



Application Guidelines – September 2022 Enrollment For Applicants from Specially Designated Schools

1. The Number of International Students to be Accepted

- September 2022: 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 between September 1, 2019 and September 2022 enrollment.

* 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 to have completed or to be expected to complete a curriculum equivalent to 12 years of Japanese education between September 1, 2019 and September 2022 enrollment.

- Requirement 2: English Proficiency

Applicants **MUST** achieve one of the following minimum scores on a standardized English proficiency exam, which is equivalent to the B1 level of the CEFR (Common European Framework of Reference for Languages).

Minimum English Proficiency Requirement*1			
TOEFL iBT Test	IELTS	Cambridge English Language Assessment	TOEIC L&R /TOEIC S&W*2
42	4.0	140	1150

*1 Higher scores for the Minimum English Proficiency Requirement will be applicable for next year.

*2 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, 2019.
- If you do not have one of the above test scores to submit, you need to ask an English teacher at your school to fill out the “Certification of English Proficiency” form for you.
- For native speakers of English, refer to “⑥ Documents Certifying English Proficiency” in the list under “**6. Application Documents**”.

3. Screening Schedule

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

※Specially Designated 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 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.

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 below “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	<p>Send your face photo data.</p> <p>Photo must be:</p> <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 B1 level or above of the CEFR.</p> <p><English Proficiency Exams as an example></p> <ul style="list-style-type: none"> • TOEFL iBT Test • IELTS • Cambridge English Language Assessment • TOEIC L&R/ TOEIC S&W <p>(2) Applicants who do not submit exam scores need to ask an English teacher at the applicant's school to fill out the "Certification of English Proficiency" form.</p> <p>(3) Applicants from Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom, and the United States who have undertaken their official education in the English language for the most recent 6 years are not required to submit any documents.</p>	<p>(1) E-mail</p> <p>(2) 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 a principal with 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	<p>After you pay the Application fee, send the proof of the payment.</p> <p>For the payment method, see below "8. Application Fee".</p>	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
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【IMPORTANT NOTES】

- Use the designated form attached to this guideline for the following documents.
⑤Application Essays ⑥(2) Certification of English Proficiency (in case you do not have English Exam Scores) ⑦School 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 “certified copy?” - It is a copy of a document that can be used instead of the original because an official has checked it and formally approved it as a true and accurate copy by signing it.
- If your application does not include all the required documents, we shall 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) 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 must 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 2022 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

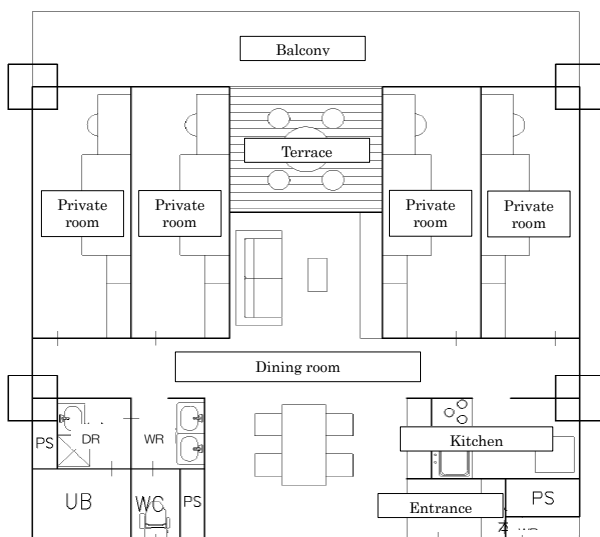
- All GBC international students enrolling in September 2022 will receive a Special Exemption (tuition reduction by 50%) for 4 years.
- From the 2nd Year to 4th Year, students will receive an additional exemption if their academic performance is within the top 30%, which results in no tuition fee needing 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

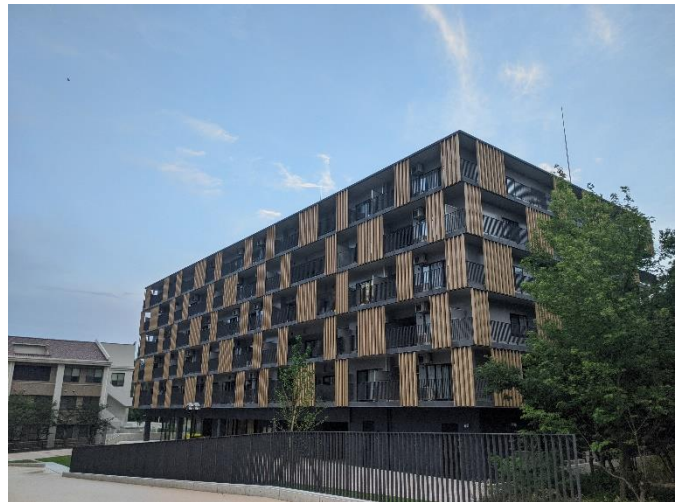
1st Year students in the Global Business Course, both international and Japanese students, reside at the International Dormitory, the "Global House" built on the Kobe Campus for Commerce in 2019. This provides them with the opportunity to exchange cultural experiences and to improve their intercultural 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	2,481 USD	133,950 JPY (1,240 USD) per half a year
2) Dormitory Fee (1 st Year)	360,000 JPY	3,334 USD	30,000 JPY (278 USD) per month
3) Housing Cost (2 nd - 4 th Year)	600,000 JPY	5,556 USD	50,000 JPY (463 USD) per month
4) Living Expenses	900,000 JPY	8,334 USD	75,000 JPY (695 USD) per month
5) Return Air Fare	150,000 JPY	1,389 USD	Round trip
Total Amount (1 st Year)	1,677,900 JPY	15,538 USD	-
Total Amount (2 nd - 4 th Year)	1,917,900 JPY	17,760 USD	-
Total Amount (1 st - 4 th Year)	7,431,600 JPY	68,818 USD	-

(108.00 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.

* _____

* For office use only

Application Essays

Please answer the following two questions in English using legible characters and in your own words. Both clearly handwritten and typed answers will be accepted. Each of your essays needs to be between 470 and 530 words in length. Any essay that is shorter or longer than this will have points deducted. Please include the word count at the end of each answer.

1. What do you hope to accomplish by studying in the Global Business Course?

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.

(/ words)

2. While you were in high school, what experience or event was most important or most surprising to you?

[illegible]

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* For office use only

Certification of English Proficiency

If you have not taken any official English language proficiency exams, you need to certify your English proficiency by submitting a recommendation letter from your English teacher. Please ask an English teacher in your high school to complete this form.

To the person writing this letter of recommendation:

Please write your recommendation clearly in English, including your relationship with the applicant, the number of years you taught the applicant, and the number of English classes the applicant took per week before describing their English abilities. Please describe in as much detail as possible.

This is to certify that the English language proficiency of Mr./Ms. _____ is above the CEFR B1 level and I expect that he/she will be able to study successfully in an English-medium university program.

Printed/Typed Full Name _____

Signature by handwriting _____

Date _____

*

* 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 by checking ☒ the appropriate box and its basis, such as “The applicant is 25th out of 100 students in their grade.”

- ☐ Top 5% (The applicant is ____th out of ____ students in their grade.)
- ☐ Top 10% (The applicant is ____th out of ____ students in their grade.)
- ☐ Top 30% (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.

Date _____

Prepared by _____

(School Teacher's Name and Signature)

Authorized by _____

Title Principal

Handwritten signature

School
Seal

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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 _____