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## Kobe University's measures against the novel coronavirus (COVID-19)

### ① Preventing infection:

- Wear a non-woven mask when indoors.
- Use hand sanitizer both before and after the class. Whenever possible, please wash your hands with soap, as this is more effective against the virus.
- Check your body temperature regularly when at home.

### ② What to do if you feel unwell:

If you experience any discomfort (including a cough, fever, sore throat, arthralgia (joint pain), sense of fatigue, diarrhea, dysgeusia (distorted sense of taste), or dysosmia (distorted sense of smell)), you should refrain from coming to the university. In addition, you must inform the Academic/Student Affairs Office of your Faculty/Graduate School by telephone or email.

### How long to avoid coming to the university

Please stay at home and refrain from coming to the university for 8 days counting from the day after you first experience symptoms. If you are taking medicine to reduce your symptoms, please stay at home for an additional three days after you are no longer taking medicine and all your symptoms have gone (For fever and fatigue as well, please stay at home for 3 days after your first symptom-free day without medicine) .

If you need to go to a hospital, please call your local GP/family doctor to discuss it with them beforehand. Do not go to a medical establishment without contacting them first. If you are not sure where to go, please ring one of the hotlines below for advice.

Novel Coronavirus Hotline	Kobe City	TEL:078-322-6250 (24 hour) Available in multiple languages
Novel Coronavirus Call Center	Hyogo Prefecture	TEL:078-362-9980 (24 hour)
Advice Center for Returnees and those in contact with Infected Persons	Kobe City	TEL: 078-322-6829 (24 hour)
Ministry of Health, Labour and Welfare Hotline		TEL:0120-565653 (9:00-21:00) Available in multiple languages

For more details or updated information, please check Kobe University website.

<https://www.kobe-u.ac.jp/en/index.html>



## 1. Procedures

### ① Notification-of-Moving-in Form

Those who have a student visa with a permission of at least six months must submit a notification-of-moving-in form to their new local municipal office within 14 days every time they change their address (You will need to present your passport and your Residence Card when doing this). If you have not been issued a Residence Card at your port of entry, it will be mailed to you after you submit a notification-of-moving-in form to the local municipal office. This card is the official form of identification for foreign residents and must be carried at all times.

After submitting a Notification-of-Moving-in, your municipality will send a notification card showing your 12-digit Individual Number (nicknamed My Number) to the address in your resident record. All individuals with a residency certificate in Japan (including foreign residents) will be assigned a My Number. My Number is used for procedures related to social security, taxation and natural disaster countermeasures. Please be sure to keep your notification card in a safe place.

### ② National Health Insurance

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

Registration procedures are carried out at the city/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.

### ③ Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai)

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.

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

#### **Comprehensive Insurance for Students' Lives Coupled with "Gakkensai" For International Students**

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 matriculation.

For more details, please contact the Service Counter which is listed on the back side of the pamphlet.

#### ④ **National Pension Plan**

If you reside in Japan and are 20 years of age or over, you are obliged to join the National Pension Plan. This duty also applies to international students. If you enter Japan at the age of over 20 years old, you must join the National Pension Plan when you submit a notification-of-moving-in form to the local municipal office. If you enter Japan at the age of below 20 years of age, you must join the National Pension Plan when you turn into 20 years of age.

For those who have financial difficulties to pay national pension premiums, premium exemption programs are available such as Special Pension Payment Exemption for Students (SPPEs). If you wish to apply for SPPEs, you must apply to your local municipal office at the time when you register for your National Pension Plan. You need your student ID card to apply for this program. SPPEs or exemption programs are valid for 1 year. If you wish to renew, you must re-apply annually.

For more information, please visit the Japan Pension Service website

<https://www.nenkin.go.jp/international/english/nationalpension/nationalpension.html>

#### ⑤ **Opening Post Office Account**

If you are entitled to receive Japanese Government Scholarship or JASSO Honors Scholarship, you need to open a Japan Post Bank account at a post office since your funds will be deposited directly into that account. To open an account, you need to bring your Student ID card, passport and Residence Card with you. This process will proceed more smoothly if you fill out the following online application form in advance (available in different language).

[https://jp-bank-kaisetsu.japanpost.jp/account\\_open/0010.php](https://jp-bank-kaisetsu.japanpost.jp/account_open/0010.php)

If your Residence Card does not carry your address, you need to take it to the local municipal office and have the address included on the card beforehand.

For more information, please visit the Japan Post Bank website:

[https://www.jp-bank.japanpost.jp/kaisetsu/kat\\_gaikokujin.html](https://www.jp-bank.japanpost.jp/kaisetsu/kat_gaikokujin.html)

#### ⑥ **Opening Bank Account**

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

If your Residence Card does not carry your address, you need to take it to the local municipal office and have the address included on the card beforehand.

## 2. Procedures for Residing in Japan

### ① Extension of Period of Stay

The authorized period of stay in Japan for a student visa is shown under Period of Stay on your Residence Card. Students staying for longer than this period must obtain an extension from the Osaka Immigration Office, Kobe Branch. Application can be made three months prior to the expiration date. The following documents must be submitted when applying for an extension of period of stay:

- (1) Application form  
(available from the website of Ministry of Justice or at the Osaka Immigration Office, Kobe Branch)  
\* Your faculty or department should fill in the "For organization" pages of application form.
- (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).
- (5) Residence Card (Certificate of Alien Registration Card).
- (6) Renewal fee ¥4,000.
- (7) One ID photo (4 cm×3 cm, taken within three months prior to the date of application)

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

### ② Change of Status

Students who are intending to stay in Japan after graduation or expulsion, for goals such as working in Japan, must change their status of residence immediately. If a family member of an international student enters Japan, and if they enroll at a university, they must change their status of residence to student visa at the Osaka Immigration Office, Kobe Branch.

### ③ Temporary Leave and Re-Entry

If you wish to temporarily leave Japan, you must notify us via GEMs (Global Education Management System) in advance.

If you wish to temporarily return to your home country, you must get approval from your professor/supervisor and submit a "Notification of temporary return to home country".

If you wish to travel to foreign countries for studying, training, or traveling, you must submit an "Overseas travel notification".

GEMs is accessible off-campus via computers and smartphones. Please log in with the log-in ID and password issued by the Information Science and Technology Center.

Students in possession of a valid passport and residence card who will be re-entering Japan within 1 year of their departure to continue their activities in Japan will, in principle, not be required to apply for re-entry permit. (Special Re-entry Permit System) If you leave Japan with a Special Re-entry Permit, present your valid passport, residence card and your Embarkation Card for Re-entrant (ED card) to the immigration officers at the port of departure/re-entry. Be sure to tick the box indicating "Departure with Special Re-entry Permission" on your ED card.

However, if your period of stay expires within 1 year after your departure, please ensure that you

re-enter Japan before the expiration of your period of stay.

**④ Notification of an Affiliated Organization**

You must report to the Immigration Bureau of Japan within 14 days of leaving Kobe University (e.g., graduation or withdrawal), or transferring to another university (e.g., continuing your education). You can either bring the notification form in person to a Regional Immigration Office, mail it to the Tokyo Regional Immigration Bureau, or register online through the Immigration Bureau's Electronic Notification System. For more information visit the Ministry of Justice website: [http://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10\\_00014.html](http://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00014.html)

**⑤ Activities Other than those Authorized Under the Visa Status**

Students residing in Japan on a student visa are not permitted to work. However, those students wishing to engage in part-time work or any other activities for which financial remuneration is received must apply to the Osaka Immigration Office, Kobe Branch to obtain permission. 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, amusement industries (including any business serving alcohol) and pachinko parlor are not permitted and subject to penalties. Foreign nationals, granted permission to engage in activities other than those permitted under the status of residence previously granted at the port of entry, do not need to reapply for permission at the Immigration Office

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

If you wish to engage in part-time work, apply to the Osaka Immigration Office, Kobe Branch directly with the following documents: ①Application for Permission to Engage in Activities Other Than That Permitted under the Status of Residence Previously Granted, ②Residence Card, ③Passport. After receiving permission from the Immigration Office, contact the respective faculty/graduate school.

\*You can download the application form from the following website:

<http://www.moj.go.jp/isa/applications/procedures/16-8.html>

**FOR ALL INTERNATIONAL STUDENTS**

- Permitted to work up to 28 hours per week (or 8 hours per day during spring, summer and winter vacation)  
(Unless you work part-time as a SA, TA, STA, RA, or Tutor contracted with Kobe University official permission will be required.)

For the part-time job information, please visit the website: <https://www.kobe-u.ac.jp/campuslife/support/proposal/index.html>

### 3. Student Life

#### ① Academic Calendar

Academic Year: April 1 to March 31

First Semester: April 1 to September 30

Second Semester: October 1 to March 31

The academic calendar is divided into quarters, with two quarters in each semester:

First and Second Quarters/ First Semester

Third and Fourth Quarters/ Second Semester

The first semester is from April to September, and the second semester is from October to March.

There are long vacation periods in summer (early August to end of September) and winter (late December to early January).

NOTE: The class registration and acquisition of credits will continue to operate by the academic semester system.

#### Holidays and Vacations

Sundays, Saturdays and National Holidays:

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

Summer Vacation: August 12 to September 30

Winter Vacation: December 28 to January 6

#### ② Student ID Card and Identification Card

Regular international students are issued a Student ID Card, and research students and exchange students are issued an Identification Card at the International Student Section of their 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 examinations.

#### ③ Tuition Fees and Tuition Fee Exemption

	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

#### Tuition Fee Exemption

##### A. Undergraduate Students

In principle, there is no tuition fee exemption for students enrolled in FY2021.

##### B. Graduate Students

If self-financed international students (Degree-seeking students only) cannot pay their tuition due to financial hardship, Kobe University will consider their situation with a possibility of exempting full or half of their tuition if their academic skills meet or exceed the standard.

This process is performed once every semester, around January for the first semester, and around August for the second. For details on how to apply, check with the university website.

#### ④ Registering for Classes

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 register to the Dean of the Department.

##### (1) Period to Register for Class

First and Second Quarters/First Semester      Apr.2(Fri.)13:00 - Apr.23(Fri.)FY2021

Third and Fourth Quarters/Second Semester      Sep.27(Mon.)-Oct.14(Thu.) FY2021

If you wish to register via the Internet at the Computing Seminar Room on campus, available dates and times set by the Department/Division/School may vary, so check the bulletin board of your particular faculty/graduate school for details.

