

Contents

<p>1. Procedures 1</p> <ul style="list-style-type: none"> ① Alien Registration ② National Health Insurance ③ Opening Account at Post Office ④ Opening Account at Bank 		
<p>2. Student Life 1</p> <ul style="list-style-type: none"> ① Academic calendar ② Student ID Card and Identification Card ③ Tuition Fees and Exemption of Tuition ④ Registering for Class ⑤ Libraries ⑥ Annual Medical Examination ⑦ Various Notifications (Leave of Absence, Reinstatement, Withdrawal, etc.) ⑧ How to Obtain Certificates <ul style="list-style-type: none"> (1) Certificate of University Registration (2) Certificate of Academic Records (3) Commute Certificate and Student Discount Tickets (4) Certificate to Purchase Commuter Pass (Full time students) (5) Commuter Pass for Research students, Special Auditor, and Japanese Studies Students (6) Certificate of Graduation or Completion of Course (7) Certificate of Status for Japanese Government Scholarship Students (8) Letter of Guarantee for Japanese Government Scholarship Students ⑨ Rules to follow when Classes (including Final Exams) are Cancelled due to Suspension of Public Transportation and/or Weather Warnings <ul style="list-style-type: none"> (1) Suspension of Public Transportation (2) Bad Weather ⑩ Extra-curricular Activity ⑪ Wireless LAN Service ⑫ Kobe University CO-OP ⑬ Other Warnings ⑭ Career Support ⑮ Harassment Consultation Desk 	<ul style="list-style-type: none"> ③ Kobe University Sumiyoshi Residence ④ International House (Fukae area) ⑤ Hakuo Dormitory (Fukae area) ② Private Dormitories and Residences ③ Public and Private Housing <ul style="list-style-type: none"> (1) Public Housing (2) Private Housing (3) Guarantor (4) Comprehensive Renter's Insurance for Foreign Students Studying in Japan ④ Glossary of Words used in regards to Renting an apartment ⑤ When Moving within Japan <ul style="list-style-type: none"> (1) Contact the Landlord (2) Alien Registration Card (3) National Health Insurance (4) Mail 	<p>5. Scholarships 11</p> <ul style="list-style-type: none"> ① Scholarships ② Japanese Government Scholarship ("Monbukagakusho" Scholarship)
<p>3. Procedures for Residing in Japan 6</p> <ul style="list-style-type: none"> ① Extension of Period of Stay ② Change of Status ③ Temporary Leave and Re-Entry ④ Activities Other Than Those Authorized Under the Visa Status ⑤ Birth Registration <ul style="list-style-type: none"> (1) Status of Residence (2) Alien Registration 	<p>6. Health 15</p> <ul style="list-style-type: none"> ① Medical Center For Student Health Services ② Nearby Hospitals ③ Student Casualty Insurance ④ Measles Antibody Level Registration System <ul style="list-style-type: none"> (1) Submission of Certificate (2) Database Registration and Issuance or Registered Card (3) Students with Registered Card ⑤ Prevention of Infectious Disease <ul style="list-style-type: none"> (1) Tuberculosis (2) Sexually Transmitted Diseases (3) AIDS (4) Immunization Shots 	<p>7. Support System for International Students 18</p> <ul style="list-style-type: none"> ① Tutors ② Advising Service for International Students ③ Japanese Language Course <ul style="list-style-type: none"> (1) Integrated Japanese Language Course (2) Japanese Language and Japanese Studies Course (3) Intensive Japanese Language Course ④ The Foreign Student Assistance Fund ⑤ Host Family Program
<p>4. Residence 8</p> <ul style="list-style-type: none"> ① Kobe University Residential Facilities <ul style="list-style-type: none"> (1) Kobe University International Residence (2) Kobe University Sumiyoshi International Student House 	<p>8. Leaving Japan 19</p> <ul style="list-style-type: none"> ① Application for Travel Allowance ② Procedures Prior to Departure ③ Departure Procedure ④ After Graduation/Completion 	<p>9. Off-campus Student Support Service 20</p>

1. Procedures

①Alien Registration

All non-Japanese staying in Japan must register at the ward office within 90days of arrival in Japan without fail. For this registration, you need to fill in an “Application for Alien Registration” and submit two copies of your photograph and your passport to the ward office where you live. The Alien Registration card will take about 2 weeks to process.

②National Health Insurance

The National Health Insurance System in Japan is an insurance system to reduce individuals' medical cost. International students who reside in Japan must become a member of the National Health Insurance.

Procedures are carried out at the ward office. After enrollment, you will pay monthly premiums. Upon joining the system you will be issued a National Health Insurance Certificate. If you show this at the reception desk when you receive medical treatment, you will need to pay only 30% of the incurred medical costs.

If you have to change to another insurance system because of employment or if you are going to leave Japan, be sure to file for withdrawal at the local ward or city office.

*Reimbursement of High Cost Medical Fees

If you paid over 35,400 yen to the same medical institution within the same month, you are eligible for a refund. Take the receipt, bankbook, and an inkan (personal seal) to the city/ward office and file for a refund.

③Opening Account at Post Office

You should open an account at a post office because your monthly stipend and JASSO Honors Scholarship will be paid into that account. To open an account, you need to fill in an application form and take your passport, Certificate of Items Registered in the Foreign Resident Registry and deposit at least ¥10 initially in the account with you. When you open the account, please submit a copy of your bankbook (front and back page) to your Student Affairs Section or the International Student Exchange Division.

*The Certificate of Items Registered in the Foreign Resident Registry will be issued at your ward office the day after you register for your alien registration. (Fee: ¥300)

④Opening Account at Bank

If you are here on a scholarship from a private foundation or you have to pay a monthly rent for your apartment, open a bank account to simplify payment arrangements. To open an account, you need to fill in an application form and take your passport, Alien Registration Card, and your student ID card with you to the bank.

2. Student Life

①Academic Calendar

Academic Year: April 1 to March 31

First Semester: April 1 to September 30

Second Semester: October 1 to March 31

Holidays and Vacations

Sundays, Saturdays and National

Holidays:

*If a holiday falls on a Sunday, the following Monday will also be a holiday.

University Anniversary Day: May 15

Spring Vacation: March 27 to April 5

Summer Vacation: August 8 to September 30

Winter Vacation: December 25 to January 7

②Student ID Card and Identification Card

Regular international students are issued a Student ID Card, and research students and audit students are issued an Identification Card at the International Student Section of respective faculties. Students are required to carry their Student ID or ID card at all times, as it is required when using university facilities (e.g. libraries and Medical center), purchasing train and/or bus passes, and attending certain lecture and/or taking examination.

③ Tuition Fees and Exemption of Tuition

	Tuition Fee	Admission Fee	Entrance Examination Fee
Undergraduate Students	¥535,800 (per annum)	¥282,000	¥17,000
Graduate Students	¥535,800 (per annum)	¥282,000	¥30,000
Research Students	¥29,700 (per month)	¥84,600	¥9,800

Exemption of Tuition

If self-financed international students (full-time student only) cannot pay their tuition due to financial hardship, Kobe University will deliberate the case and possibly exempt 1/2 of the tuition if their academic skills meet or exceed the standard.

