



# FACT SHEET 2024/2025

## KOBE UNIVERSITY Faculty/Graduate School of Law Student Exchange Program

### INSTITUTION

Name of Institution	Faculty of Law Graduate School of Law
Key Contact	Kazuko Okano (Ms.) - International Exchange Coordinator
Email Address	<a href="mailto:law-kyomu-inter@office.kobe-u.ac.jp">law-kyomu-inter@office.kobe-u.ac.jp</a>
Website	<a href="https://www.kobe-u.ac.jp/en/index.html">https://www.kobe-u.ac.jp/en/index.html</a> <a href="http://www.law.kobe-u.ac.jp/english/">http://www.law.kobe-u.ac.jp/english/</a>
Postal Address	2-1 Rokkodai-cho Nada-ku Kobe Hyogo 657-8501 JAPAN

### ADMISSION

Nomination Deadline	For 2024 Spring Semester (April - September) <b>October 20, 2023 (Fri)</b> For 2024 Fall Semester (October - March) <b>April 20, 2024 (Sat)</b>
Application Deadline	For 2024 Spring Semester (April - September) <b>October 30, 2023 (Mon)</b> For 2024 Fall Semester (October - March) <b>April 30, 2024 (Tue)</b>
Nomination Procedure	Applicants for an exchange must be nominated by their Home Institution prior to the application. The nomination sheet should be filled to that effect and sent to Kobe university by the <b>nomination deadline</b> .
Application Procedure	Once the nomination has been verified and accepted by Kobe (within days from the nomination), applicants will be notified by email and invited to send in documents for the formal application. Verified (nominated) applicants should send the following documents as email attachments to the International Exchange Coordinator by the <b>application deadline</b> . Email: <a href="mailto:law-kyomu-inter@office.kobe-u.ac.jp">law-kyomu-inter@office.kobe-u.ac.jp</a> <b>1. Application Form</b> Please make sure to attach a digital photo directly to the form. <b>2. Academic Transcript</b> Please make sure to submit your latest academic transcript in English issued by your home institution. (Important) digital stamp shall not be accepted <b>3. Digital ID Photo</b> A high-quality digital ID photo <u>taken within 1 month</u> prior to application is necessary for the Certificate of Eligibility (CoE) application, necessary to apply for the Student visa (see below). (scanned pictures are not accepted)

	<p>The photo must meet the specifications given by the Immigration authorities strictly, or the application may be rejected by the Immigration Bureau.  <a href="https://www.isa.go.jp/en/applications/guide/photo_info.html">https://www.isa.go.jp/en/applications/guide/photo_info.html</a></p> <p><b><u>4. Copy of the Passport ID Page</u></b></p> <p>The expiry date must be later than the end of the exchange period.</p> <p><b><u>5a. Certificate of English Language Level if available</u></b></p> <p>Kobe University will accept only IELTS and TOEFL certificate</p> <p><b><u>5b. Certificate of Japanese Language Level if available</u></b></p> <p>Kobe University will accept only JLPT certificate</p>
<p>Others (CoE application)</p>	<p><b><u>Certificate of Eligibility (CoE)</u></b></p> <p>In order to apply for a student visa, applicants are required to apply for a Certificate of Eligibility (CoE) beforehand.</p> <p>Once the application documents above have been verified, applicants will receive an email from Kobe University indicating the URL of Kobe University CoE online application. After entry of the required data by the applicants, Kobe University will submit the CoE application file to the Immigration Service on behalf of the applicants.</p> <p>Once the application is approved by the Immigration Bureau, a <b>CoE number</b> will be issued and communicated to the the applicants through Kobe University.</p> <p>Applicants may then apply for a student visa, using their CoE number. (Printed CoE are not in use anymore since 31 March 2023)</p> <p>Documents required to be uploaded for the online CoE application are:</p> <ul style="list-style-type: none"> <li>-One Digital photo (same as above)</li> <li>-A Copy of the passport ID page (same as above)</li> <li>-A financial statement: The financial statement consists in a document proving that the applicant has sufficient financial support to cover all expenses while studying at Kobe University. The amount required is equivalent to a minimum of JPY 100,000 balance per month (JPY 600,000 for one semester, or JPY 1,200,000 for 2 semesters). The following documents shall be accepted (1. or 2. or 3.) If insufficient to cover the amount individually, a combination of 1 and 3 etc. is also acceptable.</li> </ul> <ol style="list-style-type: none"> <li>1. <b><u>Applicant's own bank balance certificate</u></b>  An official bank balance certificate with the bank seal, in JPY or USD of the Applicant's own account. (local currencies should be converted to either of these, with mention of the exchange rate used)</li> <li>2. <b><u>Supporter's bank balance certificate</u></b>  An official bank balance certificate with the bank seal, in JPY or USD of the Applicant's Supporter account(s). (local currencies should be converted to either of these, with mention of the exchange rate used)</li> <li>3. <b><u>Scholarship document</u></b>  A copy of an official document providing that the applicant will receive a scholarship/grant while studying at Kobe University. A scholarship only covering the tuition of the Home Institution shall not be sufficient.</li> </ol>

