

# University of Hyogo

School of Economics and Management  
Global Business Course



## Application Guidelines - September 2025 Enrollment For International Applicants Residing In or Outside of Japan

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

- September 2025: 30 students

### 2. Application Eligibility

Applicants must fulfill the following requirements:

- Requirement 1: Educational Qualifications

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

The program must be completed between September 1, 2022 and September 2025.

\* Note that applicants who attended a Japanese junior and/or senior high school for more than three years in total are NOT 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 between September 1, 2022, and September, 2025 are eligible to apply.

- Requirement 2: English Proficiency

Applicants MUST achieve one of the following minimum scores on a standardized English proficiency exam, which are 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	English TOEIC L&R /TOEIC S&W※	Duolingo English Test (DET)	English
72	5.5		160	1560	100

※ 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, 2022.

(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 they 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】 : Sunday, December 1, 2024 – Wednesday, January 8, 2025  
5:00 P.M. Japan Standard Time (JST)**

Registration: Applicants must complete the registration by Saturday, December 21, 2024.

Submission of Documents: All application documents must be submitted by Wednesday, January 8, 2025. Late submissions will not be considered.

- Interview date and time: An interview will be scheduled for February 2025. Applicants will be notified of the schedule by e-mail at least one week prior to their interview.
- Result: Applicants will be notified of their results via e-mail in mid-March 2025.

### 4. Selection Process

The selection of applicants is based on the evaluation of application documents and an online interview held via Microsoft Teams (approximately 30 minutes). 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 necessary, the applicant's school and/or the providers of letters of recommendations may be contacted for further information.

- Applicants residing outside of Japan do not need to come to Japan for any part of the selection process.
- 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 items.

①Name ②E-mail Address ③Nationality ④Country of residence ⑤Name of high school

⑥-1 Indicate the month and year of high school graduation or expected graduation.

e.g., March 2025

※⑥-1 The date of graduation must be after September 1, 2022.

⑥-2 Choose who will certify your graduation or expected graduation after the 12<sup>th</sup> year education.

(a) High school (b) Country or National Agency (c) Other (Indicate its name)

⑦Choose the method of payment of the application fee, PayPal or bank transfer.

⑧If you choose PayPal, provide the payer's information: (a) name and (b) e-mail address.

See "8. Application Fee" for more information on the payment.

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

※1 Registration e-mails will be accepted beginning Sunday, December 1, 2024 9:00 A.M. (JST), until Saturday, December 21, 2024 5:00 P.M. (JST).

※2 Upon the receipt of the registration e-mail, we send a confirmation mail to each applicant with further instructions for “Step 2.” Please do not remit the application fee payment until you receive our confirmation mail. If it is subsequently found that the applicant does not meet all the eligibilities, the application fee will not be refunded.

**【Step 2: Submission of the Online Form】**

Submit the necessary information and documents via Online Form in accordance with the instructions as detailed in “**6. Application Information and Documents**” below.

Online Form Link: Applicants will be sent individual links in reply to applicant’s message at Step 1.

The Online Form must be submitted by Wednesday, January 8, 2025.

※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 Information and Documents**

Required Information and Documents to be submitted via Online Form.

Documents	Details	Remarks
① Applicant Information	Make sure that all entries are correct.	
② Educational History		
③ 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 pixels (at least)</li> </ul>	
④ 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 Word form provided on the university’s website and follow the instructions ① to ⑤ on the form.	

<p>⑤ Documents Certifying English Proficiency</p>	<p>(1) Submit the original results of the English proficiency exams equivalent to the B2 level or above of the CEFR.</p> <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 IELTS “Academic” test not the “General Training” test.</li> <li>• Cambridge English Language Assessment</li> <li>• TOEIC L&amp;R/ TOEIC S&amp;W</li> <li>• Duolingo English Test (DET)</li> </ul> <p>The English proficiency exam must be dated after September 1, 2022.</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) Send an original by postal mail: Only applicants who passed the exam.</p>
<p>⑥ School Recommendation</p>	<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>Send an original by postal mail: Only applicants who passed the exam.</p>
<p>⑦ Academic Transcripts</p>	<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>Send an original by postal mail: Only applicants who passed the exam.</p>
<p>⑧ Graduation Certificate or Diploma</p>	<p>If applicants are unable to submit their graduation certificate, submit a Certificate of Expected Graduation or Program Completion issued by applicant’s school. Attach an English translation if the certificate is not written in English.</p>	<p>Send an original by postal mail: Only applicants who passed the exam.</p>
<p>⑨ Proof of Application Fee Payment</p>	<p>After applicants pay the application fee, provide a proof of the payment receipt . For payment method, see “8. Application Fee”.</p>	
<p>⑩ Declaration</p>	<p>Be sure to sign the declaration.</p>	<p>Send an original by postal mail: Only applicants who passed the exam.</p>
<p>⑪ Copy of Passport (For passport holders)</p>	<p>Submit a copy of applicants’ passport that shows their personal information with their photo.</p>	

⑫ Certificate of Residence (For candidates residing in Japan)	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.	
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### **[IMPORTANT NOTES]**

- Use the designated Application Forms for the following documents.
  - ④ Application Essays
  - ⑤(2) Certification of English Proficiency
  - ⑥ School Recommendation
  - ⑩ Declaration
 Designated Application Forms can be downloaded using the link below:  
<https://www.u-hyogo.ac.jp/english/academics/em/gbc/>
- The University of Hyogo will not return any submitted documents and certificates.
- If applicants are unable to submit the 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 residing in or outside Japan who successfully pass the examination process are required to send the original documents that were previously submitted through our online form. Send them by registered air mail or express mail service (e.g. DHL, EMS, Japan Post) to the University of Hyogo at the address indicated in the square box below.

