



# Exchange FACT Sheet 2023/2024

## 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="https://www.kobe-u.ac.jp/en/index.html">https://www.kobe-u.ac.jp/en/index.html</a> <a href="https://www.fgh.kobe-u.ac.jp/en">https://www.fgh.kobe-u.ac.jp/en</a> <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>
Global Studies Program (GSP) Office Contact	Kazuyo TAKEDA, Assistant Professor & Coordinator (Inbound) Ai SHORAKU, Associate Professor & Coordinator (Outbound) Tomomi TERASAKI, Assistant Staff (Inbound) Naoko SEKI, Assistant Staff (Outbound)  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 indicated below (No. 1-6), except for CoE application must be submitted by email attachment by nominated students 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		
3. A photocopy of the Japanese proficiency certificate (if obtained)		
4. A photocopy of your passport page where your <b>name</b> and <b>valid date</b> is printed	The photocopy should be in its original size. 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> .
5. Digital ID Photo	For the requirement, please refer to the section below, <b>"Application for the "Certificate of Eligibility" (CoE)"</b> . The photo must meet all the specifications on the following website: <a href="https://www.moj.go.jp/immigration/immigration_services_agency/submission_photo_standards.html">Submission Photo Standards   Immigration Services Agency (moj.go.jp)</a>
6. Proof of Financial Support (Must be translated into English)	For the requirement, please refer to the section below, <b>"Application for the "Certificate of Eligibility" (CoE)"</b> .

### Application for the "Certificate of Eligibility" (CoE)

Applicants proceed with your CoE application by proxy application service (Online application service). After students are nominated by their home universities, students will receive an email by Kobe Univ. around late May, with a link to access the page of the Online Application Form for CoE.

Sample:

[http://web.cla.kobe-u.ac.jp/group/Kouryu/Sample\\_Online\\_CoE\\_Application.pdf](http://web.cla.kobe-u.ac.jp/group/Kouryu/Sample_Online_CoE_Application.pdf)

The following documents must be uploaded on the Online Application Form for CoE.

#### 1. Digital ID Photo (for CoE application)

The photo must meet all the specifications on the following website:

[Submission Photo Standards | Immigration Services Agency \(moj.go.jp\)](https://www.moj.go.jp/immigration/immigration_services_agency/submission_photo_standards.html)

#### 2. Copy of Passport ID Page

#### 3. Proof of Financial Support (Must be translated into English)

Documents that prove that you have sufficient financial support to pay for your expenses while studying at Kobe University (Question 21 on the Online Application Form for CoE).

(1) If you choose "Self"

- Latest bank statement for the applicant's own account (Closing balance must be more than 600,000 JPY for a 1 semester stay / more than 1,200,000 JPY for a 1 year stay.)

(2) If you choose "Supporter living outside of Japan" or "Supporter in Japan"

Both of the following documents are necessary:

- Latest bank statement for the financial supporter's account (Closing balance must be more than 600,000 JPY for a 1 semester stay / more than 1,200,000 JPY for a 1 year stay.)
- A certificate of employment and annual income for the financial supporter.

(3) If you choose "Scholarship"

- A copy of an official document proving that the applicant will receive the scholarship/ grant.

### Schedule for April (Spring Semester) Enrollment

October 20, 2022	Nomination deadline from home university
<b>November 10, 2022</b>	<b>Application deadline from student</b>
Late December, 2022	Notification of application result/ receiving pre-arrival information
February, 2023	Receiving Admission Certificate and CoE
Early March, 2023	Announcement of your dormitory allocation
Early April, 2023	Orientation
Early April, 2023	Classes begin

### Schedule for October (Fall Semester) Enrollment

April 10, 2023	Nomination deadline from home university
<b>April 30, 2023</b>	<b>Application deadline from student</b>
Late June, 2023	Notification of application result/ receiving pre-arrival information
Middle August, 2023	Receiving Admission Certificate and CoE
Early September, 2023	Announcement of your dormitory allocation

