

# University of Hyogo

**School of Economics and Management**  
**Global Business Course**



## **Application Guidelines - September 2026 Enrollment For International Applicants Residing In or Outside of Japan**

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

- September 2026: 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, 2023 and September 2026.

※ 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 fulfill the condition of (1) are eligible to apply.

- Requirement 2: English Proficiency

(1) The English proficiency equivalent to CEFR (Common European Framework of Reference for Languages) B2 and above, both as an overall proficiency score, and in the respective 4 skills (Reading, Listening, Listening, Speaking and Writing), is required. Applicants are required to submit a score sheet demonstrating they have achieved the minimum scores on the standardized English proficiency tests described in the below table.

The English proficiency test must be taken on or after September 1, 2023.

Minimum English Proficiency Requirement					
	TOEFL iBT Test	IELTS	Cambridge English Language Assessment	TOEIC L&R/S&W	Duolingo English Test (DET)
Reading	18	5.5	160	400	100
Listening	17	5.5	160	385	95
Speaking	20	5.5	160	160	95
Writing	17	5.5	160	150	95
Overall	72	5.5	160	1,560※	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.

- (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 official documentation, such as English as a Medium Instruction Certificate to prove that the primary medium of instruction at the applicant's institution was English.

### 3. Screening Schedule

#### ■ Application

##### ● Registration

Applicants must complete the registration between Monday, December 1, 2025 and Monday, December 22, 2025 (JST).

Late submissions will not be considered.

##### ● Submission of Documents

All application documents must be submitted by 5:00 P.M. on Thursday, January 8, 2026 (JST) after registration.

Late submissions will not be considered.

#### ■ Interview examination

An interview will be scheduled for February 2026.

Applicants will be notified of the schedule by e-mail at least one week prior to their interview.

#### ■ Results

Applicants will be notified of their results via e-mail in mid-March 2026.

### 4. Selection Process

The selection of applicants is based on the evaluation of application documents and an online interview held via a web meeting platform designated by the University of Hyogo (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 Certifying English Proficiency, School Recommendation, and Academic Transcripts). If necessary, the applicant's school and/or the providers of School Recommendation may be contacted for further information.

- Applicants 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 projected graduation.

e.g., March 2026 ※⑥-1 The date of graduation must be after September 1, 2023.

⑥-2 Choose who will certify your graduation or projected 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) full 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
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※1 Registration e-mails will be accepted between December 1, 2025 and December 22, 2025. (JST).

※2 Upon receipt of the registration e-mail, we send a confirmation e-mail to each applicant with further instructions for "Step 2." Please do not remit the application fee until you receive our confirmation e-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 the Online Form in accordance with the instructions as detailed in "**6. Application Information and Documents**".

Applicants will be informed of their individual web link to the Online Form in reply to applicant's registration e-mail at Step 1.

The Online Form must be submitted by 5:00 P.M. on Thursday, January 8, 2026 (JST).

※ 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 the Online Form.

Documents	Details	Remarks
① Applicant Information	Make sure that all entries are correct.	
② Educational History		
③ Facial Photo	<p>Send applicant's facial photo.</p> <p>Photo must be:</p> <ul style="list-style-type: none"> <li>• Taken within the last 3 months</li> <li>• Clear</li> <li>• Taken against a plain background (no shade)</li> <li>• Taken with no cap nor hat</li> <li>• JPEG: 640 x 480 pixels (at least)</li> </ul>	
④ Application Essays	<p>Each essay needs to be between 470 and 530 words in length. The application essays must be written in English.</p> <p><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?</p> <p><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?</p> <p>Use the designated form provided on the university's website and follow the instructions ① to ⑤ on the form.</p>	
⑤ Documents Certifying English Proficiency	<p>(1) Submit a copy of the score sheet of the English proficiency tests equivalent to the B2 level or above of the CEFR. The score sheet must include both an overall proficiency score, and scores for each of the four skills (reading, listening, speaking and writing).</p> <p>&lt;English proficiency test&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 test must be taken on or after September 1, 2023.</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.</p>	<p>2) Send the original by postal mail: Only applicants who pass the exam.</p>

	In this case, applicants must submit official documentation, such as English as a Medium Instruction Certificate, to prove that the medium of instruction was English.	
⑥ School Recommendation	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 School Recommendation should be written in English with the signature of the school principal and an official school stamp. Attach an English translation if the recommendation is not written in English.	Send the original by postal mail: Only applicants who pass the exam.
⑦ Academic Transcripts	Submit all available academic transcripts from the 1st 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.	Send the original by postal mail: Only applicants who pass the exam.
⑧ Graduation Certificate or Diploma	Applicants who are in school prior to graduation must submit a Certificate of Projected Graduation issued by applicant's school. Attach an English translation if the certificate is not written in English.	Send the original by postal mail: Only applicants who pass the exam.
⑨ Proof of Application Fee Payment	After applicants pay the application fee, provide a proof of payment. For payment method, see "8. Application Fee".	
⑩ Declaration	Be sure to use a handwritten signature on the declaration.	Send the original by postal mail: Only applicants who pass the exam.
⑪ Copy of Passport (For passport holders)	Submit a copy of applicant's passport that shows the personal information with their photo.	
⑫ Certificate of Residence (For applicants residing in Japan)	Submit a Certificate of Residence (Juminhyo) issued by the municipal government that shows the applicant's residence status and period of stay. Note that a Certificate of Residence is not a Residence Card.	

### **[IMPORTANT NOTES]**

- Use the designated Application Forms for the following documents.

④Application Essays ⑥School Recommendation ⑩Declaration

Designated Application Forms can be downloaded from the website 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 who successfully pass the examination process are required to send the original documents that were previously submitted electronically through our online form. They must be sent 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) Documents Certifying English Proficiency
- ☐ 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

## 8. Application Fee

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

The application will be only considered to be completed 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

※ See also the chart below.