Be sure to Include all documents below.

- ⑤ (2) Certification of English Proficiency

There is no need to submit the original certificate of official English score such as IELTS.

- ⑥ School Recommendation
- ⑦ Academic Transcripts
- ⑧ Graduation Certificate or Diploma
- ⑩ Declaration
- 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: 8,500 JPY (Application fee) + 500 JPY (Handling charges)
- The application fee invoice will be sent to the e-mail address of the designated payer according to the information provided by the registration e-mail. Follow the instructions in the invoice to make the payment of 9,000 JPY.

Note that the designated payer may need to create a PayPal account and register their credit card or bank account information.

### ■ Payment by bank transfer from outside Japan

- Fee Amount: 8,500 JPY (Application fee①) + 7~8,000 JPY (Bank handling charges② + ③ + ④ )

#### University's Bank Account Number and details

Bank Name: Sumitomo Mitsui Banking Corporation

Branch Name: Kobe Public Institutions Operations

Branch Address: 56 Naniwa-machi, Chuo-ku, Kobe, Hyogo 650-8660 JAPAN

Account Number: 210-3051335

Account Name: Public University Corporation University of Hyogo

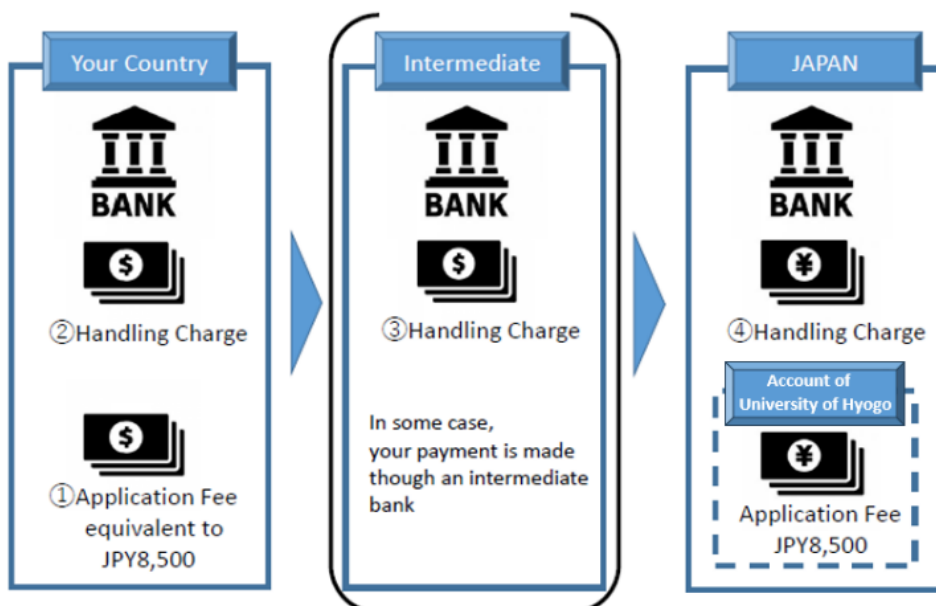
Swift Code: SMBC JP JT

Bank Transfer Fee: Borne by remitter

Payment Purpose: Application Fee

Contact Details: Applicant's Full Name and Phone Number

#### 1) How to pay Application Fee (8,500 JPY) by Bank Transfer.



$$\text{Your total payment} = \text{①} + \text{②} + \text{③} + \text{④}$$

## 2) How to ask your bank to cover your total payment ① + ② + ③ + ④

When you prepare an application form for an international bank transfer, you are asked to choose among the following payment structures at “Paying Bank’s Charges”, Field 71A.

“OUR”: With an “OUR” payment you cover the fees applied by both your bank and those of the university's bank.

Be sure to select “OUR” so that no additional charges will be deducted from the transfer amount after payment is completed. Do not choose “SHA” or “BEN” instead of “OUR”.

If we fail to receive 8,500 JPY in full, you will be requested to pay the balance.

- Payment by bank transfer from inside Japan
  - Fee Amount: 8,500 JPY + Bank handling charge, typically a few hundred JPY.

### University's Bank Account Number and details

Bank Name: Sumitomo Mitsui Banking Corporation

Bank Code: 0009

Branch Name: Kobe Koumubu (神戸公務部)

Branch Code: 210

Account Number: 3051335 (Saving Account)

Account Name: Public University Corporation University of Hyogo

Bank Transfer Fee: Borne by remitter

※ Please make sure to indicate the full name of the applicant.

