

## Contents

<b>1. Procedures</b>	<b>1</b>	(1) Submission of a certificate demonstrating inoculation and an antibody test against measles and rubella	
① Notification-of-Moving-in Form		(2) Submission of a certificate demonstrating inoculation and an antibody test against epidemic parotiditis and chickenpox	
② National Health Insurance		(3) Database Registration and Issuance of Registration Card	
③ Personal Accident Insurance for Students Pursuing Education and Research (PAS) Comprehensive Insurance for Students' Lives Coupled with PAS For International Students offers		(4) Students with Registration Card	
④ National Pension Plan		(5) Prevention of other Infectious Diseases	
⑤ Opening Post Office Account			
⑥ Opening Bank Account			
<b>2. Procedures for Residing in Japan</b>	<b>2</b>	<b>5. Residence</b>	<b>18</b>
① Extension of Period of Stay		① Kobe University Residential Facilities	
② Change of Status		(1) Kobe University International Residence	
③ Temporary Leave and Re-Entry		(2) Kobe University Sumiyoshi International Student House	
④ Notification of an Affiliated Organization		(3) Kobe University Sumiyoshi Residence (men's dormitory)	
⑤ Activities Other than those Authorized Under the Visa Status		(4) Joshi-Ryo (women's dormitory)	
		(5) International House (Fukae area)	
		(6) Hakuo Dormitory (Fukae area)	
<b>3. Student Life</b>	<b>5</b>	(7) Kokui Residence	
① Academic calendar		② Private Dormitories and Residences	
② Student ID Card and Identification Card		③ Public and Private Housing	
③ Tuition Fees and Tuition Waiver		(1) Private Housing	
④ Registering for Classes		(2) Guarantor	
⑤ Libraries		(3) Comprehensive Renter's Insurance for Foreign Students Studying in Japan	
⑥ Annual Medical Examination		④ Glossary of Words used in regards to Renting an apartment	
⑦ Various Notifications (Leave of Absence, Reinstatement, Withdrawal, etc.)		⑤ When Moving within Japan	
⑧ How to Obtain Certificates		(1) Contact the Landlord	
(1) Certificate of University Registration		(2) Notification of moving out/in	
(2) Certificate of Academic Records		(3) National Health Insurance	
(3) Commute Certificate and Student Discount Tickets		(4) Mail	
(4) Certificate to Purchase Commuter Pass (Full-time students)			
(5) Certificate of Graduation or Completion of Course		<b>6. Scholarships</b>	<b>23</b>
(6) Certificate of Status for Japanese Government Scholarship Students		① Various Private Scholarships	
(7) Letter of Guarantee for Japanese Government Scholarship Students		② Japanese Government Scholarship ("Monbukagakusho" Scholarship)	
⑨ Rules to follow when Classes (including Final Exams) are Cancelled due to Suspension of Public Transportation and/or Weather Warnings		③ Extension of Japanese Government Scholarship	
(1) Suspension of Public Transportation			
(2) Bad Weather		<b>7. Support System for International Students</b>	<b>32</b>
⑩ Extra-curricular Activity		① Tutors	
⑪ Account Issued by the Information Science and Technology Center (ISTC) and Wireless LAN (WLAN) Service on Campus		② Advice Service for International Students	
⑫ Kobe University CO-OP		③ Japanese Language Course	
⑬ Other Warnings		(1) Integrated Japanese Language Course	
⑭ Career Support		(2) Japanese Language and Japanese Studies Course	
⑮ Harassment Consultation Desk		(3) Intensive Japanese Language Course	
		④ The Foreign Student Assistance Fund	
		⑤ Truss	
<b>4. Health</b>	<b>12</b>	⑥ KOKORO-Net in KOBE	
① Medical Center For Student Health Services		⑦ Host Family Program	
(1) Medical Examination		⑧ Mitsui Volunteer Network Center	
(2) Physical and Mental Health Consultations and Emergency			
② Nearby Hospitals		<b>8. Leaving Japan</b>	<b>33</b>
③ Control and Prevention of Infectious Diseases		① Application for Travel Allowance	
		② Before Leaving Japan	
		③ Departure Procedures	
		④ After Graduation	
		<b>9. Other Consultation Services</b>	<b>34</b>

## 1. Procedures

### ① Notification-of-Moving-in Form

Those who have a student visa with a permission of at least six months must submit a notification-of-moving-in form to their new local municipal office within 14 days every time they change their address (You will need to present your Residence Card when doing this). If you have not been issued a Residence Card at your port of entry, it will be mailed to you after you submit a notification-of-moving-in form to the local municipal office. This card is the official form of identification for foreign residents and must be carried at all times.

