admissions Timeline (April 2024 Enrollment)

	Spring Recruitment	Autumn Recruitment
Japanese Proficiency Interview Application	March 27, 2023 - April 6, 2023	August 17, 2023 - September 6, 2023
Japanese Proficiency Interview Period	April 11, 2023 - April 18, 2023	September 19, 2023 - September 21, 2023
Application Submission	April 19, 2023 - April 28, 2023	September 29, 2023 - October 5, 2023
Examination (Interview) Date	May 15, 2023 - May 19, 2023 Arranged Individually*	October 10, 2023 - October 12, 2023 Arranged Individually*
Result Notification	June 1, 2023	October 27, 2023
Admission Procedures	Admission Procedure Period June 1, 2023 - June 15, 2023 Admissions Examination Fee, School Expense Payment Deadline June 1, 2023 - March 1, 2024	Admission Procedure Period October 27, 2023 - November 13, 2023 Admissions Examination Fee, School Expense Payment Deadline October 27, 2023 - March 1, 2024

*Arranged with applicant after submission

5. Application Documents

If the submitted original documents are not in Japanese or English, please attach a translation in Japanese or English after being certified by a public institution such as your high school, embassy or private translation company that the translated content is the same with the original.

* Please use KGU prescribed form.

	Application Documents	Note
1	Resume (Original)*	Resume form with 4x3cm color photo (taken within three months)
2	Transcript (Original)	With the seal or signature of the issuing institution. If the transcript does not show the classes in progress and their respective number of credits, a certificate/document of expected credits is needed.
3	Certificate of Enrollment (Original) or Certificate of Graduation (or Expected Graduation) (Original)	With the seal or signature of the issuing institution
4	Letter of Recommendation* (Original)	Issued with three months by the president of the school designated by KGU that the applicant graduated from or is enrolled in

5	Purpose of Study* (Original)	Written in Japanese
6	Certificate of Residence	For Non-Japanese Residents in Japan Official copy issued by municipality the applicant is living at the time of application (Issued within three months).

6. Japanese Proficiency Interview (Pre-application)

Before the start of the application, an interview using Zoom may take place to check Japanese proficiency at this time. Please fill out the specified Resume form, and send it to the following e-mail address along with other required documents, in PDF form, no later than the deadline.

The application cannot move forward without the Japanese Proficiency Interview. If Japanese ability is not deemed proficient enough to take lectures in Japanese, the application will not move forward.

Whether an interview will take place and the timing of the Japanese Proficiency Interview will be sent via e-mail after the required documents are sent.

iao@kanto-gakuin.ac.jp

■Required Documents

Resume (Form 1) as PDF	Resume form with 4x3cm color photo (taken within three months)
Certificate of Enrollment or Certificate of Graduation (or Expected Graduation) as PDF	

The results of Japanese Proficiency Interview will be sent via e-mail. Please proceed with the application process (making and sending of application by post) after confirmation is given by KGU.

7. Admissions Examination Fee

Admissions Examination Fee 35,000 JPY

The Admissions Examination Fee will be paid after the acceptance notification.

An invoice will be sent via e-mail after acceptance notification. Please confirm the account information and make a wire transfer to said account.

8. Submission Method

- (1) Send the application using a shipping method with tracking (e.g. EMS) to the following address:

Kanto Gakuin University Admissions Center

1-50-1 Mitsuura-higashi, Kanazawa-ku

Yokohama, Kanagawa

236-8501 Japan

Tel: +81 45 786 7019

236-8501

横浜市金沢区六浦東 1-50-1

関東学院大学

アドミッションズセンター

電話 : 045-786-7019

- (2) Along the application by post, send a PDF copy of the application documents and the tracking number to the following e-mail address:

iao@kanto-gakuin.ac.jp

9. Screening Method

There will be a screening of application documents and an interview via Zoom. The timing of the interview will be sent after the application documents are received.

10. Notification of Result

The result of screening will be sent via e-mail on the notification date.

For those who pass the screening, a letter of acceptance will be sent via e-mail.

11. Admission Procedures

Information on admissions procedures and invoices will be sent via e-mail.

After confirming the Admissions Procedures period, submit the admissions procedure documents and pay the admissions examination fee and school expenses (excluding Admission Fee).

※Send a PDF copy of the admission procedure documents via e-mail first, and then send the originals by post.

12. Admission Fee Waiver

Admission Fee (JPY 200,000) is waived for students who pass the screening.

13. Cancellation of Acceptance

If the candidate, who is a prospective graduate, fails to graduate by March 2024, their right to admission to KGU is forfeit.

II Personal Information Protection Policy of Kanto Gakuin University

Personal Identifiable Information (e.g. names, addresses) used in the application process will only be used within the of scope admissions process based on KGU's personal information protection policy.