This deliberation is done once every semester, January for the first semester, and July for the second. For details on how to apply, check with the International Student Section at each faculty.

④ Registering for Class

Information about class registration is listed in the student handbook you received from your faculty/graduate school. Use it to plan your class schedule accordingly and send it to the Dean of the Department (via the Internet).

(1) Period to Register for Class (via the Internet)

1st semester Apr.15 (Thu.) - Apr. 23 (Fri.) FY2010

2nd semester Oct.7 (Thu.) - Oct. 18 (Mon.) FY2010 (tentative)

Varies by the Department/Division/School, so check the bulletin board of your particular faculty/graduate school for details.

Must register (via the Internet) by the deadline or you will not be able to attend the class.

(2) Registering for Class (via the Internet)

You can change, omit or add class (via the Internet) during the registration period.

However, once the registration period has passed, no addition or subtraction of class is allowed.

If you do not register for a class, even if you attend every lecture and take a final exam, you will not be given any credit for the class.

⑤ Libraries

Kobe University has nine libraries: General Library, Library for Cross-Cultural Studies, Library for Social Sciences, Library for Science and Technology, Library for Humanities, Library for Economics and Business Administration, Library for Medicine, Library for Health Science, and Library for Maritime Sciences. For details, check the 'Library Guide'.

Full time (undergraduate/graduate) students may borrow books with their student I.D. card. Non-full time (research/audit) students must show their identification card at the counter and have a library card issued first.

To use the PC in the libraries, one must first get an I.D. and password from the Information Science and Technology Center. Ask the International Student Section of respective faculties if one does not know the I.D. or the password.

⑥ Annual Medical Examination

Kobe University carries out an annual medical examination in April every year. When notified by departments or institutions, you should take the examination. Newly arrival students must take the examination either in spring or fall, whichever is earlier. Spring examination is carried out for both Japanese students and international students in April. Students having prescribed examination at the medical center can be issued a health certificate (for free), which is necessary for scholarship applications etc. Students who do not take the physical examination at Kobe University must go to hospitals or clinics to get a physical examination, which contains the same tests as Kobe University's, and submit it to the medical center. If students do not submit a medical examination report, they may lose their credits or registrations.

⑦ Various Notifications (Leave of Absence, Reinstatement, Withdrawal, etc.)

Types	When to Submit	Who to Submit to	Additional Information
Leave of Absence	When the occasion occurs	Affiliated Department, Appropriate Section at Research Department	For a period longer than 3 months (must have a doctor's certificate if ill)
Reinstatement	When a leave of absence is no longer necessary		If recovering from an illness, must have the doctor fill out a designated certificate.
Withdrawal	When the occasion occurs		Must have a doctor's certificate if ill
Temporary Absence	When the occasion occurs		For a period longer than 3 weeks
Temporary Exit from Japan	When it is necessary to leave Japan temporarily		Don't forget to get a re-entry permit at immigrations
Change of surname or change of address	When name or address changed		Necessary when there is something urgent to notify you, so do not forget to notify us.
Report traffic accidents or in case of a burglary	When it happened		If you are involved in a traffic accident on/off Campus. If you are assaulted, or injured. Or if you are burglarized.

⑧ How to Obtain Certificates

- (1) Certificate of University Registration
The Certificate of University Registration, required when applying for visa extensions and scholarships, can be obtained from an automatic machine located at designated areas.
- (2) Certificate of Academic Records
The Certificate of Academic Records, which is required when applying for scholarships and other situations, can be obtained from the automatic machine located at designated areas. If you require a sealed certificate, please inform the International Student Section of your faculty/graduate school for special issuance.
- (3) Commute Certificate and Student Discount Tickets
JR Railways offers a special 20% discount for students traveling over 101 kilometers (excluding research students). A certificate for the purchase of these tickets can be obtained from an automatic machine located at designated areas.
- (4) Certificate to Purchase Commuter Pass (Full time students)
Full time students are eligible for a student commuter pass from the nearest station to their current residence to school. To obtain the pass, go to the appropriate desk at the faculty/graduate school you belong to and get an application for commuter pass "Tsugaku teiki jyoushaken hakkou hikaе", fill in the student number, name, address, and commuter pass route. Go to the appropriate transportation facility, fill out the form there and submit it with the application from school. Also don't forget to bring the student ID.
In some cases, the transportation facility may require a "Commuter Route Certificate"; in these cases ask your faculty/graduate school to supply you with this certificate.
- (5) Student Certificate for Research students, Special Auditing students, Special Research students and Japanese Studies students.
Research students, Special Auditing students, Special Research students who are staying at least one year, as well as 6 month Japanese Studies students should request for a student certificate to purchase a pass for Port Liner with the International Student Section of respective faculties.
Special Auditing students and Special Research students who are staying at least one year are eligible to purchase a commuter pass for Kobe City Bus and Kobe Subway.
- (6) Certificate of Graduation or Completion of Course
International students who have completed the undergraduate course are awarded a diploma of graduation, and international students who have completed graduate courses are awarded a statement of degree. Those students requiring a certification of graduation

or a copy of the statement of degree in English should inquire at the International Student Section of each faculty.

A certification of expected graduation or completion of course can be obtained from an automatic machine.

Research students returning to their respective countries after completion of research will, upon request, be issued a Certification of Enrollment in both Japanese and English at the International Student Section of each faculty.

(7) Certificate of Status for Japanese Government Scholarship Students

A Certificate of Status, required for extension of visas and to invite family members to live in Japan, can be obtained at the International Student Section of each faculty.

(8) Letter of Guarantee for Japanese Government Scholarship Students

A Letter of Guarantee for Japanese Government Scholarship Students required when applying for a visa extension can be obtained at the International Student Section of each faculty.

⑨ Rules to follow when Classes (including Final Exams) are Cancelled due to Suspension of Public Transportation and/or Weather Warnings

(1) Suspension of Public Transportation

All classes, including final exams, will be cancelled if one of the following three cases applies:

- ① JR West (Kobe Line) suspends service due to accident.
- ② Hankyu Railways (Kobe Line) and Hanshin Electric Railways suspend service at once due to accident.
- ③ Kobe City Bus #16 and #36 suspend service at once due to accident.

However, if the public transportation resumes operation, the following rule applies:

- ① Resume operation by 6 am class will start from the 1st period
- ② Resume operation by 10 am class will start from the 3rd period (afternoon)

(2) Bad Weather

All classes, including final exams, will be cancelled if the Japan Meteorological Agency (JMA) releases a "Thunderstorm", "Snow Storm" or "Storm" Warning for the Hanshin sub-prefecture region of Hyogo Prefecture. Please note that heavy rain warning does not apply to cancellation of classes. However, if the warning is lifted, the following rule applies:

- ① When lifted by 6 am class will start from the 1st period
- ② When lifted by 10 am class will start from the 3rd period (afternoon)

Note: 1. Watch the TV news or listen to the radio news for the latest update.

