

# Information Sheet AY2020/2021



## INSTITUTION

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

### <International Affairs Planning Division>

International Academic Exchange Coordinator - in charge of agreement	<b>Naoko TOKUNAGA (Ms.)</b> Tel: +81 78 803 5282 / Fax: +81 78 803 5141 E-mail: intl-relations@office.kobe-u.ac.jp
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### <International Exchange Division>

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

**ADMISSIONS INFORMATION**

Kobe University Exchange Program Website	<a href="https://www.kobe-u.ac.jp/en/study_in_kobe/admission/exchange_program.html">https://www.kobe-u.ac.jp/en/study_in_kobe/admission/exchange_program.html</a>
Nomination Deadlines	<p>*Home institution must nominate exchange student(s) to Kobe University by the following dates. Please fill out a nomination sheet which we send to partners around 3 months before the following deadline and send it to <a href="mailto:intl-exchange@office.kobe-u.ac.jp">intl-exchange@office.kobe-u.ac.jp</a>.</p> <p><b>Fall 2020 (October 1 - March 31): April 20, 2020</b>  <b>Spring 2021 (April 1 - September 30): October 20, 2020</b></p>
Application Period	<p>*Applicants must submit all application materials in the following period.</p> <p><b>Fall 2020 (October 1 - March 31): March 1, 2020 - May 1, 2020</b>  <b>Spring 2021 (April 1 - September 30): September 1, 2020 - November 1, 2020</b></p>
Application Documents	<p>Download the application forms from the following website.  <a href="https://www.kobe-u.ac.jp/en/study_in_kobe/admission/exchange_program/how_to_apply.html">https://www.kobe-u.ac.jp/en/study_in_kobe/admission/exchange_program/how_to_apply.html</a></p> <p><b>1. Exchange Student Application Form</b>  * Handwritten cannot be accepted.  * The following students are required to obtain approval from a professor in your chosen academic field before the application. Please include the professor's name in the study plan on page 2 of the application form.  - PhD (Doctoral /3<sup>rd</sup> Cycle) students  - Master students who apply for the Graduate School of Engineering, the Graduate School of Maritime Science or the Graduate School of Medicine  - <i>How to find the professor to be your future academic supervisor?</i>  Make use of our Directory of Researchers in Kobe University:  <a href="http://kuid.ofc.kobe-u.ac.jp/InfoSearch/">http://kuid.ofc.kobe-u.ac.jp/InfoSearch/</a></p>
Documents for CoE Application	<p><b>2. Copy of Academic Transcript (English)</b></p>
	<p><b>3. Certificate of <u>Japanese and/or English</u> Language Ability (Optional)</b></p>
	<p><b>4. Application for Certificate of Eligibility (CoE)</b>  *All 3 pages must be filled out correctly. (Applicants should read all the notes in the application form carefully.)  *A sample CoE application form is available from the link below.  <a href="https://www.kobeu.ac.jp/documents/en/study_in_kobe/admission/sample_application_coe.pdf">https://www.kobeu.ac.jp/documents/en/study_in_kobe/admission/sample_application_coe.pdf</a>  *CoE application form should be sent in excel format, not in PDF. Handwritten cannot be accepted.</p>
	<p><b>5. Financial Statement (Must be translated in English)</b>  The documents that prove the "Method of support to meet the expenses while in Japan (Section 26 of Application for CoE)".  Following supporting documents are accepted:  1) Latest bank statement of applicant's own account or his/her financial supporter's account (Closing balance must be more than 600,000yen for 1 semester / more than 1,200,000yen for 1 year stay at Kobe University as an exchange student)  OR  2) A certificate of employment of a financial supporter and a certificate of his/her annual income.</p>
	<p><b>6. Certificate of Scholarship (If Any)</b></p>
*CoE (Certificate of Eligibility) is a necessary document to apply for a student visa. Please check "Visa Application" on Page 4.	<p><b>7. Copy of Passport ID Page</b>  *All letters on the ID page must be shown clearly.</p>
	<p><b>8. Digital Photo (for CoE application)</b>  *Submission of high-quality digital photo data in formats such as "jpg" or "png" is preferred.  *Submission of the same photo as a passport should be avoided.  *The photo must meet all specifications which can be checked in the following website.  <a href="http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html">http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html</a></p>
Send to	<a href="mailto:intl-exchange@office.kobe-u.ac.jp">intl-exchange@office.kobe-u.ac.jp</a> by e-mail attachment

