

**Kwansei Gakuin University**  
Institute of Business and Accounting

**Business School : International Management Course**

**Entrance Examination Information**  
**Fall 2019 – 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

### Fall 2019 Entrance Examination Information

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NOTE: For information concerning the entrance examinations for the Accounting School (AS) and the Business School Corporate Strategic Management Course (CSMC), refer to the admissions 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, Kwansei 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; Student body approx. 140

**International Management Course**

— All classes are conducted in English —

Entry quota approx. 30; Student body approx. 60

**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. Normal period 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

Lectures 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

## Business School : International Management Course

### (Pattern B – for applicants residing overseas)

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

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 Objectives

The Business School has set out its objectives as follows:

1. To train business persons with a global perspective.
2. To train business persons to the highest international standards, enabling them to act effectively in the international business arena.
3. Based on the founding principles of the University, to train business persons with the highest standards of business ethics.

The International Management Course, aimed predominantly at recent university graduates and international students, but of course open to persons already in employment, places particular emphasis on the training of businesspersons who can act effectively in the international business arena. To this end, the entrance examination will evaluate and select students with a high level of commitment and of academic ability and achievement.

The Pattern B (Overseas) entrance examination is designed for international students who are at universities outside Japan, and Japanese students who are currently studying abroad. Since this examination is carried out on the basis of documents submitted by applicants, it is not necessary for them to visit Japan to take the examination.

All courses are conducted in English, so students will require a level of competence so that they can pursue graduate-level courses in English, and go on to international business careers after the graduation. As evidence of English-language ability, applicants must provide certificates of their scores in an internationally-recognized English language test (TOEFL, IELTS or TOEIC). A rough guideline might be a TOEFL score of at least 85 (iBT), 570 (PBT), an IELTS score of at least 6.0 or a TOEIC score of at least 780. They must also provide a GMAT score certificate or other evidence that they are qualified to follow a graduate-level management course.

The “Global Public Management Program” (hereinafter referred to as “GPM program”), offered in collaboration with the Graduate Course in United Nations and Foreign Affairs Studies, aims to provide sound theoretical bases and practical skills to students who aspire professional career in leadership roles at global public services institutions, such as the United Nations, diplomatic institutions, as well as international NGOs.

Applicants to the GPM program shall choose (and circle) the “Global Public Management program” as his/her first choice in the cover page of the essays. If he/she wishes to be enrolled to an alternative program (“Management Program”, “Marketing Program” or “Finance Program”) in case his/her admission to the GPM program is not approved, he/she is encouraged to state his/her second choice program as well.

## II Student Intake

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

## III Qualifications for Application

Persons fulfilling one of the conditions below may apply to take the entrance examination:

1. University graduates and those due to graduate by September 19, 2019.

These include the following:

- 1) Persons who have received, or are expected to have received by September 19, 2019, 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.
  - 2) Persons who have completed, or are expected to have completed by September 19, 2019, a specialized course at a vocational college (*senmonngakko*) designated by the Minister of Education, Culture, Sports, Science and Technology.
  - 3) Persons who have received, or are expected to have received by September 19, 2019, 16 years of school education in a country other than Japan.
  - 4) Persons who have received 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.
  - 5) Persons who have received, or are expected to have received by September 19, 2019, 16 years of school education by correspondence study in a country other than Japan.
  - 6) Persons who have received, or are expected to have received by September 19, 2019, 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
  - 7) Persons designated by the Minister of Education, Culture, Sports, Science and Technology.
2. Persons recognized by the Institute as having academic ability at least as high as that specified in 1 above.
3. Persons recognized by the Institute 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 at least 1 month before to the Institute of Business and Accounting ([imc@kwansei.ac.jp](mailto: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.

## IV Application Procedures

1. **Application period:**

Monday, April 1, 2019 - Wednesday, June 5, 2019

('PRELIMINARY INQUIRY FORM' should reach us by Wednesday, May 22, 2019)

2. **Method of application:**

1) Submission of 'PRELIMINARY INQUIRY FORM'

Download the prescribed form from our website

(<https://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 obstacles, we email you the prescribed forms for official application.

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.

