

# University of Hyogo

School of Economics and Management  
Global Business Course



## Application Guidelines – September 2024 Enrollment For International Applicants Residing in Japan

### 1. Number of International Students to be Accepted

- September 2024: 30 students

### 2. Application Eligibility

Applicants must fulfill both of the following requirements:

- Requirement 1: Educational Qualifications

(1) Applicants MUST have completed or are expected to complete a 12-year education program which is equivalent to the Japanese 12-year education program.

The program must be completed between September 1, 2021 and September 2024.

\* Note that only applicants who attended a Japanese junior and/or senior high school for up to three years in total are eligible to apply.

(2) Only applicants who the University of Hyogo acknowledges to have completed or who are expected to complete a program equivalent to the 12 years of Japanese education program between September 1, 2021 and September 2024 are eligible to apply.

- Requirement 2: English Proficiency

Applicants MUST achieve one of the following minimum scores on a standardized English proficiency exam, which is equivalent to the B2 level of the CEFR (Common European Framework of Reference for Languages).

Minimum English Proficiency Requirement			
TOEFL iBT Test	IELTS	Cambridge English Language Assessment	TOEIC L&R /TOEIC S&W*(1)
72	5.5	160	1560

\*(1) The TOEIC score is calculated by multiplying the Speaking and Writing score by 2.5 times and adding the result to the Listening and Reading score.

The English proficiency exam must be taken after September 1, 2021.

(2) Applicants are not required to submit an English proficiency test score if they have completed or are expected to complete a formal education in English at an upper secondary institution and submit the "Certification of English Proficiency" form prepared by their school which provides evidence that the medium of instruction was English.

### 3. Screening Schedule

**【Application period】 : Friday, December 1, 2023 - Monday, January 8, 2024  
5:00 P.M. Japan Standard Time (JST)**

Registration: Applicants must complete the registration by Thursday, December 21, 2023.

Application Fee: Payments must be made within one week after registration.

Submission of Documents: All application documents must be submitted by Monday, January 8, 2024. Late submissions will not be considered.

- Interview date and time: Thursday, February 15, 2024 9:30 A.M.  
Arrive by 9:00 A.M.
- Interview location: “Test Center”, University of Hyogo, Kobe Campus for Commerce.  
The interview on the campus may be changed to an online interview under unforeseen circumstances.
- Result: Applicants will be notified of their results by e-mail in mid-March 2024.

### 4. Selection Process

The selection of applicants is based on the evaluation of the application documents and the interview. However, the decision to invite applicants to an interview is only made after a thorough evaluation of the application documents (application essays, documents of English Proficiency, academic transcripts, and letters of recommendations). If required, the applicant's school and/or the providers of letters of recommendations may be contacted for further information.

- Applicants are eligible for the interview only after they have completed the payment of an application fee.

### 5. How to Apply

**【Step 1: Registration】** Send a registration e-mail to the GBC Office to the e-mail address below.

In applicants' message, include the following 6 items.

- ①Name ②E-mail Address ③Nationality ④Country of residence ⑤Name of high school
- ⑥Indicate the month and year of High School graduation/ or expected graduation.  
e.g., March 2024 ※⑥ The date of graduation must be after September 1, 2021.

E-mail Address of GBC Office: [gbc@ofc.u-hyogo.ac.jp](mailto:gbc@ofc.u-hyogo.ac.jp)

※ Registration e-mails will be accepted from Friday, December 1, 2023 9:00 A.M. (JST), until Thursday, December 21, 2023 5:00 P.M. (JST).

In reply to applicants' message, they will be informed where to submit the application documents.

**【Step 2: Submission of Documents】** See the chart below and submit the necessary documents in accordance to the instructions.

The documents need to be submitted in two ways, depending on which document applicants are submitting. Refer to the chart below. All documents must be received by Monday, January 8, 2024.

(1) Online: Applicants will be informed individually of the link.

(2) E-mail: Applicants will be informed individually of the e-mail address.

※Applicants who pass the entrance exam are required to send the original copies of their electronically submitted documents by postal mail. See “**7. Submission of Original Application Documents**”.

## 6. Application Documents

Required Documents to be submitted

Documents	Details	How to Submit
① Applicant Information	Make sure that all the entries are correct.	Online
② Educational History		
③ Payment of Application Fee		
④ Facial Photo	Send applicant's facial photo.  Photo must be: <ul style="list-style-type: none"> <li>• Taken within the last 3 months</li> <li>• Clear</li> <li>• The background must be plain (no shade)</li> <li>• No cap or hat allowed</li> <li>• JPEG: 640 x 480 pixel (at least)</li> </ul>	E-mail
⑤ Application Essays	Each essay needs to be between 470 and 530 words in length. The application essays must be written in English.  <u>Essay Question 1:</u> What do you want to study in the Global Business Course at the University of Hyogo? Why are you interested in these areas?  <u>Essay Question 2:</u> Recount a time when you experienced a setback or failure. How did this experience affect you? What did you learn from this experience?  Use the form provided on the university's website and follow the instructions ① to ⑤ on the form.	E-mail
⑥ Documents Certifying English Proficiency	(1) Submit the original results of the English proficiency exams equivalent to the B2 level or above of the CEFR.	E-mail