Check which classes you have registered for carefully. You can change, omit or add classes during the registration period. However, you must register by the deadline or you will not be able to attend the class. Once the registration period has passed, no addition or subtraction of classes is allowed. If you do not register for a class, even if you attend every lecture and take the final exam, you will not be given any credit for the class.

##### (2) Course Cancellation

Class registration for each quarter can be canceled only during the certain period. Further details regarding this rule can be obtained from either your faculty/graduate school or the International Student Division.

Period to cancel Class

First Quarter/First semester      Apr.26(Mon.) - May6(Thu.)      FY2021

Second Quarter/First semester      Jun.28(Mon.) - Jul.4(Sun.)      FY2021

Third Quarter/Second semester      Oct.15(Fri.) - Oct.21(Thu.)      FY2021

Fourth Quarter/Second semester      Dec.16(Thu.) - Dec.22(Wed.) FY2021

#### ⑤ Libraries

Kobe University has nine libraries: General Library / Library for Intercultural Studies, Library for Social Sciences, Library for Science and Technology, Library for Humanities, Library for Human Development Sciences, Library of Research Institute for Economics & Business Administration, Library for Medical Sciences, Library for Health Sciences, and Library for Maritime Sciences. For details, check the 'Library Guide'.

Degree-seeking (undergraduate/graduate) students may borrow books with their student I.D. card. Non-degree seeking (research/exchange) 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 your respective faculty if you do not know the I.D. or the password.


#### ⑥ Annual Medical Checkup

\*In order to prevent the spread of novel coronavirus, some changes have been made to the schedule and the conduction of the FY 2021 Annual Medical Checkup. Please make sure to check the information on the Kobe University Medical Center for Student Health website below.  
URL : <http://www.health.kobe-u.ac.jp/> (Japanese only)

Kobe University carries out an Annual Medical Checkup in spring every year. Please check the announcement from your faculty/graduate school or the Medical Center for Student Health website for details, and make sure that you take the examination. The Annual Medical Checkup in spring is carried out for both Japanese and international students on the same days. New students enrolled after the Annual Medical Checkup in spring must take the medical checkup performed for international students in fall. The medical certificate required for scholarship applications, official sport events, etc., are issued free of charge by the Medical Center for Student Health at Kobe University. Students who do not take the free medical checkup at Kobe University must take an equivalent medical checkup at another hospital or a clinic, 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. Students failing to take both the medical checkup and to submit the certificate may lose their credits and/or be deregistered from classes.



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 (a doctor's certificate is required)
Reinstatement	When a leave of absence is no longer necessary		If recovering from an illness, you must have the doctor of Medical Center fill out the designated certificate.
Withdrawal	When the occasion occurs		A doctor's certificate is required.
Temporary Absence	When the occasion occurs		For a period longer than 2 weeks
Notification of temporary return to home country	When temporary return to home country	via GEMs 	Must re-enter within 1 year of the departure or before the expiration of the period of stay if it is less than 1 year.
Overseas travel notification	When travel to foreign countries for studying, training or traveling		
Change of surname or change of address	When name or address, phone number, e-mail address changes	Affiliated Department, Appropriate Section at Research Department	Necessary when someone needs to contact you, so do not forget to notify us in good time.
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, injured, or 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 in 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 in 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 (Degree-seeking students)

JR Railways offers a special 20% discount for students traveling over 100 kilometers one way (excluding Non-degree seeking students such as research students and exchange students). A certificate for the purchase of these tickets can be obtained from an automatic machine located in designated areas. These student discount certificates are valid for three months from the date of issue and each student is entitled to a maximum of 15 certificates per year. It is recommended that you plan ahead regarding how you will use them. Please contact the Student affairs section of your faculty or graduate school, or the Student Center, if you require more than 15 certificates. (One student discount certificate is required in order to purchase a round-trip ticket.)

(4) Certificate to Purchase Commuter Pass (Degree-seeking students)

Degree-seeking students are eligible for a student commuter pass between the nearest station to their current residence and school. (Non-degree seeking student such as research students and exchange students are NOT eligible for a student commuter pass.) To purchase a commuter pass, take the following items to the ticket desk at the relevant transportation office.

- Student ID
- Certificate to Purchase Commuter Pass (issued at the Student Affairs Section of your

faculty/graduate school.)

- Application Form for Commuter Pass (obtained at the ticket desk at the relevant transportation office)

\* In order to obtain the Certificate to Purchase Commuter Pass, fill out the Application for Commuter Pass Certificate form, which is issued at application form machines located on campus and submit to a member of staff in your faculty/graduate school or to the Student Affairs Section. In some cases, the transportation company may require a "Commuter Route Certificate." In this case ask your faculty/graduate school to provide you with this certificate.

(5) Certificate of Graduation or Completion of Course

Students requiring a copy of the statement of degree in English should inquire at the International Student Section of each faculty (undergraduate).

\* For all students who have completed graduate courses, a copy of the statement of degree in English will also be issued.

A certification of (expected) graduation or completion of course can be obtained from an automatic machine located on campus.

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.

(6) Certificate of Status for Japanese Government Scholarship Students

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

(7) 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 transport services

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

- ① If two of the following lines are suspended at the same time: JR West (Kobe Line: between Osaka and Himeji stations), Hankyu Railways (Kobe Line: between Osaka-Umeda and Kobe-sannomiya stations) and Hanshin Electric Railways (between Osaka-Umeda and Hanshin stations).

- ② If Kobe City Buses Route 16 and Route 36 services are suspended at the same time

However, classes will still be held in the following cases:

1. If transport services resume by 6 am, class will be held from the first period
2. If transport services resume by 10 am, class scheduled after 1pm will be held
3. If transport services resume by 2 pm, class scheduled after 5pm will be held

(2) Issue of weather warnings

Any remaining classes (including scheduled examinations) will be cancelled for that day if Kobe City issues a weather warning for gales/storms, heavy snowfall, blizzards, or an emergency warning.

This also applies if a weather warning is issued covering a wider area that includes Kobe City.

However, classes will still be held in the following cases:

- ① If the weather warning is lifted by 6am, classes will be held from the first period
- ② If the weather warning is lifted by 10am, classes scheduled after 1pm will be held
- ③ If the weather warning is lifted by 2pm, classes scheduled after 5pm will be held

- (3) Issuance of emergency evacuation advisories/orders and disaster announcements  
Any remaining classes (including scheduled examinations) in the applicable campuses will be cancelled for that day if the Kobe City authorities issue disaster announcements, emergency evacuation advisories or evacuation orders for areas that include campus locations (Rokkodai area, Kusunoki area, Fukae area or Myodani area). However, if the disaster announcements or emergency evacuation advisories/orders are lifted by 6am, classes will be held from the first period.

Note:1. You can use information from the television, radio or internet to confirm the issuance and lifting of weather warnings, disaster announcements or emergency evacuation advisories/orders.

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 those who wish to enrich their student life. For details, please call the Student Support Division (078-803-5223).

Here is a partial list of the clubs and circles.

<Culture Clubs>	Noh Drama Club, Japanese Chess (Shogi) 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.

For the information of clubs, please visit the following website:

<http://www.kobe-u.ac.jp/en/campuslife/sports/index.html>

## ⑪ Account Issued by the Information Science and Technology Center (ISTC) and Wireless LAN (WLAN) Service on Campus

### (1) Account

An Account Notification Letter will be distributed to you in early April (or October) by the Academic Affairs Section at your affiliated faculty/graduate school. The letter will include your personal account information. Using these IDs, you will gain access to the following services:

- Email service (with a [stu.kobe-u.ac.jp](mailto:stu.kobe-u.ac.jp) address)
- University WLAN (Wi-Fi) service (Wi-Fi is available in most campus locations)
- Access to Computer Labs (iMacs are accessible in campus Computer Labs and PCs are accessible in University Libraries)

For more information visit the ISTC website: <https://www.istc.kobe-u.ac.jp/>

### (2) Important Reminders

- Do not share your account information with others as it is used to authenticate you as a registered user not only at the ISTC but also in the Academic Affairs Section, library system, and others.
- Do not share your password with others. Do not leave your Account Notification Letter or passwords written on a piece of paper in a location accessible to others.
- Do not utilize any of the services for activities other than research, academic, or educational purposes.

\* ISTC will monitor sites that are being accessed on a regular basis. If inappropriate use is detected it may result in limitation or termination of your account. Be aware that in some cases, it can lead to disciplinary action.

- Prohibition of downloading malicious programs 【Caution】
- \*Do not download "illegal license-free software products" or "illegally uploaded music data".
- \*When downloading free software, download it from the official distribution site. If the site is malicious, malicious software containing computer viruses may be installed along with the software.

### (3) WLAN Service on Campus

You can access the university network using a WLAN connection through WLAN access points installed on campus. Certification is available with your network ID and password.

Please configure your PC's settings as below. For more information visit the connection setting page (accessible only on the campus network) at the ISTC website:

[https://www.istc.kobe-u.ac.jp/services/StandardService/WirelessLAN/wireless\\_lan\\_manual/](https://www.istc.kobe-u.ac.jp/services/StandardService/WirelessLAN/wireless_lan_manual/)

Network	Configuration
SSID	KUWifi-x
Encryption Method	WPA2-AES

### 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 5,000 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 and PCs. You can join at any of the CO-OP operated stores on campus. For more information visit the website: <http://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, e.g., marijuana and MDMA (ecstasy). Drug abuse will not only ruin your student life but possibly your entire life. Drug abuse may cause such psychoneurotic disorders as hallucination, delusion, and abnormal behavior. It has 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 waste your precious time and may have to bear tremendous mental, physical and economic 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 Exchange Division of the International Affairs Department, or the Student Support 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. Incidents of acute alcohol poisoning in particular 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. The Center for International Education (CIE) offers Business Japanese Classes. In addition, the center also holds a Global Job Fair, where international students can receive information from Japanese companies, and a Global Career Seminar series, where students can learn about job hunting activities. We also provide the latest recruitment information.

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 the following webpage:

<http://www.career.kobe-u.ac.jp/international.html>

**【CAREER SUPPORT DESK FOR INTERNATIONAL STUDENTS】**

Register to receive information on recruitment, internship, seminars, guidance sessions, etc.