**ACADEMIC INFORMATION**

Faculty / Graduate School	<p>Students belong to one of the faculties or graduate schools at Kobe University. Students should choose their preferred faculty / graduate school which is close to their major. &lt;Faculty&gt; (for Undergraduates/Bachelor) <a href="https://www.kobe-u.ac.jp/en/faculties_graduate_schools/faculties/index.html">https://www.kobe-u.ac.jp/en/faculties_graduate_schools/faculties/index.html</a> <b>*An undergraduate exchange program offered by School of Medicine is NOT available.</b> &lt;Graduate School&gt; (for Graduate Students/Master/Doctor) <a href="https://www.kobe-u.ac.jp/en/faculties_graduate_schools/grad/index.html">https://www.kobe-u.ac.jp/en/faculties_graduate_schools/grad/index.html</a></p>
Academic Calendar	<p><a href="https://www.kobe-u.ac.jp/en/about_us/academic_calendar.html">https://www.kobe-u.ac.jp/en/about_us/academic_calendar.html</a> Fall 2020: October 1, 2020 to March 31, 2021 Lesson period of 3<sup>rd</sup> quarter: October 1, 2020 ~ November 30, 2020 Lesson period of 4<sup>th</sup> quarter: December 1, 2020 ~ February 5, 2021 *End of final exams Spring 2021: April 1, 2021 to September 30, 2021 Lesson period of 1<sup>st</sup> quarter: Early April, 2020 ~ Early June, 2020 Lesson period of 2<sup>nd</sup> quarter: Early June, 2020 ~ Early August, 2020 *End of final exams</p>
Academic Load	<p>Kobe University does not have a full-time load. 124 credits or more are necessary to complete an undergraduate program (Bachelor degree) at Kobe University (approx. 30 credits/year). Maximum load per semester depends on each faculty, and there is no minimum load. However, all international students including exchange students must take at least 10 lesson hours (equivalent of 6-7 courses) per week according to the immigration law.</p>
Course Types	<p>There are 3 types of courses offered at Kobe University according to patterns I - III described below. Patterns I and II are "quarter courses", and III takes the format of "semester courses". As it depends on the course, please see the syllabus for further information. I) 1 course per week for 8 weeks (including examination days) II) 2 courses per week for 8 weeks (including examination days) III) 1 course per week for 16 weeks (including examination days) *1 course is regarded as 120 minutes at Kobe University. (Actual lecture is 90 minutes.)</p>
Courses/Credits	<p>Courses include lectures, seminars, experiments, exercises, and practical training. Each quarter is eight weeks long including the examination days. Course grades are announced in each quarter. However, course credits are acquired at the end of each academic semester. One credit is usually awarded for fifteen hours of lectures. (For example, one lecture which is two hours long, offered once a week for eight weeks including examination days.) To receive one credit, a total of forty-five hours of study are required. This includes self-study hours to prepare for or review classwork.</p>
Grading System	<p>5-level grading system: S (90-100), A (80-89), B (70-79), C (60-69), and F (below 59)</p>
Courses/Programs	<p><b>Syllabus (for external use)</b> *Syllabus is available about 2 weeks prior to the new semester. <a href="https://kym-syllabus.ofc.kobe-u.ac.jp/campus/campusquare.do? flowExecutionKey= c25FB915B-7140-1D9B-0817-07B8BDA87767 KA694EB77-005E-0195-9CC2-1647C9E311AC">https://kym-syllabus.ofc.kobe-u.ac.jp/campus/campusquare.do? flowExecutionKey= c25FB915B-7140-1D9B-0817-07B8BDA87767 KA694EB77-005E-0195-9CC2-1647C9E311AC</a></p> <p><b>Courses offered in English</b> *For reference only <a href="https://www.kobe-u.ac.jp/documents/en/study_in_kobe/admission/international_programs_2019.pdf">https://www.kobe-u.ac.jp/documents/en/study_in_kobe/admission/international_programs_2019.pdf</a></p> <p><b>Kobe University Educational Program on Current Japan</b> (English, English/Japanese-taught Program) <a href="http://www.office.kobe-u.ac.jp/intl-prg/epocj/english/">http://www.office.kobe-u.ac.jp/intl-prg/epocj/english/</a></p> <p><b>Japanese Language Courses</b> The Center for International Education (CIE) offers Japanese language courses for free for exchange students. Students who wish to take these courses are required to take the online level check test prior to the semester. <a href="http://www.kisc.kobe-u.ac.jp/english/leaning_japanese/laboratory_course.html">http://www.kisc.kobe-u.ac.jp/english/leaning_japanese/laboratory_course.html</a></p> <p>&lt;Non-credit bearing courses&gt; 1. <u>Integrated Japanese Course</u> : open to all exchange students. 2. <u>Intensive Japanese Course</u> : developed for MEXT (Japanese government) scholarship students. Exchange students can be enrolled in this course on an availability basis only. &lt;Credit bearing course&gt; 3. <u>Japanese Language and Japanese Studies Course</u> : (advanced level) for undergraduate students only</p>
Course Registration	<p>Course registration is available only after arrival, and there is no pre-registration. Students are notified of further procedures by the relevant faculty/graduate school.</p>
Language Requirement	<p>There is no language requirement, but having Japanese ability equivalent to JLPT N2 or higher is preferable if students intend to take courses conducted in Japanese. <b>*Please refer to the "Classroom Language" mentioned in the syllabus.</b></p>

