

# INFORMATION SHEET 2019/2020



## INSTITUTION

Name	Kobe University
Website	<a href="http://www.kobe-u.ac.jp/en/">http://www.kobe-u.ac.jp/en/</a>
Visiting/Postal Address	1-1 Rokkodai-cho, Nada-ku, Kobe, Hyogo 657-8501 JAPAN

## CONTACT

### <International Affairs Planning Division>

International Academic Exchange Coordinator <i>-in charge of agreement</i>	<b>Naoko TOKUNAGA (Ms.)</b> Tel: +81 78 803 5282 / Fax: +81 78 803 5049 E-mail: <a href="mailto:intl-relations@office.kobe-u.ac.jp">intl-relations@office.kobe-u.ac.jp</a>
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### <International Exchange Division>

Head of Division	<b>Yasuhiko NAGANO (Mr.)</b> Tel: +81 78 803 5260 / Fax: +81 78 803 5289 E-mail: <a href="mailto:intl-exchange@office.kobe-u.ac.jp">intl-exchange@office.kobe-u.ac.jp</a>
Section Head of Student Exchange	<b>Naomi GOTO (Ms.)</b> Tel: +81 78 803 5262 / Fax: +81 78 803 5289 E-mail: <a href="mailto:naomi_goto@pearl.kobe-u.ac.jp">naomi_goto@pearl.kobe-u.ac.jp</a> / <a href="mailto:intl-exchange@office.kobe-u.ac.jp">intl-exchange@office.kobe-u.ac.jp</a>
Outgoing Exchange Program Coordinator (from Kobe)	<b>Naomichi FUJII (Mr.)</b> Tel: +81 78 803 5262 / Fax: +81 78 803 5289 <a href="mailto:intl-exchange@office.kobe-u.ac.jp">intl-exchange@office.kobe-u.ac.jp</a>
Incoming Exchange Program Coordinator (to Kobe)	<b>Natsuko YAMAMOTO (Ms.)</b> Tel: +81 78 803 5262 / Fax: +81 78 803 5289 <a href="mailto:intl-exchange@office.kobe-u.ac.jp">intl-exchange@office.kobe-u.ac.jp</a>

## ADMISSIONS INFORMATION

Nomination Deadlines	*Home institution must nominate exchange student(s) to Kobe University by the following dates.
	Spring 2019 (Apr. 1 - Sep.30): October 20th, 2018
	Fall 2019 (Oct.1 - Mar. 31): April 20th, 2019
Application Deadlines	*All application materials must be submitted by e-mail attachment through home institution by the following dates.
	Spring 2019 (Apr. 1 - Sep.30): November 1st, 2018
	Fall 2019 (Oct.1 - Mar. 31): May 1st, 2019
Application Documents	Download the application forms from the following website. <a href="http://www.kobe-u.ac.jp/en/study_in_kobe/admission/exchange_program.html#5">http://www.kobe-u.ac.jp/en/study_in_kobe/admission/exchange_program.html#5</a>
	<b>Application Form</b> *Handwritten cannot be accepted. *Attach applicant's digital photo on the application form.
	<b>Academic Transcript</b>
	<b>Certificate of Eligibility (CoE) Application Form</b> *Handwritten cannot be accepted. *Send in Excel format, not in PDF.
	*Attach applicant's digital photo on the application form.

Application Documents	<b>Financial Statement</b> The documents that prove the "Method of support to meet the expenses while in Japan (Section 26 of Application for CoE)". Following supporting documents are accepted: 1) Latest bank statement (more than 1,200,000 yen balance for 1 year stay at Kobe University as an exchange student) and a copy of the latest bank passbook. or 2) A certificate of employment of a financial supporter plus a certificate of his/her annual income. * Must be translated into Japanese or English.
	<b>Digital Photo</b> *Attach applicant's digital photo on Application form and CoE. *Scanned photo cannot be accepted.
	<b>Copy of Passport ID Page</b>
	<b>Certificate of Japanese Language Ability (if any)</b>
Send to	<a href="mailto:intl-exchange@office.kobe-u.ac.jp">intl-exchange@office.kobe-u.ac.jp</a>