[http://www.career.kobe-u.ac.jp/contents/international/international\\_form.html](http://www.career.kobe-u.ac.jp/contents/international/international_form.html)



## ⑮ Harassment Consultation Desk

If you feel you have been harassed in any way, we encourage you to consult a 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 Advice Service for International students at the Kobe University Center for International Education (CIE), for details read section 7-②.

Whatever the problem is, you should not take it all on yourself. Your privacy is ensured when using the services listed above.

For Harassment Consultation Desk (Counselor), please visit:

<http://www.office.kobe-u.ac.jp/gnrl-kensyu/etc/harassement.html> (Japanese only)

## ⑯ Support for students with disabilities

At the University each faculty, school, graduate school and the Student Affairs Department provide support services for students with disabilities during entrance examinations and admission to the University as well as during 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.

If you wish to apply for learning support services, please fill out the "Application form for disability support" and submit it to the Academic Affairs Section at your affiliated faculty, school or graduate school.

## 4. Health

### ① Medical Center for Student Health

Medical Center for Student Health is open to students for a medical examination, first aid, consultation of problems related to both physical and mental health. In case of emergency, students can use the emergency push button phone lines on campus to call the Medical Center for Student Health, 119 (ambulance), academic affairs section and the guard's room.

\* In order to prevent the spread of novel coronavirus, some changes have been made to schedule and conduction of the Annual Medical Checkup, as well as Physical and Mental Health Consultations in FY 2021. Please make sure to check the information on the Kobe University Medical Center for Student Health website below.

URL : <http://www.health.kobe-u.ac.jp/> (Japanese only)

#### (1) Medical Examination

Medical Center for Student Health conducts the following Medical Checkups with the aim of protecting the health of all students and staff through early detection / early cure.

If the Checkup detected an ailment, Medical Center for Student Health will consult with you and refer you to a hospital for further examination.

##### <Annual Medical Checkup>

In Japanese universities, all students (including international students) are required by law to have an annual medical checkup.

If you miss the Annual Medical Checkup, you must present the results of an equivalent medical checkup performed at a private clinic or hospital to the Medical Center for Student Health. If you fail to present this, you may not get credits for your classes. The Medical Center for Student Health can issue medical certificates, which may be required for scholarships, official sport events, etc., based on the results of the Annual Medical Checkup.

##### <Special Checkup for people working with X-rays, radioisotope and other harmful substances>

This is for students and researchers who work with X-rays, radioisotope, organic solvent and specified chemical substances. The Medical Center for Student Health provides these persons with a special checkup for eyes, skin, blood conditions, etc.

#### (2) Physical and Mental Health Consultations and Emergency

##### <Physical Health Consultation and Emergency>

Students can receive first-aid treatment when injured, and consult medical doctors, when they feel under the weather.

##### <Mental Health Consultation>

Students can talk to counselors and psychoneurological doctors about various worries they may have, at the center.

To ensure availability, especially if you wish to consult a psychoneurological doctor or a counsellor, we do recommend that you make an appointment in advance before coming in.

## Consultation Hours for each Center

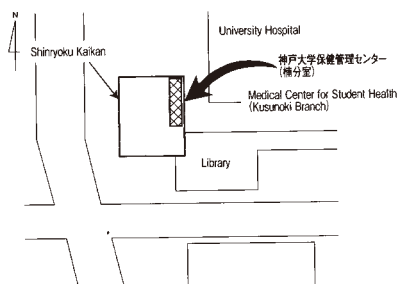
		Mon	Tue	Wed	Thu	Fri
Medical Center for Student Health (Rokkodai)	Physical Health Consultation	○	○	○	○	○
	Mental Health Consultation	○	○	○	○	○
Medical Center for Student Health (Fukae Branch)	Physical Health Consultation	○	○	○	○	○
	Mental Health Consultation				○ (9:00~12:00)	
Medical Center for Student Health (Kusunoki Branch)	Physical Health Consultation	○	○	○	○	○
	Mental Health Consultation	○ (13:30~18:30)	○ (14:00~18:00)	○ (18:00~19:00)		○ (14:00~18:00)
Physical and Mental Health Consultation Office (Myodani campus)	Physical Health Consultation	○	○	○	○	○
	Mental Health Consultation	○ (9:00~12:00)				

The Medical Center for Student Health (including Fukae and Kusunoki Branches) and The Physical and Mental Health Consultation Office (Myodani campus) are open from Monday through Friday from 9:00 to 12:00 (reception ends at 11:30) and 13:00 to 17:00 (reception ends at 16:30). In case of emergency, do not hesitate to call the Center between 9:00 and 17:00.

Please be aware that the available days and times for Mental Health Consultations at the Fukae and Kusunoki Branches and Myodani campus Consultation office are limited. All students at Kobe University are eligible for Physical Health Consultations and Mental Health Consultations on any of its campuses.

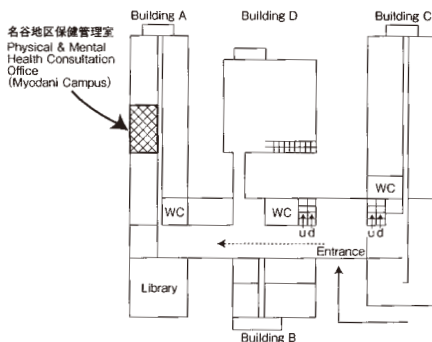
### 神戸大学保健管理センター 楠分室

Medical Center for Student Health,  
Kusunoki Branch, Kobe University  
7-5-1 Kusunoki-cho, Chuo-ku, Kobe 650-0017  
TEL 078-382-5006, FAX 078-382-6747



### 神戸大学名谷地区保健管理室

Physical & Mental Health Consultation Office  
(Myodani Campus), Kobe University  
7-10-2 Tomogaoka, Suma-ku, Kobe 654-0142  
TEL 078-796-4537



## ② Nearby Hospitals

**We recommend that you are insured by the Japanese National Health Insurance or some other type of health insurance so that you may receive a refund for part of the cost incurred for medical treatment or hospitalization.**

Specialty	Clinic	Hours	Phone	Address	Holidays
Internal Medicine	Kawara lin	9:00-13:00 16:30-19:30	078-851-2 206	2-12-3 Sumiyoshi Honmachi, Higashi Nada-ku	Tue, Thu PM of Sat
Internal Medicine	Ogawa Naika Clinic	9:00-12:00 16:00-19:00	078-805-3 282	10-1-3-101 Nadakitadori Nada-ku	Thu. PM of Sat Female doctor, English available
Gynecology	Kawaguchi Ladies Clinic	9:30-12:30 16:00-19:00	078-881-8 208	La merveille Building 2F 7-1-30 Iwaya Kita Machi Nada-ku	Wed, PM of Sat Female doctor, English available
Plastic Surgery	Hagino Seikei Geka	9:30-12:30 15:30-18:30	078-842-7 576	3bangai 1bankan 3F 4-1-1-301-3 Bingo-cho, Nada-ku	Wed, Sat PM The last Wed of each month
Ophthalmology (Eyes)	Uyama Gan-ka	9:00-12:00 15:30-19:00	078-871-9 875	Rokko Eki-mae Building 3F,3-3-1 Miyayama-cho, Nada-ku	Thu,Sat PM
Otorhinolaryngolog y	Iwakura Jibi-inko-ka	9:00-12:30 16:00-19:00	078-822-3 387	WeLv Rokko-michi 1bangai 1F 5-3-1 Bingo-cho, Nada-ku	Thu,Sat PM
Dermatology (Skin)	Nishino Hifuka Clinic	9:30-12:30 16:00-19:00	078-806-1 112	Rokko Eki-mae Building 5F 3-3-1 Miyama-cho, Nada-ku	Thu,Sat PM
Dentistry	Takahashi Shika	9:00-12 14:30-18:30	078-871-6 545	3-3-29 Miyama-cho Nada-ku	Thu, Sat PM
All Areas	Rokko Hospital	8:00-11:30 Internal Medicine; Surgery 13:00-16:00	078-851-8 558	5-1 Tsuchiyama-cho, Nada-ku	Sat
				Call before going. Time may vary by clinical specialty,	
Internal Medicine/ Surgery/ Plastic Surgery/ Brain Surgery	Nishi Hospital	9:00-12:00 16:00-19:00	078-821-4 151	3-2-18 Bingo-cho Nada-ku	Sat PM
		Call before going. Time may vary by clinical specialty,			
All Areas	Kaisei Hospital	8:30-11:30	078-871-5 201	3-11-15 Shinohara Kita Machi, Nada-ku	*
			Call before going. Time may vary by clinical specialty,		
All Areas	Kobe University Hospital	8:30-11:00	078-382-5111 International Patient Center 078-382-6598	7-5-2 Kusunoki-cho, Chuo-ku	Sat
All Areas	Kobe Medical Center	8:30-11:00	078-791-5213	3-1-1Nishi-Ochiai, Suma-ku	Sat

\*Also search Hyogo Pref. Medical Institution Information System for medical services in other foreign languages (<http://web.qq.pref.hyogo.lg.jp/hyogo/ap/qq/men/pwtpmnu01.aspx>)

\*More useful information can be found on page 37.



### ③ Control and Prevention of Infectious Diseases

- (1) Submission of a certificate demonstrating inoculation and an antibody test against measles and rubella:

Kobe University has implemented the *Measles and Rubella Registration Policy*, and all newly enrolled Kobe University students must submit one of the following three certificates (①, ②, or ③) to prevent a possible outbreak of measles and rubella on campus.

Please note that students admitted into the following schools should submit either ① or

③:

School of Medicine (Faculty of Medicine and Faculty of Health Sciences),  
the Graduate School of Medicine, or the Graduate School of Health Sciences.