	<p>&lt;English Proficiency Exams as an example&gt;</p> <ul style="list-style-type: none"> <li>• TOEFL iBT (or TOFEL iBT Home edition)</li> <li>• IELTS (or IELTS Online) Take the IETLS “Academic” test not the “General Training” test.</li> <li>• Cambridge English Language Assessment</li> <li>• TOEIC L&amp;R/ TOEIC S&amp;W</li> </ul> <p>The English proficiency exam must be dated after September 1, 2021.</p> <p>(2) Applicants are not required to submit an English proficiency test score if they have completed or are expected to complete a formal education in English at an upper secondary institution. In this case, applicants must submit the “Certification of English Proficiency” form prepared by representatives of their school including evidence that proves that the medium of instruction was English.</p>	<p>(2) E-mail</p> <p>※Send an original by postal mail: Only applicants who passed the exam.</p>
⑦ School Recommendation	<p>Ask a teacher in the high school applicants are attending or graduated from to provide a letter of recommendation. This also applies to current college and university students who have already graduated from high school. The letter of recommendation should be written in English and signed by the school principal using an official school stamp. Attach an English translation if the letter is not written in English.</p>	<p>E-mail</p> <p>※Send an original by postal mail: Only applicants who passed the exam.</p>
⑧ Academic Transcripts	<p>Submit all available academic transcripts from the 1<sup>st</sup> grade of high school to the date of application. The transcripts should be written in English. Attach an English translation if the transcripts are not written in English.</p>	<p>E-mail</p> <p>※Send an original by postal mail: Only applicants who passed the exam.</p>
⑨ Graduation Certificate/ Diploma	<p>If applicants are unable to submit their graduation certificate, submit a Certificate of Expected Graduation / Program Completion issued by applicant’s school. Attach an English translation if the certificate is not written in English.</p>	<p>E-mail</p> <p>※Send an original by postal mail: Only applicants who passed the exam.</p>
⑩ Proof of Application Fee Payment	<p>After applicants pay the Application fee, provide a proof of the payment receipt. For payment method, see “8. Application Fee”.</p>	<p>E-mail</p>
⑪ Declaration	<p>Be sure to sign the declaration.</p>	<p>E-mail</p> <p>※Send an original by postal mail: Only applicants who passed the exam.</p>
⑫ Certificate of Residence	<p>Submit a Certificate of Residence (Juminhyo) issued by the municipal government that shows applicants’ residence status and period of stay. Note that a Certificate of Residence is not a Residence Card.</p>	<p>E-mail</p> <p>※Send an original by postal mail: Only applicants who passed the exam.</p>
⑬ Copy of Passport	<p>Submit a copy of applicants’ passport that shows their personal information with their photo.</p>	<p>E-mail</p>

## **[IMPORTANT NOTES]**

- Use the designated forms for the following documents.
  - ⑤ Application Essays
  - ⑥ (2) Certification of English Proficiency
  - ⑦ School Recommendation
  - ⑪ Declaration

Designated form can be downloaded using the link below:

<https://www.u-hyogo.ac.jp/english/index.html>

- The University of Hyogo will not return any submitted documents and certificates.
- If applicants are unable to submit an original document, submit a certified copy※.  
※What is a “certified copy” ? – It is a copy of a document that can be used instead of the original. It must be checked and formally approved as a true and accurate copy by an official such as applicant’s school principal, a notary, or a translation company.
- If applicants do not submit all the required documents, they will be asked to submit the missing items by a certain date. Failure to submit all the documents by the indicated deadline may result in disqualification for the interview.

## **7. Submission of Original Application Documents**

Applicants who successfully pass the examination process are required to send the original documents that were previously submitted via e-mail. Send them to the University of Hyogo by registered mail(e.g. Japan Post) to the address indicated in the square box below.

Be sure to include all the documents below:

- ⑥ (2) Certification of English Proficiency  
There is no need to submit the original certificate of official English score such as IELTS.
- ⑦ School Recommendation
- ⑧ Academic Transcripts
- ⑨ Graduation Certificate/Diploma
- ⑪ Declaration
- ⑫ Certificate of Residence
- Required documents for enrollment (※Form 1-7)  
※Form 1-7 will be sent to the successful applicants upon the result of notice

Address : University of Hyogo GBC Admissions, Kobe Campus for Commerce 8-2-1 Gakuennishi-machi, Nishi-ku Kobe, Hyogo 651-2197 JAPAN Tel. 078 – 794 – 5362
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## 8. Application Fee

Please pay the application fee by PayPal. Applicants may ONLY pay by bank transfer if applicants cannot pay by PayPal.

Applications are only considered to be complete when the application fee has been paid and all application documents have been submitted.

The application fee is not refundable. The payment must be made in Japanese yen (JPY).

### ■ Payment by PayPal

- Fee Amount: 9,000 JPY

(8,500 JPY for the selection process and 500 JPY for handling charges.)

- Payment Method

Provide the name and e-mail address of the person who will pay on the online forms.

