

STUDENT EXCHANGE PROGRAM

Fact Sheet “2022-2023”



GRADUATE SCHOOL AND
SCHOOL OF BUSINESS
ADMINISTRATION

Kobe University



Name of University	Graduate School and School of Business Administration, Kobe University
Website	Graduate School of Business Administration https://b.kobe-u.ac.jp/en/ Kobe University http://www.kobe-u.ac.jp/en/index.html
Address	2-1 Rokkodai Nada Kobe Hyogo Japan 657-8501
Tel	+81-78-803-7260
Fax	+81-78-803-7294

Contact Persons	Functions	Contact Data
Natsuko TOKAJI (Ms.)	Associate Professor Coordinator of International Affairs	ntokaji@topaz.kobe-u.ac.jp Tel: +81-78-803-6901
Yukihiro NISHIMURA (Mr.)	Associate Professor Coordinator of International Affairs	nishimura-y@b.kobe-u.ac.jp Tel: +81-78-803-6923
Chie TATENO (Ms.) Shuko MIYAZAKI (Ms.)	Administrative Assistant Incoming/Outgoing exchange students	bkyomu@b.kobe-u.ac.jp Tel: +81-78-803-7260

Schedule

	Spring Semester (April, 2022-)	Fall Semester (October, 2022-)
Nomination Deadline	November 30, 2021	April 30, 2022
Application Deadline	November 30, 2021	May 31, 2022
Orientation Session	Early April, 2022	Early October, 2022
Class starts	The second week of April, 2022 (TBC)	The second week of October, 2022 (TBC)
Exam Period	July - August	January - February
Vacation	August – September	February – March
School year	The academic year starts every April and ends in March.	
Summer Programmes	None	

Nomination

Student's Information needed from Partner Institution (by e-mail) for Nomination	<ul style="list-style-type: none">● Nominated Student's Name● Major● Level (Undergraduate or Graduate)● Gender● Date of Birth● Nationality● E-mail address
---	--

Application after Nomination

Application	<p>Please complete and submit the below materials and application forms by the deadline. There are a series of materials to submit by e-mail and two online-basis applications as follows:</p> <p>■ Materials to be submitted by E-mail at bkyomu@b.kobe-u.ac.jp:</p> <ul style="list-style-type: none">● Academic transcript● CV (free format)● Home University Nomination (Recommendation) Letter <p>■ On-line Application form: This is to apply for the exchange program with Graduate School and School of Business Administration, Kobe University: On-line Application Form (Spring 2022-) On-line Application Form (Fall 2022-)</p> <p>If the link doesn't work, please inform us at bkyomu@b.kobe-u.ac.jp.</p> <p>■ On-line Certificate of Eligibility (COE) Application for your Student Visa: Prospective exchange international students will need to apply for the COE.</p> <p>Nominated international students by their home university will receive an email sent from a send-only email address (intl-cesr@office.kobe-u.ac.jp) with a link to access the online application form arranged by Kobe University. Students who expect to receive such a message are advised to check their e-mail folders including SPAM or advertisement mailbox because it could fail to reach to the main mailbox. Please refer to COE online application form appearance and instructions.</p> <p>Please note that submitting the on-line COE application will not guarantee to be able to join the exchange program and come to Kobe University in Japan.</p> <p>The applicant will be requested to upload the following materials in the COE on-line application:</p> <ol style="list-style-type: none">1. Digital ID Photo (for COE application) The ID photo should be taken within the last 3 months. The photo must meet all specifications with the instruction.2. Passport ID Page3. Proof of Financial Support in English or Japanese <p>Please upload one of the following documents:</p> <ul style="list-style-type: none">● A certificate for the amount of your (your supporter's) bank account (Bank deposit)● Your (your supporter's) bankbook page of the past 3 months to confirm the past 3 months' income.● If you will receive a scholarship/grant as your financial support, please submit an official document proving the amount and period that you will receive it <p><u>Student Visa:</u> We will apply for your COE on your behalf, and it will be issued around 1 to 3 months depending on the congestion of the immigration office. As soon as receiving your COE, we will post it to your home university, not the individual. Please contact the Japanese embassy for a visa application after receiving your COE.</p>
--------------------	---

Academic Information & Criteria

Type of Agreement: Number of Seats	■ Student Exchange: depending on the agreement
Level/Courses/Programs offered	■ Undergraduate ■ Graduate
GPA	■ GPA 3.0 or above on a 4.0 scale
Course Information/Syllabus Course Selection/Procedure Language of Instructions	■ The course Syllabus is available right before the semester starts. ■ Course choice to be made right before/after the semester starts. ■ English and/or Japanese

Study Plan

Credits	<ul style="list-style-type: none"> ● We usually offer 2-credit classes for most regular courses. ● SESAMI courses offer 1 or 2 credits per class. ● Japanese courses are non-credit.
----------------	---

Life & Accommodation

Approximate Expenses, per month	<p>■ Accommodation in Kobe University: JPY 10,700 to 24,000 /month + other expenses such as utilities</p> <p>Note: The assignment of the student's dormitory is determined at the discretion of the university.</p> <p>■ Insurance:</p> <ol style="list-style-type: none"> 1. National Insurance: JPY 2,000/month; 2. PAS: JPY 1,000/ year; 3. Comprehensive Insurance for Student's Lives coupled with PAS: JPY 1,500 - 10,000/year <p>■ Food: JPY 20,000 - 40,000/month</p> <p>■ Books: For M or UG students: JPY 30,000 to 40,000</p> <p>■ Miscellaneous</p>
Health insurance	<p>■ National Health Insurance: All students will have to subscribe to the COMPULSORY National Health Insurance upon their arrival at Kobe University, which will cover 70% of the cost when they go to the hospital in Japan (With exceptions).</p> <p>■ Kobe University PAS: 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. All exchange students are required to participate in this insurance plan.</p>
Vaccination	Kobe University has implemented the Measles and Rubella Registration Policy, and all newly enrolled students must submit the certificate demonstrating inoculation and an antibody test against measles and rubella at the medical examination held at Kobe University. Those who do not certificate are required to take antibody tests in Japan.
Medical Support Consultation Form	<p>For students with chronic conditions and disabilities (physical, developmental, or mental), if you let us know in advance, we will make preparations to support your medical needs, if any, during your stay.</p> <p>If you are taking medication and need support to find medical doctors for continuous treatment in Japan, please let us know using the "Medical Support Consultation Form" before coming to Japan. Please contact us (bkyomu@b.kobe-u.ac.jp) for receiving the "Medical Support Consultation Form".</p>
Medical Support (medical check-ups, physical and mental health consultations)	<p>The Medical Center for Student Health offers emergency first aid treatment, annual medical checkups, and consultations regarding physical or mental health. It can only be used by students and staff of Kobe University.</p> <p>Detailed information is available on the web page.</p> <p>The Medical Center Locations: Rokkodai Campus/Fukae Campus/Kusunoki Campus The Physical and Mental Health Consultation Office: Myodani Campus</p>
Arrival Information Pick-up Assistance	A buddy will be assigned to each exchange student as a tutor during his or her stay in Kobe, who will pick him or her up at the bus terminal "Kobe Sannomiya". A tutor will help you while you are in Kobe.

Student Service

Campus Facilities	<ul style="list-style-type: none"> ■ Free Internet access ■ Free copy service (up to 250 copies per semester) ■ Library ■ Language Centre: Japanese Language Courses are available. ■ Cafeteria ■ Advising and Counselling Services for International Students
--------------------------	--