III Kanto Gakuin University School Expenses for International Enrollment System by Recommendation for Transfer Students for the 2024 Academic Year

[3rd Year Transfer]

(Unit : JPY)

Colleges		Inter-cultural Studies	Sociology	Economics	Business Administration	Law	Science and Engineering	Architecture and Environmental Design	Interhuman Symbiotic Studies	
									Communication	Symbiotic Design
Items										
School Expenses	Admission Fee	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived
	Tuition	770,000	770,000	770,000	770,000	770,000	950,000	950,000	790,000	890,000
	Campus Fee	250,000	250,000	250,000	250,000	250,000	330,000	330,000	250,000	250,000
	Lab Fee	15,000	12,000	-	-	-	90,000	130,000	69,000	67,000
	Education Enrichment Fee	-	-	※(1) 4,000	※(1) 4,000	10,000	-	-	-	-
Other Expenses	Academic Society Fee	8,000	8,000	9,000	9,000	10,000	5,000	5,000	6,000	6,000
	Liberal Arts Society Fee	※(1) 4,000	※(1) 4,000	-	-	※(1) 4,000	※(1) 3,000	※(1) 3,000	※(1) 2,000	※(1) 2,000
	Student Education Related Accident Insurance	※(1) 2,430	※(1) 2,430	※(1) 2,430	※(1) 2,430	※(1) 2,430	※(1) 2,430	※(1) 2,430	※(1) 2,430	※(1) 2,430
	Student Activity Fee	※(2) 10,000	※(2) 10,000	※(2) 10,000	※(2) 10,000	※(2) 10,000	※(2) 10,000	※(2) 10,000	※(2) 10,000	※(2) 10,000
	Student Association Fee	-	-	-	-	-	※(2) 2,000	※(2) 2,000	-	-
	Alumni Association Fee	※(1) 50,000	※(1) 50,000	※(1) 50,000	※(1) 50,000	※(1) 50,000	※(1) 50,000	※(1) 50,000	※(1) 50,000	※(1) 50,000
	Supporter Association Fee	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Total	April Payment (Admission)	595,430	593,930	588,430	588,430	593,930	762,430	782,430	629,430	678,430
	October Payment	529,000	527,500	522,000	522,000	527,500	695,000	715,000	565,000	614,000
	Annual Total	1,124,430	1,121,430	1,110,430	1,110,430	1,121,430	1,457,430	1,497,430	1,194,430	1,292,430

[2nd Year Transfer]

(Unit : JPY)

2nd Year Transfer		Colleges	Intercultural Studies	Sociology	Economics	Business Administration	Law	Science and Engineering	Architecture and Environmental Design	Interhuman Symbiotic Studies	
		Item								Communication	Symbiotic Design
School Expenses	Admission Fee	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived
	Tuition	795,000	795,000	795,000	870,000	870,000	975,000	975,000	890,000	915,000	
	Campus Fee	280,000	280,000	280,000	280,000	280,000	360,000	360,000	280,000	280,000	
	Lab Fee	15,000	14,000	—	—	—	90,000	130,000	69,000	67,000	
	Education Enrichment Fee	—	—	※(1) 4,000	※(1) 4,000	10,000	—	—	—	—	
Other Expenses	Academic Society Fee	8,000	8,000	9,000	9,000	10,000	5,000	5,000	6,000	6,000	
	Liberal Arts Society Fee	※(1) 4,000	※(1) 4,000	—	—	※(1) 4,000	※(1) 3,000	※(1) 3,000	※(1) 2,000	※(1) 2,000	
	Student Education Related Accident Insurance	※(1) 3,620	※(1) 3,620	※(1) 3,620	※(1) 3,620	※(1) 3,620	※(1) 3,620	※(1) 3,620	※(1) 3,620	※(1) 3,620	
	Student Activity Fee	※(2) 10,000	※(2) 10,000	※(2) 10,000	※(2) 10,000	※(2) 10,000	※(2) 10,000	※(2) 10,000	※(2) 10,000	※(2) 10,000	
	Student Association Fee	—	—	—	—	—	※(2) 2,000	※(2) 2,000	—	—	
	Alumni Association Fee	※(1) 60,000	※(1) 60,000	※(1) 60,000	※(1) 60,000	※(1) 60,000	※(1) 60,000	※(1) 60,000	※(1) 60,000	※(1) 60,000	
	Supporter Association Fee	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	
Total	April Payment (Admission)	634,120	633,620	627,120	664,620	670,120	801,120	821,120	705,620	717,120	
	October Payment	556,500	556,000	549,500	587,000	592,500	722,500	742,500	630,000	641,500	
	Annual Total	1,190,620	1,189,620	1,176,620	1,251,620	1,262,620	1,523,620	1,563,620	1,335,620	1,358,620	

1. The total of tuition, campus fees, lab fees, society fees and education enhancement fee(Law) are payable in two installments in April and in October.
2. ※(1) indicates only payable in the first year, and does not need to be paid the subsequent year(s).
3. Supporter Association Fee needs to be paid in half each in April and October.
4. ※(2) indicates should be paid in full in April, and if the student returns to school in the fall semester without paying in April due to a leave of absence, etc., the total amount should be paid in October.
5. Alumni Association Fee is not required for alumni of KGU(undergraduate graduates, advanced course graduates and master's course graduates).
6. Except the above expenses, no payments of donations or school bond is needed upon starting courses. However, we may solicit any donations after enrollment.
7. Tuition is subject to change according to economic circumstances.

