

**Application Guidelines — Department of Global Business (Master's Degree Program)
of Graduate School of Social Sciences, University of Hyogo in AY2027**

1. Admission Policy

We accept applicants who aim to acquire the ability to solve a variety of issues in international business and related domains by obtaining expertise and skills in global business, including business in Japan, as well as cultural competence that will enable them to play an active role on the global stage. Our entrance examination process is focused on selecting students who have experience of studying in an intercultural environment; who possess expertise and skills in this field that are usually obtained in an undergraduate program, as well as language skills that would allow them to take classes conducted in English, and who are willing to use the skills and expertise they obtain within this program for the benefit of the society as a whole. The selection process is conducted entirely in English, involving a comprehensive assessment of application documents, written and oral examinations.

2. Date of Matriculation

April or September, 2027

(This “Application Guidelines” is applicable to admission in both April and September. Please note that the “Application Form” and the “Examination admission card” are different for admission in April and in September.)

3. Number of students to be accepted and degrees that can be earned

Number of students to be accepted	12 (Total number of students selected through general admission screening, special screening of international applicants and the recommendation process.)
Degrees that can be earned	Master's degree (Global Business Administration)

4. Application eligibility

Applicants who correspond to any of the following items:

- (1) Those who graduated from university (including those who will graduate from university by the date of enrollment in the graduate school)
- (2) Those who were granted an undergraduate degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education (including those who receive the degree by the date of enrollment in the graduate school)
- (3) Those who completed a 16-year curriculum of school education in a country or countries other than Japan (including those who will complete the curriculum by the date of enrollment in the graduate school)
- (4) Those who completed a 16-year curriculum of school education of a foreign country or countries by taking correspondence courses provided by schools in the country(ies) while living in Japan (including those who will complete the curriculum by the date of enrollment in the graduate school)
- (5) Those who completed in Japan a program of study at a school that the Minister of Education, Culture, Sports, Science and Technology regards as a university in a foreign country (including those who will complete the program by the date of enrollment in the graduate school)
- (6) Those who were granted a degree equivalent to an undergraduate degree by completing a program of three years or longer at a university or college in a foreign country (including those who will receive the degree by the date of enrollment in the graduate school)
- (7) Those who completed a curriculum of a vocational school designated by the Minister of Education, Culture, Sports, Science and Technology (including those who will complete the curriculum by the date of enrollment in the graduate school)
- (8) Those who are 22 years of age or older, and who have been approved by the Graduate School of Social Sciences through an individual screening of eligibility for admission.

[Important Points]

- ① International applicants (those who have a foreign nationality and can obtain or renew the status of residence to “Student” as stipulated by law at the time of admission) must take the Special admission screening of international applicants.
- ② If you are unsure of whether you are eligible to apply, contact the Admissions Office of Kobe Campus for Commerce before application period.

5. Application period

- (1) Wednesday, January 6, 2027 to Wednesday, January 13, 2027

【Applicants residing in Japan】

- (2) If the documents are sent by mail, the application must be postmarked on or before January 13. Please be sure to send the documents by registered mail or “Letter-Pack” and write “Enc. application for admission to the Global Business” in red on the address side of the envelope.
- (3) Application documents may be submitted in person to the Admissions Office, Monday through Friday, from 9:00 am to 3:00 pm, excluding national holidays.

【Applicants residing outside Japan】

(4) Applicants who reside outside Japan should first email all required documents to

gakumu_shouka@ofc.u-hyogo.ac.jp.

After acceptance, the original documents must be sent to the Academic Affairs Division (Refer to address at 16. Contact Information) along with the enrollment documents by courier.

6. Application procedures

Enclose the following documents and certificates in an envelope that is larger than A4 size, with the name and address of the applicant written clearly on the outside, and mail it to the Admissions Office at Kobe Campus for Commerce, or bring it directly to the Admissions Office. Applicants who reside outside Japan should first e-mail all required documents to gakumu_shouka@ofc.u-hyogo.ac.jp.

