

## 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  
Accepted tests include JLPT, JPT, J.TEST, and EJU. A certificate proving that Japanese is the primary medium of instruction at your home university is also acceptable

#### **[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  
Accepted tests include TOEIC, TOEFL, IELTS and Duolingo for English and JLPT, JPT, J.TEST, and EJU for Japanese. A certificate proving that English or Japanese is the primary medium of instruction at your home university is also acceptable

**Comparison Table — Language Requirements and Activities by Student Category**

Student Type	Year Level	Activities	Course category	Language Requirement
U	Below final year (*1)	Course-taking-only	U course only	JLPT N2
	Final year (*2)	Course-taking-only	G course only	CEFR B2 or JLPT N2
			Including U course	JLPT N2
		Research-only	-	CEFR B2 or JLPT N2
		Both (Courses + Research)	G course only	CEFR B2 or JLPT N2
Including U course	JLPT N2			
G	All year levels	Course-taking-only	G course only	CEFR B2 or JLPT N2
			Including U course	JLPT N2
		Research-only	-	CEFR B2 or JLPT N2
		Both (Courses + Research)	G course only	CEFR B2 or JLPT N2
			Including U course	JLPT N2

**Legend: U = Undergraduate, G = Graduate**

(\*1) Below final year refers to students who are not in the last year of their program(e.g., 3rd-year in a 4-year program, 2nd-year in a 3-year program).

(\*2) Final year refers to students in the last year of their program (e.g., 4th-year in a 4-year program, 3rd-year in a 3-year program).

## ■ 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 three steps (a) through (c) 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) Please access the "Online Application Form" from the link below. The p The required password will be provided directly to officially nominated students. After filling out all fields, upload the required documents directly through the form.

<https://www.kit.ac.jp/application/view/index.php?id=577251>

b) Download the forms marked with an asterisk (\*) (1, 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/)

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

## **STEP 2:**

### **(After submitting application documents)**

KIT reviews application documents, coordinates with host laboratories and determine final acceptance (approximately 3 months).

## **STEP 3:**

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

Fill out a CoE/VISA application form sent with the letter of acceptance.

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

The application instructions will be included in the "letter of acceptance" email. The CoE is like a "pre-approval" for your visa. You still need to bring the CoE to the Japanese Embassy/Consulate to get your Student visa stamped in your passport.

#### **[Note]**

- Students staying in Japan for more than 90 days are required to obtain a ["Student" visa](#). Please note that holders of a Temporary Visitor status are not eligible to enroll in the National Health Insurance (NHI). Without NHI coverage, any medical treatment received in Japan must be paid in full by the student. The NHI premium is approximately 10,000 yen for a six-month period and is available only to those with a Student visa.
- For students staying 89 days or less, a [Temporary Visitor visa](#) may be used; however, please ensure that your private insurance provides adequate medical coverage, as NHI enrollment is not permitted under this status.

We strongly recommend to purchase your flight tickets after a CoE/VISA has been issued.

You are not prevented from purchasing a ticket before the CoE is issued at your discretion, but please note that if the CoE or visa is not issued before the departure date, you will be responsible for making any changes to your booking.

## **■ Application Materials**

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

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

#### **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. Please refer to the lower half of Page 1 for details. *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. ID 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:

- In principle, scholarships are NOT available for exchange students.
- If a scholarship opportunity becomes available, KIT will contact ONLY those students who are eligible. If you do not receive any notification from KIT, it means that no scholarship is available in your case.
- Please prepare a financial plan that allows you to cover your living expenses in Japan on your own, keeping in mind that you will generally need about 100,000 JPY per month.

## ■ 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)