2. This only applies to the general education classes. For details on your particular faculty/graduate school, read the appropriate section in the "Gakusei-Binran".

⑩ Extra-curricular Activity

In addition to the numerous authorized extra-curricular activities, there are also various student clubs and circles. Recommended for students who wish to enrich their student life. For details, please call the Student Welfare Division (078-803-5224).

Here is a partial list of the clubs and circles.

- | | |
|-----------------------|--|
| <Culture Clubs> | Noh Drama Club, Japanese Chess (Goh) Club, Tea Ceremony and Flower Arrangement Club, Rakugo Club, etc. |
| <Sports Clubs> | Kendo Club, Japanese Archery Club, Judo Club, Karate Club, Aikido Club, etc. |
| <Cheering Squad> | Cheer Group, Wind Orchestra |
| <Student Association> | Society for International Studies, Calligraphy, Computer Club, TRUSS, etc. |
| <Others> | University Press, Broadcasting Club, School Festival Club |

⑪ Wireless LAN Service

If you wish to use the Internet on campus, configure your laptop's network setting through one of the wireless LAN access points on campus. Certification is available with your network ID and password. Follow the guidelines below if you need Windows XP web attestation. For further detail, check this website (on campus only):

http://www.istc.kobe-u.ac.jp/contents/service/standardService/wireless_lan/setting

Network	Configuration
Name (SSID)	KUSTUDENT-w
Authentication	WPA2-PSK or WPA-PSK
Encryption	AES or TKIP
Key	KUSTUDENTLAN
Auto key configuration	DO NOT check this item

⑫ Kobe University CO-OP

The university CO-OP provides students with various services. You can buy books and daily necessities at one of its stores; eat at one of its cafeterias; ask for assistance in finding an apt. or a part-time job; make travel arrangements and apply for insurance at the CO-OP. You must first pay 20,000 yen to become a member of the university CO-OP. This money will be reimbursed to you when you file for severance before returning to your home country. As a member, you will get a discount when purchasing books. You can join at any of the CO-OP operated stores on campus. For more information visit the website: www.kucoop.jp/index.html

⑬ Other Warnings

1. Prohibited to possess drugs, etc.

It is a serious crime in Japan to possess, use and sell any type of drug, marijuana, MDMA (ecstasy) etc. Drug will not only ruin your student life but possibly your entire life. Drug abuse may cause such psychoneurotic disorder as hallucination, delusion, and abnormal behavior. It makes a devastating impact on your personality. Please never have any contact with prohibited drugs.

2. Cults

As you may have read in the newspapers, there are some cults who pretend to be friendly sports or art clubs operating on or near our campus. They behave in a friendly manner and ask you to join their "activities" without revealing what they really do. They wait for an opportunity to take you to their office and gradually brainwash you. Once you join such cults, you lose your precious time and may have to bear tremendous mental, physical and economical burden. Please be aware of such solicitation. When you realize that they are cult members, refuse them firmly and immediately inform the Academic/Student Affairs office of your Faculty/Graduate School, the International Student Exchange Division of the International Affairs Department, or the Student Welfare Division of the Student Affairs Department.

3. Traffic Accident Notification

Please obey traffic rules and try not to get into traffic accidents. If you do get into a traffic accident, please notify the office of your Faculty/Graduate School as soon as possible.

4. Drinking and Smoking

Drinking and smoking under the age of twenty are prohibited in Japan. Especially incidents of acute alcoholism are increasing. Do not force others or allow yourself to drink alcohol excessively.

⑭ Career Support

The University provides employment support for students; mainly at the Career Center, and at each Faculty/Graduate School. In addition, the International Student Center (KISC) holds a Global Career Seminar once a 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. For further information, please visit our webpage:

<http://www.kobe-u.ac.jp/campuslife/employment/usage.htm> (Japanese only)

⑮ Harassment Consultation Desk

If you feel you have been harassed in any way, consult the counselor at the Harassment Consultation Desk. You may also talk to the "Mental Health Consultation Desk" at the Medical Center for Student Health. There is also an Advising Service for International students at the International Student Center (KISC), for details read section 7-②.

Whatever is the problem, you should not take it all on yourself. Your privacy is insured. Nothing worse will happen to you after consultation.

For Harassment Consultation Desk, please visit:

<http://www.kobe-u.ac.jp/en/activities/campus-manners/toward-prevention.htm>

3. Procedures for Residing in Japan

① Extension of Period of Stay

The authorized period of stay in Japan for a Student Visa is up to two years and three months, starting from the day after the landing permission is granted. Students staying for longer than these periods must obtain an extension from the Osaka Immigration Office, Kobe Branch. Application can be made from the date two months prior to the expiration date. The following documents must be submitted when applying for an extension of period of stay:

- (1) • Application form (for applicant)
(available from the website of Ministry of Justice or at the Osaka Immigration Office, Kobe Branch)
- Application form (for university)
(available from the website of Ministry of Justice or at the Osaka Immigration Office, Kobe Branch)
- (2) Certificate of University Registration
- (3) Certificate of Academic Records (Issued at the International Student Section of each faculty/graduate school. Research students may submit a certificate from their academic advisor specifying area of research.)
*Audit students may submit a copy of their study program specifying the details and hours of subjects taken.
- (4) Passport (to be shown to the official in charge)
The period of stay applied for cannot exceed the term of passport validity
- (5) Certificate of Alien Registration Card (to be shown to the official in charge)
- (6) Renewal fee ¥4,000

The Immigration Office may request for the submission of documents verifying your living expenses in Japan. Please also have the following document(s) on hand.

- Japanese Government Scholarship students can obtain a Letter of Guarantee from the International Student Section of each faculty/graduate school.
- Self-Supporting students must submit documents proving financial support received from their home country or any other source in Japan.

When an extension is granted, the necessary changes of the Alien Registration Card must be made at the city or ward office.

②Change of Status

Students working in Japan after graduation must change their status of residence. People entering Japan as family members of international students cannot apply for scholarships etc, without applying for a change in their status of residence (student visa) at the Osaka Immigration Office, Kobe Branch.

③Temporary Leave and Re-Entry

When students leave Japan temporarily (during vacation etc), they must submit a Temporary Leave Report to the International Student Section at their faculty and to their academic advisor. A re-entry permit must be applied for and obtained at the Osaka Immigration Office, Kobe Branch before departure. The following documents are required when applying for a re-entry permit:

- (1) Application form (available from the website of Ministry of Justice or at the Osaka Immigration Office, Kobe Branch)
- (2) Passport
- (3) Certificate of Alien Registration Card
- (4) Fee: ¥3000 for a single and ¥6000 for a multiple reentry permit (valid until expiration of visa)

④Activities Other Than Those Authorized Under Residence Status

Students residing in Japan under the status of a "student" visa are not permitted to work. However, those students wishing to engage in part-time work or any other such activities must first apply to the International Student Division or the respective faculties and obtain a permission from the Osaka Immigration Office, Kobe Branch. Engaging in such activities without permission is subject to penalty. Students found to be engaged in full-time employment may be subject to deportation and/or other penalties. Working part time in the adult entertainment and amusement industries (including any business serving alcohol) are not permitted and subject to penalties.

