



## **Application Guidelines – September 2025 Enrollment For Applicants from Specially Designated Partner Schools**

### **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 after September 1, 2024.

\* 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 after September 1, 2024 are eligible to apply.

- Requirement 2: English Proficiency

- (1) 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	TOEIC L&R /TOEIC S&W ※	Duolingo English Test (DET)
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 academic transcripts or equivalent documentation that proves that the medium of instruction was English.

- (3) If applicants are able to submit neither (1) or (2), they must submit the “Certification of English Proficiency” form on page 14.

### 3. Screening Schedule

- Application period, interview date and result: Applicants will be notified either by their school or the University of Hyogo of the relevant dates.

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

### 4. Selection Process

The selection of applicants is based on the evaluation of the application documents and an interview (approximately 30 minutes to be held either in person or online via Microsoft Teams). If necessary, the applicant's school and/or providers of letters 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 are eligible for the interview only after they have completed the payment of an application fee.

### 5. How to Apply

#### 【Step 1: Registration】

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

Step 1-2: Ask your teacher to contact the GBC Office and provide the following information about the applicant.

(1) Applicant's Name (2) Applicant's E-mail Address

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

Step 1-3: After we receive an e-mail recommendation from your teacher, we will send the applicant an e-mail of acknowledgement. You will be asked your preferred method of payment of the application fee, PayPal or bank transfer in an e-mail reply to us. If you will pay via PayPal, provide the payer's information: (a) name and (b) e-mail address. See "8. Application Fee" for more information on the payment.

**【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: In our university’s reply to the applicant’s message in Step 1, applicants will be sent individual links.

※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	<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>• 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. See Page 11.	
⑤ Documents Certifying English Proficiency	<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 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> <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 academic transcripts or an equivalent documentation which proves that the medium of instruction was English.</p>	<p>(2) Send an original by postal mail: Only applicants who passed the exam.</p>

	(3) If it is not possible to submit either (1) or (2), then applicants must submit the "Certification of English Proficiency" form on page 14.	(3) Send an original by postal mail: Only applicants who passed the exam.
⑥ School Recommendation	Ask a teacher to provide a letter of recommendation. 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.	Send an original by postal mail: Only applicants who passed the exam.
⑦ Academic Transcripts	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.	Send an original by postal mail: Only applicants who passed the exam.
⑧ Graduation Certificate or Diploma	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.	Send an original by postal mail: Only applicants who passed the exam.
⑨ Proof of Application Fee Payment	After applicants pay the application fee, provide a proof of the payment receipt. For payment method, see "8. Application Fee".	
⑩ Declaration	Be sure to sign the declaration.	Send an original by postal mail: Only applicants who passed the exam.
⑪ Copy of Passport (For passport holders)	Submit a copy of applicants' passport that shows their personal information with their photo.	
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.	

### **[IMPORTANT NOTES]**

- Use the designated forms attached to these guidelines for the following documents.  
④Application Essays ⑤(3) Certification of English Proficiency (in case applicants do not have English Exam Scores) ⑥School Recommendation ⑩Declaration
- 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 applicants' 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) or (3) Certification of English Proficiency

There is no need to submit the original certificate of the 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 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
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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

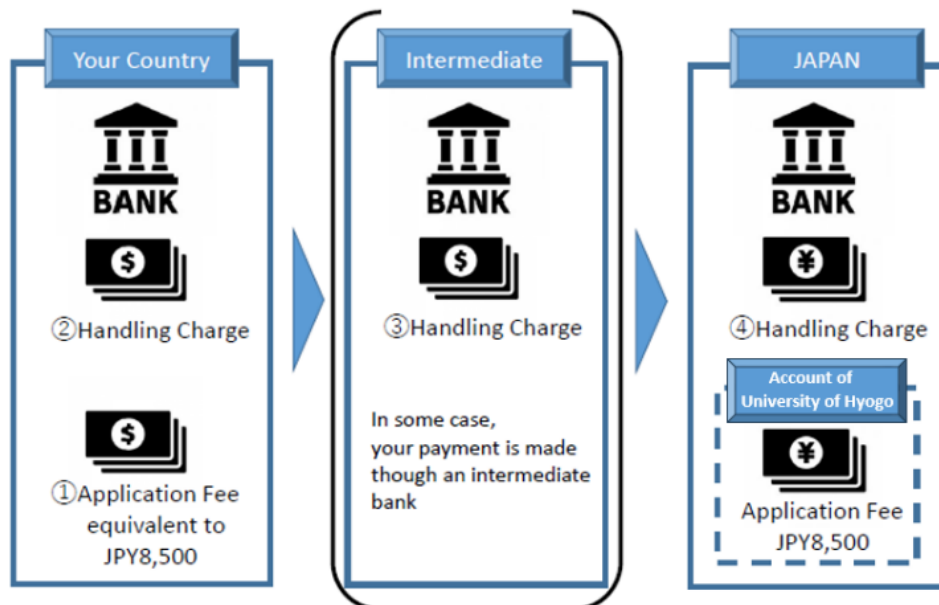
Swift Code: SMBC JP JT

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.



