



# Exchange FACT Sheet 2024/2025

## 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://gsp.fgh.kobe-u.ac.jp/exchange-program/news230810/">http://gsp.fgh.kobe-u.ac.jp/exchange-program/news230810/</a>
Global Studies Program (GSP) Office Contact	Kazuyo TAKEDA, Assistant Professor & Coordinator (Inbound) Hanako SHINOHARA, Assistant Professor & Coordinator (Outbound) Asumi IRIE, Assistant Staff (Inbound) Chika KONISHI, 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 27<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 your passport page where your <b>name and 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 Certificate of Eligibility (CoE).

4. 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="http://www.moj.go.jp/immigration/standards/standards.html">Submission Photo Standards   Immigration Services Agency (moj.go.jp)</a> Please submit a photo that is different from the one in passport.
5. 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> .
6. A photocopy of the Japanese proficiency certificate (if obtained)	

### Application for the “Certificate of Eligibility” (CoE)

Applicants are required to apply for the CoE via online system to obtain the Japanese visa. The URL for this Online Application System will be sent to you by email from Kobe Univ ([intl-cesr@office.kobe-u.ac.jp](mailto:intl-cesr@office.kobe-u.ac.jp)) around November-December.

At the time of sending your Exchange Program Application Form, you do not need to submit the application for the CoE to us, but please submit the Digital ID Photo and Proof of Financial Support by November 10, as we will check these documents in advance.

[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 System for CoE once you received the Link.

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

The photo must meet all the specifications on the following website:  
[Submission Photo Standards | Immigration Services Agency \(moj.go.jp\)](http://www.moj.go.jp/immigration/standards/standards.html)  
Please upload a photo that is different from the one in passport.

#### 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 22 on the Online Application Form for CoE).

(1) If you choose “Self”

- The 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:

- The 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, 2023	Nomination deadline from home university
<b>November 10, 2023</b>	<b>Application deadline from student</b>
Late December, 2023	Notification of application result/ receiving Admission Certificate and pre-arrival information
February, 2024	Receiving of CoE
Early March, 2024	Announcement of your dormitory allocation
Early April, 2024	Orientation
Early April, 2024	Classes begin

Schedule for October (Fall Semester) Enrollment	
April 10, 2024	Nomination deadline from home university
<b>April 30, 2024</b>	<b>Application deadline from student</b>
Late June, 2024	Notification of application result/ receiving Admission Certificate and pre-arrival information
Middle August, 2024	Receiving of CoE
Early September, 2024	Announcement of your dormitory allocation
Late September/Early October, 2024	Orientation
Early October, 2024	Classes begin

Academic Information (2024-2025)	
Academic Calendar	<p><b>Spring semester 2024</b> (April 1, 2024 – September 30, 2024)  Dormitories open: Late March/Early April  Orientation for Exchange Students: Early April (TBA)  Classes begin: April 8 (TBA)  Class Registration period: April 1– April 8(TBA)  Exam period: July 29 - August 5 (TBA)</p> <p><b>Fall semester 2024</b> (October 1, 2024 – March 31, 2025)  Dormitories open: End of September  Orientation for Exchange Students: Late Sep or Early Oct (TBA)  Classes begin: October 1 (TBA)  Class Registration period: September 26 – October 3  Exam period: January 29 - February 5</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.</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="http://kobe-u.ac.jp">神戸大学学生向けポータルサイト うりぼーポータル トップページ (kobe-u.ac.jp)</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 under our agreement.</u></p>
Course Registration	<p><b><u><a href="#">Course Registration form must be submitted by email attachment by students to the Student Affairs Section.</a></u></b></p> <p>Detailed information in regard to class registration will be announced before the start of semesters.</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	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/learning_japanese/laboratory_course.html">http://www.kisc.kobe-u.ac.jp/english/learning_japanese/laboratory_course.html</a> <Non-credit bearing courses> 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. <Credit bearing course> 3. Japanese Language and Japanese Studies Course: (advanced level) for undergraduate students only.
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” at the Embassy of Japan or the Consulate-General of Japan before your entry to Japan.	
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 is arranged by Kobe University. Please note that exchange students are fully responsible for arranging accommodation on the arrival day if you cannot enter the dormitory on the same day.																		
Insurance	<p><b>National Health Insurance:</b> The Ministry of Health, Labor, and Welfare in Japan now requires all College Student Visa holders to become a registered member of the Japan National Health Insurance. All exchange students must enroll in it. 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> <p><b>Comprehensive Insurance for Students Lives Couples with PAS for International Students (Inbound Futai Gakusou)</b> This insurance offers expanded coverage for international students. Kobe University requires all international students to sign up for this comprehensive insurance at the time of enrollment.</p> <p><b>Inbound Medical Assistance Service (IMAS)</b> IMAS provides international students with 24 hours multilingual medical assistance including references to appropriate hospitals, telephone consultations, interpretation during hospital visits, as well as contacting and assisting family in your home country. Kobe University requires all international students to sign up for this service.</p>																		
Estimated Living Expenses	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="571 1189 1481 1240">Average Monthly Costs for Kobe University Students</th> </tr> </thead> <tbody> <tr> <td data-bbox="571 1240 967 1339">Books and materials</td> <td data-bbox="967 1240 1481 1339">Undergraduate Course: 50,000JPY /year Japanese Language Course: 30,000JPY /year</td> </tr> <tr> <td data-bbox="571 1339 967 1377">University Accommodation</td> <td data-bbox="967 1339 1481 1377">5,900~37,300JPY /month</td> </tr> <tr> <td data-bbox="571 1377 967 1415">Utility(Electricity, Gas, Water)</td> <td data-bbox="967 1377 1481 1415">10,000~15,000JPY /month</td> </tr> <tr> <td data-bbox="571 1415 967 1453">Board &amp; Living expense</td> <td data-bbox="967 1415 1481 1453">25,000~30,000JPY /month</td> </tr> <tr> <td data-bbox="571 1453 967 1491">Transportation</td> <td data-bbox="967 1453 1481 1491">15,000~20,000 JPY /month</td> </tr> <tr> <td data-bbox="571 1491 967 1697">National Health Insurance PAS Comprehensive Insurance for Student's Lives Coupled with PAS IMAS</td> <td data-bbox="967 1491 1481 1697">2,400 JPY /month 1,000 JPY /year 1,500~10,000JPY /year (depending on the type of coverage) 1,430 JPY/year</td> </tr> <tr> <td data-bbox="571 1697 967 1736">Others / Entertainment</td> <td data-bbox="967 1697 1481 1736">10,000 JPY /month</td> </tr> <tr> <td data-bbox="571 1736 967 1798">TOTAL</td> <td data-bbox="967 1736 1481 1798">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	5,900~37,300JPY /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 PAS Comprehensive Insurance for Student's Lives Coupled with PAS IMAS	2,400 JPY /month 1,000 JPY /year 1,500~10,000JPY /year (depending on the type of coverage) 1,430 JPY/year	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></p> <p>Feel Kobe (Official Kobe Tourism Site) <a href="https://www.feel-kobe.jp/">https://www.feel-kobe.jp/</a></p> <p>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>																		