



# FACT Sheet 2019/2020

## Kobe University

Contact Information	
Name of Institution	<b>Kobe University</b> Faculty of Global Human Sciences Graduate School of Intercultural Studies Graduate School of Human Development and Environment
Website	<a href="http://www.kobe-u.ac.jp/en/index.html">http://www.kobe-u.ac.jp/en/index.html</a>
Global Studies Program (GSP) Office Contact	Naoko Mizuno, Associate Professor & Coordinator Tomoco Otaki, Assistant Staff Tel: +81-78-803-7601 Email: <a href="mailto:gsp-info@fgh.kobe-u.ac.jp">gsp-info@fgh.kobe-u.ac.jp</a>
Postal Address	Global Studies Program (GSP) Office Faculty of Global Human Sciences Kobe University 1-2-1 Tsurukabuto, Nada-ku, Kobe, Hyogo 657-8501, Japan

Admissions Information		
Nomination Deadline for Partner Universities	Spring Semester (April) Enrollment:	<b>October 20<sup>th</sup></b>
	Fall Semester (October) Enrollment:	<b>April 10<sup>th</sup></b>
Application Deadline for Students	Spring Semester (April) Enrollment:	<b>November 10<sup>th</sup></b>
	Fall Semester (October) Enrollment:	<b>April 30<sup>th</sup></b>
Application Procedures	1. Exchange program applicants must be nominated by home university before submitting the application. 2. All application materials must be submitted by email attachment by the Exchange Coordinator of home university to: <a href="mailto:gsp-info@fgh.kobe-u.ac.jp">gsp-info@fgh.kobe-u.ac.jp</a>	

Required Documents	
1. Exchange Program Application Form	Please fill out and send via email by <b>excel format</b> . (not in PDF).
2. Official academic transcript from your home university *Students will be asked to hand in the original copy upon arrival.	
3. A photocopy of the Japanese proficiency certificate (if obtained)	
4. Application for the "Certificate of Eligibility" (CoE)	Please fill out Pages 1 ~ 3 and send via email by <b>excel format</b> . (not in PDF) Please refer to the <i>sample</i> . * <u>Handwritten cannot be accepted</u> . *Attach applicant's digital photo on the application form.
5. Letter of Financial Support	To be completed by your financial supporter
6. A copy of the statement from your sponsor showing his/her financial income	A. Latest bank statement and copies of most recent bankbook. <b>OR</b> B. Certificate of employment of sponsor and a certificate of his/her annual income. *Please submit document <b>A</b> or <b>B</b> that can prove the "Method of

	<p>support to pay for expenses while in Japan” (Section 26 of Application for CoE).</p> <p>NOTE: At least 100,000 JPY/month will be required to stay at Kobe University as an exchange student.</p> <p>Please be aware that these are very important documents for <b>CoE</b> screening.</p>
7. A photocopy of your passport page where your <b>name and valid date is printed</b>	<p>The photocopy should be in its original size.</p> <p>If your passport is not yet issued, send us a photocopy as soon as issued. This is required as well in applying for <b>CoE</b>.</p>
8. A digital photo of the applicant	<p>The photo will be used for your student card.</p> <p>Please email us your digital photo.</p> <p><u>Scanned photo cannot be accepted.</u></p> <p>For detailed information, please refer to the “<i>Photo Requirements for the Application</i>” of the second page of the “Sample CoE application form” that is posted on our website: <a href="http://web.cla.kobe-u.ac.jp/group/Kouryu/for-incoming-students.html">http://web.cla.kobe-u.ac.jp/group/Kouryu/for-incoming-students.html</a></p>

### Schedule for April (Spring Semester) Enrollment

October 20 <sup>th</sup>	Nomination deadline from home university
<b>November 10<sup>th</sup></b>	<b>Application deadline</b>
Late December	Notification of application result/ receiving pre-arrival information
February	Receiving Admission Certificate and CoE
Early March	Announcement of your dormitory allocation
Early April	Orientation
Early April	Classes begin

### Schedule for October (Fall Semester) Enrollment

April 10 <sup>th</sup>	Nomination deadline from home university
<b>April 30<sup>th</sup></b>	<b>Application deadline</b>
Late June	Notification of application result/ receiving pre-arrival information
Mid August	Receiving Admission Certificate and CoE
Early September	Announcement of your dormitory allocation
Early October	Orientation
October 1 <sup>st</sup>	Classes begin