- ① A vaccination certificate to prove that you were inoculated against measles and rubella (twice each after one year of age).
  - ② A vaccination certificate to prove that you were inoculated with measles and rubella vaccines each within the last five years (since April 2016).
  - ③ An antibody certificate verifying that you have sufficient antibody titer in your blood (refer to the chart next page) to prevent the development of measles and rubella, based on the results of an antibody test performed within the last five years (since April 2016).
- \* For ① and ②, it can be a combined vaccine of measles and rubella vaccines (e.g., MR vaccine).
  - \* For ① and ②, the certificate must be issued by an accredited medical institution, and state the type of vaccine and the date of inoculation.
  - \* For ③, the certificate must specify the measuring method and the measured values of antibody titer in your blood (refer to the next page), and it must satisfy the judging standard listed in the chart. A blood test report sheet itself can be accepted for submission.  
If the antibody titer in your blood is insufficient, you must receive the necessary vaccination, and submit either ① or ②.
  - \* You may submit a combination of ①, ②, and ③ (e.g., ① for measles, and ③ for rubella).
  - \* If the antibody titer level is below requirements, yet you cannot be inoculated with vaccines for some reason (e.g., illness or body composition), please submit an official document (for example, a certificate issued by the doctor) explaining why.

#### <Submission Period and Place of Submission>

- All successful undergraduate and graduate applicants enrolling in April (except the Graduate School of Medicine, the Graduate School of Health Sciences, and the Graduate School of Maritime Sciences):  
Submit the certificate when you register at the Medical Center for Student Health (Rokkodai) during your routine medical check-up scheduled for early April.
- All successful graduate applicants enrolling in April (the Graduate School of Medicine and the Graduate School of Health Sciences):  
Submit the certificate by April 16 to the following:  
Students of the Graduate School of Medicine should submit directly to the Medical Center for Student Health, Kusunoki Branch.  
Students of the Graduate School of Health Sciences should submit directly to the Physical and Mental Health Consultation Office (Myodani Campus).
- All successful graduate applicants enrolling in April (the Graduate School of Maritime Sciences):  
Submit directly to the reception at the time of the medical check-up for Maritime Sciences students, which will be held at Fukae campus in late April.  
Please note that medical check-ups for students enrolling in the following schools in April take place on different dates on their own campuses than the aforementioned routine medical check-up schedule. The schools are the Graduate School of Medicine, Graduate School of Health Sciences, and the Graduate School of Maritime Sciences.
- Successful applicants enrolling in October:  
Submit the certificate when you register at the Medical Center for Student Health (Rokkodai) during the routine medical check-up scheduled for mid-late October.

- (2) Submission of a certificate demonstrating inoculation and an antibody test against epidemic parotiditis and chickenpox (Only for successful applicants enrolling in the School of Medicine including both the Faculty of Medicine and the Faculty of Health Sciences; the Graduate School of Medicine; and the Graduate School of Health Sciences):

In addition to the measles and rubella certificate, successful applicants enrolling in the School of Medicine (the Faculty of Medicine and the Faculty of Health Sciences), the Graduate School of Medicine, and the Graduate School of Health Sciences, are also required to submit a certificate regarding epidemic parotiditis and chickenpox. A designated form for the certificate is available at the Academic Affairs Section.

The certificate must state that either you were inoculated against epidemic parotiditis and chickenpox (twice each after one year of age), or verify that you have sufficient antibody titer

in your blood to prevent development of epidemic parotiditis and chickenpox based on an antibody test performed within the last five years (since April 2016).

If the antibody titer in your blood is insufficient, you must receive a necessary vaccination (twice each after one year of age), by the due date for the certificate submission.

If the antibody titer level is below requirements, yet you cannot be inoculated with vaccines for some reason (e.g., illness or body composition), please submit an official document (for example, a certificate issued by the doctor) explaining why.

#### <Submission Period and Place of Submission>

- Successful undergraduate and graduate applicants enrolling in April

(Only for the School of Medicine including the Faculty of Medicine and the Faculty of Health Sciences;

the Graduate School of Medicine, and the Graduate School of Health Sciences):

By the end of July of your first year, submit the certificate to the following:

Students of the School of Medicine (both the Faculty of Medicine and the Faculty of Health Sciences) should submit directly to the Medical Center for Student Health (Rokkodai).

Students of the Graduate School of Medicine should submit directly to the Medical Center for Student Health, Kusunoki Branch.

Students of the Graduate School of Health Sciences should submit directly to the Physical and Mental Health Consultation Office (Myodani Campus).

(Attention: For those who are enrolled in the School of Medicine but miss the submission deadline, you may not be able to participate in the initial on-site clinical training program etc.)

- Successful graduate applicants enrolling in October

(Only for the Graduate School of Medicine and the Graduate School of Health Sciences):

Submit the certificate by end of December of your first year to the following:

Students of the Graduate School of Medicine should submit directly to the Medical Center for Student Health, Kusunoki Branch.

Students of the Graduate School of Health Sciences should submit directly to the Physical and Mental Health Consultation Office (Myodani Campus).

#### Measuring Methods and Judging Standards for Protective Antibodies in Blood

	Measuring Method	Judging Standard	Remarks
Measles	IgG—EIA method	8.0 $\leq$ positive (16.0 $\leq$ ) *	Positive result by one of these three methods. * For the School of Medicine (both the Faculty of Medicine and the Faculty of Health Sciences), the Graduate School of Medicine, and the Graduate School of Health Sciences: Positive result by one of these three methods, and must achieve values shown in brackets.
	PA method	256x $\leq$ positive (256x $\leq$ ) *	
	NT method	4.0x $\leq$ positive (8x $\leq$ ) *	
Rubella	HI method	32x $\leq$ positive	Positive result by one of these two methods. (HI method is recommended)
	IgG—EIA method	8.0 $\leq$ positive	
Epidemic Parotiditis (Mumps)	IgG—EIA method	4.0 $\leq$ positive	Only for the following schools: School of Medicine (Faculty of Medicine, Faculty of Health Sciences), Graduate School of Medicine, and Graduate School of Health Sciences
Chickenpox	IgG—EIA method	4.0 $\leq$ positive	Only for the following schools: School of Medicine (Faculty of Medicine, Faculty of Health Sciences); Graduate School of Medicine, Graduate School of Health Sciences Positive result by one of these four methods (IgG—EIA method is recommended)
	IAHA method	4-fold $\leq$ positive	
	NT method	4-fold $\leq$ positive	
	Antigen skin test	5mm $\leq$ positive	

Make sure the above methods are followed when the antibody titer is measured in your blood. The protective antibody value differs according to the measuring method used. Please note that **the judging standards are higher than the usual standards used at medical institutions.**

Students who wish to enter the School of Medicine (the Faculty of Medicine and the Faculty of Health Sciences), the Graduate School of Medicine, and the Graduate School of Health Sciences should be aware that they are required to have an even higher level of protective antibody values listed in brackets against measles.

\* When you visit a doctor at a medical institution, make sure you present this guidebook so your doctor can issue the necessary certificate(s). (Please make sure you confirm with your doctor the measuring methods and judging standards when measuring the antibody titer in your blood.)

\* Points to Consider when Submitting a Certificate:

- ① Please submit the original certificate and one set of copies (A4 size).
- ② If the certificate is written in a language other than Japanese or English, please attach a document that shows either a Japanese or English translation.

(3) Database Registration and Issuance of Registration Card

All students who submit one of the three certificates listed above will be registered in the Kobe University Measles and Rubella Database and will be issued a Registration Card (card size).

(4) Students with the Registration Card

Students who have this Registration Card may come on campus and attend classes even if there is a threat of a measles or rubella outbreak or its spreading on or in the vicinity of Kobe University which leads to suspension of classes (including warnings to stay off campus). This card also entitles students to participate in activities outside the curriculum including practical training and athletic events even during the outbreak of measles or rubella.

For further information, please refer to:

Medical Center for Student Health, Kobe University      Tel: 078-803-5245  
Student Support Division, Student Affairs Department, Kobe University Tel: 078-803-5219

#### ④ Prevention of other Infectious Disease

(1) Tuberculosis

The number of tuberculosis cases has decreased today in Japan. However if it is not detected in time, there is a great risk that family and others around the patient may be infected. Left untreated, it can be fatal. It is important to have a checkup once a year.

The Medical Center for Student Health provides an annual medical checkup. Students are required to undergo the checkup when they are notified by the Medical Center for Student Health.

(2) Sexually Transmitted Diseases

Sexually Transmitted Diseases affect not only the infected person but also his or her family and descendants. Local public health centers and medical institutions provide services for early detection of such diseases. Free, anonymous, confidential telephone counseling and testing for HIV infection and disease are available at the local public health centers.

< HIV 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 (Tel 078-382-2052).

- Consultation Time:                      2<sup>nd</sup> Thu.13:00 -17:00
- Place:                                        Hyogo Prefecture Consultation Center
- Telephone Number:                      078-360-4946

< HIV test >

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

(3) Vaccination

If you wish to get vaccinations including diphtheria, pertussis, measles, and Japanese encephalitis, please consult with a medical institution which provides vaccinations.

## 5. Residence

### ① Kobe University Residential Facilities

The permitted period of residence is limited to 1 year for single rooms and 3 years for couple and family rooms.

#### (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. In March 2014 both buildings were totally renovated.

The five-story reinforced concrete facility has 109 single rooms, 8 married couple rooms, and 4 family rooms. All rooms have unit bath, toilet, sink, and air-conditioner.

The monthly fees for the International Residence (as of April 2021) are as follows:

Single room D type: ¥18,000    Single room E type: ¥21,000

Married couple's room: ¥45,000    Family room: ¥49,000

Additional costs are required for utilities, electricity, water, and a cleaning fee to ready the room for the next occupant.

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

Individual facilities for:

(Single)                Bed, wardrobe (except D type), desk, chair, shoe box, desk lamp, IH hob, mini-refrigerator.

(Married couple)    Bed, wardrobe, desk, chair, shoe box, desk lamp, refrigerator, IH hob, microwave, cupboard, dinner table and chairs, living room sets, washing machine, dryer.

(Family)                Bed, wardrobe, desk, chair, shoe box, desk lamp, refrigerator, IH hob, microwave, cupboard, dinner table and chairs, living room sets, washing machine, dryer, child bed, child desk and chair.

Commute:              Commuting to Kobe University requires 40-50min. (on average) using the port-liner and train.

Application:           Apply at the International Exchange Division and your respective faculty in July and January.

#### (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-story reinforced concrete facility is a residence where Japanese and international students live and study together. There are 65 single rooms in the residence available for international students only. The monthly fee is 4,700 yen (as of April 2021); however, additional costs are required for utilities, electricity, water, gas, a cleaning fee to ready the room for the next occupant and resident council membership.

