Application Procedures
for the Short-term Exchange Program AY2019
at KYOTO INSTITUTE OF TECHNOLOGY

If your exchange program coordinator/international office has told us that you have been nominated for the KIT Short-term Exchange Program AY2019, we have sent you or your coordinator an ID and password for accessing the KIT Online Application System. Follow the instructions below and submit all the necessary materials by the deadline. All application materials must be uploaded to the KIT Online Application System and some must also be sent to us as hardcopies by post.

STEP 1: Use your KIT ID and password to log in to the KIT Online Application System and submit an “Application for Admission (Form A)” (1) online.

STEP 2: Download the forms marked with an asterisk (*) (2, 4, 8, 11, 12) from the KIT website. Complete, scan, and upload them to the KIT Online Application System. Only 8. “Application for CoE” must be uploaded in Excel format.

STEP 3: Send hardcopies of the completed documents (5, 10) by post after scanning and uploading them to the KIT Online Application System. Copies are NOT acceptable for items marked: “ORIGINAL.”

[KIT Online Application] :
https://www.international.kit.ac.jp/

[Form Downloads] :

- APPLICATIONS: All of the following documents are required -

1. Application for Admission (Form A)
   (Log in to our online application system. Complete form, and click "Submit.")

2. Recommendation Letter (Form B) *
   (Must be signed by the dean/head of department where you are currently enrolled)

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)

4. Health Questionnaire (Form C) *

5. Certificate of Enrollment ORIGINAL
   (Certifying that the applicant is a regular student at his/her home institution)

6. Academic Transcript
   (Of most recently completed full academic year)

7. TOEFL/TOEIC/IELTS or other internationally acknowledged English proficiency test score
   (if available)
- CoE (Visa): All of the following documents are required -

8. Application for Certificate of Eligibility [CoE] *
   
   (Paste your digital photo data in the photo space. Be sure to upload the completed form in Excel format.)

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

10. ID photo for 8. "CoE" ORIGINAL
    
    (Photo to be submitted: size: 4 cm x 3 cm. Front view, no hat, upper half of body, plain background, high quality, taken within the past 3 months. DO NOT USE THE PHOTO USED IN YOUR PASSPORT!
    
    Refer to: http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html
    
    Write your name on the reverse side.)

- ACCOMMODATION -

11. Application for KIT International House (Forms 1, 2 and 3) *
    
    (Submit only if you wish to live in an international student dormitory. Rooms will be assigned as they become available, but are not guaranteed.)

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

[APPLICATION DEADLINES]

(The online application and ARRIVAL of posted originals to KIT must BOTH occur by these dates.)

   - For admission in April 2019: December 15th, 2018
   - For admission in September 2019: May 31st, 2019

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

Contact: Student Exchange Services
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