### Academic Information (2019-2020)

Academic Calendar	<p><b>Spring semester 2019</b> (April 1, 2019 – September 30, 2019)</p> <p>Dormitories open: April 1, 2019</p> <p>Orientation for Exchange Students: April 4</p> <p>Classes begin: April 5</p> <p>Class Registration period: April 5-15</p> <p>Exam period: July 29 - August 2</p> <p>-----</p> <p><b>Fall semester 2019</b> (October 1, 2019 – March 31, 2020)</p> <p>Dormitories open: TBA</p> <p>Orientation for Exchange Students: TBA</p> <p>Classes begin: October 1</p> <p>Class Registration period: October 1-11</p> <p>Exam period: January 28 - February 3, 2020</p>
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Course Language	<p>Most classes offered at Graduate School of Intercultural Studies / Graduate School of Human Development and Environment / Faculty of Global Human Sciences are taught in Japanese.</p> <p>For classes taught in English, please refer to the timetable “Language” marked “E”.</p> <p><a href="http://web.cla.kobe-u.ac.jp/group/Kouryu/for-incoming-students.html">http://web.cla.kobe-u.ac.jp/group/Kouryu/for-incoming-students.html</a></p> <p>Undergraduate exchange students are not eligible to enroll in graduate-level courses. Upon your academic supervisor’s permission, graduate exchange students may audit undergraduate level courses without official registration. (Non-credit awarded, no record on the transcript).</p>
Syllabus	<p><a href="https://kym-syllabus.ofc.kobe-u.ac.jp/campusy">https://kym-syllabus.ofc.kobe-u.ac.jp/campusy</a></p> <p>Please click “Faculties/Schools” or “Graduate Schools” and select the affiliation. <u>Other Faculties’ or Departments’ courses are not always available for exchange students</u> under our agreement.</p>
Course Registration	<p>No pre-registration.</p> <p><u>Detailed information in regard to class registration will be notified at the orientation (early April and late September/early October)</u></p>
Student Visa Obligations	<p>Undergraduate Students: Must take more than 10 hours of lecture which equals to 6 classes per week.</p> <p>Graduate Students (Master/Doctor): Must have more than 10 hours of research hours including at least 1 class per week.</p>
Japanese Language Course	<p>The Center for International Education (CIE) offers Japanese language courses for exchange students free of charge. Students who wish to take these courses are required to take the online level check test prior to the commencement of the semester.</p> <p><a href="http://www.kisc.kobe-u.ac.jp/english/program/laboratory_course.html">http://www.kisc.kobe-u.ac.jp/english/program/laboratory_course.html</a></p>
Academic Record issued by Kobe University	<p>Student’s academic transcript will be sent to the partner university AFTER completion of his/her exchange period. (At the end of September or at the end of March.)</p> <p>If student’s transcript needs to be issued before completion for any special reasons, please make arrangements to have it requested from his/her home university. *We do not accept student’s requests.</p>
Evaluation Standard	<p>The evaluation standard and method may vary for each course. Please refer to the “成績評価方法” of each course’s syllabus in Japanese and “Evaluation Method” in English.</p>
Grading Scale	<p>S: 100-90, A: 89-80, B: 79-70, C: 69-60, F: 59-</p>

### Housing & General Information

Kobe University Affiliated Accommodation	<p>Exchange students are given priority for room allocations in the university dormitories. The room type is single only.</p> <p><a href="http://www.kobe-u.ac.jp/en/campuslife/housing/accommodation.html">http://www.kobe-u.ac.jp/en/campuslife/housing/accommodation.html</a></p>
Housing Application	<p>Fill in the section <u>“4. Accommodation”</u> of the Exchange Program Application form. We will do our best to arrange your accommodation accordingly when you are accepted as an exchange student. However, please note that this does not guarantee the availability of your preferences.</p>

Notification of Housing Allocation	Spring Semester (April) Enrollment:	Early March
	Fall Semester (October) Enrollment:	Early September
Housing Application Deadline	Same as the Exchange program application deadline	
VISA	<p>After acceptance, Kobe University will apply for the student's <b>CoE</b> (Certificate of Eligibility) that is required for the "College-Student VISA". <b>CoE</b> is usually issued one month prior to enrollment. (Please note that we do not guarantee 100% successful result of <b>CoE</b> application. The final decision rests in the hands of the Immigration Bureau of Japan and Japanese Embassy.)</p> <p>Students will need to apply for "College-Study VISA" from the Embassy of Japan or the Consulate-General of Japan before entrance.</p>	
Airport Pick up	<p>No pick-up service available. Please note that exchange students are fully responsible for arranging accommodation on the arrival day.</p> <p>However, each exchange student will have a student tutor who supports dormitory check-in and other necessary administrative arrangements.</p>	
Insurance	<p><b>National Health Insurance:</b> The Ministry of Health, Labour, and Welfare now requires all College Student Visa holders to become a registered member of the Japan National Health Insurance. All exchange students must enroll. Students will pay monthly premiums (Approximately 1,500 JPY per month). Upon joining this system, students will be charged only 30% of the incurred medical cost.</p> <p><b>Kobe University PAS :</b> PAS (Personal Accident Insurance for Students Pursuing Education and Research) is a nationwide system to indemnify students for the number of days that medical treatment is needed for injury incurred during regular curricular activities and while commuting to or from University (1,000JPY up to 1 year). All students are required to participate in this insurance plan.</p>	
Estimated Living Expenses	<b>Average Monthly Costs for Kobe University Students</b>	
	Books and materials	10,000 JPY/ month
	University Accommodation	8,000~22,200 JPY/ month
	Utility (Electricity, Gas, Water)	10,000 JPY /month
	Board & Living expense	25,000 ~30,000JPY/month
	Transportation	15,000~20,000 JPY /month
	Cell Phone	5,000 JPY~ /month
	National Health Insurance	1,500 JPY /month
	Others / Entertainment	10,000 JPY /month
	TOTAL	Approximately 100,000 JPY /month
Useful Link	<p>Gateway to Study in Japan  <a href="http://www.g-studyinjapan.jasso.go.jp/">http://www.g-studyinjapan.jasso.go.jp/</a>          Feel Kobe (Official Kobe Tourism Site)  <a href="http://www.feel-kobe.jp/en/">http://www.feel-kobe.jp/en/</a>          Hyogo Prefecture Tourism Guide  <a href="https://www.hyogo-tourism.jp/english/">https://www.hyogo-tourism.jp/english/</a></p>	