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

Individual facilities:    Desk, chair, bookshelf, bed, locker, shoe box, toilet, air-conditioner, IH hob, mini-refrigerator, internet socket.

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

Application:            Apply at the International Exchange Division and your respective faculty in July and January.

#### (3) Kobe University Sumiyoshi Residence (men's dormitory)

The Kobe University Sumiyoshi Residence was built in October 1960 to provide a study-friendly environment for residents. The renovation of all the rooms was completed in March 2014. All rooms have unit bath, toilet, sink, and air-conditioner.

The four-story reinforced concrete facility is a residence where Japanese and international students live and study together. There are 18 single rooms in the residence available for international students only. The monthly fee is 18,000 yen (as of April 2020); however, additional costs are required for utilities, electricity, water, gas, a cleaning fee to ready the room for the next occupant and resident council membership.

Common facilities:    Study room, training room, laundry, library, meeting room.

Individual facilities: Desk, chair, folding bed, wardrobe, IH hob, mini-refrigerator shoe box, internet socket.  
 Commute: Commuting to Kobe University requires 40-50min (on the average) either on foot or by bus and train.  
 Application: Apply at the International Exchange Division and your respective faculty in July and January.

(4) Joshi-Ryo (women's dormitory)

The Kobe University Joshi-Ryo was built in October 1960 to provide a good environment for studying. It was renovated in 2012. All rooms have unit bath, toilet, and air-conditioner.

The four-story reinforced concrete facility is a residence where Japanese and international students live and study together. It includes 4 rooms for international students.

The monthly rent costs 18,000 yen as of April 2021. In addition to the rent, a common-area charge, utilities, a resident council membership fee, and an entrance charge (a one-off payment made when first entering the dormitory) are required.

Common Facilities: Study room, laundry room, meeting room

Room Furnishings: Desk, chair, folding bed, wardrobe, mini-kitchen (with induction heating cooktop and mini-fridge), shoe box, plug socket for internet connection

Commute: 40-50 min. either on foot or by bus and train

Application: Apply at the Academic/Student Affairs Section of the respective faculties in July and January.

(5) International House (Fukae area)

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

The monthly fee is as follows (As of April 2021):

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, cupboard, washing machine, bed, dinner table and chairs

(Family) Refrigerator, dryer, washing machine, cupboard, telephone, bed, childbed, dinner table and chairs, 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 Exchange Division and your respective faculty in July and January.

(6) Hakuo Dormitory (Fukae Area)

There are 15 single rooms in the residence available for international students only (10 rooms for male, 5 rooms for female). One unit consists of four separate rooms.

The monthly fee is 5,900 yen. (As of April 2021) Additional costs are required for utilities, electricity, water, gas, and resident council membership.

Common facilities (inside of the unit): Meeting room, kitchen, bath, washroom, laundry

Individual facilities: Desk, bookshelf, chair, bed, bedclothes, wardrobe, air-conditioner, toilet, internet socket

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

Application: Apply at the International Exchange Division and the respective faculty in July and January.

## (7) Kokui Residence

Kokui Residence was built in 1966 as the Japanese male students' residence. It has been reinforced with earthquake-resistant construction and reopened as the international and Japanese students unisex residence in October 2011.

The five-story reinforced concrete facility has 100 rooms for international students.

The monthly fee is 18,000 yen (as of April 2021); however, additional costs are required for utilities, electricity, water, gas, a cleaning fee to ready the room for the next occupant

Common facilities: Study room, meeting room, Japanese style room, laundry

Individual facilities: Bath, toilet, air-conditioner, folding bed, desk, chair, wardrobe, shoe box, IH hob, mini-refrigerator, internet socket

Commute: 30~40 min to Rokkodai campus on foot or by bus.

Application: Apply at the International Exchange Division and your respective faculty in July and January

## ② Private 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
Kobe University Tsurukabuto House (A shared house) (Nada-ku, Kobe)	5 Single Rooms for Male	International under-graduate, graduate, or research students	Single Room: ¥29,000 ~ ¥35,000 Common service fee : ¥8,000 (utilities included) Cleaning fee : ¥10,000
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: ¥35,000 Single Room: ¥35,000 Admission fee: + ¥70,000 (couple), ¥35,000 (single)
Kinoshita Kinen Jigyo Kobe Students' Dormitory (Motomachi, Chuo-ku, Kobe)	64 Single Rooms for Male, 80 Single Rooms for Female	International under-graduate and graduate students registered at Kobe University, and other designated universities. *except kokuhi and seifu-haken	Gratis
Kinoshita Kinen Jigyo Ashiya Female Residence (Hirata-cho, Ashiya)	8 Single Rooms	Same as above	Gratis
Kinoshita Kinen Jigyo Ashiya-Hama Male Residence (Hirata-cho, Ashiya)	12 Single Rooms	Same as above	Gratis
Kinoshita Kinen Jigyo Koshien Female Residence (Koshien, Nishinomiya)	18 Single Rooms	Same as above	Gratis
Kinoshita Kinen Jigyo Shogaku Male Residence (Kano-cho, Chuo-ku, Kobe)	20 Single Rooms (2 for each country)	Same as above	¥23,000, +¥50,000 as Entrance charge on admission Utilities (actual cost)

\* kokuhi: Japanese government scholarship student

\*seifu-haken: home country's government scholarship student

### ③ Private Housing

To check for housing information on the Internet, visit the Kobe University Coop homepage: (<https://www.kucoop.jp/travel/room-info.html>) or go directly to a real-estate agency nearby.

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. In Japan, a guarantor is usually required when renting private housing. Kobe University does not serve as an institutional guarantor for housing lease agreements. If it is necessary to have a guarantor for a lease contract, students are required to use a private guarantor company specified by the real estate agencies, etc.

### ④ Glossary of Words used in regards to Renting an apartment

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

*Shiki-kin* is a security deposit paid 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.

#### (6) Guarantor (*Rentai-Hoshonin*)

In Japan, a guarantor is usually required to rent an apartment. If any events happen to the debtor (=renter), the guarantor will bear a full responsibility instead of the debtor (=renter).

\* Try at all costs to avoid causing problems for the guarantor.

#### (7) Advanced Deposit (*Mae-yachin*)

*Mae-yachin* is to pay the next month’s rent by the end of the previous month. A renter should be aware that this *mae-yachin* (advanced deposit) system is adopted in most of the Japanese private housings. Therefore, the renter needs to inform the landlord of his/her leaving more than a month in advance, otherwise, he/she will be charged for the extra rent.

### ⑤ When Moving within Japan

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

#### (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) Notification of Moving out/in

If you move to a new city, you need to fill out a “notification of moving out” at the municipality where you used to live, and submit it to your new municipality together with your “moving-in” application within 14 days of the move. (If you move within the same ward/city, “notification of moving out” is not needed.)

(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) Mail

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.



## 6. Scholarships

### ① Various 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 Exchange Division and each faculty. Please visit Kobe University website to obtain information on scholarships.

<https://www.kobe-u.ac.jp/international/student/scholarship/index.html>

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

Scholarship	Eligibility	Country	Monthly Stipend	Duration	Apply in	No. of Students
KDDI Foundation	M,D	81 countries in Asia, the Middle East, Pacific & Europe. All countries in Africa & Latin America	¥100,000	6 months ~ 1 year	Jul.	0
Hyogo Taiwanese Association in Japan (apply directly to institution)	U, M, D, R	Taiwan	¥120,000 /year	1 year	Jul.-Sep.	0
Rotary Yoneyama Memorial Foundation	M, D2, D3, D3(Medical), D4(Medical)		¥140,000	Up to 2 years (Shortest period until completion)	Aug.-Sep.	11
Japan-Taiwan Exchange Association (apply directly to institution)	M	Taiwan	¥144,000	Shortest period until completion	Aug.-Oct.	6
	D		¥145,000			
Heiwa Nakajima Foundation	U, M, D		¥100,000	1 year	Aug.-Oct.	0
Fujii International Scholarships Foundation	U, M, D	Asia	¥50,000	"Shortest period until completion (with continued examination)	Aug.-Oct.	2
JT Global Scholarship	M, D	79 countries in Asia, the Middle East, Africa, North America, Latin America, and Europe (including New Independent States)	¥130,000	Up to 2 years (with continued examination)	Sep.-Oct.	1

Honjo International Scholarship Foundation (April) (apply directly to institution)	M, D		From ¥150,000 to ¥200,000	Shortest period until completion	Sep.-Oct.	1
Honjo International Scholarship Foundation (September) (apply directly to institution)					Apr.-May.	0
Watanuki International Scholarship Foundation	M, D	Asia Pacific countries except China	¥150,000	1 year	Sep.	2
ITO Foundation for International Education Exchange (apply directly to institution)	M1		¥180,000	Up to 2 years	Sep.-Oct.	1
Toyota Tsusho Corporation International Student Scholarship	U3, M, D		¥100,000	"Up to 2 years (Shortest period until completion)"	Sep.-Oct.	0
Otsuka Toshimi Scholarship Foundation (with recommendation from Univ.)	Business:M, D Medical, Engineering:D		"From ¥1,000,000 /year to ¥2,000,000 /year"	1 year	Oct.-Nov.	2
Otsuka Toshimi Scholarship Foundation (apply directly to institution)	Above U3, M, D (Business, Medical, Engineering)				Mar.-Apr	2
JAPAN-CHINA FRIENDSHIP ASSOCIATION'S ARIAKE JAPAN SCHOLARSHIP (Formally the Niwa Uichiro Scholarship) (apply directly to institution)	"M,D (Social Sciences)	China	¥70,000	1 year	Nov.-Dec.	0

