

**Kyoto University of Advanced Science  
Entrance Examination Guidelines  
for September 2022 Enrollment**

**Graduate School of Business Administration  
Master's Program  
Major in Business Administration**



## **Kyoto University of Advanced Science Graduate Admission Policy**

The Graduate School of Kyoto University of Advanced Science (KUAS) seeks applicants with a strong desire to contribute to global society through high-level scholarship and the acquisition of advanced knowledge and expertise in their field of specialization.

## **Graduate School of Business Administration Admissions Policy**

Applicants should:

1. have a strong desire to master the theory and practice of business management;
2. have a high level of English proficiency in order to obtain an internationally recognized master's degree;
3. have a strong intellectual motivation and sense of social engagement so that they may participate in educational courses and programs that aim to develop professionals who can apply new knowledge to society and bring about innovation while having the ability to engage in friendly competition with each other; and
4. have a wide and sophisticated education as well as basic knowledge and literacy in specialized fields such as business administration and the ability to utilize them.

## Pre-application Review

Those who wish to apply to the Graduate School of Business Administration must submit a “Graduate School of Business Administration Request for Pre-application Review” prescribed by KUAS and undergo review before applying.

### 1. Pre-application Review Request Submission Period

Period: April 1, 2022 (Friday) - April 15, 2022 (Friday)

Announcement of review results: April 19, 2022 (Tuesday)

Please send your request for Pre-application Review by registered express mail (*kan'i-kakitome sokutatsu*) within the above period. Be sure to indicate on the envelope that it contains your “Request for Pre-application Review by the KUAS Graduate School of Business Administration”.

### 2. Documents to Submit for Pre-application Review

- ① Curriculum vitae (in the format prescribed by KUAS)
- ② Statement of purpose (2,000 words max, on A4 paper, any format)
- ③ A copy of an official TOEIC® L&R/S&W, TOEFL iBT®, or IELTS score report

## 1. Graduate School calling for applications and maximum admission capacity

Graduate School	Field / Major	Admission Capacity
Graduate School of Business Administration	Business Administration	5 persons

Admission capacity quota includes international and non-traditional applicants/business persons, and no special consideration will be given to them in the application process.

## 2. Eligibility

Applicants must have an academic background that satisfies at least **one** of categories (1) to (11) below by the time of their enrollment by March 2022. In addition, applicants must satisfy the requirements under (12) for Pre-application Review.

Applicants must:

- (1) have graduated from a university (in accordance with Article 102 of the School Education Law);
- (2) have been awarded a bachelor's degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education (in accordance with Article 155, Paragraph 1, Item 1 of the Enforcement Regulations of the above law);
- (3) have completed a 16-year school education outside Japan (in accordance with Article 155, Paragraph 1, Item 2 of the Enforcement Regulations of the above law);
- (4) have completed a program at the Japanese campus of an institution designated by the Minister of Education, Culture, Sports, Science and Technology as equivalent to an overseas university (in accordance with Article 155, Paragraph 1, Item 4 of the Enforcement Regulations of the above Law);
- (5) have completed a 16-year school education of an overseas school through taking a distance learning program offered by the relevant overseas schools in Japan (in accordance with Article 155, Paragraph 1, Item 3 of the Enforcement Regulations of the above Law);
- (6) have been awarded a degree equivalent to a bachelor's degree by completing a course of study at a foreign university, etc. with a duration of three years or more (five years for admission to a doctoral course in medicine, dentistry, pharmacy, or veterinary medicine) (in accordance with Article 155, Paragraph 1, Item 4-2 of the Enforcement Regulations of the above Law);
- (7) have completed a Post-secondary Course at a specialized training college designated by the Japanese Minister of Education, Culture, Sports, Science and Technology (In accordance with Article 155, Paragraph 1, Item 5 of the Enforcement Regulations of the above law);
- (8) have completed schooling under the old system of education (Notification No. 5 of Ministry of Education, Culture, Sports, Science and Technology (Items 1 – 4), 1953, Notification No. 1 of Ministry of Education, 1955);
- (9) have graduated from the National Defense Academy, the Japan Coast Guard Academy, the Meteorological College, or other ministry college (Notification No. 5 of Ministry of Education, Culture, Sports, Science and Technology (Items 5 – 12) 1953, Notification No. 39 of Ministry of Education, Culture, Sports, Science and Technology (Item 2) 1955);
- (10) be at least 22 years old and approved through the graduate school's individual screening procedures as having academic ability equivalent to or higher than a college graduate. (in accordance with Article 155, Paragraph 1, Item 8 of the Enforcement Regulations of the above Law); or

