

**2025 Application Guidelines for Credited Auditors**  
**Graduate School of International Cooperation Studies (Master's Course)**  
**KOBE UNIVERSITY**

**1. Eligibility for General Admission** Categories of eligible applicants are as follows:

- (1) Those who have graduated from an accredited Japanese university, or will graduate it by the end of March 2025 (for those enrolling in October, by the end of September 2025).
- (2) Those who hold a bachelor's degree according to the provisions of Article 104.7 in the School Education Act (No.26 of 1947), or will obtain one by the end of March 2025 (for those enrolling in October, by the end of September 2025).
- (3) Those who have completed 16 years of academic education outside of Japan, or will complete it by the end of March 2025 (for those enrolling in October, by the end of September 2025).
- (4) Those who have completed 16 years of formal education in foreign countries by taking a correspondence course through a non-Japanese university while residing in Japan, or will complete it by the end of March 2025 (for those enrolling in October, by the end of September 2025).
- (5) Those who have been approved by the Japanese Minister of Education, Culture, Sports, Science and Technology (Ministry Notice No. 5 of 1953).
- (6) Those who are at least 22 years of age by the end of March 2025 (for those enrolling in October, by the end of September 2025) and are recognized as possessing an academic ability suitable for graduate studies by GSICS.

\*Applicants in the eligibility category (5) or (6) above must contact the GSICS Academic Affairs Office ([gsics-kyomu@office.kobe-u.ac.jp](mailto:gsics-kyomu@office.kobe-u.ac.jp)) about eligibility at least one month prior to each application period.

\*A “student” visa status cannot be obtained by using the graduate credited auditor system of the graduate school.

**2. Application Documents (Application documents cannot be returned)**

The following documents must be written by applicants and submitted: (by post)

- (1) Application form (form enclosed)
- (2) Curriculum Vitae (form enclosed)
- (3) An official certificate of bachelor's degree in English (Photocopy is not accepted), and an official transcript of undergraduate studies in English (Photocopy is not accepted).

Applicants who have not yet graduated must provide an official letter from the university in which they are currently enrolled affirming the applicant's expected graduation and degree conferment by the end of March 2025 (for those enrolling in October, by the end of September 2025).

- (4) A recent (within the last three months) photograph (4 cm × 3 cm) must be glued to the completed application form.
- (5) Application fee: 9,800 yen (fee subject to change)

Please print the incoming email of payment completion and submit it (Refer to page 4 and page 5)  
Remittance charge (if any) is the responsibility of the applicant.

\* Those who are currently employed by a company (including government offices) need to submit the following document in addition to the above.

( 6 ) A letter of approval from your superior (at the bottom of your CV) for entering the school while still employed.

\* For foreign residents of Japan, the following documents are required in addition to the above.

( 7 ) A copy of your residence certificate (limited to those made within 30 days of the date of submission) or an alternative document.

### 3. Period of Enrollment and Number of Subjects

(1) Period of Enrollment: One semester

【Spring Semester】 April 1st - September 30th

【Fall semester】 October 1st - March 31st

The enrollment period for graduate credited auditors is the semester in which the auditing class is held. However, if you wish to continue taking classes, we may allow you to extend your enrollment period. Extensions are limited to a total of two years, and each time you wish to extend your enrollment period, you will need to go through the application process and obtain approval from the faculty council.

(2) Number of subjects: Up to 5 subjects per semester

\* A list of subjects that can be taken by graduate credited auditors is available on page 5.

### 4. Selection Method

Selection will be based on a document screening.

### 5. Application Method

Payment of the application fee can be made from one week before the start of the application period. The application documents must be sent by registered express mail with the words “Application for Graduate Credited Auditors of the Graduate School of International Cooperation Studies” written in red on the front of the envelope, and must be received by the Graduate School of International Cooperation Studies Academic Affairs Office within the application period (they must arrive by the deadline). Applications cannot be submitted in person.

(1) Application Period

For April Admission: Tuesday, February 18, 2025 - Thursday, February 20, 2025

For October Admission: Tuesday, August 5, 2025 - Thursday, August 7, 2025

(2) Mailing Address

Academic Affairs Office, Graduate School of International Cooperation Studies, Kobe University  
2-1 Rokkodai-cho, Nada-ku, Kobe 657-8501

### 6. Application Fee, Enrollment Fee and Tuition

(1) Application Fee: 9,800 yen

(2) Enrollment Fee: 28,200 yen

(3) Tuition: 14,800 yen per credit

If the tuition fee is revised while you are a student, the new tuition fee will apply from the time of revision.