## SCHEDULE

Application schedule for Spring 2024 Semester (April to September 2024)	
2023/10/20	<b>Nomination Deadline</b> The confirmation to nominations will be notified to the Home institution as soon as it is verified and approved. Applicants will receive forms and explanatory notes for the official application, as email attachments.
2023/10/30	<b>Formal Application Deadline</b>
December 2023 – January 2024	Applications will be processed and after approval by the Faculty Meeting, a "Letter of Acceptance" will be issued for each accepted student and sent to the Home institutions. (this document will be necessary for the student visa application). Applicants will receive information for the online CoE application, and required to proceed to apply.
Late February 2024	The CoE number (see above) necessary for the student visa's application will be notified to the students through Kobe University by email. Students should then proceed to apply for a student visa to their local Japanese Embassy without delay.
Mid-March 2024	Announcement of dormitory allocation
End March 2024	Orientation
End March 2024	Dormitory Check-in
Early April 2024 (TBA)	Course Registration and beginning of Spring Semester.
Application schedule for Fall 2024 Semester (October 2024 to March 2025)	
2024/04/20	<b>Nomination Deadline</b> The confirmation to nominations will be notified to the Home institution as soon as it is verified and approved. Applicants will receive forms and explanatory notes for the official application, as email attachments.
2024/04/30	<b>Formal Application Deadline</b>
June 2024 – July 2024	Applications will be processed and after approval by the Faculty Meeting, a "Letter of Acceptance" will be issued for each accepted student and sent to the Home institutions. (this document will be necessary for the student visa application). Applicants will receive information for the online CoE application, and required to proceed to apply.
Late August 2024	The CoE number (see above) necessary for the student visa's application will be notified to the students through Kobe University by email. Students should then proceed to apply for a student visa to their local Japanese Embassy without delay.
Mid September 2024	Announcement of dormitory allocation
Mid September 2024	Orientation
End September 2024	Dormitory Check-in
1st October 2024	Course Registration and beginning of Fall Semester

## ACADEMIC INFORMATION

Academic Calendar	<a href="http://www.kobe-u.ac.jp/en/about_us/academic_calender.html">http://www.kobe-u.ac.jp/en/about_us/academic_calender.html</a>
Spring Semester	Early April to End September (Exams in Early August)
Fall Semester	Early October to End March (Exams in Early February)
Language	Japanese and/or English

Language Requirement	There is no official language requirement, however students are expected to have sufficient English and/or Japanese abilities to follow the courses. Exchanges at the doctoral course require in principle, a sufficient level of proficiency in Japanese, to enable research exchanges with researchers and professors at Kobe University.
Academic Load	All international students including exchange students must take at least 10 lesson hours (equivalent of 5 to 6 courses) per week according to the Immigration Regulations in Japan.
Courses and periods	Courses are offered by semester, comprising 16 weeks including the final examination, resulting in 1 course credit for courses of 1 period per week, or 2 course credits for courses of 2 periods per week. One period is 90 minutes (counted as 120 minutes including study time)
Courses/Credits	Courses include lectures, seminars, experiments, exercises, and practical training. Course grades and acquired course credits are announced at the end of each academic semester. One course credit requires a total of forty-five hours of study, and a grade of S to C (see below) at the final evaluation. This includes individual study time to prepare for or revise for the classes.
Grading System	5-level grading system: S (90-100), A (80-89), B (70-79), C (60-69), and F (below 59: fail)
Courses/Programs	<p><b>Syllabus (in Japanese/English)</b>  <a href="https://kym22-web.ofc.kobe-u.ac.jp/campusy/">https://kym22-web.ofc.kobe-u.ac.jp/campusy/</a>  <b>Courses taught in English at Faculty/Graduate School of Law</b>  <a href="http://www.law.kobe-u.ac.jp/english/current/syllabus/">http://www.law.kobe-u.ac.jp/english/current/syllabus/</a>  <b>Japanese Language Courses</b>  <a href="https://www.kobe-u.ac.jp/en/study_in_kobe/admission/exchange_program/courses_programs.html">https://www.kobe-u.ac.jp/en/study_in_kobe/admission/exchange_program/courses_programs.html</a>  Global Education Center (GEC) offers variety of Japanese language courses for the exchange students  &lt;Non-credit bearing courses&gt;  *Integrated Japanese Course is open to all exchange students  *Intensive Japanese Course is developed for MEXT (Japanese government) scholarship students. Exchange students can be enrolled in this course on an availability basis only  &lt;Credit bearing courses&gt;  *Japanese Language and Japanese Studies Class (advanced level) is open to all exchange students however the credits are given only to the undergraduate students</p>
Course Registration	The students can register the courses only after arriving in Japan <b>(Important notice)</b> Please understand that Kobe University can sign the Learning Agreement only after the registration is confirmed by the Academic Affairs Section