- (11) have been recognized by the KUAS Graduate School of Business Administration as having earned the prescribed credits with excellent grades and have been enrolled in a university for 3 years or more, or have completed 15 years of school education outside Japan.

Additionally, applicants must:

- (12) undergo pre-application review and receive consent. by the KUAS Graduate School of Business Administration.

\*Applicants who apply according to categories (10) or (11) above must undergo individual eligibility screening (see page 7 for more information) in advance. Applicants who fall under this category must notify the Admissions Center prior to the scheduled date of their Pre-application Review.

### 3. Application Schedule

Application period*1	Examination (interview) date*2	Announcement of results	1 <sup>st</sup> admission procedure	2 <sup>nd</sup> admission procedure
2022 April 20 (WED) ~ April 28 (THU) «Must arrive on last day»	Domestic applicants: May 12 (THU), 2022 International applicants: May 10 (TUE), 2022 ~ May 11 (WED)	May 24 (TUE), 2022	June 3 (FRI), 2022	June 10 (FRI), 2022

\*(1) The test time will be set between 10:00 and 17:00 (JST).

### 4. Selection Method

Applicants will be judged comprehensively based on an interview-based examination and a review of submitted documents.

## 5. Examination Details

[For Domestic Applicants]

Start time	Examination type	
10:00 AM JST	Interview exam	Focused on applicant research plan.

\* Applicants who arrive more than 20 minutes late after the interview exam begins will not be allowed to take the exam.

**【International Applicants】**

The examination will be conducted via an online oral exam. The examination time will be set between 10:00 and 17:00 (JST).

## 6. Exam Site

Domestic applicants: KUAS (Uzumasa Campus)

International applicants: Online oral examination

## 7. Required Documents

All documents must be typed in English or Japanese. If a document is in another language other than English or Japanese, a notarized translation must be attached.

- ① Application form and photo form (with photo attached)
- ② Official copy of diploma (or expected graduation) from undergraduate (and graduate programs) (must be prepared and sealed by your university)
- ③ Official academic transcripts for all undergraduate (and graduate) programs attended (must be prepared and sealed by your university)
- ④ Research plan  
(2,000 words max, on A4 paper, any format)

Applicants who are currently employed must also submit the following:

- ⑤ Letter of approval from department head (For applicants who are currently working for a government agency or company)

Applicants who are non-Japanese citizens must also submit the following:

- ⑥ International student personal record (Format prescribed by KUAS)
- ⑦ Copy of passport page with photo ID on it
- ⑧ Copy of residence card (both sides, with newest address included) \*
- ⑨ Copy of Certificate of Residence or Certificate of Items Stated in Resident Register \*  
Note: Must have been acquired within the last 3 months and have the date of expiration of status of residence, period of stay, etc.
- ⑩ Application document check sheet
  - Please use the name on your passport to fill in the application form.
  - All documents must be in Japanese or English (A Japanese translation must be attached for all other languages).

\* Required if current resident of Japan

## 8. Application Fee

35,000yen (non-refundable)

## How to Apply and Precautions

### 1. How to Apply

- (1) Please transfer the application fee of 35,000 yen to the bank account designated by KUAS by wire transfer within the application period using the application form for fall admission. Once paid, the application fee cannot be refunded for any reason.
  