The above amounts are for the 2024 academic year. The amount to be paid by students entering in 2025 will be notified separately as soon as it is decided.

The above fees received will not be refunded.

#### 7. Notification of Acceptance

Successful applicants for April admission will receive their acceptance letters in mid-March, and successful applicants for October admission will receive their acceptance letters in mid-September. We will not respond to any inquiries by phone nor email.

#### 8. Notes

(1) Graduate credited auditors may take examinations for the subjects they have taken. If they pass the examination, they will be issued a certificate of credit acquisition (only if they request it).

(2) Depending on the spread of infectious diseases or other conditions, the format of the courses may be changed from the original schedule.

(3) If you have any questions about this application guidelines, please contact the Graduate School of International Cooperation Studies Academic Affairs Office by email.

**国内銀行振込の場合のみ**  
Only when using bank transfer **in Japan**

**検定料のお支払いについて**

銀行振込（ATMまたはインターネットバンキング）にて、**検定料9,800円**をお支払いください。  
（振込にかかる手数料は、振込人負担です。）

振込完了後、以下のいずれか1つを提出してください。  
 ・「ご利用明細票」をA4サイズ白紙に貼り付けたもの  
 ・インターネットバンキングの振込完了画面を印刷したもの  
 （残高表示は黒塗り等で見えないようにして提出してください。）

<b>振込先口座</b>	三井住友銀行 六甲支店 (普通) 4165080 国立大学法人神戸大学
<b>振込名義</b> ※ 右記のとおり 入力してください	<b>K7815●●●●●</b> ↑ K7815の後に、出願者氏名を入力 *

- \* 出願者以外が振込を行う場合も、**必ず出願者の氏名**を入力する。
- \* 出願者氏名は、**カタカナ入力**  
(入学願書と統一のカタカナ氏名とし、姓と名の間を1マス空ける。)
- \* **外国籍**の出願者氏名は、**アルファベット入力**  
(アルファベットはパスポート表記と同じとし、姓と名の間を1マス空ける。)

**国内銀行振込の場合のみ**  
Only when using bank transfer **in Japan**

**Application fee payment method**

Please pay the application fee of **9,800 yen** by bank transfer (ATM or Internet banking).  
Bank transfer fees are the responsibility of the payer.


After completing the transfer, please submit one of the followings;  
 ・ The "statement of account" pasted on an A4-size sheet.  
 ・ A printout of the completed Internet banking transfer screen.  
 (Please make sure that the balance display is not visible by blacking it out, etc.)

<b>Bank Account</b>	<b>Bank</b>	Sumitomo Mitsui Banking Corporation
	<b>Branch</b>	Rokko
	<b>Account No.</b>	4165080 Saving Account (Futsu Yokin)
	<b>Recipient</b>	Kobe University
<b>Payer Name</b> ※ Enter Information when transferring		<b>K7815●●●●●</b> ↑ Enter the applicant's name after K7815 *

- \* **Be sure to enter the applicant's name** even if the transfer is made by someone other than the applicant.
- \* Enter Applicant's Name in alphabets exactly shown on Passport.
- \* Space between sur name and given name.

### Application fee payment method

Please access the Application Fee Payment System of Kobe University from the URL shown below or the QR code, and pay with a credit card or Alipay. The credit card holder does not have to be the applicant, but please be sure to enter the applicant's information in the Customer information field. Please print the Incoming email of payment completion and attach it to the application form.

Student type	Faculty/Graduate	Amount of money	URL	QR code
Research Student(graduate)	Graduate School Of International Cooperation Studies	¥10,460	<a href="https://tinyurl.com/y272yjkj">https://tinyurl.com/y272yjkj</a>	

items  
 ¥9,800 【Application fee】  
 ¥660 【Remittance fee】

[Handling credit cards, etc. at the payment system of Kobe University]



### List of courses that can be registered

Subjects	Semester	Schedule
Global Governance and International Law for Peace (1 credit course)	Spring / Fall	Intensive (On-demand classes)
Politics and Legal and Judicial Technical Assistance for Peace (1 credit course)	Spring / Fall	Intensive (On-demand classes)
Development Economics for Peace (1 credit course)	Spring / Fall	Intensive (On-demand classes)
Human Development for Peace (1 credit course)	Spring / Fall	Intensive (On-demand classes)
Global Disaster Management for Peace (1 credit course)	Spring / Fall	Intensive (On-demand classes)