Horita Scholarship Foundation	U, M, D		¥80,000	Up to 2 years	Oct.	0
Kawashima Shoji Memorial Scholarship	Above U3, M, D		¥100,000	Up to 2 years (with continued examination)	Oct.-Nov.	0
Nitori International Scholarship Foundation (apply directly to institution)	U, M		¥110,000	1 year (with continued examination)	Jul.-Oct.	2
The Life Insurance Association of Japan (SEIHO Scholarship)	U3, M1	Asia	¥100,000	2 years	Oct.-Nov.	1
JAPAN MATERIAL International Scholarship Foundation	"Above U2, M, D"	Vietnam	¥100,000	1 year	Oct.-Nov.	0
Mitsubishi Corporation Scholarship	Above U3, Above U5(Medical)		¥100,000	Shortest period until completion	Nov.-Dec.	3
	M, D, Above D2(Medical)		¥150,000			
The Iwatani Naoji Foundation International Student Scholarship (apply directly to institution)	M, D (Natural Sciences)	East Asia, Southeast Asia	¥150,000	1 year	Nov.-Dec	0
Kyoritsu International Foundation	U, M1, D1, D2, D1(Medical), D2(Medical), D3(Medical)	Asia	¥100,000	Up to 2 years	Nov.-Jan.	0
	U		¥60,000	1 year		
Soroptimist International Scholarship for Female Students	U, M, D		¥100,000	1 year	Nov.-Dec.	0

Teraura-Sayoko Memorial Scholarship Foundation	U, M, D		¥100,000	1 year	Dec.-Jan.	3
Teraura-Sayoko Memorial Scholarship Foundation(Additional)				6 months	-	6
Sato Yo International Scholarship Foundation (Spring)	U3 who transfers to the university from the college of technology	18 countries in Asia (Except China, Korea, Taiwan)	¥150,000	"Up to 2 years (Shortest period until completion)"	Nov.-Dec.	0
	M1, D1		¥180,000			
Sato Yo International Scholarship Foundation (Autumn)	U		¥150,000		Jul.-Aug.	0
	M, D		¥180,000			
Yasuda Scholarship Foundation (Normal Entry)	U2 (Social Sciences)		¥100,000	Up to 3 years	Dec.-Jan.	2
JEES/Ishibashi Foundation Scholarship (Spring)	M, D (Art history)		¥150,000	Up to 2 years	Feb.-Mar.	1
JEES/Ishibashi Foundation Scholarship (Autumn)					Mar.-Jun.	0
Ichikawa International Scholarship Foundation (Spring)	M, D	Asia	¥120,000	"2 years (Shortest period until completion)"	Jan.	6
Ichikawa International Scholarship Foundation (Autumn)	U		¥100,000	1 year	Aug.	2
Kawanishi Memorial ShinMaywa Education Foundation	M2, D2, D3	Asia	¥50,000	1 year	Jan.-Feb.	2

Kato Asao International Scholarship Foundation	M	Asia	¥130,000	Up to 2 years (Shortest period until completion)	Jan.-Feb.	3
	D		¥150,000			
Kobe Student Youth Center Rokko Scholarship Fund	U, M, D	Asia	¥50,000	1 year	Jan.-Feb.	0
The Asahi Glass Foundation	M1, D1 (except Medical)	Thailand, Indonesia, China, Korea	¥100,000	Shortest period until completion	Jan.-Apr.	1
SGH Foundation	U3, U5(Medical), M1, D2	ASEAN Counties	¥120,000	2 years	Jan.	0
Senshu Scholarship	U1, M1, D1	East and Southeast Asia, Russian Far East	¥100,000	1 year (with continued examination)	Feb.	11
Kobe International Scholarship(Kobe /Sugawara Scholarship)	Above U3, M, D		¥80,000	1 year	Feb.	12
Iue Memorial Foundation	M		¥50,000	Up to 2 years (Shortest period until completion)	Feb.-Apr.	2
JEES(Japan Educational Exchanges and Services) Scholarship/ JLPT(Japanese Language Proficiency Test)	U,M,D Sufficient Japanese Ability		¥50,000	Up to 2 years	Feb.-Apr.	1

AEON Scholarship (Normal Entry)	U1,U2,U3, M1	China, Korea, Malaysia, Thailand, Taiwan, Indonesia, Philippines, Vietnam, Cambodia, Laos, Myanmar, Bangladesh	¥100,000 +tuition	2 years (with continued examination)	Mar.-Apr.	3
AEON Scholarship (ASEAN Entry)		Malaysia, Thailand, Indonesia, Philippines, Vietnam, Cambodia, Laos, Myanmar, Bangladesh				2
JEES (Japan Educational Exchanges and Services) Scholarship/General	Above U2, M,D		¥40,000	Up to 2 years	Apr.-Jun.	1
JEES (Japan Educational Exchanges and Services) Scholarship/Priority Countries	U,M,D	countries which send a small number of students to Japan (106 designated countries)	¥50,000	Up to 2 years	Apr.-Jun.	0
JEES/DOCOMO International Student Scholarship	M1 (Communication, Information Processing related Major)	Asia	¥120,000	2 years	Mar.-Apr.	0

Nishimura International Scholarship Foundation	U3, M1 (living in Osaka Pref.)	Southwest, East and Southeast Asia	¥120,000	Up to 2 years	Mar.-Apr.	5
	D1 (living in Osaka Pref.)			Up to 3 years		
Nishimura International Scholarship Foundation (Autumn)	M1 (living in Osaka Pref.)			Up to 2 years	Sep.	0
	D1 (living in Osaka Pref.)			Up to 3 years		
The Korean Scholarship Foundation	U	Korea, (North, South)	¥25,000	1 year (D : Up to 2 years)	Feb.-May	2
	M		¥40,000			
	D		¥70,000			
Sojitz Foundation	U3, U4		¥70,000	Up to 2 years (Shortest period until completion)	Apr.	1
	M, D		¥100,000			
Yasuda Scholarship Foundation (for athletes)	U(who belong to a University-authorized athletic club)		¥100,000	Shortest period until completion	Mar.	0
JASSO/Honors Scholarship (Spring)	U, M, D, R		¥48,000	1 year	Apr.	18
JASSO/Honors Scholarship (Autumn)				6 months	Sep.	13
JASSO/Honors Scholarship (Additional)				1 month	Sep.	10
JASSO/Honors Scholarship (Employment Promotion)	M, D			3 months	Dec.	-
Shimizu Scholarship Foundation	U, M		¥50,000	Shortest period until completion	Apr.-May	1

The Ushio Foudation (Special Entry) (apply directly to institution)	M, D	China	¥120,000	Shortest period until completion	Apr.-May	0
Kokudo Scholarship Foundation	U, M, D		¥100,000	Shortest period until completion	Apr.-May	0
The Ajinomoto Scholarship Foundation	M, D (food, nutrition, health)	Asia, Africa, South America	¥150,000	Up to 2 years	Apr.-May	0
Murata Overseas Scholarship Foundation	U, M, D (Economics, Law, Engineering)		¥150,000 /year	1 year	Apr.-Jun.	5
Hata Toshiharu Scholarship Fund	U, M, D		¥30,000	1 year	May-Jun.	18
Hyogo Prefecture Private Foreign Student Scholarship	U, M, D (living in Hyogo Pref.)			1 year		21
Hyogo Prefecture Private Foreign Student Scholarship (for Asian Developing Countries)	U, M1, D1, D2, D1(Medical), D2(Medical), D3(Medical) (living in Hyogo Pref.)	Asia (except China, Korea, Taiwan, Hong Kong and Macau) and Middle East	¥30,000	2 years	May	5
Takikawa Scholarship Foundation	M1,D1		arts:¥30,000 sciences: ¥33,000	Shortest period until completion	Jun.	3
Kobe University Int'l Student Support Association Scholarship	U,M,D,R		¥100,000 /year	1 year	Jun.	50
JGC-S Scholarship Foundation	U,M,D,R (Science and Engineering, except Medical)		¥300,000 /year	1 year	Jul.-Aug.	1



The Sumitomo Corporation Scholarship	U4, M2, D3	Vietnam	¥100,000	1 year	Jul., Jan.	1
JEES (Japan Educational Exchanges and Services) Scholarship/ Employment Promotion	M,D		¥50,000	5 months	Dec.	-
Mizuho International Foundation	U2, U3, M, D1		¥100,000	Up to 2 years (Shortest period until completion)	Nov.	1
Hattori International Scholarship Foundation	U, M, D	ASEAN Counties	¥100,000	Up to 2 years	Jan.	1
Kobayashi Foundation	Above U3, Above U5(Medical)	Asia	¥150,000	Shortest period until completion	Feb.	2
	M, D		¥180,000			
Hirose International Scholarship Foundation	U	Asia	¥150,000	1 year (with continued examination)	Mar.	1
	M, D, R		¥200,000			
The Mitsubishi UFJ Trust Scholarship Foundation	M,D (Social Sciences, Engineering)	ASEAN Counties	¥100,000	Shortest period until completion	Mar.	1

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

\*Based on data from FY2020 (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)

※the Japanese government has announced that they will not accept applications at the moment.

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

- Notification: Notices posted in all faculties  
 Application time: Around October to November  
 Qualifications: Self-financed students with excellent academic records.  
 (excluding students granted other scholarships, including by foreign governments.)
- Undergraduate students: Students under 26 years old (Medical majors: under 28), who are proceeding to their last academic year.
  - Graduate students: Students under 35 years old, currently on a master's or doctor's course, or those proceeding to these courses in April of the following academic year.

Scholarship Amount:

Undergraduate students		¥120,000*	(AY 2015)
Graduate students	Research students		
	Non-degree students	¥146,000*	(AY 2015)
	Master's course	¥147,000*	(AY 2015)
	Doctoral course	¥148,000*	(AY 2015)

\*Subject to change. AY: academic year

## ③ Extension of Japanese Government Scholarship

If a current recipient of Japanese Government Scholarship is willing to go on to higher education, his/her status may be extended under specific conditions and through proper extension procedures.

- Notification: Notices posted in all faculties  
 Application time: Around November to December (note: April for those who wish to go on to a more advanced degree than October.)  
 Qualifications: Japanese Government Scholarship students with excellent academic records who hope to study in a higher level program.

Please note that application conditions vary depending on which program applicants want to go on (research student → master's/doctoral student, master's→doctoral student, undergraduate →master's student, medical undergraduate→doctoral student).

※ Selection is highly competitive, so not all applications will be successful.

※ For more information, please check the application guideline.

## 7. Support System for International Students

### ① Tutors

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.

### ② Advice Service for International Students

In the counseling room within the Center for International Education International Student Section, full-time 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.

### ③ Japanese Language Course

The Center for International Education at Kobe University offers a wide range of Japanese language classes with different levels and content, enabling international students to study Japanese according to their diverse needs for supporting their study and daily life in Japan.

Every international student accepted to study at Kobe University is eligible to take Japanese classes, without the need for any extra fees (other than for textbooks).