Any part-time work must not interfere with studies and/or research, the main purpose of being in Japan.

- Undergraduate, Graduate and Research Students
Permitted to work up to 28 hours per week; (or 8 hours per day during spring, summer and winter vacation)
- Special Auditor and Japanese Studies Students
Permitted to work up to 14 hours per week; (or 8 hours per day during spring, summer and winter vacation)

⑤Birth Registration

Babies born in Japan should be registered at the city or ward office with a certificate of birth or a maternity passbook within 14 days after the date of birth. If the mother has National Health Insurance, she is entitled to Birth and Child Rearing Benefits. Enquiries about joining the national health insurance system, receiving child allowance and insurance for babies can be made at the city or ward office at the time of the registration. Detailed information is available at embassies, please contact your embassy directly to report the birth.

(1) Status of Residence

Any child born in Japan and intending to reside in Japan for a period longer than 60 days is required to obtain status of residence from the Osaka Immigration Office, Kobe Branch. The application for status of residence must be made within 30 days after the date of birth by submitting a birth certificate from the embassy (where available), or acceptance certificate of child birth from the local city or ward office.

(2) Alien Registration

Alien Registration of a child born in Japan must be applied at the local city or ward office within 60 days after the date of birth with a birth certificate issued by a hospital.

4. Residence

① Kobe University Residential Facilities

(1) Kobe University International Residence

The Kobe University International Residence, located on Port Island, was built in March 1981 as a residence hall for international students and researchers. In March 1986, a new annex was built. (Renovation is scheduled to start in AY2010)

The five-storied reinforced concrete facility has 91 single rooms, 8 married couple rooms, and 4 family rooms. A kitchenette, bath/shower facility and lavatory are provided on each floor for single occupants. Single rooms in the annex are furnished with bathrooms.

Residents may reside up to one year. The monthly fees for the International Residence (as of April 2010) are as follows:

Single room ¥5,900 Married couple's room: ¥11,900 Family room: ¥14,200

Students must pay the charges for electricity, water, gas, and cleaning fee to ready the room for the next occupant.

Common facilities: Meeting room, kitchen, laundry, library, Japanese-style (tatami) room

Individual facilities: Desk, chair, bed, wardrobe, and air-conditioner

Commute: Commuting to Kobe University requires 30-40min. (on the average) using the port-liner and train.

Application: Apply at the International Student Division and the respective faculties in July and January

No spare rooms due to the renovation in AY2010.

(2) Kobe University Sumiyoshi International Student House

The Kobe University Sumiyoshi International Student House was built in March 1997 to provide a good environment for study and to promote international exchange.

The five-storied reinforced concrete facility is a residence where Japanese and international students live and study together. There are 41 single rooms in the residence available for male international students only. Residents may reside up to two years (one year for those students who have previously lived at the Kobe University International Residence). The monthly fee is 4,700 yen (as of April 2010); however, additional costs are required for electricity, water, gas, and resident council membership.

Common facilities: Meeting room, kitchen, shower and bath, laundry.

Individual facilities: Desk, chair, bookshelf, bed, locker, toilet, air-conditioner, refrigerator, mini-kitchen, electric cooking element, internet access (about 3,000 yen/month)

Commute: Commuting to Kobe University requires 40-50min (on the average) either on foot or by bus and train.

Application: Apply at the International Student Division and the respective faculties in July and January.

(3) Kobe University Sumiyoshi Residence

The Kobe University Sumiyoshi Residence was built in October 1960 to provide a study-friendly environment for students. Rooms are being renovated, one after another, since 2006.

The four-storied reinforced concrete facility is a residence where Japanese and international students live and study together. There are 10 single rooms in the residence available for male international students only. Residents may reside for up to two years (one year for those students who have previously lived at the Kobe University International Residence). The monthly fee is 700 yen for shared room, 5,900 yen for single room (as of April 2010); however, additional costs are required for electricity, water, gas, and resident council membership.

Common facilities: Dining room, bath and shower, toilet, kitchen, laundry, meeting room, and washing room.

Individual facilities: Desk, chair, bookshelf, bed, locker, internet access (about 3,000yen/month)

Commute: Commuting to Kobe University requires 40-50min (on the average) either on foot or by bus and train.

Application: Apply at the International Student Division and the respective faculties in July and January.

(4) International House (Fukae area)

There are 8 couple rooms and 3 family rooms for the international students. Each room has a unit bath, toilet, sink, and air conditioner.

Residents may reside for up to one year. (Students who have previously lived in the Kobe International Residence or International House of Fukae area cannot live here again.) The monthly fee is as follows (As of April 2010):

Married couple room: ¥9,500 Family room: ¥11,900

Students must pay the charges for electricity, water, gas, and cleaning fee to ready the room for the next occupant.

Individual facilities for:

(Married couple) Refrigerator, dryer, television, pot, cupboard, washing machine, tableware, bed, dinner table and chair

(Family) Refrigerator, dryer, washing machine, television, pot, cupboard, tableware, telephone, bed, childbed, dinner table and chair, bookshelf, desk, chair, child desk and chair.

Commute: 50 min to Rokkodai campus by train and bus. 8 min walk to Fukae campus.

Application: Apply at the International Student Division and the respective faculties in July and January.

(5) Hakuo Dormitory (Fukae Area)

There are 12 rooms for undergraduate international students (for male) and 1 room (for female), 2 single rooms for graduate students (for male) and 1 room (for female), one unit consists of four separate rooms.

Residents may reside up to the shortest time period to complete a degree. (Students who have previously lived in Hakuo Dormitory cannot live here again.) The monthly fee is 5,900 yen. (As of April 2010) Additional costs are required for electricity, water, gas, and resident council membership.

Common facilities: Meeting room, kitchen, bath, washroom, laundry

Individual facilities: Desk, bookshelf, chair, bed, bedclothes, wardrobe, air-conditioner, toilet, internet socket, cable TV (3,980yen/month)

Commute: 50 min to Rokkodai campus by train and bus. 8 min walk to Fukae campus.

Application: Apply at the International Student Division and the respective faculties in July and January.

②Private Dormitories and Residences

The following are dormitories and residences managed by private organizations for international students. These are usually determined by evaluating submitted documents and by conducting an interview. Because of the popularity of these residences, not all applicants are accepted.

