

Exchange Students Fact Sheet 2019 Fall

1. Contact Information

GSM Administrative Office
(Administrative Office of Graduate School of Management, Kyoto University)

MAILING ADDRESS

Graduate School of Management Administrative Office, Kyoto University
Yoshida Honmachi, Sakyo-ku, Kyoto-shi, Kyoto 606-8501, Japan

TEL&FAX

TEL: +81-75-753-3530 FAX: +81-75-753-3529

EMAIL

g30@gsm.kyoto-u.ac.jp
keieikyomu@mail2.adm.kyoto-u.ac.jp

HP

<http://www.gsm.kyoto-u.ac.jp/en/>

CONTACT PERSON

(Ms.) Yukiko TOYONO / International coordinator

2. Nomination Deadline

The students should be nominated for the student exchange program by his/her home institution and notified the student's information to GSM office of Kyoto University by email by the deadline. Please inform us the student's name, gender, year, email-address.

For the Fall Semester 2019 • • • May 20, Monday 2019 by email

3. Application Deadline

All required documents should be sent by the home institution.

For the Fall Semester 2019 • • • May 25, Friday 2019 by post (DHL, EMS, FedEx, UPS, etc.) (Must be arrived at GSM office)

4. Application Documents

1. Application Form with photo (Formatted, please do not fill in the form by handwriting)
2. Study Plan-What would you like to learn and expect at GSM Kyoto University? (Free Format)
3. Official Verification of Academic Enrollment (issued by the home institution)
4. Official Transcript of Credits and Grades
(It is desirable that the applicant have a GPA 3.0 or above)
5. 2 more photos (size: approximately 3.3cm x 3cm)
6. Copy of the passport page showing the name, nationality and the date of birth
7. Health certificate (either in English or Japanese)

5. Semester Date

2019 Fall Semester

Orientation: September 30 (Monday)

Semester Period: October 1, 2019 to March 31, 2020

Class Period: October 1, 2019 to January 25, 2020

Exam Period: January 27, 2020 to February 7, 2020

We will send the transcript after finish the semester to his/her home institution around early March.

6. Academic Information

Academic Levels Offered: Graduate study

Languages: Japanese and English (Student can only choose English course)

7. Class Registration

Information on the offered courses will be informed to the students in September, and the official letter of acceptance is issued by the Graduate School of Management in late June.

Exchange students are required to register for a minimum of 10 credits (5 subjects) per semester. There is no limitation of the number of the registration. The detailed information for the required procedure for the registration will be informed later.

8. Japanese Language Studies

The Kyoto University Education Center for Japanese Language and Culture conducts Japanese language education for international students and foreign researchers at Kyoto University. Information for online application will be distributed in September by GSM office. As a note, it is not possible to join after the semester has started.

Education Center for Japanese Language and Culture website:

<http://www.z.k.kyoto-u.ac.jp/introduction/education-center-for-japanese/japanese-language-classes>

9. Visa Information

All the exchange students must apply for the valid student visa issued by the Japanese Immigration Bureau before entering to Japan. More detailed information will be provided along with the necessary application forms after his/her enrollment is accepted by Graduate School of Management.

10. Insurance

Exchange students are required to purchase accident / health insurance valid for the entire period of his/her stay. It is advised to purchase it in their home country. The exchange students must join the insurance plans

arranged by Kyoto University, which includes the compulsory National Health Insurance (NHI), the Personal Accident insurance for Students Pursuing Education and Research (Gakkensai) and Personal Liability Insurance for Students. These plans cover medical care and hospitalization. The cost is reasonable and the students need to pay those insurances. In addition, students are expected to have overseas travelers' personal accident insurance.

11. Accommodation

Kyoto University International Houses

International students who will enroll at Kyoto University are eligible to apply. The application periods are in July. The application information will be informed from GSM office.

For more information about it, please visit http://www.opir.kyoto-u.ac.jp/e/i_office/admission.html .

12. Tutoring

Tutoring for Exchange Students is available from the graduate students specializing in the academic area which corresponds to the study area of the individual exchange students. Tutors may also assist in various areas including studies, research and daily life. The tutor information will be informed before his/her arrival.

13. Living Expenses

Average monthly living costs in Kyoto are approximately as follows:

EXPENDITURE	COST (in Yen)
Housing	25,000 to 55,000
Food	up to 35,000
Utilities (electricity, water, gas, etc.)* ¹	5,000 to 8,000
Communication (internet, mobile phone, etc.)	5,000 to 10,000
Insurance and medical expenses	3,000
Study materials (textbooks, stationary, etc.)* ²	up to 5,000
Hobby and entertainment	up to 10,000
Miscellaneous expenses* ³	0 to 10,000
TOTAL	98,000 to 136,000

*1 Some rents may include these utility costs.

*2 Students normally spend more money at the beginning of each semester.

*3 Other expenses such as transportation, toiletries, etc.