

University of Hyogo

School of Economics and Management
Global Business Course



Application Guidelines – September 2023 Enrollment For Applicants from Specially Designated Partner Schools

1. The Number of International Students to be Accepted

- September 2023: 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 curriculum which is equivalent to a Japanese 12-year education curriculum.

The curriculum is required to be completed after September 1, 2022 in principle.

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

(2) Applicants who are acknowledged by University of Hyogo to have completed or to be expected to complete a curriculum equivalent to 12 years of Japanese education after September 1, 2022 in principle.

- Requirement 2: English Proficiency

(1) 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 adding the Speaking & Writing score and multiplying by 2.5 to the Listening & Reading score.

The English proficiency exam date must be after September 1, 2020.

(2) Applicants are not required to submit an English proficiency test score if you have completed or will complete formal education in the English language at an upper secondary institution and you submit academic transcript or equivalent that proves the medium of instruction was English.

(3) If you are able to submit neither (1) or (2), then you must submit the “Certification of English Proficiency” form on page 12.

3. Screening Schedule

- Application period, interview date, and result: You will be notified by either your school or University of Hyogo.

※Specially Designated Partner Schools are able to recommend excellent students as candidates to apply for the Global Business Course at University of Hyogo based on its agreement with University of Hyogo. If a school is under negotiation to become a Specially Designated Partner School, international coordinators approved by the President of University of Hyogo may recommend applicants.

4. Selection Process

Selection of applicants is based on all submitted documents and the interview (approx. 30 min either face to face or online). If required, the applicant's school and/or writers of recommendations may be contacted for further information.

- Applicants residing outside Japan do not need to come to Japan for any part of the selection process.
- Applicants may have an interview only after they complete payment of Application Fee.

5. How to apply

Step 1: Ask your teacher to recommend you as a candidate.

Step 2: Ask your teacher to make an initial contact to us (GBC Admissions) by giving the following information of the applicant.

(1) Applicant's Name (2) Applicant's e-mail address

GBC Admissions: gbc@hq.u-hyogo.ac.jp

Step 3: You will be contacted by us directly and told how to submit application documents.

Application documents need to be submitted in 2 ways as noted in the below chart.

(1) Online: You will be informed individually of the URL

(2) E-mail: You will be informed individually of the E-mail address

※Those who pass the entrance exam will be required to send the original documents by Post. See "7. Submission of Original Application Documents".

6. Application Documents

Required Documents to be submitted by Applicants

Documents	Details	How to Submit
① Applicant Information	Make sure all the entries are correct.	Online
② Educational History		
③ Payment of Application Fee		

④ Face Photo	Send your face photo data. Photo must be: <ul style="list-style-type: none"> • Taken within the last 3 months • Clear • Plain background (no shade) • No cap or hat allowed • JPEG: 640 x 480 pixel (at least) 	E-mail
⑤ Application Essays	Each of your essays needs to be between 470 and 530 words in length. The application essays should be written in English.	E-mail
⑥ Documents Certifying English Proficiency	<p>(1) Applicants who have exam scores submit the original results from English proficiency exams equivalent to B2 level or above of the CEFR.</p> <p><English Proficiency Exams as an example></p> <ul style="list-style-type: none"> • TOEFL iBT (or TOFEL iBT Special Home edition) • IELTS (or IELTS indicator) • Cambridge English Language Assessment • TOEIC L&R/ TOEIC S&W <p>The English proficiency exam date must be after September 1, 2020.</p> <p>(2) Applicants are not required to submit an English proficiency test score if you have completed or will complete formal education in the English language at an upper secondary institution and you submit academic transcript or equivalent that proves the medium of instruction was English.</p> <p>(3) If you are able to submit neither (1) or (2), then you must submit the “Certification of English Proficiency” form on page 12.</p>	<p>(1) E-mail</p> <p>(2) E-mail ※Send by post: Only those who passed the exam</p> <p>(3) E-mail ※Send by post: Only those who passed the exam</p>
⑦ School Recommendation	Ask a teacher to write this recommendation. The letter should be written in English and signed by the principal with the school official stamp. Attach a translation in English if the letter is not written in English.	E-mail ※Send by post: Only those who passed the exam
⑧ Academic Transcripts	Submit all available high school academic transcripts from the 1 st grade to the date of application. The transcripts should be written in English. Attach a translation in English if the transcripts are not written in English.	E-mail ※Send by post: Only those who passed the exam
⑨ Graduation Certificate/ Diploma	If you are unable to submit your graduation certificate, submit a Certificate of Expected Graduation / Program Completion issued from your school. Attach a translation in English if the certificate is not written in English.	E-mail ※Send by post: Only those who passed the exam