Name of Dormitory (Location)	No. of Rooms	Eligibility	Rent
Hyogo International Students House (Chuo-ku, Kobe)	38 Married Couple's Rooms 159 Single Rooms	International students registered at universities, junior colleges, technical colleges, and special training colleges in Hyogo Prefecture.	Couple's Room: ¥40,500 Single Room: ¥37,300 Admission fee:+ ¥40,500 (couple), ¥37,300 (single)
Kobe International Student Center Housing (Nishi-ku, Kobe)	15 Married Couple's Rooms 77 Single Rooms	International undergraduate, graduate, or research students registered at universities in Kobe City are encouraged to take an active part in International Exchange.	Couple's Room: (shih) ¥39,000, (kokuhi)¥45,000 Single Room (shih) ¥22,000, (kokuhi) ¥28,000 (utilities included) + ¥ 20,000 (single) or ¥25,000 (couple) as a management fee on admission
Kobe PortIsland Ryugakusei Jutaku (Port Island,Kobe) Kobe Rokko Island Ryugakusei Jutaku (Rokko Island, Kobe)	10 Family Rooms	Same as above	¥40,000 (shih), ¥49,000 (kokuhi) (utilities included) +¥ 30,000 as a management fee on admission

Kinoshita Kinen Jigyo Kobe Students' Dormitory (Chuo-ku, Kobe)	36 Single Rooms for Male, 36 Single Rooms for Female	International undergraduate and graduate students registered at Kobe University, and other designated universities. Students from ASEAN countries (including Taiwan)	Gratis
Kinoshita Kinen Jigyo Ashiya Female Residence (Hirata-cho, Ashiya)	8 Single Rooms	Same as above	Gratis
Hyogo Prefecture Foreign Students Residence (Tarumi-ku, Kobe)(due to close in March 2011)	8 Single Rooms	Self-Supporting international undergraduate and graduate students registered at universities in Hyogo Prefecture.	¥15,000

*shiki: self-supporting students *kokuhi: Japanese government scholarship student

Other company dormitories and residences, such as those provided by the Corporate Friendship Network for Foreign Students, are also available. Information on housing availability is sent to the International Student Division and the respective faculties.

③ Public and Private Housing

(1) Public Housing

The following housings are available; however, these are not limited to international students.

Name	Eligibility	Address
Hyogo Prefecture Housing (Hyogo-ken Jutaku)	Only for Family	Hyogo-ken Jutaku Kyokyu Kosha Hyogo-ken Kosha-Kan 4F 4-18-2Shimoyamate-dori Chuo-ku, Kobe
Hyogo Prefecture Public Corp. Rental Accommodation	Single or Family	Phone: (078) 232-9557
Kobe City Housing (Kobe-shi Jutaku)	Only for Family	Kobe-shi Jutaku Kyokyu Kosha Sanpal 5F Kumoi-dori, Chuo-ku, Kobe Phone: (078) 291-6172

(2) Private Housing

To rent a private apartment in Japan, one may have to first pay a security deposit and key money (2 to 3 months rent) in addition to the monthly rent. A guarantor is also required. To check for housing information on the Internet, visit the Kobe University Coop homepage (<http://www.kucoop.jp/travel/room-info.html>) or go directly to a real-estate agency nearby.

(3) Guarantor

If a guarantor cannot be found, the chief of International Student Division will serve as an institutional guarantor, provided that the student enrolls in Comprehensive Renter's Insurance for Foreign Students Studying in Japan. If you are considering requesting this service, first ask your real-estate agency whether an institutional guarantor is acceptable, and contact the office of International Student Division before signing a lease contract.

(4) Comprehensive Renter's Insurance for Foreign Students Studying in Japan

To acquire the institutional guarantee, students must enroll in Comprehensive Renter's Insurance for Foreign Students Studying in Japan. The enrollment procedure is conducted at International Student Division, the fees are ¥4,500 for one-year-term, and ¥9,000 for two-year-term.

④ Meaning of terms used in renting an apartment

(1) Security deposit (*Shiki-kin*)

Shiki-kin is a security deposit on renting an apartment. When you vacate the apartment, the landlord usually takes a certain amount of *Shiki-kin*, which is called *Shiki-biki*, and the rest of *Shiki-kin* will be returned to you. If you fall behind in your rent payment, or you destroy/damage something in the apartment, a greater amount will be deducted from *Shiki-kin*.

The amount which will be returned after vacating the apartment = *Shiki-kin* – *Shiki-biki* – repairing fees

- (2) Key money (*Rei-kin*)
Rei-kin or “gratitude money” is the amount paid to the landlord when you first rent the apartment. It is usually equivalent to one or two months’ rent and will not be returned when you vacate the apartment.
- (3) Deposit (*Tetsuke-kin*)
Tetsuke-kin is a deposit when you rent an apartment. Once you pay a deposit on the apartment no one else can rent it. If you officially sign the lease agreement, *Tetsuke-kin* will be incorporated in the *Shiki-kin*. If you do not sign the agreement, you forfeit the *Tetsuke-kin*.
- (4) Common-area charge (*Kyoueki-hi*)
Kyoueki-hi is a monthly payment for costs of electricity and cleaning of such common area as the entrance and hallways of the apartment complex.
- (5) Commission charge (*Tesuu-ryo*)
Tesuu-ryo is a commission for the private real-estate agent who successfully helped you rent the apartment. The maximum set by the Japanese law is the equivalent to a month’s rent and this is usually the amount required.

⑤When Moving out

When you move to a new place, you must submit a Change-of-Address Notice to the person in charge of your Faculty/Graduate School.

- (1) Contact the Landlord
 When you decide to leave an apartment or leave Japan, please inform the landlord one to two months prior to the moving date. If you delay, you may have to pay another month’s rent.
- (2) Alien Registration
 When you move, even if it is within the same ward/city, you should go to the foreign registration section of the ward/city office within 14 days of the move.
- (3) National Health Insurance
 When you move out of the ward/city, you should return your national health insurance card to the ward/city office where you lived, and apply for a new card at the ward/city office of your new residence within 14 days of your move.
- (4) Mails
 In order to have your mail forwarded to your new address (within Japan), please submit the change of address notification to your nearest post office. Be sure to bring some kind of ID and your seal (*inkan*) with you.

5. Scholarships

①Various Private Scholarships

The following scholarships are available to privately financed students (excluding Foreign Government Scholarship Students). Selection for awards is based on academic record, character, and other factors. Information is posted on the notice board of the International Student Division and each faculty.

Please note that you can only apply for one scholarship at a time.