## 9. Enrollment Process

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

The admission fee of 141,000 JPY (excepting handling charges) must be paid within a week of the results notification in order to confirm your status as an accepted applicant.

- 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 2025 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 Global Business Course international students enrolling in September 2025 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 full exemption if their academic performance in the previous school year is within the top 30%.
- 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. \*MEXT Scholarship

In addition to above special exemptions, international students for September, 2024, 2025, and 2026 enrollment are eligible to apply for MEXT Scholarship (applicants may be subject to restrictions set by MEXT). Each year eight students who have passed the GBC entrance examination are selected by the university to receive this scholarship.

\*The MEXT Scholarship is a special four-year full scholarship, one of the highest distinctions awarded by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT), with the goal to increase the number of high-performing international students studying in Japan.

For more information on the MEXT Scholarship, refer to the following URL.

<https://www.u-hyogo.ac.jp/english/admissions/scholarship/>

### ● Remarks:

In order to apply for the MEXT Scholarship, applicants must first pay the application fee and the admission fee to enroll Global Business Course.

These fees will be refunded to the eight students after they are officially approved by MEXT.

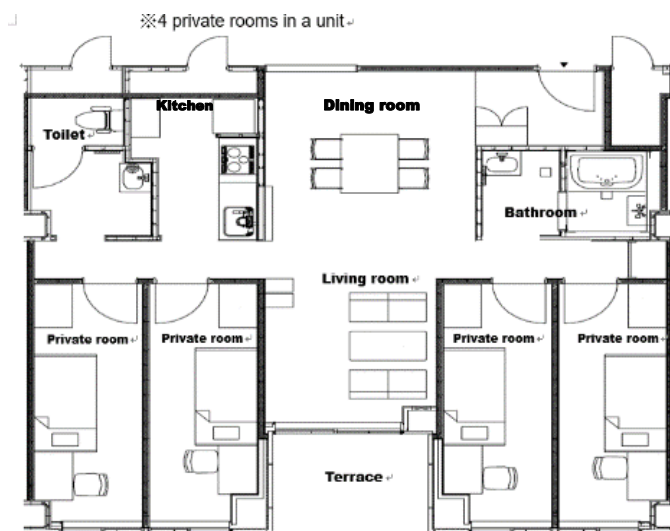


## 12. International Dormitory “Global House” for 1<sup>st</sup>-year students of the Global Business Course

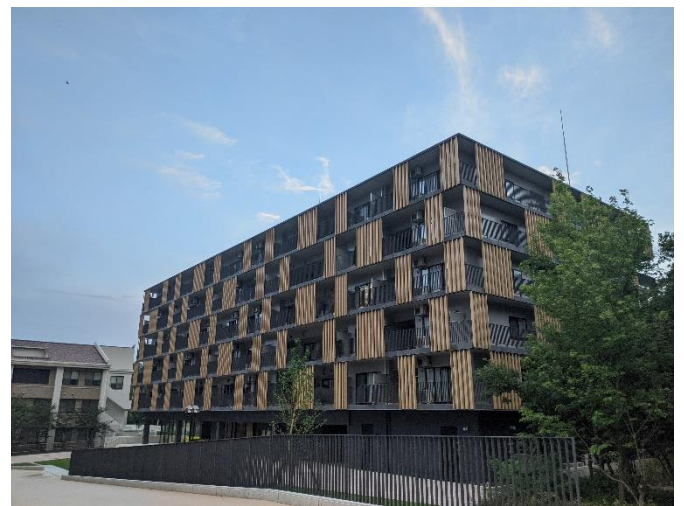
International and Japanese 1<sup>st</sup>-year students of the Global Business Course reside in the International Dormitory, the “Global House”, which was built on Kobe Campus for Commerce in 2019. This facility provides students with an opportunity for cultural exchange with the aim to improve their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



### 13. Estimated Expenses per Year

Items	Amount(JPY)	Amount(USD)	
1) Tuition Fee	267,900 JPY	1,786 USD	133,950 JPY (893 USD) per half a year
2) Dormitory Fee (1 <sup>st</sup> Year)	360,000 JPY	2,400 USD	30,000 JPY (200 USD) per month
3) Housing Cost (2 <sup>nd</sup> - 4 <sup>th</sup> Year)	600,000 JPY	4,000 USD	50,000 JPY (333 USD) per month
4) Living Expenses	900,000 JPY	6,000 USD	75,000 JPY (500 USD) per month
5) Return Air Fare	150,000 JPY	1,000 USD	Round trip
Total Amount (1 <sup>st</sup> Year)	1,677,900 JPY	11,186 USD	-
Total Amount (2 <sup>nd</sup> - 4 <sup>th</sup> Year)	1,917,900 JPY	12,786 USD	-
Total Amount (1 <sup>st</sup> - 4 <sup>th</sup> Year)	7,431,600 JPY	49,544 USD	-

(150.00 JPY/USD)

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

### 14. Other Expenses

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

Please bring a sufficient amount of money to cover for personal expenses for several weeks after arrival in Japan.