**PRE DEPARTURE**

Schedule until Arrival	<a href="https://www.kobe-u.ac.jp/en/study_in_kobe/admission/exchange_program.html#4">https://www.kobe-u.ac.jp/en/study_in_kobe/admission/exchange_program.html#4</a>
Accommodation	<p>[Kobe University Residential Facilities] Please request in the application form. Exchange students are given priority for room allocations in the university dormitories. The final dormitory allocation is confirmed about 1 month prior to arrival and students are informed by the receiving Faculty/Graduate School.</p> <p><b>*Types of the university dormitory cannot be selected. Room type is single only.</b></p> <p><a href="https://www.kobe-u.ac.jp/en/campuslife/housing/accommodation.html">https://www.kobe-u.ac.jp/en/campuslife/housing/accommodation.html</a></p> <p>[Private Housing] Exchange students can also live in private housing. Students who wish to live in private housing need to arrange for finding their rooms and making a contract by themselves.</p> <p><a href="https://www.kobe-u.ac.jp/en/campuslife/housing/private_housing.html">https://www.kobe-u.ac.jp/en/campuslife/housing/private_housing.html</a></p>
Visa Application	<p><b>Certificate of Eligibility (CoE)</b> In order to support international students' smooth entrance to Kobe University, we offer prospective students a proxy application service for their Certificate of Eligibility (CoE). CoE is issued by the immigration before the visa application as evidence that the foreign national meets the conditions for landing in Japan. A foreign national who has a CoE can obtain a visa more easily at an embassy or consulate within the standard processing period. In addition, landing permission will be granted more promptly if students show their CoE to an immigration officer.</p> <p>Kobe University applies for CoE on behalf of incoming students after the issuance of the acceptance letter. The immigration process usually takes about 1 month. Upon successful issue of CoE, Kobe University sends out the "Acceptance Package" which consists of an acceptance letter and CoE by mailing. Students can start their visa application at the Embassy of Japan in their countries after receiving the package.</p> <p>However please note that this proxy service does not guarantee 100% success. The final decision for visa issuance rests in the hands of the Japanese Immigration office and Japanese Embassy.</p> <p><b>*We will send out the acceptance package on the assumption that students will arrive in Japan about 1 week before each semester begins (around the last week of September/March). Students who intend to depart from their country earlier should apply for their visa by themselves without the CoE since we cannot guarantee earlier issuance of CoE than the schedule we assume. However there is no guarantee that the Embassy or Consulate-General of Japan issue a visa without the CoE.</b></p> <p><b>Visa</b> The applicant must apply in person to the Embassy or Consulate-General in their country. Visa cannot be obtained after arriving in Japan. For detailed information about necessary documents and procedure, please refer to the following URL; Ministry of Foreign Affairs of Japan. <a href="https://www.mofa.go.jp/j_info/visit/visa/index.html">https://www.mofa.go.jp/j_info/visit/visa/index.html</a></p>
Insurance	<p>[Compulsory] <b>National Health Insurance</b> The National Health Insurance System in Japan is to reduce individuals' medical costs. International students who reside in Japan must become a member of the National Health Insurance scheme. Approximately 1,800 yen/ month *Payment is made in 10 installments from June to March of the next year. <a href="http://www.city.kobe.lg.jp/a52670/kurashi/support/insurance/foreigner.html">http://www.city.kobe.lg.jp/a52670/kurashi/support/insurance/foreigner.html</a></p> <p><b>Personal Accident Insurance for Students Pursuing Education and Research (PAS)</b> 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. 1,000 yen/ 1 year <a href="http://www.jees.or.jp/gakkensai/docs/publish/2019chohyo/goannai/2019gakkensai2000_goannai_e.pdf">http://www.jees.or.jp/gakkensai/docs/publish/2019chohyo/goannai/2019gakkensai2000_goannai_e.pdf</a></p> <p>[Strongly Recommended] <b>Comprehensive Insurance for Students Lives Coupled with PAS for International Students</b> Comprehensive Insurance for Students Lives Coupled with PAS for International Students is a voluntary insurance for those who wish to expand insurance coverage. Kobe University strongly recommends our students to purchase this insurance when joining Personal Accident Insurance for Students Pursuing Education and Research, which all students are required to join. For more details, please contact the Consulting Desk for Student Life and Insurance. The contact details are listed on the back of the pamphlet. <a href="https://www.kobe-u.ac.jp/documents/international/study-in-kobe/sik/insurance2018.pdf">https://www.kobe-u.ac.jp/documents/international/study-in-kobe/sik/insurance2018.pdf</a></p>

