

## Application Procedures for Short-term Exchange Program at KYOTO INSTITUTE OF TECHNOLOGY

KIT's exchange programs are based on student exchange agreements with our partner institutions in various countries around the world. Students from our partner institutions have the opportunity to study at KIT for a semester or a full academic year. Interested students must contact the KIT exchange coordinator at their university and be approved by their home institution before applying for a KIT exchange.

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### ■ Eligibility to apply for the Exchange Program

**KIT will only accept students who meet the following requirements.**

- \*Students must be officially nominated by their home institution. Consult with the coordinator or department in charge at the home institution before proceeding.
- \*Students must be enrolled in their home institution for the entire duration of their exchange at KIT.
- \*Students must be studying a field related to a KIT academic program.  
Note: The field of architectural design may not be accepted due to capacity.
- \*Students must have language proficiency at or above the levels below.  
This is because undergraduate classes at KIT are conducted only in Japanese and graduate classes and research activities are conducted in English or Japanese (Other languages are not acceptable).

#### **[Undergraduate students who wish to take classes]**

JLPT N2 or an **equivalent** level of Japanese proficiency

#### **[Graduate students, Undergraduate students only conducting research activity and not being required to get credits]**

CEFR B2 or an equivalent level of English proficiency or JLPT N2 or an **equivalent** level of Japanese proficiency

#### **<The above "equivalent" includes the following examples ;>**

- Native Japanese/English speakers
- Students who have Japanese proficiency certificate (JLPT, JPT, J.Test, EJU etc.) or English proficiency certificate (TOEIC, TOEFL, IELTS etc.)
- Students who are enrolled in a program/course of study primarily conducted in Japanese or English at their institution
- Students who have been issued a certificate of Japanese/English language proficiency from their home institution.

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## ■ Application Procedure

All application materials must be uploaded to the KIT Online Application System following the instruction in "STEP1" on the next page. After thoroughly reading this Application Procedures document to the end, complete the four steps (a) through (d) below and submit all the necessary materials by the specified deadlines listed in the link below. **Application deadline must be strictly observed. No exceptions are allowed.**

[https://www.kit.ac.jp/en/prospective\\_student/exchange-short-term-programs/](https://www.kit.ac.jp/en/prospective_student/exchange-short-term-programs/)

### **STEP 1:**

a) Log in to the KIT Online Application System with your KIT ID and password.

You will get an ID and password for accessing the KIT Online Application System, after your exchange program coordinator/international office has told us that you have been nominated for the KIT Short-term Exchange Program.

**【KIT Online Application】** : <https://www.international.kit.ac.jp/>

b) Submit an "Application for Admission (Form A)" (1) online.

**Note:** Scholarship applications may only be submitted by students who have been individually notified by KIT that they are eligible for a scholarship.

c) Download the forms marked with an asterisk (\*) (2, 4, 10, 11) from the KIT website.

**【Form Downloads】** :

[https://www.kit.ac.jp/en/prospective\\_student/exchange-short-term-programs/](https://www.kit.ac.jp/en/prospective_student/exchange-short-term-programs/)

d) Complete, scan, and upload all the necessary documents to the KIT Online Application System.

### **STEP 2:**

**(After submitting application documents)**

KIT reviews your application documents, coordinates with host laboratories and decides on acceptance (approximately 3 months).

### **STEP 3:**

**(After receiving the letter of acceptance)**

Fill out a CoE/VISA application form we send you after your acceptance as an exchange student is confirmed.

- **CoE (Certificate of Eligibility)/VISA**

Apply through the designated web form.

A link will be sent to you after your acceptance as an exchange student is confirmed.

\* We request you to obtain a "Student" visa rather than a "Temporary Visitor" visa.

If you receive medical treatment at a clinic or hospital while you are in Japan, you will have to pay the full costs if you do not join the National Health Insurance (which costs about 10,000 yen/6 months). You cannot enroll in National Health Insurance unless you have a Student visa.

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## ■ Application Materials

### - **APPLICATIONS: All of the following documents are required**

#### 1. Application for Admission (Form A)

(This form will appear when you log in to our online application system. Fill in the blanks and click "Submit.")