- (2) Sending Application Documents  
Please check the application documents in the Application Guidelines and make sure that all the documents are complete. If you send the application by mail, please make sure to send it by registered express mail. If you deliver the application documents directly to campus, please ensure that you bring them to Uzumasa Campus.
  
- (3) If false statements are made in the application, the applicant will not be allowed to take the examination. In addition, if false information is discovered after the examination, the examination will be invalidated, and the applicant's acceptance may be canceled.
  
- (4) Applying from Overseas  
Submit the application documents to the Admission Center of Kyoto University of Advanced Science by a trackable international mail service (EMS, DHL, etc.).

Address : Admissions Office

Kyoto University of Advanced Science

18 Yamanouchi Gotandacho, Ukyo-ku, Kyoto-shi, Kyoto 6158577, JAPAN

- The application fee of 35,000 yen must be paid by mail in the form of a check in Japanese yen, or by bank wire to the bank account below.

#### (Bank Account Information)

銀行名(Beneficiary Bank)	The Bank of Kyoto
支店名(Branch Name)	Head Office
SWIFT CODE	BOKFJPJZ
住所(Address of bank)	700 Yakushimae-cho, Shimogyo-ku, Kyoto City, Kyoto
電話番号(Phone number of bank)	+81-(0)75-361-2211
受取人名(Account holder's name)	Kyoto University of Advanced Science
受取人住所 (Account holder's address)	18 Yamanouchi Gotanda-cho, Ukyo-ku, Kyoto-shi, Kyoto 615-8577 JAPAN
受取人電話番号 (Account holder's phone number)	+81-(0)75-406-7000
口座(Type of account)	Saving account
口座番号(Account number)	5273113
店番(Branch number)	101

## **2. Consideration for Persons with Physical Disabilities**

- (1) If you have a physical disability that you wish to be taken into consideration when taking your examination interview, please make sure to consult with the Admission Center at least two weeks prior to the start of the application period for each examination interview schedule.
- (2) If you were injured in an accident after you applied and wish for your injury, etc. to be taken into consideration when taking your examination interview, please be sure to consult with the Admission Center.
- (3) Please note that we may not be able to meet your request even if you wish to receive special consideration for your examination interview.

## **3. Health Safety (COVID-19, Flu, etc.)**

If you have contracted an infectious disease (such as COVID-19 or influenza) which the School Health and Safety Law requires that students not attend school, and you have not yet recovered, please refrain from coming to campus or taking the examination interview, as it may lead to the infection of other applicants or exam proctors.

If you are absent from the KUAS examination interview due to one of the above-mentioned illnesses, you will be allowed to take your examination interview on a different date, or you will be refunded the fee for the examination interview.

〈How to change your examination interview date〉

- (1) Please call the Admission Center before the end of the examination interview you will be missing.  
(+81-(0)75-406-9270)
- (2) Please submit the following documents.
  - Application Form for refund of examination fee (KUAS-Designated Form)
  - A medical certificate that clearly states the name of the illness (name of the infectious disease for which the School Health and Safety Law stipulates suspension of attendance) and the period of treatment (including the date of the examination interview for which you were absent).

## **4. Announcement of Examination Interview Results**

Notification of results will be mailed. Notification of acceptance and enrollment documents will be mailed to successful applicants. Notifications may arrive after the official result announcement date. No inquiries by telephone, etc. will be accepted.

For information about admission procedures, please see the documents enclosed in your result notice.

## **5. International Applicants**

Applicants who are accepted must submit proof of their ability to pay for their studies in Japan (e.g., proof of income of their financial sponsor) during their admission procedures.



## Individual Eligibility Screening

Applicants who require individual eligibility screening to determine whether they qualify to apply should follow the procedures below. If you wish to undergo individual eligibility screening, please contact the Admission Center to confirm the type of documents you need to submit before sending them by post. Please note that the names of the application documents 2.(2) and 2.(3) below may differ depending on the school that issues them.