(1) Application Form / Examination Admission Card / Proof of Application Fee Payment / Photo Card	<ul style="list-style-type: none"> ○ The applicant shall fill in the specified forms and attach three photos taken within the last three months to the specified areas. ○ Please carefully read the instructions written on the reverse side of each document.
(2) Application Fee	<ul style="list-style-type: none"> ○ 30,000 JPY by regular money order (Futsukawase Shosho) ○ Amount of 30,000 JPY issued at the savings counter of a Japan Post Bank branch in or after October 2026. Do not write anything on the money order. ○ If applicants wish to use another payment method, follow the procedure for payment described in “7. Remittance of application fee”.
(3) Academic Transcript	<ul style="list-style-type: none"> ○ Must be issued by a university. (Submission of a copy is not permitted.) ○ For applicants who have finished or are currently attending graduate school, submit certificates issued by your undergraduate school and graduate school. ○ For applicants who are currently attending university or graduate school, only certificates of Academic Transcript that were issued within three months before the application deadline will be valid.
(4) Graduation Certificate or Certificate of Expected Graduation	<ul style="list-style-type: none"> ○ Must be issued by a university. (Submission of a copy is not permitted.) ○ For applicants who have finished or are currently attending graduate school, submit certificates issued by your undergraduate school and graduate school. ○ For those who were granted an undergraduate degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education, submit the certificate of the degree. (Submission of a copy is not permitted.) ○ For applicants who are currently attending university or graduate school, only certificates of Expected Graduation that were issued within three months before the application deadline will be valid.
(5) Reason for Application	<ul style="list-style-type: none"> ○ Describe (in English) your reason for application, your research history, and your career plans after the completion of the course. 600~700 words, 12 point, single-spaced, Times New Roman/Arial. ○ Write “Reason for Application” on the first line and your name on the second line.
(6) Research Proposal	<ul style="list-style-type: none"> ○ Describe (in English) the subject of your research, your views on the issues in your research field, and the purpose, methods, and plan of your research. Approx. 1,500 words, 12 point, single-spaced, Times New Roman/Arial. ○ List reference materials in English. However, if the list includes reference materials in Japanese, you do not have to translate the title(s) into English. (The titles of the reference materials are not included in the specified number of words mentioned above.) ○ Write “Research Proposal” on the first line and your name on the second line. ○ If the research proposal includes references that cannot be verified by the admission committee (even if they are not completely available online, their existence must be verified in the available databases), it will be considered academic misconduct and will lead to automatic failure.
(7) Score Certificate for TOEFL, TOEIC, or IELTS (Original Copy)	<ul style="list-style-type: none"> ○ Submit an official certificate (only for tests taken on or after April 1, 2024). ○ Applicants who have graduated from (or finished) or will graduate from (or finish) an undergraduate school (or a graduate school) in Singapore, Ireland, the United Kingdom, the United States, Canada, Australia, or New Zealand do not have to submit a score certificate. ○ If you cannot submit an official score certificate (original copy), submit a document certifying your English language proficiency specifically that has been provided by the English teacher of your university (the last attended school) instead of the score certificates. ○ MOI is valid, but will not be scored.

(8) Copy of Applicant's Certificate of Residence	<ul style="list-style-type: none"> ○ Submit a copy of the Certificate of Residence (<i>juminhyo</i>) issued by the municipal government that shows your residence status and period of stay. (Submission of a photocopy is not permitted.) ○ Only certificates issued within three months before the application deadline will be valid. ○ If you reside outside Japan, submit a photocopy of your passport (the page with your photo). When you send a photocopy of your passport, write "There is no difference from the original passport." and sign the copy.
(9) Supporting Financial Documents (documents certifying the applicant's ability to cover necessary expenses)	<ul style="list-style-type: none"> ○ Bank Certificate/Certificate of deposit Balance of financial supporter. (Submission of a copy is not permitted.) ○ Documents certifying the relative relationship between the financial supporter and the international applicant (a certified copy of the resident registration card, etc.) (Submission of a photocopy is not permitted.)
(10) Return Envelope for Examination Ticket (Only for applicants residing in Japan)	<ul style="list-style-type: none"> ○ On an envelope of Japanese standard size <i>Nagagata</i> 3 size (120 x 235 mm [4.72 x 9.25 inches]) write your name, address, and postal code, and affix 410 yen in stamps (inclusive of express delivery cost)
(11) Guidelines for Ethical Conduct Regarding Online Examinations (Only for applicants residing outside Japan)	<ul style="list-style-type: none"> ○ Read the Guidelines for Ethical Conduct Regarding Online Examinations, then complete, sign, and submit the Pledge Form available at the URL below. https://www.u-hyogo.ac.jp/g3s/pdf/gba/admissions/Guidelines_EthicalConductRegardingOnlineExaminations.docx
(12) Connection Test (Only for applicants residing outside Japan)	<ul style="list-style-type: none"> ○ Click the next URL and let us know when you can make the connection test. https://forms.gle/E5kY768GkQqYoKii9