## ACADEMIC INFORMATION

Academic Calendar	<a href="http://www.kobe-u.ac.jp/en/about_us/academic_calendar.html">http://www.kobe-u.ac.jp/en/about_us/academic_calendar.html</a>
Fall	October 1st to March 31st (October 1st ~ Early February *End of final exams)
Spring	April 1st to September 30th (April 1st ~ Early August *End of final exams)
Academic Load	Kobe University does not have a full-time load. 124 credits or more are necessary to complete an undergraduate program (Bachelor degree) at Kobe University (approx. 30 credits/year). Maximum load per semester depends on each faculty, and there is no minimum load. However, all international students including exchange students must take at least 10 lesson hours (equivalent of 6-7 courses) per week according to the immigration law.
Course Types	There are 3 types of courses offered at Kobe University according to patterns I - III described below. Patterns I and II are "quarter courses", and III takes the format of "semester courses". As it depends on the course, please see the syllabus for further information. I) 1 course per week for 8 weeks (including examination days) II) 2 courses per week for 8 weeks (including examination days) III) 1 course per week for 16 weeks (including examination days)  *1 course is regarded as 120 minutes at Kobe University. (Actual lecture is 90 minutes.)
Courses/Credits	Courses include lectures, seminars, experiments, exercises, and practical training. Each quarter is eight weeks long including examination days. Course grades are announced in each quarter. However, course credits are acquired at the end of each academic semester. One credit is usually awarded for fifteen hours of lectures. (For example, one lecture which is two hours long, offered once a week for eight weeks including examination days.) To receive one credit, a total of forty-five hours of study are required. This includes self-study hours to prepare for or review classwork.
Grading System	5-level grading system: S (90-100), A (80-89), B (70-79), C (60-69), and F (below 59)
Courses/Programs	<b>Syllabus</b> *Syllabus is available about 2 weeks prior to the new semester. <a href="https://kym-syllabus.ofc.kobe-u.ac.jp/campus/campusquare.do?flowExecutionKey=c8E237A34-86B7-E8CC-238D-DA9AB9124959_kA4A72A1E-781F-2EB5-E8EA-260662C13B98">https://kym-syllabus.ofc.kobe-u.ac.jp/campus/campusquare.do?flowExecutionKey=c8E237A34-86B7-E8CC-238D-DA9AB9124959_kA4A72A1E-781F-2EB5-E8EA-260662C13B98</a>  <b>Courses offered in English</b> <a href="http://www.office.kobe-u.ac.jp/ipiep/materials/2017_International_Programs.pdf">http://www.office.kobe-u.ac.jp/ipiep/materials/2017_International_Programs.pdf</a>  <b>Kobe University Educational Program on Current Japan</b> (English, English/Japanese-taught Program) <a href="http://www.office.kobe-u.ac.jp/intl-prg/epocj/english/">http://www.office.kobe-u.ac.jp/intl-prg/epocj/english/</a>

Courses/Programs	<p><b>Japanese Language Courses</b></p> <p>The Center for International Education (CIE) offers Japanese language courses for free for exchange students. Students who wish to take these courses are required to take the online level check test prior to the semester.</p> <p>&lt;Non-credit bearing courses&gt;</p> <p>*<u>Integrated Japanese Course</u> is open to all exchange students.</p> <p>*<u>Intensive Japanese Course</u> is developed for MEXT (Japanese government) scholarship students. Exchange students can be enrolled in this course on an availability basis only.</p> <p>&lt;Credit bearing course&gt;</p> <p>*<u>Japanese Language and Japanese Studies Course</u> (advanced level) is for undergraduate students only.</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>
Course Registration	Course registration is available only after arrival, and there is no pre-registration. Students are notified of further procedures by the relevant faculty/graduate school.
Language Requirement	<p>There is no language requirement, but having Japanese ability equivalent to JLPT N2 or higher is preferable if students intend to take courses conducted in Japanese.</p> <p>*Many courses offered at Kobe University are conducted in Japanese. Please refer to the "Classroom Language" mentioned in the syllabus.</p>

