

Application Procedures for Visiting Students

Coming to KYOTO INSTITUTE OF TECHNOLOGY

IMPORTANT

Be aware that in the event the COVID-19 situation worsens and the Japanese government reinstates strict border control measures, KIT will not accept visiting students until the measures are lifted.

Secure a nomination from your university to apply to come to KIT as a Visiting Student. Let us know who has nominated you and we will supply you with a KIT Online Application System ID and password. Send us your application materials using this online system. Follow the instructions below and submit the necessary materials by the deadline.

STEP 1: Log in and submit an "Application for Admission (Form A)" (#1).

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

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

STEP 2: Upload completed documents (#2, 3, 4, 6, 7) to the online system by clicking "File Uploads."

STEP 3: Email Student Exchange Services at KIT International Affairs at ses@jim.kit.ac.jp to inform us that your application has been submitted.

STEP 4: Purchase and upload a copy of your overseas travel insurance (#5) to the online application system before departure, following the procedures above (steps 2 and 3).

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

[Form Downloads] : https://www.kit.ac.jp/en/prospective_student/visiting-students/

[APPLICATION DEADLINE]

Three months prior to the start of your internship/workshop

Note: You may send your "Photocopy of Overseas Travel Insurance document" at a later time provided it reaches us before your departure.

- REQUIRED DOCUMENTS: 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.")

Note: Students who are notified by KIT that they are eligible for a scholarship can submit the "KIT Global Human Resource Development Program Financial Assistance from KIT International Exchange Application for Admission (Form B)" as well, if you wish

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/completion date. 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, tell us when you expect to submit it.)

5. Photocopy of Overseas Travel Insurance document

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

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

(Applicants applying for KIT Global Human Resource Development Program funding only. If you have already submitted it to KIT, you do not need to resubmit it.)

- ACCOMMODATION -

7. 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, we will assign you to one of three room types (single, couple or family) in Marikoji Kaikan (International House) while rooms last. Be aware that you may have up to three roommates.

- Scholarship application -

8. 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/>

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

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