IV FAQ (Frequently Asked Questions)

Q1 Are admissions done in September?

Admissions are only in April and are not done in September. However, for those who passed spring recruitment can come to Japan half a year early and take classes using the “Special Overseas Auditor Program”. The Special Overseas Auditor Program is free of charge and the application will be sent to those that are admitted.

However, those who use this program will graduate at the same time as April admissions (i.e. will not graduate half a year earlier)

Q2 Are there Japanese language courses for foreign students?

Basic Japanese language courses are held for foreign students both as credited and non-credited classes. The number of credits rewarded differs by college and department, but is recognized as official credits that can be used to graduate. For non-credited courses, credits will not be awarded, but there are no lecture fees.

Q3 Who should I write in the “guarantor” field on the Resume?

Write the name of your parent(s) and/or guardian(s) or someone else who could be a guarantor. It does not need to be someone who can speak Japanese.

Q4 Who should I write for “Contact (who can speak Japanese or English)” on the Resume form?

Write information of someone (e.g. Family, relative, instructor at university) who could be reached by KGU in the event that that applicant cannot be reached.

Q5 Is there a Tuition Reduction Program?

Tuition Reduction is available for privately financed international students with student visas in order to reduce economic burden. After examination, a reduction of tuition will be applied and the student can receive the reduction for up to four years.

The student will apply once per year and based on the criteria by KGU, the application will be reviewed (If the student qualifies, the reduction will be applied to tuition for the annual tuition). Those who underperform academically, take a leave absence or repeat a year will not be eligible for tuition reduction.

The tuition reduction will be no more than 30% of annual tuition.

<Reference>

Actual Rate for 2022 Academic Year: 30% Reduction of First Year Tuition

20%-30% Reduction of tuition after second year based on GPA

GPA	Reduction Rate
≥ 2.60	30% of Annual Tuition
$< 2.60 \geq 2.30$	25% of Annual Tuition
$< 2.30 \geq 2.00$	20% of Annual Tuition

1. Reduction rate is subject change
2. The reduction will be taken from payment during the autumn semester and the payment for spring semester will be paid in full, including the spring tuition.

Application Forms

【Form 1】

事務局使用欄
(Please do not fill in this column)

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International Enrollment System by Recommendation for Transfer Students 2024

Resume

Transfer Year	<input type="checkbox"/> 2nd Year <input type="checkbox"/> 3rd Year
Intended College:	
Intended Dept./Course:	

Katakana	
Alphabet	
Full Name	

Photo

Paste your photo
with your name on
the back of the
photo
(4cm × 3cm)

Address	※Write in alphabet if outside Japan		
E-mail			
TEL	+ - -		
Citizenship	Sex	Date of Birth (yyyy/mm/dd)	
	<input type="checkbox"/> M <input type="checkbox"/> F		
(For Resident of Japan) Date of Issue of Residence Status 'Student' Status (yyyy/mm/dd)		(For Resident of Japan) Date of Expiration of Residence Status (yyyy/mm/dd)	

Academic History	School Name (Alphabet for Schools outside Japan)	Location (e.g. City, Country)	Enrollment Date (yy/mm)	Graduation Date (yy/mm)
Academic History from Elementary School (Include Post High School History)				

Japanese Proficiency	JLPT <input type="checkbox"/> N1 <input type="checkbox"/> N2		
	Other Japanese Proficiency Qualification		
Name of Guarantor (e.g. parent) (In Alphabet for Non-Japanese Nationals)		Guarantor's Contact Information	
Contact (Who can speak Japanese or English)	Name Relationship Tel (+ - -) <input type="checkbox"/> Japanese <input type="checkbox"/> English Email		

【Form 2】

事務局使用欄
(Please do not fill in this column)

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International Enrollment System by Recommendation for Transfer Students 2024
Letter of Recommendation

Recommended Candidate				
Recommender	Name of Recommender	Recommendation by President of Chief Officer		
	Name of University			
	E-mail		Tel	(+) - -
<p>Reason for Recommendation (Free Form)</p> <div style="text-align: center; font-size: 100px; opacity: 0.2; transform: rotate(-10deg); position: absolute; top: 20%; left: 20%;">Translation</div>				

Recommender's Signature

International Enrollment System by Recommendation for Transfer Students 2024

Purpose of Study

Name in Katakana	
Name	

Please write about the following three themes in Japanese. Write in black ball point or fountain pen

1) What have you learned thus far? (within 400 characters)

Write how you learned this list (within 100 characters)

Translation

2) What do you want to learn at Kanto Gakuin University? (within 600 characters)

[illegible]



Kanto Gakuin University

Admissions Center

1-50-1 Mitsuura-higashi, Kanazawa-ku, Yokohama, 236-8501 Japan

Tel: +81 45 786 7019 E-mail: iao@kanto-gakuin.ac.jp