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.**

|   |  |
|---|--|
| <p>1) Admissions Application</p>  | <ul style="list-style-type: none"> <li>○ Complete prescribed form and submit to the IBA after paying the examination fee.</li> <li>○ The result of the examination will be sent to the address on the form.</li> <li>○ 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 &amp; responsibilities, achievements, and promotions)</li> </ul> |
| <p>2) University Transcript<br/>* <b>Original transcript in a sealed envelope</b></p>   | <ul style="list-style-type: none"> <li>○ Issued by last university (and graduate school) attended</li> </ul>   |
| <p>3) Graduation Certificate<br/>(or expected graduation certificate if you are in the final year of undergraduate/ graduate study)<br/>* <b>Original transcript in a sealed envelope</b></p> | <ul style="list-style-type: none"> <li>○ Issued by last university (and graduate school) attended. (Unnecessary if date of graduation appears on college transcript.)</li> <li>○ 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.</li> </ul>  |
| <p>4) Letter of Reference</p>   | <ul style="list-style-type: none"> <li>○ 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. The letter should be original with signature (photocopy or print out of email are not accepted). References written by the applicant or a member of his/her family are not acceptable.</li> </ul>  |

|  |   |
|--|---|
| 5) Reason for Application  | ○ To be written by the applicant on the prescribed form.  |
| 6) Brief essays on prescribed topics   | ○ To be written by the applicant on the prescribed form.  |
| 7) Certificates of English language ability (Non-native English speakers only) | ○ A score certificate of TOEFL (iBT or PBT) , IELTS or TOEIC<br><u>Originals are mandatory.</u>   |
| 8) Certificates providing evidence of management-related knowledge             | ○ 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                        | ○ A copy of payment receipt   |
| 10) A copy of passport   | ○ A copy of personal information page(s)  |
| 11) Finance Information<br>*For international students only                    | ○ 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 1, 2019 - Wednesday, June 5, 2019**

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 name 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>

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

<Remittance Method >

|                                      |                      |                 |                    |
|--------------------------------------|----------------------|-----------------|--------------------|
| <b>Type</b>                          | Telegraphic Transfer | <b>Payment</b>  | Advise and Pay     |
| <b>Paying Bank's Charges, if any</b> | Payee's Account      | <b>Currency</b> | 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/](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 (425yen) 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, and 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:

For a Global Public Management Program applicant, an interview will be conducted via the Internet. The date and time of the interview will be decided after submission of application documents.

## 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 Admissions Procedures

Applicants who are successful in the entrance examination should complete the admissions 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. Admissions 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 'college 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 for a visa with the residence status of 'college student.' If a student intends to reside in Japan with a residence status other than that of 'college 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), Wednesday, September 18, 2019 at the Nishinomiya Uegahara Campus

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

Notes:

- 1) Persons who fail to complete the admissions procedures ( I and II ) within the time specified, or who are absent without notice from the Entrance Ceremony, 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) Please be aware that you will be required later to submit documents in addition to those listed above.

## VIII Tuition and Fees

The fees for the 2019 International Management Course in the Business School are listed below for your reference (in Japanese Yen).

|                           | First Year           |                 | Second Year *1 |                 |
|---------------------------|----------------------|-----------------|----------------|-----------------|
|                           | At the time of entry | Second Semester | First Semester | Second Semester |
| Admission Fee             | 200,000              |                 |                |                 |
| Tuition                   | 720,000              | 720,000         | 720,000        | 720,000         |
| Education Enhancement Fee | 112,500              | 112,500         | 112,500        | 112,500         |
| Total                     | 1,032,500            | 832,500         | 832,500        | 832,500         |
|                           | 1,865,000            |                 | 1,665,000      |                 |

\*1 The fees of Second year are written based on the First year and are subject to change without notice.

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);
  - (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 faculties, students and graduates.

2. Both the admission fee and tuition & other fees must be paid at the time of 'Admissions Procedure I'. Visa application formalities for international students cannot be commenced until these fees have been paid.
3. International students who have visa with 'college student (ryuugaku)' status will have 30% tuition reduction, however, in the admissions procedure, full amount of tuition must be paid. The reduction 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 admission.

### (2) Japanese nationals and international students whose residence status is not "Student (ryugaku)"

Please refer to the following website: [https://www.kwansei.ac.jp/students/students\\_000604.html](https://www.kwansei.ac.jp/students/students_000604.html)

Notes:

- \* 1. First-year students are required to pay the tuition for the first semester in full amount in the Admission Procedure I. The 30% tuition reduction 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 after the Entrance Ceremony.

## 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.)