Whilst credits are given for some of the Japanese classes offered, grades are given for all classes for which students register. (Postgraduate students cannot register for classes that are provided for undergraduate students, and research students cannot register for any types of classes. However, in both cases, they can audit classes.)

\*Exchange students need to check with their home university whether or not the grades given for Japanese language classes in Kobe University can be converted into credits.

#### Outline of the Japanese language classes

##### • Levels

We provide classes for 5 levels: beginners (introductory), upper beginners, intermediate, upper intermediate, advanced. We strongly recommend that you take an online level test so that you are able to choose classes that meet your level.

##### • Types of Japanese Language Classes

The following 3 types of classes are available.

- A. Integrated Japanese Language Class
- B. Japanese Language and Japanese Studies Class
- C. Intensive Japanese Language Class

The conditions for registering for classes, whether or not they bear credits from Kobe University, and the way of applying for classes, depends on the type of classes being taken.

You can register for a combination of classes, made up from the different types. Please refer to the details of each type of class below.

#### A. Integrated Japanese Language Class

Any international students, at either undergraduate or postgraduate levels (including exchange students) registered at Kobe University are eligible to register for these Japanese language classes. (Kobe University will not give credits for these classes). There are classes from Beginners to Advanced levels. Please register for courses that suit your individual level and needs.

##### 1. From Beginners to Upper Intermediate Levels

We offer the following classes for each level. Unless otherwise stated, all classes are available once a week for each of our 4 quarters.

- Classes based on learning basic vocabulary and grammar: there are 2 to 4 classes per

week at each level (it is possible to take as few as one class per week)

Skill-based classes:

- Listening & Speaking
- Reading
- Writing
- Kanji/Vocabulary
  - \*The beginners' class 'Reading and Writing' is a combined class working on both skills.
- Class for learning about Japanese simple phrase and Japanese lifestyle (Introductory and beginners)
- An introductory seminar for communication with Japanese people on campus (Beginners) Q1 & Q3
- Class for learning about Japanese culture (Upper beginners)
- Classes for preparing for JLPT examinations:
  - N1 preparatory classes (Upper Intermediate) Q1~Q3,
  - N2 preparatory classes (Intermediate) Q3
- Class for learning about international exchange in regional Japan (Intermediate) Q3 & Q4
- A seminar for learning basic research methodology in Japanese (Upper Intermediate) Q1 & Q2

## 2. Advanced(Superior)Level

There are 3 classes at the advanced level. For other advanced level classes please refer to 'B. Japanese Language and Japanese Studies Class'.

- Class for discussing intercultural communication (Advanced)
- Class for learning Business Japanese (Advanced) (Superior)

## B. Japanese Language and Japanese Studies Class

Only undergraduate students (including exchange students) can enroll for these courses, for which Kobe University will issue credits. These classes are all at advanced level. They are available once a week each quarter.

- Skill-based classes in 'Composition', 'Grammar', 'Listening/Conversation' and 'Reading'
- Japanese Studies

## C. Intensive Japanese Language Course

This is a course intended for international students who need intensive training in Japanese, in order to carry out studies and research using Japanese language. We offer courses at beginners through to upper intermediate level, and they are held for either 8 or 10 periods a week depending on the class.

This course is based on a semester system (15 weeks) and students are required to attend class every day. Also, due to class size limitations, students must apply in advance. In the selection process, students with MEXT scholarships will be given preference.

Students wishing to take this class

Students wishing to take this class must read the guidelines thoroughly, and after consulting with their supervisor, ask him/her to apply via e-mail by the required date. (Exchange students should check with their faculty about their supervisor.)

## ④ The 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 in each faculty.

## ⑤ Truss

Truss is an extracurricular activity group officially approved by Kobe University. Under the philosophy of "think and act with international students", Truss offers support to international students and manages international exchange activities.

<https://truss-newhp.jimdofree.com/>

## ⑥ KOKORO-Net in Kobe

KOKORO-NET in Kobe is a volunteer group that works toward offering enjoyable and fulfilling experiences for international students, international researchers and their families.

<https://sites.google.com/view/kokoronet-in-kobe>

### ⑦ Mitsui Volunteer Network Center

Mitsui Volunteer Network Center is a volunteer network formed by present and former employees of Mitsui Group companies. Members of the Network offer one-on-one support to international students.

<http://www.mv-net.com/index.html>

## 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.

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

### ② Before Leaving Japan

You must complete 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

- Cancel agreements for telephone, electricity, gas, water, internet and apartment.
- Contact to your cosigner
- Return your National Health Insurance Card and Notification of Moving Out of Japan to the city/ward office
- Request a lump-sum withdrawal refund of National Pension Plan (if you joined the plan)
- Close your bank/post office account (for those who receive monthly stipend or JASSO Honors Scholarship, make sure to close your account after receiving the final deposit)
- Send a letter to the scholarship foundation to say thank you and inform them of your home address.

### 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 Residence Card to the immigration officer.

### ④ After Graduation

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

Information will be stored in the university's database. Based on this data, we will send you yearly greeting messages and information about events, such as reunion parties so be kind enough to keep us up-to-date.

Please visit the website and check the information for graduates:

<https://www.kobe-u.ac.jp/international/student/alumni/index.html>

### ⑤ Overseas Alumni Associations

The Kobe University has established Overseas Alumni Associations in 14 countries and regions, including the Kobe University International Student Alumni Network in Japan.

Please visit the website and check the information for graduates:

<https://www.kobe-u.ac.jp/international/student/alumni/index.html>

## 9. Other Consultation Services

Service Office	Type of service	Open	Languages	Hours
Information and Advisory Service Center (Hyogo International Association) <a href="https://www.hyogo-ip.or.jp/shi setsuannai/infocenter/index.html">https://www.hyogo-ip.or.jp/shi setsuannai/infocenter/index.html</a> 078-382-2052	General	Mon.-Fri	English, Chinese, Spanish and Portuguese	9:00-17:00
	Legal (prior appointment necessary)	Mon		13:00-15:00
Kobe International Community Center (KICC) (Kobe International Center for Cooperation and Communication) <a href="https://www.kicc.jp/ja/aboutkicc">https://www.kicc.jp/ja/aboutkicc</a> 078-291-8441	Daily life	Mon.-Fri	English and Chinese	10:00-12:00 13:00-17:00
		Fri.	Korean	
		Tue.& Thu.	Spanish	
		Thu.	Portuguese	
		Mon.&Wed.	Vietnamese	
		Wed.	Filipino	
		Mon.	Nepali	
		Tue.	Thai	
		Fri.	Indonesian	
	Consultation on Immigration and residency (by appointment only)	1 <sup>st</sup> & 3 <sup>rd</sup> Wed.	English and Chinese	13:00-16:00
		2 <sup>nd</sup> Fri.	English and Chinese	13:30-16:30
Immigration Services Agency General Information Center for Foreign Residents 0570-013-904	Consultation on Immigration and residency	Mon.-Fri.	English, Korean, Chinese Spanish	8:30-17:15
The AMDA International Medical Information <a href="https://www.amdamedicalcenter.com/">https://www.amdamedicalcenter.com/</a> 03-6233-9266	Medical (Phone consultation)	Mon.-Fri.	English, Chinese, Spanish, Thai, Portuguese, Filipino and Vietnamese	10:00-15:00
Center for Multicultural Information & Assistance Hyogo <a href="http://www.tabunka.jp/hyogo/">http://www.tabunka.jp/hyogo/</a> 078-453-7440	Medical and Health	Fri.	English, Spanish, Portuguese	15:00-20:00

	Contents	Days	Language	Time
Multilingual FM radio station FM COCO-LO (76.5MHz)	Useful information on living in Japan, fun events in Hyogo/Kobe and news from the Hyogo prefectural government / the Kobe municipal administration	Mon.	Korean	Kobe Mon,Tue,Wed.,Thu. 20:20-20:40
		Tue.	Chinese	
		Wed.	English	
		Thu.	Spanish	
		Fri.	Portuguese	

\*Important information is frequently updated on the Kobe University website. Please visit:  
<http://www.kobe-u.ac.jp/> (top page, Japanese website)  
<http://www.kobe-u.ac.jp/topics/visitor/sd/index.html> (For current students)  
<http://www.kobe-u.ac.jp/international/student/index.html> (For current international students)  
[https://www.kobe-u.ac.jp/international/student/procedure\\_for\\_stay/index.html](https://www.kobe-u.ac.jp/international/student/procedure_for_stay/index.html) (Procedure for Staying in Japan)  
<http://www.kobe-u.ac.jp/en/index.html> (top page, English website)  
[http://www.kobe-u.ac.jp/en/study\\_in\\_kobe/for\\_international\\_students.html](http://www.kobe-u.ac.jp/en/study_in_kobe/for_international_students.html) (For International Students)

# 緊急・災害時等の対応マニュアル

## － 留学生のみなさんへ －

Emergency and Disaster Manual  
for International Students

- 急病・けが Illness and Injuries
- 火事 Fires
- 交通事故 Traffic Accidents
- 盗難・犯罪被害 Theft and Other Crimes
- 地震 Earthquakes
- 津波 Tsunami
- 台風 Typhoons
- 大雨・洪水・土砂災害

Heavy rains and floods・Land-related disasters

2021

神戸大学国際部国際交流課

International Exchange Division

Kobe University

## Dealing with Emergencies and Disasters

In order to secure your safety in case of an emergency or a disaster, you must keep in mind the following instructions.

The phone numbers to bear in mind when you ask for help are as follows:

Sudden illness and injuries	Call the Ambulance Service	Dial 119
Fire	Call the Fire Service	Dial 119
Traffic accidents	Call the Police	Dial 110
Theft and other crimes	Call the Police	Dial 110

Report to the International Exchange Division on the phone number:

(078) 803-5260 through 5265; or e-mail address: intl-student@office.kobe-u.ac.jp

### Sudden Illness or Injury (Call the Ambulance Service on the phone number 119)

When you need an ambulance, dial 119 and say, "Kyukyu desu" (I need an ambulance). Give your name, address, and explain the injury or illness. The emergency service will find a hospital that can give you treatment. The ambulance service is free of charge.

On holidays and in the evening, hospitals provide emergency treatment on a rotation basis. Inquire which clinic or hospital is on duty at the time at the nearest city or town hall or at the main fire station within the area.

