

INFORMATION SHEET (2019-2020)

Name of Institution	Faculty of Engineering	
Dean	Prof. TOMIYAMA Akio	
Web site	http://www.eng.kobe-u.ac.jp/	
Programs Offered	Bachelor's Programs	
Organization (Department)		
Architecture http://www.arch.kobe-u.ac.jp/index.html	Civil Engineering http://www.shimin.eng.kobe-u.ac.jp/	
Electrical and Electronic Engineering http://www.eedept.kobe-u.ac.jp/	Mechanical Engineering http://www.mech.kobe-u.ac.jp/	
Chemical Science and Engineering http://www.cx.kobe-u.ac.jp/index_j.html	Computer Science and Systems Engineering http://www.csi.kobe-u.ac.jp/cs/site/index.html	

Name of Institution	Graduate School of Engineering		
Dean	Prof. TOMIYAMA Akio		
Web site	http://www.eng.kobe-u.ac.jp/		
Programs Offered	Master's Programs Doctoral Programs		
Organization (Department)			
Architecture http://www.arch.kobe-u.ac.jp/index.html		Civil Engineering http://www.shimin.eng.kobe-u.ac.jp/	
Electrical and Electronic Engineering http://www.eedept.kobe-u.ac.jp/		Mechanical Engineering http://www.mech.kobe-u.ac.jp/	
Chemical Science and Engineering http://www.cx.kobe-u.ac.jp/index_j.html			

Name of Institution	Graduate School of System Informatics		
Dean	Prof. TAMAKI Hisashi		
Web site	http://www.csi.kobe-u.ac.jp/		
Programs Offered	Master's Programs Doctoral Programs		
Organization (Department)			
Systems Science http://www.csi.kobe-u.ac.jp/gaivou/kouza/system.html		Information Science http://www.csi.kobe-u.ac.jp/gaivou/kouza/jvouhou.html	
Computational Science http://www.csi.kobe-u.ac.jp/gaivou/kouza/keisan.html			

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Entry requirements	<p>To participate in the exchange program, students need to</p> <ul style="list-style-type: none"> • be enrolled in an undergraduate or postgraduate degree program at their home institution. • be studying at a partner institution. • be recommended by their home institution. • have the basic knowledge and skills required for the classes they wish to take or research they plan to conduct at Kobe University. • complete the application form and all scanned documents are submitted by e-mail. <p>Those who want to conduct a research at Kobe University must obtain an agreement of acceptance from a supervisor at Kobe University before application. In this case, applicants should discuss their research plan with a prospective supervisor carefully.</p> <p>Students in undergraduate level are strongly encouraged to have enough familiarity with Japanese (N2 level in JLPT is recommended.)</p> <p>To those who want to study in the Department of Architecture, it is necessary to submit a certificate of Japanese and English Language proficiency, and also their portfolio.</p>
Selection	<p>Students are selected by application documents. Please note that not all applicants will be accepted as exchange students due to the limited capacity of Faculty, Graduate Schools, or Departments.</p> <p>Incomplete documents will not be processed.</p> <p>We will inform applicants of the result within 2 months after the application deadline.</p>
Application Schedule	<p>Schedule for Spring Semester (April - September) Enrollment</p> <p>October 31 : Application deadline</p> <p>Mid-December : Announcement of application results</p> <p>February-Early March : Receipt of acceptance package (with Certificate of Eligibility)</p> <p>Early April : Arrival in Japan, dormitory check-in</p> <p>Early April : Orientation</p> <p>Early April : Courses (classes) start</p> <hr/> <p>Schedule for Fall Semester (October - March) Enrollment</p> <p>April 30 : Application deadline</p> <p>Mid-June : Announcement of application results</p> <p>July-Early August : Receipt of acceptance package (with Certificate of Eligibility)</p> <p>Early October : Arrival in Japan, dormitory check-in</p> <p>Early October : Orientation</p> <p>Early October : Courses (classes) start</p> <hr/> <p>Those who ONLY want to conduct a research (focus mainly on doctoral students)</p> <p>The program runs throughout the year, and each participant may conduct research and study for up to one year.</p> <p>Applicants need to contact a prospective supervisor well in advance to negotiate start and finish dates for their practicum.</p>

