



Information Sheet 2018/2019

Kobe University

Contact Information	
Name of Institution	Kobe University Faculty of Global Human Sciences Graduate School of Intercultural Studies Graduate School of Human Development and Environment
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Website	http://www.kobe-u.ac.jp/en/index.html http://www.fgh.kobe-u.ac.jp/ http://www.kobeu.ac.jp/en/faculties_graduate_schools/faculties/cla.html http://www.kobe-u.ac.jp/en/faculties_graduate_schools/grad/h.html
Global Studies Program (GSP) Office Contact	【Inbound】 Naoko Mizuno (Ms.), Associate Professor & Program Coordinator Kana Matsubara (Ms.), Assistant Staff Tel: +81-78-803-7601 Email: gsp-info@fgh.kobe-u.ac.jp 【Outbound】 Ai Shoraku (Dr.), Associate Professor & Program Coordinator Kana Matsubara (Ms.), Assistant Staff Tel: +81-78-803-7601 Email: gsp-info@fgh.kobe-u.ac.jp

Admissions Information		
Nomination Deadline for Partner Universities	Spring Semester (April) Enrollment:	October 15th
	Fall Semester (October) Enrollment:	April 1st
Application Deadline for Students	Spring Semester (April) Enrollment:	November 1st
	Fall Semester (October) Enrollment:	April 30th
Application Procedures	1. Exchange program applicant must be nominated by home university before submitting the application. 2. All application materials must be submitted by e-mail attachment by the Exchange Coordinator of home university to: gsp-info@fgh.kobe-u.ac.jp	
Required Documents		
1	Exchange Program Application Form	
2	Official academic transcript from your home university	
3	A photocopy of the Japanese proficiency certificate (if obtained)	
4	Application for the "Certificate of Eligibility" (CoE)	Please fill out Page 1 through 3 only. The rest of the parts will be completed by Kobe University. Refer to

		the sample.
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	<p>A) Recent bank statement and copies of recent bankbook</p> <p>or</p> <p>B) Certificate of employment of sponsor and a certificate of his/her annual income.</p> <p>Please submit document A or B that can prove the "Method of support to pay for expenses while in Japan" (Section 26 of Application for CoE). At least 100,000 yen per month will be required to stay at Kobe University as an exchange student.</p> <p>Please note that these are very important documents for CoE screening.</p>
7	A photocopy of your passport page where your name and valid date is printed	<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 possible. This is required as well in applying for "the Certificate of Eligibility (CoE)".</p>
8	A digital photo of the applicant	<p>The photo will be used for the CoE application, and for your student card, which will differ in sizes. Please email us your digital photo just in case your photo on the CoE application form does not meet the specifications. For detailed information, please refer to the "Photo Requirements for the Application."</p> <p>Please note that a scanned photo cannot be accepted.</p>

Schedule for April (Spring Semester) Enrollment

October 15 th	Nomination deadline from home university
November 1st	Application deadline
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 1 st	Nomination deadline from home university
April 30th	Application deadline
Late June	Notification of Application result/ Receiving Pre-arrival Information
Early August	Receiving Admission Certificate and CoE
Early September	Announcement of your dormitory allocation
Early October	Orientation
October 1 st	Classes begin

Academic Information

Academic Calendar (Subject to Change)	<p>Spring semester 2018 (April 1, 2018 – September 30, 2018)</p> <p>Dormitories open: April 2</p> <p>Orientation for Exchange Students: Early April (TBA)</p> <p>Classes begin: April 6</p> <p>Class Registration period: April 6 – 19</p> <p>Exam period: August 3 – 8</p>
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	<p>Fall semester 2018 (October 1, 2018 – March 31, 2019) Dormitories open: September 28 Orientation for Exchange Students: Early October (TBA) Classes begin: October 1 Class Registration period: October 1–15 Exam period: February 4–12, 2019</p>
Courses at Graduate School of Intercultural Studies/ Faculty of Global Human Sciences	<p>Language of Instruction: Most classes offered at Graduate School of Intercultural Studies / Faculty of Global Human Sciences are taught in Japanese. For Classes taught in English, please refer to the timetable where classes taught in English are marked with an “E”. http://web.cla.kobe-u.ac.jp/group/Kouryu/for-incoming-students.html Undergraduate exchange students are not allowed to take graduate-level courses. Graduate exchange students can audit the undergraduate level courses with no official registration required (non-credit awarded, no record on the transcript).</p>
Syllabus	<p>https://kym-syllabus.ofc.kobe-u.ac.jp/campusy Please click “Graduate” or “Undergraduate” first, then select “Intercultural Studies” or “Global Human Sciences.” <u>Other Faculties’ or Departments’ courses are not always available for exchange students under our agreement.</u></p>
Course Registration	<p>All classes you would like to take will be registered at Kobe University after your arrival and there is no pre-registration. Information about class registration will be notified at the Graduate School/ Faculty Orientation.</p>
Number of Classes (hours per week) required for Exchange Students	<p>Student Visa Obligations Undergraduate Students: Must take more than 6 hours classes per week. Graduate Students (Master/Doctor): Must have 10 hours classes or research per week.</p>
Japanese Language Courses for International Students	<p>If the exchange students were assessed as having not-enough Japanese language skill to take regular classes, they will be given an opportunity to take Japanese language courses offered by the Center for International Education (CIE). There are 3 courses of 5 levels each. They are not credit awarding courses. http://www.kisc.kobe-u.ac.jp/english/program/laboratory_course.html</p>
Academic Record issued by Kobe University	<p>Student’s academic transcript will be sent to the partner universities after students complete their exchange period at the end of September for the Spring Semester, and at the end of March for Fall Semester.</p>
Evaluation Standard	<p>70% minimum class attendance is required for evaluation. This standard and total evaluation may vary for each course. Please refer to the “<i>Seiseki Hyoka Hoho</i> (Evaluation method)” of each course’s syllabus.</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	Exchange students are given priority for room allocations in the university dormitories. The room type will be single only. http://www.kobe-u.ac.jp/en/campuslife/housing/accommodation.html
Housing Application	Fill in the section “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 students' CoE (Certificate of Eligibility) that is required to apply for the “College-Student VISA”. The CoE is usually issued within 1-2 months after application. (We cannot guarantee 100% successful result of CoE application, but in most cases it has been successful.) Students will need to apply for and obtain “College-Study VISA” from the Embassy of Japan or the Consulate-General of Japan before entrance.
Airport Pick up	No pick-up service available. However, each exchange student will have a student tutor who supports dormitory check-ins and other necessary administrative arrangements.
Insurance	<p>National Health Insurance: 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 2,000 JPY per month). Upon joining this system, students will be charged only 30% of the incurred medical cost.</p> <p>Kobe University PAS (Personal Accident Insurance for Students Pursuing Education and Research): PAS 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	Average Monthly Costs for Kobe University Students
	Books and materials 30,000-50,000 yen/year
	University Accommodation 4,700~21,000 yen/ month
	Utility (Electricity, Gas, Water) 15,000 yen /month
	Board & Living expense 30,000 yen /month
	Transportation 15,000~20,000 yen /month
	Cell Phone 5,000 yen~ /month
	National Health Insurance 2,000 yen /month



	Others / Entertainment	10,000 yen /month
	TOTAL	Approximately 100,000 yen /month
Useful Link	Gateway to Study in Japan http://www.g-studyinjapan.jasso.go.jp/ Feel Kobe (Official Kobe Tourism Site) http://www.feel-kobe.jp/_en/ Hyogo Prefecture Tourism Guide https://www.hyogo-tourism.jp/english/	