Estimated Living Expenses	<b>Tuition</b> None for Kobe University (Based on the agreement, the students will pay regular annual tuition to their home universities.)
	<b>Books &amp; Materials</b> For Undergraduate courses: 50,000 yen/year For Japanese Language Courses: 30,000 yen/year
	<b>Accommodation (University Residential Facilities)</b> 4,700 yen - 21,000 yen/ month <a href="https://www.kobe-u.ac.jp/en/campuslife/housing/accommodation.html">https://www.kobe-u.ac.jp/en/campuslife/housing/accommodation.html</a>
	<b>Board &amp; Living expense</b> Approximately 30,000 yen/ month This depends greatly on each student's living style.
	<b>Utility (Electricity, Gas, Water)</b> Approximately 15,000 yen/ month
	<b>Transportation fee from Kobe University Residential Facilities (Dormitory)</b> Approximately 15,000yen - 20,000yen/month *Please refer to the information of each dormitory below. <a href="https://www.kobe-u.ac.jp/en/campuslife/housing/accommodation.html">https://www.kobe-u.ac.jp/en/campuslife/housing/accommodation.html</a>
	<b>Insurance</b> National Health Insurance: 1,800 yen/ month PAS: 1,000 yen/ year Comprehensive Insurance for Student's Lives Coupled with PAS: 1,500 - 10,000yen/ year (depending on the type of coverage)
	<b>Entertainment &amp; Others</b> 10,000 yen/ month
	<b>TOTAL</b> Approximately 100,000 yen/month
Vaccination	Kobe University has implemented the Measles and Rubella Registration Policy, and all newly-enrolled Kobe University students must submit a certificate demonstrating inoculation and an antibody test against measles and rubella at the medical examination held at Kobe University. Those who do not bring the certificate are required to take an antibody test in Japan. Measles and Rubella - Control and Prevention (P.15) <a href="https://www.kobe-u.ac.jp/documents/en/study_in_kobe/en2019guidebook.pdf">https://www.kobe-u.ac.jp/documents/en/study_in_kobe/en2019guidebook.pdf</a>

## ARRIVAL AND ORIENTATION

Recommended Arrival Dates	Fall semester: Late September Spring semester: Late March *Please follow the directions from faculties/graduate school.
Transportation	Airport pick-up service is not available. Access from Kansai International Airport to Kobe University: <a href="https://www.kobe-u.ac.jp/en/campuslife/campus_guide/campus/index.html">https://www.kobe-u.ac.jp/en/campuslife/campus_guide/campus/index.html</a>
Orientation Dates	*Attendance is compulsory. Fall semester: TBD (Late September) Spring semester: TBD (Early April) <Reference> Fall 2019: September 30, 2019 (Including Welcome tea party) Spring 2020: April 2, 2020 (Including Welcome tea party)