## PRE DEPARTURE

Website for Exchange Students	<a href="http://www.kobe-u.ac.jp/en/study_in_kobe/admission/exchange_program.html">http://www.kobe-u.ac.jp/en/study_in_kobe/admission/exchange_program.html</a>
Accommodation	<p>[Kobe University Residential Facilities]</p> <p>Please request in the application document. Exchange students are given priority for room allocations in the university dormitories. The final dormitory allocation is confirmed about 1 month prior to arrival and students are informed by the receiving Faculty/Graduate School. The room type is single only; no other room can be selected.</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>
Visa Application	<p><b>Certificate of Eligibility (CoE)</b></p> <p>Kobe University applies for CoE on behalf of incoming students after the issuance of acceptance letter. The immigration process usually takes about 1 month. Upon successful issue of CoE, Kobe University sends the original acceptance letter and the CoE that are needed for visa application in student's home country.</p> <p>*A CoE is issued before a visa application by the immigration as evidence that the foreign national meets the conditions for landing in Japan. A foreign national who has a CoE can get a visa easier at an embassy or consulate within the standard processing period. Also landing permission will be given quickly if students show CoE to an immigration officer.</p> <p><b>Visa</b></p> <p>The applicant must apply in person to an embassy or consulate in their country. Visas cannot be obtained after arriving in Japan.</p>
Insurance	<p><b>[Compulsory]</b></p> <p><b>National Health Insurance</b></p> <p>The National Health Insurance System in Japan is to reduce individuals' medical costs. International students who reside in Japan must become a member of the National Health Insurance scheme. Approximately 1,700 yen/ month</p> <p>*Payment is made in 10 installments for the period from June through March of the next year.</p> <p><a href="http://www.city.kobe.lg.jp/life/support/insurance/hokenryo/29english_A.pdf">http://www.city.kobe.lg.jp/life/support/insurance/hokenryo/29english_A.pdf</a></p> <p><b>Personal Accident Insurance for Students Pursuing Education and Research (PAS)</b></p> <p>Personal Accident Insurance for Students Pursuing Education and Research is a nation-wide mutual aid system for students to provide insurance for physical injuries caused by accidents during regular courses, official programs, and extracurricular activities on and off campus. All students are required to join the Personal Accident Insurance for Students Pursuing Education and Research Plan for which an application form must be submitted at time of matriculation.</p> <p>1,000 yen/ 6 months - 1 year</p> <p><a href="http://www.jees.or.jp/gakkensai/docs/publish/2017chohyo/2017gaikokugo/goannnai_2000/2017gakkensai2000_goannai_english.pdf">http://www.jees.or.jp/gakkensai/docs/publish/2017chohyo/2017gaikokugo/goannnai_2000/2017gakkensai2000_goannai_english.pdf</a></p>

