



**INTER-FACULTY EXCHANGE PROGRAM
INFORMATION SHEET AY2025**



KOBE UNIVERSITY

Faculty of Economics & Graduate School of Economics

CONTACT

Faculty / Graduate School of Economics, Kobe University

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

Contact Office:

Academic/Student Affairs Office, Faculty / Graduate School of Economics

2-1 Rokkodai-cho, Nada-ku, Kobe, Hyogo, 657-8501 JAPAN

For Applications

Academic / Student Affairs Office

Ms. Hideyo Iwamida

✉ econ-kyomu@office.kobe-u.ac.jp

☎ +81 78 803 7247

For Academic Exchange Agreements

Office for International Education and Exchange

Ms. Britt Blom, Inbound Academic Coordinator

Ms. Junko Iwatsuki, Outbound Academic Coordinator

✉ intl@econ.kobe-u.ac.jp

ADMISSION INFORMATION

Please nominate the number of students according to our Student Exchange Agreement.

Please note that our **academic year starts on April 1st and ends on March 31st.**

To maintain a balance in student exchanges, partner universities are kindly asked to take this difference in academic year into account when nominating students.

1. Nomination

Partner universities are requested to nominate their students to Kobe University by the following deadline. Please complete the nomination form and send them to the email address below:

✉ econ-kyomu@office.kobe-u.ac.jp

Nomination deadline

Spring semester 2025 (April 1 – September 30, 2025):
October 20, 2024

Fall semester 2025 (October 1, 2025 – March 31, 2026):
April 20, 2025

2. Application

Please send the application documents as an attachment to the email address below:

✉ econ-kyomu@office.kobe-u.ac.jp

Application deadline

Spring semester 2025 (April 1 – September 30, 2025):
November 1, 2024

Fall semester 2025 (October 1, 2025 – March 31, 2026):
May 1, 2025

Application documents:

1. [Application Form](#) (Download)
2. [Learning Agreement](#) (Download)
3. Certificate of Enrollment
4. Official Academic Transcript
5. Copy of Passport (ID page)
6. [Certificate of Proficiency in Japanese](#), if applicable with scores. (Only needed for those taking courses in Japanese)

✂ Documents 3 and 4 must be in English

3. CoE Application (Visa Process)

After the application is successful the student will need to apply for a student visa. A CoE (Certificate of Eligibility) is needed when applying for a visa. The process to receive the CoE is as follows:

1. Nominated exchange students will receive an e-mail from stdnt-cesr@office.kobe-u.ac.jp with an URL to the online application (in November for Spring enrollment, in May for Fall enrollment).
2. Complete the application and upload supporting documents. Sample: Please refer to the [webpage here](#). Upload the following documents:
 - a. Copy of Passport (ID Page)
 - b. Digital Photo Data ***Must be taken within 6 months prior to submission**
Please see the "[Photograph Requirements](#)"
 - c. Proof of Financial Support. This document must be translated into English
- Bank balance certificate of yourself or your supporter. The balance should be more than 600,000 JPY for 1 semester stay or more than 1,200,000 JPY for 1 year stay in total.
 - i. If you choose "scholarship", a copy of an official document proving that the applicant will receive the scholarship / grant

After the student has submitted the CoE application, Kobe University will apply for the CoE by proxy. As soon as the student has received the CoE by email, they should apply for a student visa at the Japanese Embassy or Consulate General.

Please note that we cannot guarantee a successful result of the CoE assessment as this is done on a case-by-case basis, though we are experienced in assisting students to obtain a successful assessment.

ACADEMIC INFORMATION

At the Faculty and the Graduate School of Economics Kobe University, the [academic calendar](#) is as follows:

Spring semester (First semester): April 1 – September 30

Fall semester (Second semester): October 1 – March 31

Exchange students must take at least 10 hours of classes per week according to the immigration law (equivalent of 5-6 courses per week).

1. Course Types

There are 3 types of courses offered at Kobe University according to patterns I - III described below. Pattern 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 class per week for 8 weeks (including examination days)
- II. 2 classes per week for 8 weeks (including examination days)
- III. 1 class per week for 16 weeks (including examination days)

*1 class is regarded as 120 minutes at Kobe University. (Actual lecture is 90 minutes.)

[Syllabus - Kobe University Courses/Programs](#)

Courses include lectures and seminars. Each quarter is eight weeks long including the examination period. Course grades and credits are acquired at the end of each semester.

2. Credits

One credit is usually awarded for fifteen hours of lectures. (For example, one lecture which is two hours long, offered once a week) To receive one credit, a total of forty-five hours of study is required. This includes self-study hours, exam preparation, and classwork reviewing.

Grades in Japanese	Grades in English	Minimum Points	Maximum Points	Grade Points
秀	S	90	100	4.3
優	A	80	89	4
良	B	70	79	3
可	C	60	69	2
不可	F	0	59	0

3. Courses and Programs

Available courses

- **Economic Courses:** <https://www.econ.kobe-u.ac.jp/en/affairs-for-exchange-students/>
- **Japanese Language Courses:** The Global Education Center (GEC) offers Japanese language courses for free for exchange students. http://www.kisc.kobe-u.ac.jp/english/learning_japanese/laboratory_course.html
 - Non-credit bearing courses:
 - Integrated Japanese Course: open to all exchange students.
 - Intensive Japanese Course: Aimed at Japanese government (MEXT) scholarship students. Exchange students can only enroll into this course if there is availability.
 - Credit bearing course
 - Japanese Language and Japanese Studies Course: (advanced level) for undergraduate students only

Course Registration

Course registration is available only after arrival, and there is no pre-registration. Students are notified of further procedures at the Faculty Orientation.

