

## Application Guidelines for KIT Internship Program

**Once the KIT International Affairs Office confirms internship period and host laboratory, application instructions will be notified to the applicants by e-mail.**

**Follow the instructions below and submit the necessary documents by the deadline.**

### ■ PROCEDURES

**STEP 1: Before starting to fill out the application form, please have the following documents ready.**

#### **[Mandatory]**

1. Application for Admission (Form A) #
2. Certificate of Enrollment
3. Health Questionnaire (Form C) #
4. Passport
5. Academic Transcript
6. Pledge (Form D) #
7. Travel insurance (\*)

\*If you are purchasing a new one, please submit it at least one week before coming to Japan after you have made your flight reservation.

#### **[If applicable]**

8. Accommodation Application for KIT International House #
9. Scholarship Application (Form B-1) # **\*eligible applicants only**

**The application forms marked with # can be downloaded from the KIT website below:**

[https://www.kit.ac.jp/en/prospective\\_student/visiting-students/](https://www.kit.ac.jp/en/prospective_student/visiting-students/)

**STEP 2: Apply with the online application form**

**<https://www.kit.ac.jp/application/view/index.php?id=599075>**

- ① Enter the online application form with the password provided in the instructions e-mail from us and fill in the required information.
- ② Upload the required documents to the online application form.  
\*Details of each document are found below.
- ③ Click the Continue button to confirm the information you have entered.
- ④ If there are no problems, press the Submit button and you will receive a completion email.

**STEP 3: Must have travel insurance and submit it to us via email**

KIT does not specify any overseas travel insurance, but be sure to purchase insurance that covers the entire trip from the departure to return home.

After your flight is confirmed, please purchase and submit to us at least one week prior to your arrival in Japan

### ■ APPLICATION DEADLINE: Three months prior to the start of the Internship Program

Note 1: The acceptance procedure cannot proceed without a passport, so if you cannot prepare a passport immediately, please inform us of your nationality at least first.

Note 2: If there are any documents that take time to obtain, submit other documents that are ready first.

Note 3: As for the documents to be submitted later, please enter when you expect to be able

to submit them in the designated box  
Note 4: Documents submitted later should be sent **via email**, NOT through the online application form.

## ■ Application Materials

### [Mandatory documents ]

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

*(This form will be downloaded from KIT website. Please Fill in the blanks and press the designated button provided in the online form to upload.)*

#### 2. Certificate of Enrollment at home university (English version)

*(This certifies that the applicant is registered as a regular student at his/her home institution and his/her expected graduation is scheduled after this internship program. If this certificate is in a language other than English, please attach an English translation.)*

#### 3. Health Questionnaire (Form C)

#### 4. Photocopy of Passport

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

#### 5. Academic Transcript for all semesters since enrollment

*(It clearly states when each course was taken and the number of credits and the grade received for each course.)*

#### 6. Pledge (Form D)

*(The last section must include the name and signature of a contact person at your university.)*

#### 7. Travel insurance

*(If this document is in a language other than English, please attach an English translation.)*

### [Documents to be submitted if applicable]

#### 8. ACCOMMODATION Application for KIT International House (Forms 1, 2, 3 and 4)

*(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, KIT will allocate the students to one of three room types (single, couple or family) at the International House (Marikoji Kaikan), subject to availability. Please note that you may have up to three roommates depending on the assigned room.

#### 9. SCHOLARSHIP APPLICATION (Form B-1)

**This application form should be submitted from only those who are required to submit**  
*(Form B-1 can be downloaded from the bottom of the webpage. )*

Note: Whether a scholarship application is required or not will be indicated in the application guidance email.

## ■ Contact

Inbound Student Services  
International Affairs Office  
Kyoto Institute of Technology  
Matsugasaki, Sakyo-ku, Kyoto 606-8585 JAPAN  
TEL: +81-75-724-7131  
Email: ses@jim.kit.ac.jp