Application procedures

for Short-term Exchange Program AY2018

at KYOTO INSTITUTE OF TECHNOLOGY

Your application materials should be sent both via the KIT Online Application System and by post. Follow the instructions below and submit all the necessary materials by the deadline. After you are nominated, KIT will supply you with an ID and password for accessing the KIT Online Application System, through your exchange program coordinator or the International Office of your home university.

STEP 1: 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 and complete them.

STEP 3: Send hardcopies of the completed documents (2-12) by post.
For items with "ORIGINAL," copies are NOT acceptable.

【**KIT Online Application**】： https://www.international.kit.ac.jp/
【**Download Forms**】：
 https://www.kit.ac.jp/en/prospective_student/exchange-short-term-programs/

- APPLICATIONS: All of the following documents are necessary -

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) *   ORIGINAL
 (This must be signed by the dean or head of department where the applicant is currently enrolled)
3. Recommendation Letter (Free Form)   ORIGINAL
 (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
 (This certifies that the applicant is registered as a regular student at his/her home institution)
6. Academic Transcript (of most recently completed full academic year)   ORIGINAL
7. TOEFL/TOEIC/IELTS/SFER or other internationally acknowledged English proficiency test score (if any)

- CoE (Visa): All of the following documents are necessary -

8. Application for Certificate of Eligibility ［CoE］ *
 (Photo attached: 4 cm x 3 cm. Front view, no hat, upper half of body, plain background. High quality photos taken within 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)
9. Photocopy of Passport
 (Personal details page. If unavailable when you are applying, please tell us when you expect to submit it.)

10. Three copies of the ID photo used in "8"   ORIGINAL

(Write your name on the reverse side.)

- ACCOMMODATION -

11. Application for KIT International House (Forms 1, 2 and 3) *

(If applicant wishes to live in an international student dormitory, please submit this application.

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 and enclose the checklist with hard copies of the documents you will submit).

【**APPLICATION DEADLINES**】

(Online application and arrival of posted originals to KIT must BOTH be completed by these dates.)

-For admission in April 2018: December 15th, 2017
-For admission in September 2018: June 15th, 2018

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

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