Language Requirement

There is NO language requirement; however, if students intend to enroll in courses conducted in Japanese, proficiency equivalent to JLPT N1 is expected. For students attending classes in English, no proficiency certificate is required, but they should have a sufficient command of the language to follow the lectures.

PRE-DEPARTURE

April enrollment	October enrollment	Procedure
October - November	April - May	<ol style="list-style-type: none"> 1. Submit the completed application documents to Kobe University. by November 1st for April Enrollment (Spring semester) by May 1st for October Enrollment (Fall semester) 2. Submit CoE application and the supporting documents online.
December	June	<ol style="list-style-type: none"> 1. The faculty committee will deliberate about the acceptance of the student. 2. When accepted, a "Letter of Acceptance" is issued. 3. The Academic / Student Affairs Office applies for the university dormitory for those who requested.
January	July	Kobe University will apply for your COE by proxy. The CoE will be issued around the end of August for October enrollment, and around the end of February for Spring enrollment.
February - March	August - September	<ol style="list-style-type: none"> 1. Student Visa Application As soon as you have received your CoE, please apply for student visa at the Japanese Embassy or Consulate General. 2. Dormitory and Tutor Your dormitory allocation and tutor contacts will be sent to you. 3. Course Information Course list and Japanese Language course placement test information will be informed respectively.
Early April	Early October	<ol style="list-style-type: none"> 1. Dormitory check-in (end of March / September) 2. New Student Orientations 3. Medical Check-up 4. Classes will start

ARRIVAL AND ORIENTATION

Considering the visa application process and the availability of dormitories, we recommend the following indication for the suggested arrival dates.

Recommended Arrival Dates

Spring semester: Late March
Fall semester: Late September

Orientation Dates

Spring semester: Early April
Fall semester: Late September

***Attendance is compulsory**

Please note that Kobe University does not provide an airport pick-up service.
Access to Kobe University can be found [here](#).

ACCOMMODATION

Kobe University Residential Facilities

Exchange students are given priority (but it is not guaranteed) for room allocations in the university dormitories.
The final dormitory allocation is confirmed 1 month prior to arrival.

***Types of the university dormitory cannot be selected. Single room only.**

<https://www.kobe-u.ac.jp/en/campus-life/housing/accommodation/>

Private Housing

Exchange students can also live in private housing. Students who wish to live in private housing need to arrange their accommodations and sign the contract themselves.

***Kobe University cannot be a guarantor or sponsor for any residence contract. The deposit, key money, and monthly rent can be extremely costly for international students.**

<https://www.kobe-u.ac.jp/en/campus-life/housing/private-housing/>

STUDENT LIFE

1. Estimated Living Expenses

Books & Materials	10,000 yen /month
Accommodation (University dormitory)	11,000 yen~30,000 yen/month * Move-in charge and fees are also required (amount depends on the property)
Utilities (Electricity, Gas, Water)	15,000 yen/month
Cell Phone	5,000yen/month
Transportation (From dormitory to campus)	15,000yen - 20,000 yen/month
Insurance	*National Health Insurance: 2,000 yen/month *Basic Compensation, additional insurance and medical assistance: 4,000 yen~16,000 yen/year (depends on the type of coverage)
Living expenses	30,000 yen/month or more
Entertainment & others	10,000 yen/month
Total	Approx. 100,000 yen/month

2. Insurance

All exchange students **MUST** enroll in the four types of insurance listed below, regardless of whether they have coverage from their home country.

1. Japanese National Health Insurance
2. Personal Accident Insurance for Students Pursuing Education and Research (PAS) (Gakkensai)
3. Comprehensive Insurance for Students Lives Couples with PAS for International Students (Inbound Futai Gakusou)
4. Inbound Medical Assistance Service (IMAS)

More detailed information about the insurances can be found here:

<https://www.kobe-u.ac.jp/en/campus-life/student-life/life/>

3. 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.

STUDENT SUPPORT

1. Medical Support

The Medical Center for Student Health offers emergency first aid treatment, annual medical checkups, and consultations regarding physical or mental health.

- Advising and Counseling Services for International Students: <https://www.kobe-u.ac.jp/en/campus-life/support/>
- Medical Support (medical checkups, physical and mental health consultations) : <https://www.kobe-u.ac.jp/en/campus-life/guide/health/>

Medical Checkups

Kobe University carries out an annual medical examination in April and October. New students must take either of the checkups.

Medical Support Consultation Form

For students with chronic conditions and disabilities (physical, developmental, or mental), if you let us know in advance, we will prepare 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 before coming to Japan (econ-kyomu@office.kobe-u.ac.jp) to obtain the "Medical Support Consultation Form".

2. Tutors

A tutor will be assigned to exchange student with the aim to help them settle in. The tutors are students from the same faculty. They will support international students at the beginning of the exchange program with matters regarding daily life and study.

3. Advising and Counseling Services

The Faculty / Graduate School of Economics offers counseling for international students with issues arising in their studies 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. International Academic Coordinators are available for consultation.

Office for International Education and Exchange

Location: 1st floor, Main Building, Rokkodai 1st Campus

✉ intl@econ.kobe-u.ac.jp