## OTHERS

Accommodation (Student Dormitories)	<p>Kobe University has 7 Residential Facilities located in Kobe City, and available to international students. If you wish placement into a student accommodation, please make your request in the application document. Exchange students are given priority for university dormitories however placement is not guaranteed. The final dormitory allocation will be confirmed about one month before your expected time of arrival to Japan. Only accommodations for single students are available.</p> <p><a href="http://www.kobe-u.ac.jp/en/campuslife/housing/accommodation.html">http://www.kobe-u.ac.jp/en/campuslife/housing/accommodation.html</a></p>
Visa Application	<p>Students visa application must be made by the student individually at the Japanese embassy/Consulate General in their country of residence. Students should proceed to applying for their visa as soon as they receive the CoE number, and Letter of Acceptance (please refer above to "Others (CoE application)"), and these documents must be presented when applying. Visas cannot be obtained after arriving in Japan.</p>
Tuition	<p>No tuition fee is required for Kobe University, based on reciprocity in the Student's exchange agreement (students will pay regular annual tuition to their home institutions.)</p>
Estimated Living Cost	<p><a href="http://www.kobe-u.ac.jp/en/campuslife/life/index.html">http://www.kobe-u.ac.jp/en/campuslife/life/index.html</a></p>
Insurance	<p>There are 4 kinds of insurance all international students <u>MUST</u> enroll in.</p> <ol style="list-style-type: none"> <li> <b>National Health Insurance</b>  The National Health Insurance System in Japan reduces individuals' medical costs. International students who reside in Japan must join the National Health Insurance scheme. [approximately JPY2,000/month]. </li> <li> <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. [JPY1,000/year]  <a href="https://www.kobe-u.ac.jp/en/campuslife/life/index.html">https://www.kobe-u.ac.jp/en/campuslife/life/index.html</a> </li> <li> <b>Comprehensive Insurance for Students Lives Coupled with PAS for International Students</b>  Comprehensive Insurance for Students Lives Coupled with PAS for International Students expands your insurance coverage. Kobe University students are obligated to purchase this insurance when enrolling in Personal Accident Insurance for Students Pursuing Education and Research. For more details, please contact the Consulting Desk for Student Life and Insurance. The contact details are listed on the following page:  <a href="https://www.kobe-u.ac.jp/en/campuslife/life/index.html">https://www.kobe-u.ac.jp/en/campuslife/life/index.html</a> </li> <li> <b>Inbound Medical Assistance Service (IMAS)</b>  A medical assistance service.  Consultation arrangements, telephone interpretation (various languages), emergency patient transfer etc. </li> </ol>

Vaccination	<p>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</p> <p>Those who do not submit such a certificate will be required to take an antibody test in Japan</p> <p><a href="https://www.kobe-u.ac.jp/documents/en/study%20in%20kobe/en2023guidebook.pdf">https://www.kobe-u.ac.jp/documents/en/study in kobe/en2023guidebook.pdf</a></p> <p>Please refer Page 16 (③ Control and Prevention of Infectious Diseases) of the latest GUIDE BOOK FOR INTERNATIONAL STUDENTS</p>
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Nomination Sheet - Faculty/Graduate School of Law, Kobe University - for 2024-2025 Student Exchange - Commencing 2024 Spring Semester

Date:	2024.03.05
Home Institution:	National Taipei University (NTPU)
Agreed Number of Exchange Students per Year:	2

	Family Name	Middle name	First Name	Date of Birth (YYYY/MM/DD)	Nationality	Gender	E-mail	Undergraduate or Postgraduate (please select)	Faculty/Department at Home Institution	Major (Area of Study)	Duration (1 or 2 semesters)	*Expected Year/Month of Graduation from Home Institution
1	HSIEH		PEI-YU	2003/1/26	Taiwan	Female	s980132ivy0126@gmail.com	Undergraduate	Law college	Law	2 semesters	2025-08

\* All exchange students must be registered to the Home Institution until the end of the exchange period otherwise Kobe University will not accept the nomination.