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 + 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 errors are found in the submitted documents, even after enrollment.

## 10. Standard Tuition Fees, Exemptions and Actual Amounts 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 the 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.

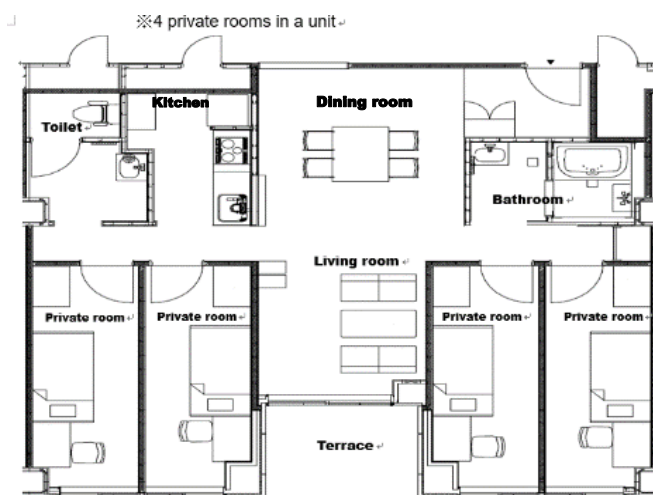


## 11. International Dormitory “Global House” for 1<sup>st</sup> -year students of the Global Business Course

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



## 12. Estimated Expenses per Year

Items	Amount (JPY)	Amount (USD)	
1) Tuition Fee	267,900 JPY	1,786 USD	133,950 JPY (893 USD) per six months
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.

## 13. 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.

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\* For office use only

## Application Essays

Please answer the following two questions in English using legible characters and in your own words.

- ① This Essay form must be used and submitted as a Word file. Do not use a PDF file.
- ② Only typed answers will be accepted. Please do not submit handwritten answers.
- ③ If you quote someone else's words, please use quotation marks (" ") and provide a citation, including a URL if available.
- ④ Each answer needs to be between 470 and 530 words in length. Please include a word count where indicated.
- ⑤ Points will be deducted for any answer that is shorter or longer than the required length.

1. What do you want to study in the Global Business Course at the University of Hyogo?

Why are you interested in these areas?

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

( / words)

Citations (reference list) and a URL if available:

1)

2)

2. Recount a time when you experienced a setback or failure. How did this experience affect you?

What did you learn from this experience?

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( / 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 evidence as mentioned in page 3, please certify your English proficiency by submitting this form prepared by your school.

### To the person completing this form:

1 . Please check the following box to certify that this statement is true.

☐ The medium of instruction of all classes at the upper secondary institution of the applicant is English.

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

2 . Please write your comments about the applicant's English language abilities in English and indicate your relationship with the applicant.

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This is to certify that the English language proficiency of Mr./Ms. \_\_\_\_\_ is above the CEFR B2 level. I expect that the applicant will be able to study successfully in a university program that uses English as a medium of instruction.

Printed/Typed School Name

Your Title

Full Name

Handwritten Signature

Date

School  
Seal

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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 completing this letter of recommendation

Please write your recommendation in English. Please describe the applicant and their academic skills in as much detail as possible. Please ask the principal of your school to sign this statement and endorse it with an authorized school seal.

### Applicant's Name

Family Name: \_\_\_\_\_

Given Name(s): \_\_\_\_\_

1. Please indicate the approximate academic rank of the applicant as follows:

☐ 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 of oral expression						
Ability of 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 in print and handwritten signature)

Authorized by \_\_\_\_\_

(Principal's name in print)

Title Principal

Handwritten signature

\_\_\_\_\_

School  
Seal



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\* For office use only

## Declaration

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

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

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

Printed/Typed Full Name

Signature by Handwriting

\_\_\_\_\_  
Date \_\_\_\_\_