⑩ Proof of Application Fee Payment	After you pay the Application fee, send proof of the payment. For the payment method, see “8. Application Fee”.	E-mail
⑪ Declaration	Be sure your signature at the end is written in your own hand writing.	E-mail ※Send by post: Only those who passed the exam

【IMPORTANT NOTES】

- Use the designated form attached to this guideline for the following documents.
⑤ Application Essays ⑥ (3) Certification of English Proficiency (in case you do not have English Exam Scores) ⑦ School Recommendation ⑪ Declaration.
- University of Hyogo will not return any of the submitted documents and certificates.
- If you 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 your school principal, a notary or a translation company.
- If your application does not include all the required documents, we will ask you to submit the missing items by a certain date. Failure to submit all of the documents by the indicated deadline may result in disqualification for the interview.

7. Submission of Original Application Documents

Applicants residing outside Japan who successfully pass the examination process are required to send the original documents that were previously sent by email. Send them to University of Hyogo by registered airmail or express mail service (DHL, EMS, FedEx, OCS, etc.) to the address in the square box below.

Be sure to include all of the documents below.

- ⑥ (2) or (3) Certification of English Proficiency
- ⑦ School Recommendation
- ⑧ Academic Transcripts
- ⑨ Graduation Certificate/Diploma
- ⑪ 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. +81 (78) – 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.

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

The application fee is not refundable under any circumstances. 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 email address of the payer on the online forms.

The application fee invoice will be sent to the payer's email address through PayPal system.

Follow the instructions in the invoice to make the payment.

Note that the payer may need to create a PayPal account and register his/her credit card or bank account information in it.

※If there is any reason PayPal is not available to use, please let us know. We will give you the bank transfer information upon your request.

9. Enrollment Process

Accepted applicants will be informed of the enrollment process when notified of having passed the entrance examination.

Admission Fee of 141,000 JPY (except handling charges) is required to be paid within two weeks of being notified of the result to secure 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.
- Acceptance to 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 2023 Enrollees

		Student Classification	1 st Installment	2 nd Installment	Total Amount (In JPY)
1 st 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 nd to 4 th 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

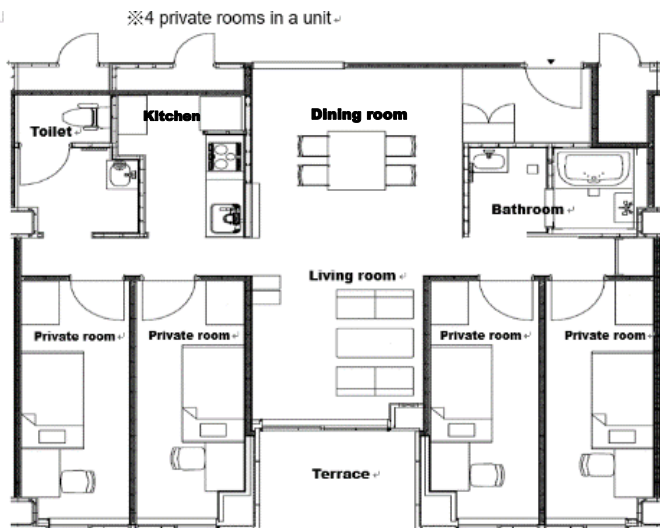
- All GBC international students enrolling in September 2023 will receive a Special Exemption (tuition reduction by 50%) for 4 years.
- From the 2nd Year to 4th Year, students will receive an additional exemption if their academic performance is within the top 30%, which results in no tuition fee needing to be paid.
- 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 1st Year Students in the Global Business Course