The application fee invoice will be sent to the e-mail address of the person who will pay through the PayPal system. Follow the instructions in the invoice to make the payment.

Note that the person who will pay may need to create a PayPal account and register their credit card or bank account information.

※If there is any reason PayPal is not available to use, please contact our office. Applicants will be provided with a bank transfer information upon their request.

## 9. Enrollment Process

Accepted applicants will be informed of the enrollment process upon notification of having passed the entrance examination.

Admission Fee of 141,000 JPY (excepting handling charges) must be paid within a week of results notification in order to confirm the status as accepted applicants.

### ■ Important Reminder

- Accepted applicants who do not complete the enrollment process by the date indicated will lose their status as accepted applicants.
- Admission to the University of Hyogo will be revoked if any false information or forgeries are found within the submitted documents, even after enrollment.

## 10. Standard Tuition Fees, Exemptions and Actual Amount to be paid

### ■ Tuition for September 2024 Enrollees

		Student Classification	1 <sup>st</sup> Installment	2 <sup>nd</sup> Installment	Total Amount (In JPY)
1 <sup>st</sup> Year	All Students	Standard Tuition	267,900	267,900	535,800
		Special Exemption	133,950	133,950	267,900
		Actual Amount	133,950	133,950	267,900
2 <sup>nd</sup> to 4 <sup>th</sup> Year	Top 30% of Year	Standard Tuition	267,900	267,900	535,800
		Special Exemption	267,900	267,900	535,800
		Actual Amount	0	0	0
	Other Students	Standard Tuition	267,900	267,900	535,800
		Special Exemption	133,950	133,950	267,900
		Actual Amount	133,950	133,950	267,900

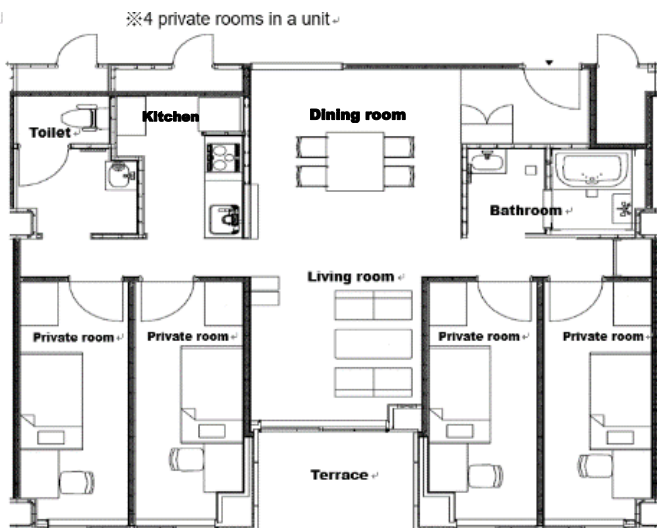
- All GBC international students enrolling in September 2024 will receive a Special Exemption (tuition reduction by 50%) for 4 years.
- From the 2<sup>nd</sup> Year to 4<sup>th</sup> Year, students will receive an additional exemption if their academic performance is within the top 30%, which results in a tuition fee waiver .
- Academic Performance will be reviewed on a yearly basis.
- The tuition fee is scheduled to be paid in 2 installments per year. (October and May)
- Other scholarships may be available.

## 11. International Dormitory “Global House” for 1<sup>st</sup>-year students in the Global Business Course

International and Japanese 1<sup>st</sup>-year students of the Global Business Course reside in the International Dormitory, the “Global House”, which was built on Kobe Campus for Commerce in 2019. This facility provides students with an opportunity for cultural exchange with the aim to improve their intercultural understanding.

\* The monthly room fee for the International Dormitory is 30,000 JPY including internet access and other utilities.

Unit Layout



Global House



In the Unit



Common Room (each floor)





## 12. Estimated Expenses per year

Items	Amount(JPY)	Amount(USD)	
1) Tuition Fee	267,900 JPY	2,061 USD	133,950 JPY (1,030 USD) per half a year
2) Dormitory Fee (1 <sup>st</sup> Year)	360,000 JPY	2,769 USD	30,000 JPY (231 USD) per month
3) Housing Cost (2 <sup>nd</sup> - 4 <sup>th</sup> Year)	600,000 JPY	4,615 USD	50,000 JPY (385 USD) per month
4) Living Expenses	900,000 JPY	6,923 USD	75,000 JPY (577 USD) per month
5) Return Air Fare	150,000 JPY	1,154 USD	Round trip
Total Amount (1 <sup>st</sup> Year)	1,677,900 JPY	12,907 USD	-
Total Amount (2 <sup>nd</sup> - 4 <sup>th</sup> Year)	1,917,900 JPY	14,753 USD	-
Total Amount (1 <sup>st</sup> - 4 <sup>th</sup> Year)	7,431,600 JPY	57,166 USD	-

(130.00 JPY/USD)

\* The figures given above are a minimum estimate. Please note that additional expenses may apply.

## 13. Other Expenses

Accepted applicants will be informed additional costs such as education and research insurance, health checkups and other expenses prior to enrollment.

In addition, please bring a sufficient amount of money to cover for personal expenses for several weeks after arrival in Japan.