### 1. Entry Period

Period: April 1 (FRI), 2022 - April 15 (FRI), 2022

Results announced: April 19 (TUE), 2022

All documents must be received by the deadline and mailed by registered mail.

The envelope should be clearly marked "Documents for Individual Eligibility Screening for Graduate School Application".

### 2. Application Form

For those applying based on Eligibility Category (10)

- (1) Application for Individual Eligibility Screening (curriculum vitae; KUAS prescribed form)
- (2) Certificate of graduation of last institution attended or certificate of enrollment (with the enrollment period specified)  
(\*In the case of certificates of withdrawal or expulsion, the period of enrollment must also be specified)  
(\*Must be issued by the school and officially sealed)
- (3) Transcripts from last school attended (must be issued by the school and officially sealed)

For those applying based on Eligibility Category (11)

- (1) Application for Individual Eligibility Screening (curriculum vitae; KUAS-prescribed form)
- (2) Certificate of enrollment (with the enrollment period specified)
- (3) Transcripts from last school attended (must be issued by the school and officially sealed)
- (4) A statement of the number of courses and credits expected to be earned in the third year (on the form prescribed by KUAS; to be submitted by the applicant).

Those who pass the application process based on these qualifications shall be considered provisionally accepted applicants, and will be officially accepted after confirmation of their third-year transcripts by the end of August 2022. Therefore, please be sure to submit your transcripts by September 5, 2022 (Monday).

2022. Applicants who have been provisionally admitted will be selected from those who have performed particularly well in the academic examinations. \*Applicants must submit either (3) or (4), depending on which is more applicable to their situation.

## Long-term Student Program

The Long-term Student Program is a system for students who have difficulty completing their graduate school curriculum within the standard course of study (2 years) due to occupational or other reasons. This system allows such students to complete their curriculum over a planned period of 3 or 4 years.

### 1. Eligibility

Applicants must:

- (1) have an occupation;
  - (2) be recognized by the university president as having difficulty completing the program within the standard course of study due to circumstances such as childcare or nursing care; **OR**
  - (3) have other unavoidable circumstances (physical disability, illness, etc.) that are recognized by the President as making it difficult for them to complete their program in the standard course of study.
- \* International students (with "Student" residence status) are not eligible to apply for this program.

### 2. Program Length

3 or 4 years, including the standard minimum enrollment period of 2 years.

### 3. Application Procedure

Please submit the designated documents no later than 20 days prior to enrollment day (August 26 , 2022).

### 4. Tuition and Other Fees

The amount of tuition and other fees for the Long-term Study Program is determined by taking the standard tuition fee for the program and dividing it by the Long-term Study Program period.

### 5. Other

Additional fees may be charged for years beyond the standard course of study.

## Tuition (TBD 2022)

\* Tuition and other fees are subject to change. Please refer to the Admission Procedure Guidelines.

\* Initial payment is made in two steps:

First payment: admission fees

Second payment: tuition, etc.

[Tuition for non-alumni]

		Annual	Annual Breakdown		Notes	
			Upon entry (for the first semester)			Payable in April
			1 <sup>st</sup> payment	2 <sup>nd</sup> payment		
Admission fee		200,000	200,000	—	—	*First year only
School fees	Tuition	1,500,000	—	750,000	750,000	
Total		1,700,000	200,000	750,000	750,000	

[Tuition for KUAS alumni]

		Annual	Annual Breakdown		Notes	
			Upon entry (for the first semester)			Payable in April
			1 <sup>st</sup> payment	2 <sup>nd</sup> payment		
Admission fee		100,000	100,000	—	—	*First year only
School fees	Tuition	1,500,000	—	750,000	750,000	
Total		1,600,000	100,000	750,000	750,000	

\* In addition to the above school fees, international applicants must also pay 3,240 yen (subject to change) for 2 years of liability insurance coverage. This amount must be paid with the above-mentioned "2nd payment".