Scholarship	Eligibility	Country	Monthly Stipend	Duration	Apply in	No. of Students
JASSO/Honors Scholarship	U		¥48,000	1year	Apr.-May	8
	M, D, R		¥65,000			194
Hyogo Prefecture Private Foreign Student Scholarship	U, M, D		¥30,000	1year	May	55
Kobe/Sugawara Scholarship	Above U3, M, D	Developing Countries	¥80,000	1year	Mar.	26
Interchange Association Scholarship	M, D	Taiwan	¥170,000 travel expense, tuition	Shortest period until completion	Oct.	12

International Communication Fund	M, D		¥150,000	6 to 12months	Sep.	0
Kinoshita Kinen Jigyoudan	Above U2	ASEAN Countries, Taiwan	¥50,000	Shortest period until completion	Apr.	0
	M		¥60,000			3
	D		¥70,000			3
The Mitsubishi UFJ Trust Scholarship Foundation	M, D		¥100,000	Shortest period until completion	Apr.	3
Yamaoka Scholarship Foundation	M1, D2	East Asia, Southeast Asia	¥100,000	2 years	Mar.	3
JGC-S Scholarship Foundation	U, M, R		¥250,000 /year	1 year	Jun.	3
Rotary Yoneyama Memorial Foundation, Inc. Scholarship	U3, U4	Other than China, Korea	¥100,000	Up to 2 years	Sep.	10
	M, D3		¥140,000	1 year		
Iue Fundamental	U, M, D		¥50,000	2 years	May	1
Heiwa Nakajima Foundation	U		¥100,000	Up to 2 years	Oct.	5
	M, D		¥120,000			
The Asian Foundation for Interchange	U, M	Asia	¥60,000	1 year	Dec.	0
	D		¥70,000			
Ichikawa International Scholarship Foundation	U, M, D	Asia	¥100,000	2 years	Nov.	2
Watanuki International Scholarship Foundation	U3, U4	Asia Pacific countries (excluding China, Korea, Taiwan for undergraduates)	¥120,000	1 year	Oct.	0
	M, D		¥150,000			1
Docomo Scholarship for International Student	M1	East Asia, Southeast Asia, South Asia	¥120,000	2 years	Apr.	0
Nissho Iwai Foundation for International Exchange	U3, U4		¥70,000	2 years	Apr.	0
	M, D		¥100,000			
Zinnai International Student	M, D	Asia	¥100,000	2 years	Jun.	0
Kashiyama Scholarship Foundation	Above U3, M, D		¥100,000 (once)		Oct.	1
AEON Scholarship	U, M	China, Malaysia, Thai, Taiwan, Indonesia, Philippines, Vietnam	¥120,000 tuition	2 years	Apr.	6
Nishimura International Scholarship Foundation	U, M, D (living in Osaka Pref.)	Southeast and East Asia	¥120,000	1 or 2 years	Nov.	3
Soroptimist International	Female students		¥80,000	1 year	Nov.	0
Makita Scholarship Foundation	D2		¥100,000	2 years	Dec.	2
Kawanishi Memorial Shin Maywa Education Foundation	M2, D2, D3	China, Taiwan, Thai, Indonesia, Malaysia, Philippines, Brunei, Singapore, Sri Lanka, Bangladesh	¥80,000	1 year	Feb.	2

Kobe Student Youth Center Rokko Scholarship	U, M, D	Asian Region	¥50,000	1 year	Jan. & Feb.	0
Kobe Student Youth Center Hitotsubu-no-mugi Shougaku-kikin	Above U2, M, D	China, Taiwan, Korea	¥60,000	1 year	Jan.	0
Asahi Glass Company Scholarship Society	M1, D1, D2	Thai, Indonesia, China, Korea	¥100,000	1 or 2 years	Mar.	1
Kawashima Shoji Memorial Scholarship	Above U3, M, D		¥100,000	1 year (Extension possible)	Dec.	1
Hashitani Scholarship	U, M, D, R	Indonesia	¥100,000	Shortest period until completion	Mar.	0
Fujii International Scholarships Foundation	U (Engineering)	China, Indonesia, Thai, Malaysia	¥30,000	Shortest period until completion (Evaluated each year)	Oct.	1
	M, D (Engineering)		¥50,000			
Teraura Scholarship	U, M, D	Vietnam, China, India	¥45,000	Shortest period until completion	Apr.	3
International Research Exchange Foundation for Japanese Studies	D		¥120,000	Up to 3 years	Mar.	0
Sato International Scholarship Foundation	U	Indonesia, Singapore, Philippines, Malaysia, Brunei, Thai, Laos, Vietnam, Cambodia, Myanmar, Sri Lanka, Maldives, Pakistan, India, Nepal, Bhutan, Bangladesh, The Democratic Republic Timor-Leste	¥120,000	2 years	Feb.	0
	M, D		¥180,000			1
Senshu Scholarship	U1, M1, D1	East and Southeast Asia	¥100,000	1 year	Feb.	15
Funai Foundation for Information Technology	U1, M1	China, Southeast Asia	¥100,000	1 year	Apr.	0
ITO Foundation for International Education Exchange	M		¥180,000	2 years	Nov.	0
The Iwatani Naoji Foundation	M, D	East and Southeast Asia	¥150,000	1 year	Nov.	0
Kyoritsu International Foundation	U, M, D	Asia	¥100,000	2 years	Dec.	0
	U		¥60,000	1 year		
The Ushio Foundation	M, D	China	¥120,000	Shortest period until completion	Mar.	1
Sagawa Scholarship for International Students	U3, M1, D2	Southeast Asia	¥100,000	2 years	Mar.	0
Dentsu Ikueikai	M, D		¥100,000	Up to 2 years	Apr.	1

Murata Overseas Scholarship Foundation	Above U2, M2, D2		¥300,000 /year	1 year	Apr.	5
Mitsubishi Shouji Scholarship	U, M, D1		¥100,000	1 year	Apr.	1
TIS Scholarship for International Students	U3, M1	Vietnam	¥70,000 tuition	1 year	Apr.	0
Yasuda Scholarship Foundation	U1		¥100,000	Shortest period until completion	Apr.	1
Yasuda Scholarship Foundation (for athletes)	U1		¥100,000	Shortest period until completion	Apr.	0
The Korean Scholarship Foundation	U	Korean (both North and South) residents of Japan	¥25,000	1 year	Apr.	0
	M		¥40,000			0
	D		¥70,000			1
Ajinomoto Scholarship Foundation	U, M, D	Asia, South America	¥150,000	2 years	Apr.	0
Kansai Paint Scholarship	M1	India, Indonesia, Vietnam, Thai, China	¥120,000	2 years	Apr.	0
Nishimura Shigako International Student Scholarship	U, M, D	Asia, Africa, South America	¥30,000	1 year	Apr.	0
RASA Scholarship for Asian Students	U, M, D		¥100,000 /year	1 year	Apr.	0
Miki Kinen kai	U1	China, Korea, Hong Kong, India	¥30,000	Up to 4years	Sep.	0
	M1		¥50,000	Up to 2yars		6
Otsuka Toshimi Foundation	U, M, D	Asia, Arab, Africa region	¥1,000,000/ year	1 year	May	0
Yamaha Motor Foundation for sports	U, M, D		¥100,000	Up to 2 years	Oct.	0
Yamagishi Hachiro (Fujicco) Scholarship Fund	M2	China, Taiwan, Vietnam	¥100,000	1 year	Nov.	2
Horita Ikuei Zaidan			¥80,000	Up to 2 years	Nov.	0
Honjo International Scholarship Foundation	M, D		¥150,000	2~5 years	Nov.	1
Kobayashi International Scholarship Foundation	M, D	Asia	¥100,000	Shortest period until completion	Feb.	2
Fuji Xerox Setsutarō Kobayashi Memorial Fund Scholarship	D		Up to ¥1,200,000	1 year	Feb.	0
Support for Foreign Students in Kansai		Asia, Africa	¥50,000	1 year	Mar.	0
Scholarship for International Student with excellent JLPT	U, M, D		¥50,000	2 years	May	0

U:Undergraduates M:Master's course students D:Doctoral course students R:Research students

*Based on data from FY2009 (including the number of those who continue to receive the scholarship), the amount and availability is subject to change without notice.