- 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

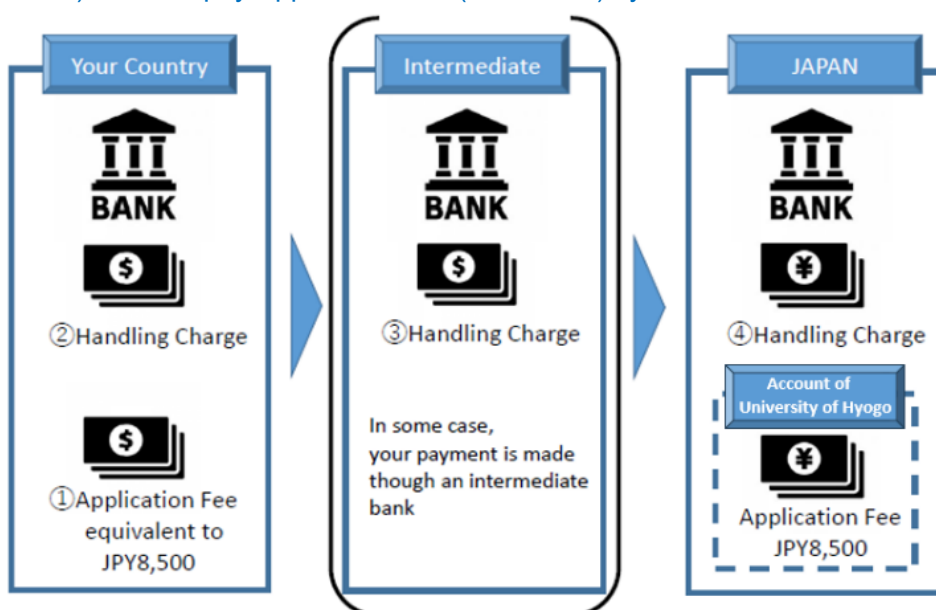
Swift Code: SMBC JP JT

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.



Your total payment = ① + ② + ③ + 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 (Application fee) + 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 indicated date 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 2026 Enrollees

		Student Classification	1st Installment	2nd Installment	Total Amount (In JPY)
1st 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
2nd to 4th 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 2026 will receive a Special Exemption (tuition reduction by 50%) for 4 years.
- From the 2nd Year to 4th 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 2026 enrollment are eligible to apply for MEXT Scholarship (applicants may be subject to restrictions set by MEXT). 8 students will be selected by the university to receive this scholarship from among the students who are admitted through the Global Business Course entrance exam.

※ 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 website below.

<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.

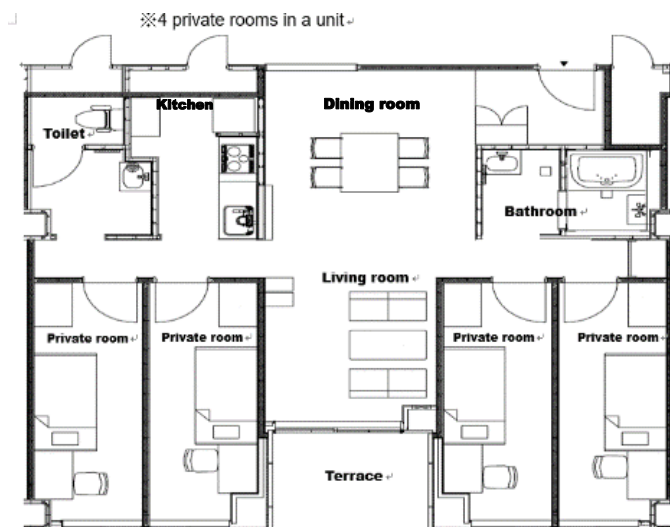
These fees will be refunded to the eight students after they are officially approved by MEXT.

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

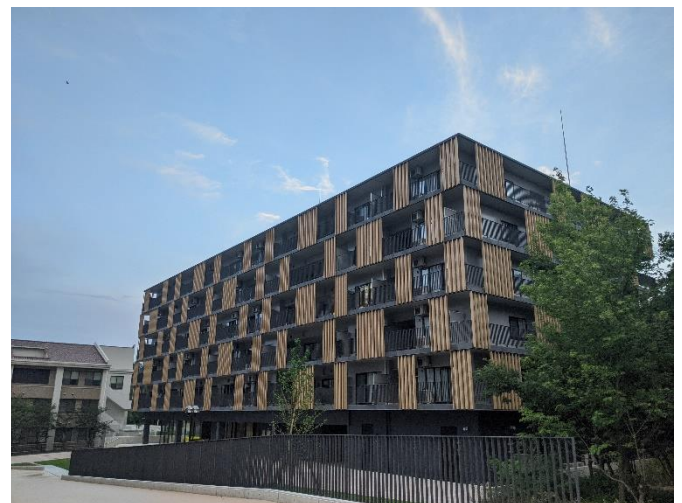
International and Japanese 1st-year students of the Global Business Course reside in the International Dormitory, the “Global House”, which was built on Kobe Campus for Commerce in 2019. This facility provides students with an opportunity for cultural exchange with the aim to improve their intercultural 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 (1st Year)	360,000 JPY	2,400 USD	30,000 JPY (200 USD) per month
3) Housing Cost (2nd to 4th 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
Annual Amount (1st Year)	1,677,900 JPY	11,186 USD	1) + 2) + 4) +5)
Annual Amount (2nd to 4th Year)	1,917,900 JPY	12,786 USD	1) + 3) + 4) +5)
Total Amount (1st to 4th 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.