**STUDENT SUPPORT SERVICES**

Advising and Counseling Services for International Students	<p>The Center for International Education (CIE) offers counseling for international students with issues arising in their study at Kobe University and daily life in Japan. This counseling covers a broad range of issues including academic matters, intercultural and interpersonal issues, harassment cases, mental and physical health, financial problems, and family matters. Two fulltime faculty members in the CIE are available for consultation. Most departments at Kobe University also have faculty and staff to offer advice for international students.</p> <p><a href="https://www.kobe-u.ac.jp/en/campuslife/supports/index.html">https://www.kobe-u.ac.jp/en/campuslife/supports/index.html</a></p>
Medical Support (medical checkups, physical and mental health consultations)	<p>The Medical Center for Student Health offers emergency first aid treatment, annual medical checkups, and consultations regarding physical or mental health. It can only be used by students and staff of Kobe University. Medical Centers are located in Rokkodai Campus, Fukae Campus, and Kusunoki Campus. In Myodani Campus, the Physical and Mental Health Consultation Office is available instead of the Center.</p> <p><a href="https://www.kobe-u.ac.jp/en/campuslife/campus_guide/health.html">https://www.kobe-u.ac.jp/en/campuslife/campus_guide/health.html</a></p> <p>· <b>Medical checkups</b> Kobe University carries out an annual medical examination in April and October. New students must take the checkups either of them. Students who do not take the free medical examination at Kobe University must take an equivalent medical examination at outside hospital, for which it will be necessary to pay a fee for both the examination and certificate. Then they must present the certificate to the Medical Center for Student Health.</p> <p>· <b>Physical Health/Mental Health Consultations at the Medical Center for Student Health</b> <a href="https://www.kobe-u.ac.jp/en/campuslife/supports/index.html">https://www.kobe-u.ac.jp/en/campuslife/supports/index.html</a></p> <p>· <b>Medical Support Consultation Form</b> For students with chronic conditions and disabilities (physical, developmental, or mental), if you let us know in advance, we will make preparations to provide support where possible. If you are taking medication and need support to find medical doctors for continuous treatment in Japan, please let us know using the "Medical Support Consultation Form" before coming to Japan. Please contact us (intl-exchange@office.kobe-u.ac.jp) to obtain the "Medical Support Consultation Form".</p>
Support for students with disabilities	<p>At Kobe University each faculty, school, graduate school and the Student Affairs Department provide disabled students with the necessary support during entrance examinations and admission to the University as well as the post-admission period. We aim to provide on-campus parking spaces and create an environment that enables students with disabilities to move around campus and freely engage in various activities. Each faculty, school and graduate school also aims to establish a supportive educational environment by conducting classes in rooms that are easily accessible, securing appropriate seating, and providing in-class support when necessary.</p> <p>· <b>Support for students with disabilities</b> (Japanese Website) <a href="https://www.kobe-u.ac.jp/campuslife/support/handicapped/">https://www.kobe-u.ac.jp/campuslife/support/handicapped/</a> (English Website) <a href="https://www.kobe-u.ac.jp/en/campuslife/supports/index.html">https://www.kobe-u.ac.jp/en/campuslife/supports/index.html</a></p> <p>· <b>Application form for disability support</b> If you wish to apply for learning support services, please fill out the "Application form for disability support" and submit it to the Academic Affairs Section at your affiliated faculty, school or graduate school. (Application form for disability support) <a href="https://www.kobe-u.ac.jp/documents/international/study-abroad-programs/support/New_folder/Application_form_for_disability_supports_v1.pdf">https://www.kobe-u.ac.jp/documents/international/study-abroad-programs/support/New_folder/Application_form_for_disability_supports_v1.pdf</a></p>
Tutors	<p>Each international student is supported by a tutor with the aim of helping and improving the effectiveness of study and research. The tutors are recommended by the academic adviser, and are chosen from students with background knowledge in the field of study of the international student. They will not only help international students with their study, but will also support them in matters concerning daily life.</p>
Career Support	<p>The University provides employment/ internship/ volunteer support for students; mainly at Career Center, and at each Faculty/ Graduate School. In addition, Center for International Education holds a Global Career Seminar throughout the year for international students. Feel free to visit Career Center or the appropriate section of each Faculty/ Graduate School where various materials related to career formation and employment are available.</p> <p><a href="http://www.career.kobe-u.ac.jp/index.html">http://www.career.kobe-u.ac.jp/index.html</a></p>