Insurance	<p><b>【Strongly Recommended】</b>  <b>Comprehensive Insurance for Students Lives Coupled with PAS For International Students</b>  Comprehensive Insurance for Students Lives Coupled with PAS For International Students is a voluntary insurance for those who wish to expand insurance coverage. Kobe University strongly recommend our students to purchase this insurance when joining Personal Accident Insurance for Students Pursuing Education and Research, which all students are required to join. For more details, please contact the Consulting Desk for Student Life and Insurance which is listed on the back side of the pamphlet.</p> <p><a href="http://www.kobe-u.ac.jp/documents/international/study-in-kobe/sik/insurance2017.pdf">http://www.kobe-u.ac.jp/documents/international/study-in-kobe/sik/insurance2017.pdf</a></p>
Estimated Living Expenses	<p><b>Tuition</b>  None for Kobe University (Based on the agreement, the students will pay regular annual tuition to their home universities.)</p> <p><b>Books</b>  For Undergraduate courses: 50,000 yen/year  For Japanese Language Courses: 30,000 yen/year</p> <p><b>Accommodation</b>  4,700 yen~21,000 yen/ month</p> <p><b>Board &amp; Living expense</b>  Approximately 30,000 yen/ month  This depends greatly on each student's living style.</p> <p><b>Utility (Electricity, Gas, Water)</b>  Approximately 15,000 yen/ month</p> <p><b>Transportation fee from Kobe University Residential Facilities (Dormitory)</b>  Approximately 8,000 yen ~ 20,000yen/month</p> <p><u>International Residence</u>  20,300yen/ month calculation is based on:  • Port-liner (Student Commuter Pass): 5,920 yen  • Hankyu line (Commuter pass)=5,980 yen  • Bus (Commuter pass)=8,400 yen</p> <p><u>Sumiyoshi International House</u>  12,950 yen/month calculation is based on:  • Bus (Commuter pass)=8,400 yen  • Hankyu line (Commuter Pass): 4,550yen</p> <p><u>Hakuo Dormitory</u>  14,260 yen/month calculation is based on:  • Hanshin line (Commuter Pass): 5,860 yen  • Bus (Commuter pass)=8,400 yen</p> <p><u>Kokui Residence</u>  8,400 yen/month calculation is based on:  • Bus (Commuter pass)=8,400 yen</p> <p><b>Insurance</b>  National Health Insurance: 1,700 yen/ month  PAS: 1,000 yen/6 months to a year  Comprehensive Insurance for Student's Lives Coupled with PAS:10,000yen/year</p> <p><b>Entertainment &amp; Others</b>  10,000 yen</p> <p><b><u>TOTAL</u></b> Approximately 100,000 yen/month</p>
Vaccination	<p>Kobe University has implemented the Measles and Rubella Registration Policy, and all newly-enrolled Kobe University 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 bring the certificate are required to take an antibody test in Japan.  Measles and Rubella - Control and Prevention (P.15)</p> <p><a href="http://www.kobe-u.ac.jp/documents/en/international-students/current/en2017guidebook.pdf">http://www.kobe-u.ac.jp/documents/en/international-students/current/en2017guidebook.pdf</a></p>

## ARRIVAL AND ORIENTATION

Recommended Arrival Dates	*Please follow the directions from faculty/graduate school.
	Spring 2019: Late March
	Fall 2019: Late September
Transportation	Airport pick-up service is not available. Access from Kansai International Airport to Kobe University: <a href="http://www.kobe-u.ac.jp/en/campuslife/campus_guide/campus/index.html">http://www.kobe-u.ac.jp/en/campuslife/campus_guide/campus/index.html</a>
Orientation Dates	*Attendance is compulsory.
	Spring 2019: TBD (Early April)
	Fall 2019: TBD (Late September)
Reference	Spring 2018: April 3rd, 2018 Fall 2018: September 28th, 2018

## STUDENT SUPPORT SERVICES

Advising and Counseling Services for International Students	The Center for International Education (CIE) offers counseling for international students with issues arising in their study at Kobe University and daily life in Japan. This counseling covers a broad range of issues including academic matters, intercultural and interpersonal issues, harassment cases, mental and physical health, financial problems, and family matters. Two fulltime faculty members in the CIE are available for consultation. Most departments at Kobe University also have faculty and staff to offer advice for international students. <a href="http://www.kobe-u.ac.jp/en/campuslife/supports/index.html">http://www.kobe-u.ac.jp/en/campuslife/supports/index.html</a>
Medical Support (medical checkups, 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. Medical Centers are located in Rokkodai Campus, Fukae Campus, and Kusunoki Campus. In Myodani Campus, the Physical and Mental Health Consultation Office is available instead of the Center. <a href="http://www.kobe-u.ac.jp/en/campuslife/campus_guide/health.html">http://www.kobe-u.ac.jp/en/campuslife/campus_guide/health.html</a> (English)</p> <p><b>•Medical checkups</b> Kobe University carries out an annual medical examination in April and October. New students must take the checkups either of them. Students who do not take the free medical examination at Kobe University must take an equivalent medical examination at outside hospital, for which it will be necessary to pay a fee for both the examination and certificate, and then must present the certificate to the Medical Center for Student Health.</p> <p><b>•Physical Health/Mental Health Consultations at the Medical Center for Student Health</b> <a href="http://www.kobe-u.ac.jp/en/campuslife/supports/index.html">http://www.kobe-u.ac.jp/en/campuslife/supports/index.html</a> (English)</p> <p><b>•Medical Support Consultation Form</b> For students with chronic conditions and disabilities (physical, developmental, or mental), if you let us know in advance, we will make preparations to provide support where possible. 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 (<a href="mailto:intl-exchange@office.kobe-u.ac.jp">intl-exchange@office.kobe-u.ac.jp</a>) for receiving the "Medical Support Consultation Form".</p>