## Scholarships

As a result of the selection process, scholarships will be awarded to students with particularly outstanding grades and achievements. However, only those who have applied for the scholarship at the time of application will be considered. Please make sure to select whether or not you wish to apply for the scholarship in the "Scholarship" section of your application when you apply online. The following scholarships are available.

In addition, the "Super Top Scholarship" is available for those applicants who have demonstrated exceptional academic aptitude. The amount of the scholarships is shown in the table below. Please note that scholarships are provided on the condition that the student maintains academic excellence while enrolled at KUAS.

Scholarship Name	Description	Amount, etc.
KUAS Super Top Scholarship	Intended for applicants to the Graduate School Scholarship who are of exceptional merit.	1. Full exemption from entrance fees, tuition, facility and equipment fees, and laboratory training fees 2. Study support stipend of 1.2 million JPY per year
KUAS Graduate School Scholarship	Intended for applicants can act as role models for other graduate students at KUAS in terms of research and academic achievement.	100% OR 50% waiver of entrance fee, tuition, facility and equipment fees, and laboratory training fees

\*The scholarship is not available for applicants who are dispatched by a company that provides for their tuition fees.

## Declining Enrollment

If you wish to decline admission after completing the second round of procedures, please submit the prescribed form by 17:00 (must arrive no later than Thursday, September 15, 2022).

. In such a case, all fees (excluding the admission fee, which is non-refundable) will be returned. For details, please refer to the Admission Procedure Guidelines (sent to successful applicants).

## List of Research Advisors

Please select the research advisor of your choice from the list below (first choice: required; second and third choices: please indicate if possible).

Faculty Member	Title	Field of Research
Atoda, Naosumi	Professor	Public Economics, Social Security Theory, Nonprofit Organizations
Kato, Yasuyuki	Professor	Finance, Investment Theory, Financial Engineering
Taniguchi, Takayoshi	Professor	Accounting Institutions, Tax Laws
Tokuga, Yoshihiro	Professor	International Accounting, Financial Accounting
Nishimura, Shuzo	Professor	Medical Economics, Social Security Theory
Mori, Kazuhiko	Professor	Brand Management, Marketing, Service Design
Shimizu, Hiroko	Professor	International Economics, Economic Policy
Dowa,,kojiro	Associate Professor	International Macroeconomics
Wu Qi	Junior Associate Professor	Management Accounting, Environmental Accounting

\* Please refer to the KUAS website for course offerings.

## Privacy Policy

KUAS may use personal information collected from applicants to:

- 1) contact applicants or their college if there are deficiencies or inaccuracies in their application documents;
- 2) send examination notifications to applicants;
- 3) release admission results to applicants;
- 4) send admission documents to successful applicants;
- 5) send information to new students and their guardians about the Entrance Ceremony and comprehensive insurance for students;
- 6) send information to students and their guardians following enrollment;
- 7) create name lists and other school documents for administrative and academic purposes after enrollment; and
- 8) perform data aggregation/processing (individual data will be anonymized).

Personal information related to applications will not be provided to any third party without the prior consent of the applicant. However, this does not apply when there are special circumstances stipulated in the Act on the Protection of Personal Information and the "Regulations Concerning the Protection of Personal Information of Nagamori Gakuen Educational Foundation", such as (1) when required by law or (2) when it is necessary to protect the life, body, or property of an individual when it is difficult to obtain the consent of the individual.

If you have any questions about the handling of personal information related to your application, please contact the Admission Center of Kyoto University of Advanced Science.



Kyoto Uzumasa Campus

18 Yamanouchi Gotanda-cho, Ukyo-ku, Kyoto City, Kyoto Prefecture 615 -8577

Kyoto Kameoka Campus

1 -1 Nanjo Otani, Sogabe-cho, Kameoka City, Kyoto Prefecture 621 -8555

Homepage

<http://www.kuas.ac.jp/>

Admissions Center Contact

E-mail [nyushi@kuas.ac.jp](mailto:nyushi@kuas.ac.jp)