#### 2. Recommendation Letter (Form B) \*

(Must be signed by the dean/head of department where you are currently enrolled. Person who signs a Recommendation letter (Free Form) should be different from the person who signed "Form B". If the written language is other than English, please attach an English translation.)

#### 3. Recommendation Letter (Free Form)

(Preferably from a professor or professional person who can verify the applicant's suitability and motivation for enrolling at KIT. If the written language is other than English, please attach an English translation.)

#### 4. Health Questionnaire (Form C) \*

#### 5. Certificate of Enrollment

Note 1: This must certify the applicant is registered as a regular student at his/her home institution *and his/her expected graduation/ completion date.*

Note 2: *Students who, at the time of enrollment at KIT, proceed to the higher level of education (e.g. BA→MA, MA→DR) are required to submit both the certificate of enrollment for the current affiliation and the acceptance letter for the Master's or Doctoral program. If the certificate is in a language other than English, please attach an English translation.*

#### 6. Academic Transcript of your most recently completed full academic year

(This is used to determine your eligibility. If the written language is other than English, please attach an English translation.)

#### 7. Japanese / English proficiency test score

(Mandatory for all students. If it has been more than two years since you obtained your English score, please consult at [ses@jim.kit.ac.jp](mailto:ses@jim.kit.ac.jp) before applying.)

#### 8. Photocopy of Passport

(Personal details page. If unavailable when you are applying, tell us when you expect to submit it.)

#### 9. Face photo for "CoE" (3cm × 4cm)

(Photo to be submitted: Front view, no hat, upper half of body, plain background, no shadow, high quality, taken within the past 3 months. DO NOT USE THE PHOTO USED IN YOUR PASSPORT!)

Click the link below and refer to the "Standards for submitted photos".

[https://www.kit.ac.jp/wp/wp-content/uploads/2024/03/photos\\_2024.pdf](https://www.kit.ac.jp/wp/wp-content/uploads/2024/03/photos_2024.pdf)

This picture will be used for your residence card and student ID card.)

#### 10. **ACCOMMODATION** Application for KIT International House (Forms 1, 2 and 3) \*

(Applicants wishing to live in an international student dormitory must upload this application as a PDF file.

**Rooms will be assigned as they become available, but are not guaranteed.**)

To provide as many international students as possible with economically priced accommodation, we will assign you to one of three room types (single, couple or family) in Marikoji Kaikan (International House) if we have any vacancies. Be aware that you may have roommates.

#### 11. **CHECKLIST** Submission Checklist \*

(Check off each item you have submitted to be sure nothing is missing.)

#### 12. **SCHOLARSHIP APPLICATION** KIT Global Human Resource Development Program Financial Assistance from KIT International Exchange Promotion Fund (Form B-1)

Note: Students who are notified by KIT that they are eligible for a scholarship should submit the "KIT Global Human Resource Development Program Financial Assistance from KIT International Exchange Promotion Fund (Form B-1)" online application at the link below as well.

<https://www.international.kit.ac.jp/>

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## ■ Important Information about Security Export Control in Japan

Security Export Control is implemented for the purpose of maintaining peace and safety in Japan as well as in the international community based on the FEFTA (Foreign Exchange and Foreign Trade Act) under international export control regimes. We conduct strict screening before approving technology or accepting researchers/students.

We are obligated to apply to the Ministry of Economy, Trade and Industry (METI) in the event researcher/student acceptance or a technology may infringe on any of the Foreign Exchange and Foreign Trade Law regulations.

For this reason, you may not be able to immediately begin your intended educational and/or research activities if METI does not approve it.

In addition, be aware that if METI fails to approve an application we submit, you may be asked to change the content of your intended education and research, or you may not be able to conduct your education and research activities at KIT.

For more information, please visit following website  
<https://www.meti.go.jp/policy/anpo/englishpage.html>

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## ■ Contact

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

Incoming Student Services  
International Affairs Office  
Kyoto Institute of Technology  
Email: [ses@jim.kit.ac.jp](mailto:ses@jim.kit.ac.jp)