1st Year students in the Global Business Course, both international and Japanese students, reside at the International Dormitory, the “Global House” built on the Kobe Campus for Commerce in 2019. This provides them with the opportunity to exchange cultural experiences and to improve their intercultural understanding.

* The monthly room fee for the International Dormitory is 30,000 JPY, inclusive of the internet and 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 st Year)	360,000 JPY	2,769 USD	30,000 JPY (231 USD) per month
3) Housing Cost (2 nd - 4 th 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 st Year)	1,677,900 JPY	12,907 USD	-
Total Amount (2 nd - 4 th Year)	1,917,900 JPY	14,753 USD	-
Total Amount (1 st - 4 th Year)	7,431,600 JPY	57,166 USD	-

(130.00 JPY/USD)

* The figures given above are the minimum. Please note that it might cost more.

13. Other Expenses

Accepted applicants will be informed of details of insurance concerning education and research, health checkups and other expenses before enrollment.

In addition, please bring some available money to cover expenses for several weeks after your arrival in Japan.

(/ words)

Citation (Reference List) and a URL if available:

- 1)
- 2)

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* For office use only

Certification of English Proficiency

If you have not taken any official English language proficiency exams and you are not able to submit a proof document mentioned in (2) on page 3, you need to certify your English proficiency by submitting this form prepared by your School.

To the person writing this form:

1. Check following box to certify it is true.

The medium instruction of all classes at an upper secondary institution for the applicant was English.

(If your school is designated partner school, it is not necessary to check the box.)

2. Please write your comments for the applicant clearly in English about the language abilities, including your relationship with them.

This is to certify that the English language proficiency of Mr./Ms. _____ is above the CEFR B2 level and I expect that they will be able to study successfully in an English-medium university program.

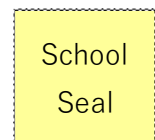
Printed/Typed School name _____

Your Title _____

Full Name _____

Handwritten Signature _____

Date _____



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* For office use only

School Recommendation

Please ask your high school teacher to complete this form according to the instructions.

To the person writing this letter of recommendation

Please write your recommendation clearly in English, and please describe the candidate and their academic skills in as much detail as possible. Please ask principal of your school to sign this statement and affix an authorized school seal.

Applicant's Name

Family Name : _____

Given Name(s) : _____

1. Please indicate the approximate academic rank of the applicant, such as "Top 25.0% (The applicant is 25th out of 100 students in their grade.)"

Top ___% (The applicant is ___th out of ___ students in their grade.)

2. How does the applicant compare in the following academic areas with other students? Please check the appropriate box.

	Truly Exceptional	Excellent	Very Good	Good	Below Average	Unable to Assess
Overall Academic Ability						
Analytical Ability						
Originality/ Creativity						
Flexibility						
Ability in oral expression						
Ability in written expression						
Ability to work with others						
Leadership						

3. Please add any other comments about the applicant's character/personality that may not be reflected on their academic transcripts.

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Date _____

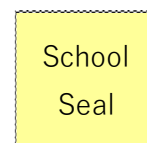
Prepared by _____

(School Teacher's Name and Signature)

Authorized by _____

Title Principal

Handwritten signature _____



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* For office use only

Declaration

I declare that all of the information in this application and all required documents are complete and accurate to the best of my knowledge.

I confirm that I am eligible for the Admissions for International Applicants.

I understand that any falsehoods found in the information I provide will invalidate my application and may result in my dismissal even if I am admitted to University of Hyogo.

Printed/Typed Full Name _____

Signature by handwriting

Date _____