② Japanese Government Scholarship ("Monbukagakusho" Scholarship)

Application for a Japanese Government Scholarship can be made through Japanese embassies and consulates abroad or by recommendation of a Japanese university. Privately-financed students in Japan can also apply in the following way:

Notification: Notices posted at all faculties

Application time: October (This may be the subject to change)

Qualifications: Self-financed students with excellent academic records.
(excluding students granted a scholarship from a foreign governments.)

- Undergraduate students: Students under 26 years old (except Medical majors: under 28), who are proceeding to the last academic year.
- Graduate students: Students under 35 years old, currently in the master's and doctor's courses, or those proceeding to these courses in April of the following academic year.

Amount of Scholarship:

Undergraduate students		¥128,000*	(AY 2010)
Graduate students	Research students	¥155,000*	(AY 2010)
	Non-degree students		
	Master's course	¥157,000*	(AY 2010)
	Doctoral course	¥158,000*	(AY 2010)

*May change. AY: academic year

6. Health

① Medical Center For Student Health Services

The Medical Center for Student Health Services is located on the second floor of the administration building. The center is open for a medical examination, first aid, consultation of any problems related to both physical and mental health for students and university staff members. For further information, please contact the reception desk at the center. (extension 5245)

② Nearby Hospitals

Specialty	Clinic	Hours	Phone	Address	Holidays
Internal Medicine	Kawara lin	9:00-12:00 16:30-19:00	851-2206	2-12-3 Sumiyoshi Honmachi, Higashi Nada-ku	Tue, Thu PM of Sat
Internal Medicine	Kageshita Junkan-ki Naika	9:30-12:00 16:30-18:30	871-3555	Rokko Eki-mae Bldg. 4F 3-3-1 Miyama-cho, Nada-ku	Thu, PM of Sat
Plastic Surgery	Hagino Seikei Geka	9:30-12:30 15:30-18:30	842-7576	3bangai 1bankan 3F 4-1-1-301-3 Bingo-cho, Nada-ku	Wed, Sat PM The Last Wed of each month
Ophthalmology (Eyes)	Yamanaka Gan-ka	AM: 9:30-12:30 PM: M,W,F 14:30-18:00 Sat 14:30-16:00	851-0705	2-10-13 Takaha-cho, Nada-ku	Tue, Thu PM
Dermatology (Skin)	Nishino Hifuka Clinic	AM 9:30-12:30 Th 9:30-12:00 PM 16:00-19:00	806-1112	Rokko Eki-mae Building 5F 3-3-1 Miyama-cho, Nada-ku	Thu, Sat PM

Dentistry	Takahashi Shika	AM 9:00-12 PM 14:30-18:30	871-6545	3-3-29 Miyama-cho Nada-ku	Thu, Sat PM
All Areas	Rokko Byouin	AM: 8:30-11:30 PM: Internal Medicine 13:00-16:00 Plastic Surgery (Only Thu) 13:00-16:30	851-8558	5-1 Tsuchiyama-cho, Nada-ku	All: Sat Plastic Surgery PM: Mon, Tue, Wed, Fri
Internal Medicine/ Surgery/Plastic Surgery/Brain Surgery	Nishi Byouin	9:00-12:00 16:00-19:00	821-4151	3-2-18 Bingo-cho Nada-ku	Sat PM
		Call before going. Time may vary by clinical specialty,			
All Areas	Kaisei Byouin	8:30-11:30	871-5201	3-11-15 Shinohara Kita Machi, Nada-ku	*
			*Each clinical specialty has its own days off. Contact the hospital first to check before going.		
All Areas	Kobe University Hospital	8:30-11:00	382-5111 International Patient Center 382-6598	7-5-2 Kusunoki-cho, Chuo-ku	Sat

*Also search the Hyogo International Association website for medical services in other foreign languages: <http://www.hyogo-ip.or.jp/info/support/support02>

③ Student Casualty Insurance

The Student Casualty Insurance is a nation-wide mutual aid system for students to provide insurance for physical injuries caused by accidents occurring during regular courses, official programs, and extracurricular activities on campus. An application to join the Student Casualty Insurance Plan must be made at time of matriculation.

For further details, contact the International Students Section of each faculty.

④ Measles Antibody Level Registration System

To prevent a possible outbreak of Measles and Rubella on campus, Kobe University requires all students to submit either one of these two certificates. (Students entering in April must submit either one of the certificates at the routine medical check-up scheduled in early April, while students entering in October must do so at the routine medical check-up schedules in mid-October.)

(1) Submission of "Vaccination Certificate" or "Antibody Test Certificate"

1. All Kobe University students must submit one of the following certificates issued by an accredited medical institution. (The Certificate must be issued by an accredited medical institution and state the type of vaccine and the date of inoculation.)
 - ① Vaccination Certificate to prove that you were inoculated with measles and rubella vaccines (or combined measles and rubella vaccines, for example, MR vaccine) twice in your lives.
 - ② Vaccination Certificate to prove that you were inoculated with measles and rubella vaccines (or MR vaccine) within the last five years.
 - ③ Antibody Certificate verifying that you have sufficient antibody titer in your blood to prevent development of measles and rubella, based on the results of an antibody test performed within the last five years.

The Measuring Methods and Judging Standards

	Measuring Method	Judging Standard		Remarks
		Other than those listed on the right	School of Medicine, Graduate Schools of Medicine, Graduate Schools of Health Sciences	
Measles	IgG-EIA method	$8.0 \leq$	$*(16.0 \leq)$	Positive result by one of these three methods
	PA method	$128 \leq$	$*(256 \leq)$	
	NT method	$4 \leq$	$*(8 \leq)$	
Rubella	HI method	$32 \leq$		

2. Exception

If the antibody titer level is below the requirement yet you cannot be inoculated with one of the vaccines listed above for any reason, please present the document (for example, a certificate issued by the doctor) to explain why.

(2) Database Registration and Issuance of Registered Card

All students who submit one of the two certificates listed above will be registered in the Kobe University Measles Database and issued a Registered Card.

(3) Students with Registered Card

Students who have this Registered Card may come on campus and attend classes even if there is a threat of measles outbreak or its expansion on or in the vicinity of Kobe University (including warning to stay off campus). This card also entitles the students to participate in club activities and athletic games on or off campus.

⑤ Prevention of Infectious Disease

(1) Tuberculosis

The number of tuberculosis cases has decreased today, but it is still the biggest infectious disease in Japan. If it is not detected in time there is a great possibility that family and acquaintances may be infected. It is important to have a checkup once a year. A health check is available at the Medical Center for Student Health Services, and housewives and self-employed people should have a health check organized through their municipal office. The checkup is free of charge and foreign residents do not need to present their Certificate of Alien Registration.