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Academic calendar	<p>Spring Semester (1st Semester) From April 1 to September 30 (Classes start in early April)</p> <p>Fall Semester (2nd Semester) From October 1 to May 31 (Classes start on October 1)</p> <p>Summer Vacation: From early August to September 30 Winter Vacation: From late December to early January Spring Vacation: From late March to early April</p>
Courses and subjects	<p>• Syllabi for the period of your study at Kobe University are not available when you submit an application. For academic information such as courses, syllabi, class schedules, etc., please see one of the following Web sites for the syllabi currently available. https://kym-syllabus.ofc.kobe-u.ac.jp/campus (Japanese/English)</p> <p>Please note that there are some courses only for degree seeking students. Based on applicant's academic background or course's capacity, the course may be restricted for exchange students in some cases.</p>
Japanese course	<p>Japanese Language Courses The Center for International Education (CIE) offers Japanese language courses for free for exchange students. Students who wish to take these courses are required to take the online level check test prior to the semester.</p> <p><Non-credit bearing courses> *<u>Integrated Japanese Course</u> is open to all exchange students. *<u>Intensive Japanese Course</u> is developed for MEXT (Japanese government) scholarship students. Exchange students can be enrolled in this course on an availability basis only.</p> <p><Credit bearing course> *<u>Japanese Language and Japanese Studies Course</u> (advanced level) is for undergraduate http://www.kisc.kobe-u.ac.jp/english/program/laboratory_course.html</p>
Visa Application	<p>Certificate of Eligibility (CoE) Kobe University applies for CoE on behalf of incoming students after the issuance of acceptance letter. The immigration process usually takes about 1 month. Upon successful issue of CoE, Kobe University sends the original acceptance letter and the CoE that are needed for visa application in student's home country. *A CoE is issued before a visa application by the immigration as evidence that the foreign national meets the conditions for landing in Japan. A foreign national who has a CoE can get a visa easier at an embassy or consulate within the standard processing period. Also landing permission will be given quickly if students show CoE to an immigration officer.</p> <p>Visa The applicant must apply in person to an embassy or a consulate in their country. Visas cannot be obtained after arriving in Japan.</p>

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Life in Japan	<p>Please refer to "Study in Kobe" http://www.kobe-u.ac.jp/documents/international/study-in-kobe/sik/2018studyinkobe.pdf Students with special needs should contact the student affairs section to discuss arrangements for their stay in Japan and at Kobe University.</p>
Accommodations	<p>Kobe University reserves a single room for exchange students in one of the dormitories. Preference cannot be guaranteed, due to the availability of rooms in each dormitory. Please note that although the exchange students are given priority of the room allocation in the university dormitory, there is no guarantee. http://www.kobe-u.ac.jp/en/campuslife/housing/index.html</p>
Insurance	<p>【Compulsory】 National Health Insurance The National Health Insurance System in Japan is to reduce individuals' medical costs. International students who reside in Japan must become a member of the National Health Insurance scheme. Approximately 1,700 yen/ month *Payment is made in 10 installments for the period from June through March of the next year. http://www.city.kobe.lg.jp/life/support/insurance/img/28tirashiA_english.pdf</p> <hr/> <p>Personal Accident Insurance for Students Pursuing Education and Research (PAS) 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/ 6 months - 1 year http://www.jees.or.jp/gakkensai/docs/publish/2018chohyo/2018gaikokugo/goannai_2000/2018gakkensai2000_goannai_english.pdf</p> <hr/> <p>【Strongly Recommended】 Comprehensive Insurance for Student's Lives Coupled with PAS Comprehensive Insurance for Students' Lives Coupled with PAS is a voluntary insurance for those who wish to expand insurance coverage. Kobe University strongly recommend our students to purchase this insurance when joining Personal Accident Insurance for Students Pursuing Education and Research, which all students are required to join. *Please be noted that new insurance for international students will take effect after the entrance date (April 1st or October 1st). Further information will be informed later.</p>

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Contact	Student Affairs Section Graduate School of Engineering, Kobe University 1-1 Rokkodai, Nada, Kobe 657-8501, JAPAN TEL : +81-78-803-6350 FAX : +81-78-803-6364 E-mail : eng-kyomugakusei@office.kobe-u.ac.jp
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Application form and Required documents

Apply for the exchange program through the International Office of your university.

1	Application Form	Please use the appropriate application form • Fill out the application form • Handwritten is not be accepted
2	Curriculum Vitae	• Free format
3	Academic Transcript	• The transcript must include the names of subjects you took, your school year, your scores, and the number of credits you earned. The evaluation method must be included in the transcript. • The transcript must be written in English, or if in another language, with translation into English or Japanese.
4	Certificate of Enrollment	• The Certificate of Enrollment must be written in English, or if in another language, with translation into English or Japanese.
5	Application for CoE	*Handwritten cannot be accepted. *Send in Excel format , not in PDF.
6	Financial Statement	The Financial Statement is a very important document for COE screening. Please submit the documents that will prove the "method of support to meet the expenses while in Japan (Section 26 of Application for COE)." Supporting documents may be: 1) The latest bank statement (a balance of more than 1,200,000 yen is required for a 1-year stay at Kobe University as an exchange student) and a copy of the latest bank passbook. or 2) A certificate of employment of your financial supporter plus a certificate of his/her annual income. or 3) A certificate of a scholarship.
7	ID photo data	ID photo data (JPG) • without posted and taken within the past six months and upper-body included without hats and caps, (3 cm height and 2.4 cm width) 【CAUTION】The Immigration Bureau has strict regulations for submitting photos, so please be sure to carefully adhere to the specific guidelines for the size dimensions.
8	Copy of Passport	ID page, the page with your photo
9	Language Proficiency Certificate	Department of Architecture Submit a certificate of Japanese and English Language proficiency (mandatory). <hr/> The other Departments Submit a certificate of Japanese or English Language proficiency (mandatory).
10	Portfolio	Department of Architecture Students who want to take Architectural Design courses also need to submit their portfolio.