After submitting a Notification-of-Moving-in, your municipality will send a notification card showing your 12-digit Individual Number (nicknamed My Number) to the address in your resident record. All individuals with a residency certificate in Japan (including foreign residents) will be assigned a My Number. My Number is used for procedures related to social security, taxation and natural disaster countermeasures. Please be sure to keep your notification card in a safe place.

### ② National Health Insurance

The National Health Insurance System in Japan is an insurance system to reduce individuals' medical costs. International students who reside in Japan must become a member of the National Health Insurance scheme.

Registration procedures are carried out at the city/ward office. After enrollment, you will pay monthly premiums. Upon joining the system you will be issued a National Health Insurance Certificate. If you show this at the reception desk when you receive medical treatment, you will need to pay only 30% of the incurred medical costs.

If you have to change to another insurance system because of employment or if you are going to leave Japan, be sure to file for withdrawal at the local ward or city office.

**\*Reimbursement of High Cost Medical Fees**

If you paid over 35,400 yen to the same medical institution within the same month, you are eligible for a refund. Take the receipt, bankbook, and an inkan (personal seal) to the city/ward office and file for a refund.

### ③ Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai)

Personal Accident Insurance for Students Pursuing Education and Research is a nation-wide mutual aid system for students to provide insurance for physical injuries caused by accidents during regular courses, official programs, and extracurricular activities on and off campus. All students are required to join the Personal Accident Insurance for Students Pursuing Education and Research Plan for which an application form must be submitted at time of matriculation.

For further details, contact the International Students Section of each faculty.

#### **Comprehensive Insurance for Students' Lives Coupled with "Gakkensai" For International Students**

Comprehensive Insurance for Students' Lives Coupled with "Gakkensai" For International Students is a voluntary insurance for those who wish to expand insurance coverage. Kobe University strongly recommend our students to purchase this insurance when joining Personal Accident Insurance for Students Pursuing Education and Research, which all students are required to join.

For more details, please contact the Consulting Desk for Student Life and Insurance which is listed on the back side of the pamphlet.

#### ④ National Pension Plan

If you reside in Japan and are 20 years of age or over, you are obliged to join the National Pension Plan. This duty also applies to international students. If you enter Japan at the age of over 20 years old, you must join the National Pension Plan when you submit a notification-of-moving-in form to the local municipal office. If you enter Japan at the age of below 20 years of age, you must join the National Pension Plan when you turn into 20 years of age.

For those who have financial difficulties to pay national pension premiums, premium exemption programs are available such as Special Pension Payment Exemption for Students (SPPES). If you wish to apply for SPPES, you must apply to your local municipal office at the time when you register for your National Pension Plan. You need your student ID card to apply for this program. SPPES or exemption programs are valid for 1 year. If you wish to renew, you must re-apply annually.

For more information, please visit the Japan Pension Service website

<https://www.nenkin.go.jp/service/kokunen/menjo/index.html>

#### ⑤ Opening Post Office Account

If you are entitled to receive Japanese Government Scholarship or JASSO Honors Scholarship, you need to open a Japan Post Bank account at a post office since your funds will be deposited directly into that account. To open an account, you need to bring your passport and Residence Card with you and fill in the application form, (Japanese Government Scholarship students should inquire with a student affairs section of belonging faculty/graduate school.)

If your Residence Card does not carry your address, you need to take it to the local municipal office and have the address included on the card beforehand.

Once you open an account, please submit a copy of your bankbook (front and back page) to your Student Affairs Section or the International Exchange Division.

#### ⑥ Opening Bank Account

If you are here on a scholarship from a private foundation or you have to pay a monthly rent for your apartment, it is strongly recommended that you open a bank account to simplify payment arrangements. To open an account, you need to fill in an application form and take your passport, the Residence Card, and your student ID card with you to the bank.