Late September/Early October,2023	Orientation
Early October, 2023	Classes begin

Academic Information (2023-2024)	
Academic Calendar	<p><b>Spring semester 2023</b> (April 1, 2023 – September 30, 2023)  Dormitories open: Late March/Early April  Orientation for Exchange: April 4  Classes begin: April 10  Class Registration period: April 3 – April 10  Exam period: July 31 - August 7</p> <p><b>Fall semester 2023</b> (October 1, 2023 – March 31, 2024)  Dormitories open: End of September  Orientation for Exchange Students: Late Sep or Early Oct (TBA)  Classes begin: October 2  Class Registration period: October 2 – October 10 (tentative)  Exam period: February 2 - February 9</p>
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.  For classes taught in English, please refer to the timetable “Language” marked “E”.  <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>  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>  Please click “Faculties/Schools” or “Graduate Schools” and select the affiliation. <u>Other Faculties’ or Departments’ courses are not always available for exchange students under our agreement.</u></p>
Course Registration	<p>Detailed information in regard to class registration will be announced in the Faculty/Graduate school orientation after your arrival in Japan.</p>
Student Visa Obligations	<p>Undergraduate Students: Must take more than 10 hours of lecture which equals to 6 classes per week.  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>Japanese Language Courses  The Global Education Center (GEC) offers Japanese language courses for exchange students. Students who wish to take these courses are required to take the online level check test prior to the semester.  <a href="http://www.kisc.kobe-u.ac.jp/english/leaning_japanese/laboratory_course.html">http://www.kisc.kobe-u.ac.jp/english/leaning_japanese/laboratory_course.html</a>  &lt;Non-credit bearing courses&gt;  1. Integrated Japanese Course: open to all exchange students.  2. Intensive Japanese Course: developed for MEXT (Japanese government) scholarship students. Exchange students can be enrolled in this course on an availability basis only.  &lt;Credit bearing course&gt;  3. Japanese Language and Japanese Studies Course: (advanced level) for undergraduate students only.</p>

Academic Record issued by Kobe University	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.)
Evaluation Standard	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.
Grading Scale	S: 100-90, A: 89-80, B: 79-70, C: 69-60, F: 59-

### Housing & General Information

Kobe University Affiliated Accommodation	Exchange students are given priority for room allocations in the university dormitories. The room type is single only. <a href="https://www.kobe-u.ac.jp/en/campuslife/housing/accommodation.html">https://www.kobe-u.ac.jp/en/campuslife/housing/accommodation.html</a>
Housing Application	Fill in the section “4. Accommodation” 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.

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	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.) Students will need to apply for “College-Study VISA” from the Embassy of Japan or the Consulate-General of Japan before entrance.	
Entry to Japan	It is strongly advised to enter Japan via <b>Narita, Haneda, Chubu, or Kansai International Airports</b> in order to have your Residence Card issued by the Immigration Bureau of Japan upon your arrival. In order to process your student status and course registration at Kobe University, it is mandatory to have your Residence Card information.	
Airport Pick up	No pick-up service available. Please note that exchange students are fully responsible for arranging accommodation on the arrival day.	

Insurance	<p><b>National Health Insurance:</b> The Ministry of Health, Labor, 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 2,400 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	<table border="1"> <thead> <tr> <th colspan="2">Average Monthly Costs for Kobe University Students</th></tr> </thead> <tbody> <tr> <td>Books and materials</td><td>Undergraduate Course: 50,000JPY /year Japanese Language Course: 30,000JPY /year</td></tr> <tr> <td>University Accommodation</td><td>4,700~21,000JPY /month</td></tr> <tr> <td>Utility(Electricity, Gas, Water)</td><td>10,000~15,000JPY /month</td></tr> <tr> <td>Board &amp; Living expense</td><td>25,000~30,000JPY /month</td></tr> <tr> <td>Transportation</td><td>15,000~20,000 JPY /month</td></tr> <tr> <td>National Health Insurance</td><td>2,400 JPY /month</td></tr> <tr> <td>PAS</td><td>1,000 JPY /year</td></tr> <tr> <td>Comprehensive Insurance for Student's Lives Coupled with PAS</td><td>1,500~10,000JPY /year (depending on the type of coverage)</td></tr> <tr> <td>Others / Entertainment</td><td>10,000 JPY /month</td></tr> <tr> <td>TOTAL</td><td>Approximately 100,000 JPY /month</td></tr> </tbody> </table>	Average Monthly Costs for Kobe University Students		Books and materials	Undergraduate Course: 50,000JPY /year Japanese Language Course: 30,000JPY /year	University Accommodation	4,700~21,000JPY /month	Utility(Electricity, Gas, Water)	10,000~15,000JPY /month	Board & Living expense	25,000~30,000JPY /month	Transportation	15,000~20,000 JPY /month	National Health Insurance	2,400 JPY /month	PAS	1,000 JPY /year	Comprehensive Insurance for Student's Lives Coupled with PAS	1,500~10,000JPY /year (depending on the type of coverage)	Others / Entertainment	10,000 JPY /month	TOTAL	Approximately 100,000 JPY /month
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Useful Link	<p>Study in Japan  <a href="https://www.studyinjapan.go.jp/en/">https://www.studyinjapan.go.jp/en/</a>            Feel Kobe (Official Kobe Tourism Site)  <a href="https://www.feel-kobe.jp/">https://www.feel-kobe.jp/</a>            Hyogo Prefecture Tourism Guide  <a href="https://www.travelhyogo.org.e.aas.hp.transer.com/">https://www.travelhyogo.org.e.aas.hp.transer.com/</a></p>																						