

INFORMATION SHEET (2022-2023)

Name of Institution	Faculty of Engineering	
Dean	Prof. KOIKE Atsushi	
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_i.html	Computer Science and Systems Engineering http://www.csi.kobe-u.ac.jp/	

Name of Institution	Graduate School of Engineering	
Dean	Prof. KOIKE Atsushi	
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. OHKAWA Takenao	
Web site	http://www.csi.kobe-u.ac.jp/	
Programs Offered	Master's Programs Doctoral Programs	
Organization (Department)		
Systems Science Information Science Computational Science	【NOTICE】 The three departments of the Graduate School of System Informatics are to be reorganized into one new department (Department of System Informatics) in April 2023.	

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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 recommended by their home institution. • major in correspond courses they wish to be accepted at Kobe University. • 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 should be submitted by e-mail. <p>The applicants in graduate level, who want to conduct research at Kobe University, must obtain an agreement of acceptance from a supervisor at Kobe University before application. In this case, applicants must discuss their research plan with a prospective supervisor carefully.</p> <p>The applicants in undergraduate level are strongly encouraged to have enough familiarity with Japanese (N2 level in JLPT is recommended). Please submit a certificate of Japanese.</p> <p>The applicants for the Department of Architecture, it is necessary to submit a certificate of Japanese <u>and</u> English Language proficiency, and also their portfolio.</p> <p>The applicants for other Departments, please submit a certificate of Japanese or English Language proficiency.</p> <p>Those who ONLY want to conduct a research (focus mainly on doctoral students)</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>We will inform applicants of the result within 2 months after the application deadline.</p> <p>*Incomplete documents will not be processed.</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 Orientation 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 Orientation Courses (classes) start</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</p> <p>Winter Vacation: From late December to early January</p> <p>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 ready when you submit an application.</p> <p>For academic information such as courses, syllabi, class schedules, etc., please refer to "Syllabus (for external use)" in the following web site for the syllabi currently available.</p> <p>*Please also note that we strongly recommend that exchange students take minimum 50% of classes from their host department.</p> <p>https://www.kobe-u.ac.jp/en/study_in_kobe/admission/exchange_program/courses_programs.html</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</p> <p>The Global Education Center(GEC) offers Japanese language courses for free for exchange students. Students who wish to take these courses are required to take online level check test prior to the semester.</p> <p>【Non-credit bearing Courses】</p> <ul style="list-style-type: none"> -The Integrated Japanese Course is open to all exchange students. -An Intensive Japanese Course has been developed for MEXT (government) Scholarship students. Exchange students can enroll on this course on an availability basis only. <p>【Credit bearing Course】</p> <ul style="list-style-type: none"> -The Japanese Language and Japanese Studies Course (advanced level) is for undergraduate students only. <p>http://www.kisc.kobe-u.ac.jp/english/leaning_japanese/</p> <p>*Only the exchange students under the university level (not faculty/graduate school level) agreement may choose to belong to GEC.</p>
Visa Application	<p>Certificate of Eligibility (CoE)</p> <p>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 issuance of CoE, Kobe University will send the original acceptance letter and the CoE that are needed for visa application in student's home country.</p> <p>*A CoE is issued before visa application by the immigration as evidence that the foreign national has eligibility to enter Japan. A foreign national who has CoE can get a visa easier at the embassy or consulate within the standard processing period. Also landing permission will be given quickly if student shows CoE to immigration officer.</p> <p>Visa</p> <p>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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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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<p>Life in Japan</p>	<p>Please refer to our website.</p> <p>http://www.kobe-u.ac.jp/en/campuslife/index.html</p> <p>Students with special needs should contact the student affairs section to discuss arrangements for their stay in Japan and at Kobe University.</p>
<p>Accommodations</p>	<p>Kobe University will reserve a single room for exchange students in one of the dormitories.</p> <p>http://www.kobe-u.ac.jp/en/campuslife/housing/index.html</p>
<p>Insurance (Mandatory)</p>	<p>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.</p> <p>https://www.city.kobe.lg.jp/a52670/kurashi/support/insurance/foreigner.html</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.</p> <hr/> <p>Comprehensive Insurance for Student's Lives Coupled with PAS Our students need to purchase this insurance when joining Personal Accident Insurance for Students Pursuing Education and Research to expand insurance coverage .</p> <hr/> <p>【Medical Assistance】Inbound Medical Assistance Service (IMAS) This 24 hour multilingual medical assistance includes two types: Standard and Emergency, both of which are provided when you are in Japan.</p> <hr/> <p>https://www.kobe-u.ac.jp/en/campuslife/life/index.html#c</p>

Application form and Required documents

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

1	Application Form	<ul style="list-style-type: none"> • Please use attached the designated format • Handwritten will not be accepted
2	Curriculum Vitae	<ul style="list-style-type: none"> • Free format
3	Academic Transcript	<ul style="list-style-type: none"> • The transcript must include the names of subjects, school year, scores, and the number of credits applicant has earned. If it shows all the scores and credits since his/her enrollement, please indicate the ones in <u>last full academic year</u> (if it's not possible, <u>last semester</u>) out of them. • The transcript must be written in English. If it's in other language, attach translation in English or Japanese.
4	Certificate of Enrollment	<ul style="list-style-type: none"> • The Certificate of Enrollment must be written in English. If it's in other language, attach translation in English or Japanese..
5	Application for CoE	<ul style="list-style-type: none"> • Please use attached the designated format *Handwritten will not be accepted. *Submit in Excel format, not in PDF.
6	Financial Statement	<p>Financial Statement is very important for COE application. Following documents are required to prove the "method of support to meet the expenses while in Japan (Section 28 of Application for COE)":</p> <p>1) The latest bank statement of applicant or his/her financial supporter (account balance of more than 1,200,000 yen is required for 1-year stay at Kobe University as an exchange student) and a copy of the latest bank passbook.</p> <p>and</p> <p>(if the account balance of financial supporter is less than 1,200,000 yen,)</p> <p>2) A certificate of employment of financial supporter plus a certificate of annual income.</p> <p>and</p> <p>(if applicant is to receive any scholarship during his/her period of stay in Kobe University,)</p> <p>3) A certificate of a scholarship.</p>
7	ID photo data (JPEG)	<ul style="list-style-type: none"> • no frame, no background, taken within past 2 months, upper-body with no hat or cap (3 cm height and 2.4 cm width) <p>【CAUTION】The Immigration Bureau has strict regulations for ID photo. Please make sure to follow the guidelines of attached "Photograph Requirements for COE Application".</p>
8	Copy of Passport	ID page (the page with your photo)
9	Language Proficiency Certificate	<p>Department of Architecture Submit a certificate of Japanese and English Language proficiency.</p> <hr/> <p>The other Departments Submit a certificate of Japanese or English Language proficiency.</p>
10	Portfolio	<p>Department of Architecture Students who want to take Architectural Design courses also need to submit their portfolio.</p>