[Points to keep in mind]

- 1) Academic misconduct during the examination will lead to automatic failure, and the candidate will not be allowed to reapply to the University of Hyogo.
 - 2) If you have a condition that requires help or special consideration at the time of examination and for studying at the graduate school, please contact the Admissions Office of Kobe Campus for Commerce before the application period.
 - 3) If your family name on your family register differs from that on the certificates to be submitted due to marriage or other reasons, please attach an extract of your family register.
 - 4) Applicants are only considered to be complete when the application fee has been paid and all application documents have been submitted.
 - 5) After completing the application, we will not grant any requests for change of materials, or return of the documents, or refunding of the application fee. If applicants are unable to submit the original document, submit a certified copy※.
- ※What is a "certified copy" ?
- It is a copy by 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.
- 6) If any false or distorted information is found in the submitted documents, admission to the graduate school may be withdrawn.
 - 7) Attach an English translation for all documents written neither in Japanese nor in English.
 - 8) Please refer to 'Faculty in charge of Seminar I & II and their research field,' given at the following URL, and write the desired specialization and the single name of the advisor with whom you wish to study.
<https://www.u-hyogo.ac.jp/g3s/gba/education/index.html>

7. Remittance of application fee

Applicants can pay the application fee by PayPal or Bank Transfer according to the following procedure.

◆ Payment by PayPal

Total amount of fee: 31,500 JPY (Application fee and processing charge)

Payment procedure: Provide your name and email address in the Payment Method section on the application form.
The university will send an email acknowledging the payment to the email address later.

You must add the applicant's credit card or bank account information to your PayPal account.

◆ Payment by Bank Transfer

Amount of payment: 30,000 JPY (application fee) and bank transfer fee (paid by payer)

* Bank transfer fees vary depending on the country and region. For further details, ask the bank from which you will remit the application fee.

Remittance purpose: Application fee

Make a remittance to:

Bank name : Sumitomo Mitsui Banking Corporation
Branch name : Kobe Public Institutions Operations
(When transferring the fee from within Japan, please select Kobe Koumubu).
Address : 56 Naniwa-machi, Chuo-ku, Kobe, Hyogo 650-8560 JAPAN
Account number: 210-3051335
Account name : Public University Corporation University of Hyogo
Swift Code : SMBC JP JT

8. Examination site

【Applicants residing in Japan】

Kobe Campus for Commerce of University of Hyogo (8-2-1 Gakuen-Nishimachi, Nishi-ku, Kobe, Hyogo)

<https://www.u-hyogo.ac.jp/g3s/en/access/index.html>

* The nearest station is Gakuentoshi Station of Kobe Municipal Subway, which is an approx. 25-minute subway ride from Shin-Kobe Station on the Sanyo Shinkansen Line, and an approx. 22-minute subway ride (trains bound for Seishin-chuo) from JR Sannomiya Station, Hanshin Kobe-Sannomiya Station, and Hankyu Kobe-Sannomiya Station. It takes about 15 minutes to walk from Gakuentoshi Station to the test site.

【Applicants residing outside Japan】

Applicants residing outside Japan will take the online examination on the same date and at the Japan time specified in Item 10 below, with the same examination content instead of the on-campus in-person examination.

We will schedule connection test to confirm that the examination can be started without any issues on the day. For details, click the next URL and let us know when you can make the connection test.

<https://forms.gle/E5kY768GkQqYoKii9>

9. Admission screening method

Application screening is conducted considering all the factors, including an essay-type examination, an oral examination, and the submitted documents.

10. Examination schedule

(1) Date: Saturday, February 13, 2027 (Japan Standard Time (JST))

Arrival time for exam	9:00 a.m.	
Essay-type exam	9:30 a.m. to 10:40 a.m.	(1) The essay-type exam and interview will be administered in English. (2) The oral examination will be conducted based on your Reason for Application and Research Proposal.
Oral examination	From 11:00 a.m.	