In the Hanshin, Kobe, East Harima and West Harima regions, there is also a special emergency treatment system for foreign residents. About 45 hospitals are registered and diagnostic forms are available in five languages. The hospitals are prepared to deal with emergency cases involving foreign residents at night. For further information, please contact the following organization.

Information and Advisory Service

Hyogo International Association

Tel 078-382-2052

Office Hours: 9:00 am – 5:00 pm, Monday through Friday

### Fires (Call the Fire Service on the phone number 119)

It is important to take precautions when using a cooking oven, heater or any home appliance. Do not smoke in bed.

#### ● In case of FIRE:

- (1) Shout "Kaji!" (Fire!) to alert your neighbors.
- (2) Dial 119. The Fire Service will ask you whether there is a fire or you need an ambulance. Answer "Kaji desu" (There is a fire). Give your name, address, phone number and any building in the neighborhood that is a landmark.
- (3) If the fire is not particularly threatening, use a fire extinguisher to put it out. Cover your mouth with a damp towel as protection against poisonous gas. Leave the area, keeping your body and head as low as possible.



## **Traffic Accidents (Call the police on the phone number 110)**

If you are involved in a traffic accident, you are required by law to report to the police. If an accident is not reported, the Certificate of Traffic Accident necessary for making insurance claims cannot be obtained. You must verify the name and address of the other party and contact the insurance company. In case of injury, NO MATTER HOW SLIGHT, you must have a medical examination.

If you do not know how to make an insurance claim, or how to settle matters out of court, contact the following traffic accidents office or lawyer. Consultation is free of charge and there are consultants in several areas of the prefecture. Consultation is in Japanese. If you do not understand Japanese, you should engage an interpreter or contact the Information and Advisory Service, Hyogo International Association (Tel (078) 382-2052).

Traffic Accidents Office

Hyogo Prefecture Consultation Center (Kobe Crystal Tower 6F)

1-1-3 Higashi Kawasaki-cho, Chuo-ku, Kobe

Tel (078) 360-8521

Office Hours: 9:00 – 12:00 , 13:00–16:00    Mon, Tue, Thu, Fri

### **[Accident Insurance for Cars]**

Car insurance is divided into compulsory insurance (required by law) and optional insurance. Compulsory insurance only covers injuries and death of the other parties in accidents caused by the insured. However this form of coverage is far from adequate. Therefore it is strongly recommended that car owners buy optional insurance, which provides full coverage against loss, injury due to accidents, and damage to vehicles etc. This is particularly advisable because pedestrians have the priority in Japan, and the amount of financial compensation for accidents is extremely high. When buying or receiving a motorcycle or a car, you should carefully consider taking out insurance and carefully check the insurance policy.

### **[Mandatory Bike Insurance]**

Recently, there has been an increase in the number of accidents involving bicycles and pedestrians, in which cyclists are not only injured but also accused of causing deaths and bodily harm to others. In some cases, cyclists are ordered to pay a large sum of money in damages.

Hyogo prefecture has enforced the mandatory bicycle insurance law and all cyclists are required to have liability insurance since October 2015.

Insurance can compensate death or injury of another person as well as the cyclist.

Those who use bicycles for commuting or in daily life should check the coverage of their insurance, if any. If liability insurance is not included in your contract, please purchase bicycle insurance.

If you have already bought Comprehensive Insurance for Students Lives Coupled with "Gakkensai" for International Students, it is not necessary to purchase bicycle insurance.

## **Cars and Bicycles**

In order to prevent traffic accidents, drivers of cars and motorcycles must possess driver's licenses. Please note that even if you have a driver's license from your home country, you are not allowed to drive in Japan unless you have a valid international or Japanese driver's license.

You may find bicycles left on the streets. However they are often parked temporarily or left after they get stolen in a different place. Therefore please do not take them since they are not yours.

## **Theft and Other Crimes (Call the police on the phone number 110)**

Dial 110 in case of theft and other crimes.

## **Earthquakes**

Earthquakes occur frequently in Japan. The Great Hanshin Earthquake (January 17, 1995) clearly demonstrated that earthquakes can cause considerable damage in a short period of time. Earthquakes can happen at any time without any warning. You should always be prepared, both mentally and materially, in order to keep damage to a minimum.

### ●What to do if you feel shaking

- If you are at home, hide under a desk. Do not rush outside.
- Turn off all gas and cooking or heating appliances, which may be a fire hazard.
- If you are outside, stay away from concrete walls and other things that could fall.

### ●What to do after the shaking stops

- Open doors or windows to create an escape path.
- Wear shoes so you don't get hurt by broken glass.
- Turn on the TV or radio to get the information for aftershocks and tsunamis.
- If your house looks like it might collapse or fire has broken out nearby, go to an evacuation center. When you do so, bring your emergency supplies after closing the gas valve and turning off the electricity breaker.

## **Tsunamis**

A tsunami is a tall wave that approaches the shore very quickly. Tsunamis are caused when an earthquake happens in the ocean. You should turn on the TV or radio to check for emergency warnings, warnings, or advisory for tsunamis during an earthquake.

- Be aware during your everyday life
  - Check a hazard map (<http://www.hazardmap.pref.hyogo.jp/>) (Japanese only)
  - Decide ahead of time where you will evacuate to if a tsunami occurs.
- When you evacuate
  - If you are near the ocean, run to a high place far from the ocean.
  - A tsunami could occur even after a small earthquake.
  - Tsunamis approach repeatedly, not just once.
  - Don't go near the ocean until the tsunami emergency warning, warning, or advisory has been turned off.

## **Typhoons**

Typhoons approach Japan from approximately June to October. When a typhoon comes, it brings strong rain and wind.

- During a typhoon
  - Put potted plants, trash bin and other items inside that could be blown away.
  - Close the curtains so that you won't be injured if the windows break.
  - Stay inside as much as possible.
  - Pay particular attention to the weather forecast. If you are advised to evacuate, do so immediately.

## **Heavy rains, Floods and Land-related disasters**

During heavy rain, river banks can be flooded, and water can seep into homes. If you are in a low-lying area where water could collect, escape to a higher place. Stay away from rivers and streams. Heavy rain can also cause landslides. Check the hazard maps made by Hyogo Prefecture or your city (<http://www.hazardmap.pref.hyogo.jp/>) (Japanese only).

## **Being prepared for disasters**

- Emergency supply kit checklist (You should have an emergency supply kit ready.)
  - ☐ Flashlight and spare batteries    ☐ Portable radio    ☐ Emergency rations
  - ☐ Drinking water    ☐ Medications    ☐ Money    ☐ Cash card
  - ☐ Passport    ☐ Resident card    ☐ Health insurance card
  - ☐ Clothing and underwear    ☐ Helmet    ☐ Towel    ☐ Gloves
- Participate in local disaster drills.
- Do not place objects in the entrance, passageway or corridor which may obstruct evacuation.
- Check the location of the evacuation center and access routes.
- If a disaster occurs, turn on the TV or radio.

## **Vocabulary used during disasters**

- Advisory (chuiho) • • • a notice that a disaster may occur. There are advisories for heavy rain, floods, strong winds, tsunamis, etc.
- Warning (keiho) • • • a notice that a large-scale and dangerous disaster may occur. There are warnings for heavy rain, floods, violent winds, tsunamis, etc.
- Emergency Warning • • • a notice that disaster may occur at an unheard-of scale. There (tokubetsu keiho) are warnings for heavy rain, violent winds, tsunamis, etc.
- Emergency earthquake warning • • • a notice to be careful because an earthquake is (kinkyu jishin sokuho) about to occur.
- Evacuation preparation advisory • • • a notice to be prepared to evacuate (hinan junbi joho)
- Evacuation advisory • • • a notice that residents are recommended to evacuate (hinan kankoku)
- Evacuation order • • • a notice that residents are required to evacuate (hinan shiji)

## **After the disaster**

In a large-scale disaster, let your embassy or consulate know that you are safe. Kobe University will send a message to the e-mail address that is registered in your Student Portfolio on URIBO-Net via safety confirmation system called ANPIC. When you receive it, you must submit your condition. In order to make sure you receive the message, submit your e-mail address to the Student Section at your faculty if you change it.

## **Hyogo E-net**

Hyogo prefecture sends out disaster information (earthquake, tsunami, and weather alerts) and evacuation information to residents in English, Korean, Chinese, French, German, Indonesian, Italian, Portuguese, Spanish, Thai and Vietnamese. Please register your mobile phone email address below: <http://bosai.net/e/>

## **Kobe City Disaster Information**

Kobe City sends out the latest information on disasters and evacuation in Kobe via its website and social media (Facebook and Twitter) in English. By downloading the app 'KOBE SONAE to U', you can obtain information in English, Chinese, and Korean languages.

Kobe City: <https://www.city.kobe.lg.jp/index.html>

Kobe City Facebook (English): <https://www.facebook.com/kobecityPR>

Kobe City Twitter (English): <https://twitter.com/kobecityPR>

KOBE SONAE to U: To use the service, please download via App Store or Google Play.

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西暦和暦早見表 Western/Japanese Calendar Conversion Chart

西暦 (Western calendar)	和暦 (Japanese calendar)	西暦 (Western calendar)	和暦 (Japanese calendar)
1981年	昭和(Showa)56年	2002年	平成14年
1982年	昭和57年	2003年	平成15年
1983年	昭和58年	2004年	平成16年
1984年	昭和59年	2005年	平成17年
1985年	昭和60年	2006年	平成18年
1986年	昭和61年	2007年	平成19年
1987年	昭和62年	2008年	平成20年
1988年	昭和63年	2009年	平成21年
1989年	昭和64年 平成(Heisei)元年(1)	2010年	平成22年
1990年	平成2年	2011年	平成23年
1991年	平成3年	2012年	平成24年
1992年	平成4年	2013年	平成25年
1993年	平成5年	2014年	平成26年
1994年	平成6年	2015年	平成27年
1995年	平成7年	2016年	平成28年
1996年	平成8年	2017年	平成29年
1997年	平成9年	2018年	平成30年
1998年	平成10年	2019年	平成31年 令和(Reiwa)元年(1)
1999年	平成11年	2020年	令和2年
2000年	平成12年	2021年	令和3年
2001年	平成13年	2022年	令和4年