Support for students with disabilities	<p>At Kobe University each faculty, school, graduate school and the Student Affairs Department provide disabled students with the necessary support during entrance examinations and admission to the University as well as the post-admission period. We aim to provide on-campus parking spaces and create an environment that enables students with disabilities to move around campus and freely engage in various activities. Each faculty, school and graduate school also aims to establish a supportive educational environment by conducting classes in rooms that are easily accessible, securing appropriate seating, and providing in-class support when necessary.</p> <p><b>•Support for students with disabilities</b>  <a href="http://www.kobe-u.ac.jp/campuslife/support/handicapped/">http://www.kobe-u.ac.jp/campuslife/support/handicapped/</a> (Japanese)  <a href="http://www.kobe-u.ac.jp/en/campuslife/supports/index.html">http://www.kobe-u.ac.jp/en/campuslife/supports/index.html</a>(English)  <a href="http://www.kobe-u.ac.jp/documents/en/about-kobe-university/info-disclosure/uid/2016/912en_disabled-student-support_2016.pdf">http://www.kobe-u.ac.jp/documents/en/about-kobe-university/info-disclosure/uid/2016/912en_disabled-student-support_2016.pdf</a> (English)</p> <p><b>•Application form for disability support</b>          If you wish to apply for learning support services, please fill out the "Application form for disability support" and submit to the Academic Affairs Section at your affiliated faculty, school or graduate school.  <a href="http://www.kobe-u.ac.jp/documents/international/study-abroad-programs/support/New_folder/Application_form_for_disability_supports_v1.pdf">http://www.kobe-u.ac.jp/documents/international/study-abroad-programs/support/New_folder/Application_form_for_disability_supports_v1.pdf</a></p>
Tutors	<p>Each international student is supported by a tutor with the aim of helping and improving the effectiveness of study and research. The tutors are recommended by the academic adviser, and are chosen from students with background knowledge in the field of study of the international student. They will not only help international students with their study, but will also support them in matters concerning daily life.</p>
Visa Support	<p>In order to support international students' smooth entrance to Kobe University, we offer prospective students a proxy application service for their Certificate of Eligibility (CoE). Upon successful issue of CoE, we will send it to the prospective students so that they may use it to apply for a "College Student Visa" in a Japanese Embassy or Consulate near them. However please note that this proxy service does not guarantee 100% success. The final decision for visa issuance rests in the hands of the Japanese Immigration office and Japanese Embassy. For detailed information about necessary documents and procedure, please refer to the following URL; Ministry of Foreign Affairs of Japan.</p>
[VISA / Residing in Japan]	<a href="http://www.mofa.go.jp/j_info/visit/visa/index.html">http://www.mofa.go.jp/j_info/visit/visa/index.html</a>
[Countries & Regions]	<a href="http://www.mofa.go.jp/region/index.html">http://www.mofa.go.jp/region/index.html</a>
Career Support	<p>The University provides employment/ internship/ volunteer support for students; mainly at the Career Center, and at each Faculty/Graduate School. In addition, Center for International Education holds a Global Career Seminar throughout the year for international students. Feel free to visit the Career Center or the appropriate section of each Faculty/ Graduate School where various materials related to career formation and employment are available.</p> <p><a href="http://www.career.kobe-u.ac.jp/index.html">http://www.career.kobe-u.ac.jp/index.html</a></p>