(2) Sexually Transmitted Diseases

Sexually Transmitted Diseases (also known as social or venereal diseases) affect not only the infected person but also the family and descendants of the infected person. To prevent the spread of such diseases, public health centers and some medical facilities provide services such as examinations for syphilis by serodiagnosis.

When people get married or become pregnant, they can receive this examination free of charge.

(3) AIDS

① Telephone consultation

The consultation is in Japanese. If you do not understand Japanese, you should engage an interpreter or contact the Hyogo International Association Information.

Advisory Service: (Tel (078) 382-2052).

Consultation Time: Mon - Thu (excluding national holidays) 13:00 -17:00

Place: Hyogo Prefecture Consultation Center

Telephone Number: (078)360-4946

② HIV test

The public health centers in Hyogo Prefecture give free and anonymous testing HIV. People who are uncertain if they may be infected with AIDS (or have reason to believe they are) should undergo an examination.

(4) Immunization Shots

Immunization shots for diphtheria, whooping cough, measles, and Japanese encephalitis are given at the Public Hygiene Section of municipal offices.

The fee and types of immunization shots available are different at each office. Foreign residents must present their Certificate of Alien Registration.

7. Support System for International Students

①Tutors

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. The period of tutoring is the first two years for undergraduate students and one year for research students. Ask your faculty/graduate school for further information.

②Advising Service for International Students

In the counseling room within the Center, fulltime teaching staff will listen and give advice to international students with problems arising in their study at Kobe University and daily life in Japan. Counseling covers a wide range of issues including administrative procedures, relations with teaching staff, scholarships, tuition fees, accommodation, immigration and residence procedures, family issues and health. Most departments at Kobe University also have special staff to conduct international student counseling.

<http://www.kobe-u.ac.jp/en/international-students/international-student-center/student-counseling-service.htm>

③Japanese Language Course

International Student Center offers the following Japanese Language course. Interested person must first take a placement center at the International Student Center in the beginning of the semester.

(1) Integrated Japanese Language Course

This course is for international students enrolled at the university who want an introduction to Japanese or to improve their existing level of Japanese. There are 4 levels available from beginners to intermediate/advanced, students can choose classes to suit their needs and level from a range of classes including Japanese practice, Japanese for special purposes and individual skills classes.

(2) Japanese Language and Japanese Studies Course

This course is for undergraduate students who wish to learn advanced level Japanese and Japanese studies. A range of classes has been set up for not only improving Japanese language proficiency for everyday life but also for acquiring knowledge in Japanese on Japan itself and regional areas by looking at these issues from different perspectives. (It is possible to gain credits for this course as a foreign language subject.)

(3) Intensive Japanese Language Course

This course is a 6-month course for students who need intensive training in Japanese language, mainly consisting of research students who have been selected by their embassies, teacher training program students, and the Japan-Korea Technical Undergraduate Program. This course is designed for students at the entry/beginners level who need to learn basic Japanese for everyday life in Japan and for carrying out their research activities. For students who already have a certain amount of knowledge of the Japanese language, the aim is to build on their existing knowledge and competence in order to become proficient enough in the language to effectively carry out their research. If there is room, self-financed international students and exchange students may also join the course.

④The Foreign Student Assistance Fund

The Foreign Student Assistance Fund was established to give support to international students studying at Kobe University. Students wishing to apply for financial assistance should contact the International Student Division or the International Student Section of each faculty.

⑤Host Family Program

'Host Family Program' is available to international students living in Japan. Its purpose is to help students to intermix and become accustomed to Japanese society and lifestyle.

This is a private organization program through which individual students are introduced to host families. Students participate in activities to further cultural understanding.

For further information, please contact the following organization:

Host Families for Foreign Students Communication Center

(c/o Kobe Asian Plaza) Shoes plaza 4F, 7-1-9 Hosoda-cho, Nagata-ku, Kobe 653-0835

Tel (078)646-8127 Fax (078)646-7200

8. Leaving Japan

① Application for Travel Allowance (for Japanese Government Scholarship recipients only)

Japanese Government Scholarship students wishing to return to their home, after the completion of their course, will be provided with an economy class ticket to the closest international airport to their home address. Normally, Kobe University students will be provided with a ticket departing from Kansai International Airport, as it is more economical than departing from New Tokyo International Airport (Narita).

An application must be submitted to the JASSO through the International Student Section of each faculty by the set date.

② Before Leaving Japan

You must take the following procedures before leaving Japan.

(1) At the University

Please return all cards including a student ID, a library card and a co-op card, to each office.

(2) Other procedures

- Cancellation of agreements for telephone, electricity, gas, water and internet
- Contact to your cosigner
- Returning your National Health Insurance Card to the city/ward office
- Request for lump-sum withdrawal refund of National Pension Plan (if you join the plan)
- Closing your account of a bank/post office and your credit card
- Sending a letter to the scholarship foundation to say thank you and inform your address at home

③ Departure Procedures

At Kansai International Airport or other international airports, your passport must be officially stamped at the immigration section. You should also return your Alien Registration Card to the immigration officer.

④ After Graduation

Kobe University would like to keep in touch with you after graduation, so please notify your address and or e-mail address when you change them. Please send your ① name ② faculty/graduate school ③ graduating year ④ instructor's name ⑤ home address ⑥ company address ⑦ e-mail address to kisc-koryu@edu.kobe-u.ac.jp (international Alumni-Net).

Information will be stored in the university's database. Based on these data, we will send you yearly greeting cards and information about events, such as home-coming-day so be sure to keep us up-to-date.

Please visit the international Alumni-Net website and check the information for graduates (www.kisc.kobe-u.ac.jp/alumni/Top.html).

9. Other Consultation Services

Service Office	Type of service	Open	Languages	Hours
Information and Advisory Service Center (Hyogo International Association) http://www.hyogo-ip.or.jp/en/support/ias_top/ . Tel: 078-230-2052	General	Mon.-Fri	English, Chinese, Spanish and Portuguese	9:00-17:00
	Legal (prior appointment necessary)	Mon		13:00-16:00
Kobe International Community Center (KICC) (Kobe International Center for Cooperation and Communication) http://www.kicc.jp/guide/shien/shien_eng.html . Tel: 078-291-8441	Daily life	Mon.-Fri	English and Chinese	10:00-12:00 13:00-17:00
		Fri.	Korean	
		Tues. and Thurs	Spanish and Portuguese	
	Mon. and Wed.	Vietnamese		
Consultation on Immigration and residency (prior appointment necessary)	1 st & 3 rd Wed.	English and Chinese	13:00-16:00	

	Contents	Days	Language	time
Multilingual FM radio station FM COCO-LO (76.5MHz)	Useful information on living in Japan, fun events in Hyogo and news from the Hyogo prefectural government	2 nd Mon	Korean	20:30-20:40
		2 nd Tues.	Chinese	
		2 nd Wed.	English	
		2 nd Thurs.	Spanish	
		2 nd Fri.	Portuguese	