(2) Things to keep in mind when taking the admission examination

- 1) Be sure to bring your examination admission card with you on the test date. If you lose or forget to bring the admission card, notify the Academic Affairs Division of the fact before the examination starts.
- 2) Read the important information written on the backside of the examination admission card in advance.
- 3) Applicants who arrive after the written test start time may not take the examination in principle. Furthermore, applicants may not leave the room until the end of the test time.
- 4) Use of your private car to come to the university is not permitted. If you need to drive to the campus due to an unavoidable reason, contact the Academic Affairs Division of Kobe Campus for Commerce in advance.
- (3) The examination will be postponed if the Kobe Local Meteorological Office issues to any ward in Kobe City any Warning for Storm, Warning for Snow-storm, Warning for Heavy Snow, Urgent Warning for Heavy rain, Emergency Warning for Heavy Rain, Emergency Warning for Storm, Emergency Warning for Snow-storm or Emergency Warning for Heavy Snow by 7:00 a.m. on the examination date. In this case, we will conduct the admission examination on Saturday, February 20, 2027, according to the same schedule.
- (4) Read the Policy on Examination Dishonesty at the URL below and ensure that you comply with all standard testing rules and take the examination fairly.

https://www.u-hyogo.ac.jp/g3s/pdf/gba/admissions/2027/Policy_on_Examination_Dishonesty.pdf

11. Announcement of successful applicants

10:00 a.m. on Friday, February 19, 2027 (Japan Standard Time (JST))

The registration numbers of successful applicants will be posted on the bulletin board in Kobe Campus for Commerce of the University of Hyogo, and the university will send a notice to the successful applicants. No notification will be given to unsuccessful applicants. Telephone inquiries regarding the result will not be accepted.

The list of the successful examinees' registration numbers will also be posted on the website prepared by the University of Hyogo. Note that the announcement will be posted on the website as a reference. Please check the information regarding the results on the bulletin board of the university or the notice to be sent.

12. Enrollment procedure

(1) The university will send documents necessary for enrollment to successful applicants. Complete the procedure for enrollment from Friday, March 5, 2027 to Friday, March 12, 2027. An explanation of the enrollment procedures will be enclosed with the documents.

(2) For enrollment, the successful applicants will need the following fees and documents, as well as the documents sent from the university with a letter of acceptance.

1) Enrollment fee (Refer to 13. Enrollment and tuition fees.)

2) Examination admission card.

(3) Accepted applicants who do not complete the procedure for enrollment by the specified date and time will be regarded as having decided not to enroll in the course.

13. Enrollment, tuition and other fees

The following are the current enrollment fee and tuition fee. When the rules related to fees are revised, the revised amount of fees will be applied.

(As of April 1, 2026)

When you pay	At the time of enrollment procedure	July	October	Total
Enrollment fee	282,000 JPY	—	—	282,000 JPY
Tuition fee	—	267,900 JPY	267,900 JPY	535,800 JPY

*Membership fees of Shinshokai Supporters Society and the Society for Academic Promotion (22,000 JPY in total)

14. Other conditions

(1) Classes will be held in the daytime from Monday to Friday.

(2) The conditions of students admitted through special admission screenings of international applicants after enrollment are the same as those of students admitted through general admission screening and recommendation process.

15. Handling of personal information

(1) We will handle personal information submitted at the time of application for the administering entrance examinations.

(2) We will make use of personal information used for admission screening for collection and analysis of the results of admission screening; investigation and research of methods for screening applicants; enrollment procedures; education, such as support for students and learning instruction after enrollment; collection of tuition fees; and other related purposes. We may also provide the names and addresses of successful applicants to the Gakuyukai Alumni Society of the University of Hyogo, the Shinshokai Supporters Society of the University of Hyogo, Tansuikai Alumni Society, and the university cooperative association of the University of Hyogo.

16. Contact information

Admissions Office, the Academic Affairs Division at Kobe Campus for Commerce of the University of Hyogo

8-2-1 Gakuen-Nishimachi, Nishi-ku, Kobe, Hyogo 651-2197

Tel: +81(78)-794-6175 [Monday to Friday (excluding national holidays) 9:00 a.m. – 5:00 p.m.]

E-mail: gakumu_shouka@ofc.u-hyogo.ac.jp

For the details of the Department of Global Business of the Graduate School of Social Sciences, the University of Hyogo, refer to the website.
<https://www.u-hyogo.ac.jp/g3s/en/>