If your Residence Card does not carry your address, you need to take it to the local municipal office and have the address included on the card beforehand.

## 2. Procedures for Residing in Japan

### ① Extension of Period of Stay

The authorized period of stay in Japan for a student visa is shown under Period of Stay on your Residence Card. Students staying for longer than this period must obtain an extension from the Osaka Immigration Office, Kobe Branch. Application can be made three months prior to the expiration date. The following documents must be submitted when applying for an extension of period of stay:

#### (1) Application form

(available from the website of Ministry of Justice or at the Osaka Immigration Office, Kobe Branch)

\* Your faculty or department should fill in the "For organization" pages of application form.

#### (2) Certificate of University Registration

#### (3) Certificate of Academic Records (Issued at the International Student Section of each faculty/graduate school. Research students may submit a certificate from their academic advisor specifying area of research).

\*Audit students may submit a copy of their study program specifying the details and hours of subjects taken.

- (4) Passport (to be shown to the official in charge).
- (5) Residence Card (Certificate of Alien Registration Card).
- (6) Renewal fee ¥4,000.
- (7) ID photo.

The Immigration Office may request for the submission of documents verifying your living expenses in Japan. Please also have the following document(s) to hand.

- Japanese Government Scholarship students can obtain a Letter of Guarantee from the International Student Section of each faculty/graduate school.
- Self-Supporting students must submit documents proving financial support received from their home country or any other source in Japan.

## ②Change of Status

Students who intend to stay in Japan after graduation or being expelled, for such as working in Japan, must change their status of residence immediately. If a family member of an international student enters Japan, and if they enroll at a university, they must change their status of residence to student visa at the Osaka Immigration Office, Kobe Branch.

## ③Temporary Leave and Re-Entry

If you wish to temporarily leave Japan, you must notify us via GEMs (Global Education Management System) in advance.

If you wish to temporarily return to your home country, you must get approval from your professor/supervisor and submit a "Notification of temporary return to home country".

If you wish to travel to foreign countries for studying, training, or traveling, you must submit an "Overseas travel notification".

GEMs is accessible off-campus via computers and smartphones. Please log in with the log-in ID and password issued by the Information Science and Technology Center.

Students in possession of a valid passport and residence card who will be re-entering Japan within 1 year of their departure to continue their activities in Japan will, in principle, not be required to apply for re-entry permit. (Special Re-entry Permit System) If you leave Japan with a Special Re-entry Permit, present your valid passport, residence card and your Embarkation Card for Re-entrant (ED card) to the immigration officers at the port of departure/re-entry. Be sure to tick the box indicating "Departure with Special Re-entry Permission" on your ED card.

However, if your period of stay expires within 1 year after your departure, please ensure that you re-enter Japan before the expiration of your period of stay.

## ④ Notification of an Affiliated Organization

You must report to the Immigration Bureau of Japan within 14 days of leaving Kobe University (e.g., graduation or withdrawal), or transferring to another university (e.g., continuing your education). You can either bring the notification form in person to a Regional Immigration Office, mail it to the Tokyo Regional Immigration Bureau, or register online through the Immigration Bureau's Electronic Notification System. For more information visit the Ministry of Justice website: [http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10\\_00014.html](http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10_00014.html).

## ⑤Activities Other than those Authorized Under the Visa Status

Students residing in Japan on a student visa are not permitted to work. However, those students wishing to engage in part-time work or any other activities for which financial remuneration is received must apply to the Osaka Immigration Office, Kobe Branch to obtain permission. Engaging in such activities without permission is subject to penalty. Students found to be engaged in full-time employment may be subject to deportation and/or other penalties. Working part time in the adult entertainment, amusement industries (including any business serving alcohol) and pachinko parlor are not permitted and subject to penalties. Foreign nationals, granted permission to engage in activities other than those permitted under the status of

residence previously granted at the port of entry, do not need to reapply for permission at the Immigration Office

Any part-time work must not interfere with studies and/or research, which is the main purpose of your being in Japan.

If you wish to engage in part-time work, apply to the Osaka Immigration Office, Kobe Branch directly with following documents; ①Application for Permission to Engage in Activities Other Than That Permitted under the Status of Residence Previously Granted, ②Residence Card, ③Passport. After receiving permission from the Immigration Office, contact the respective faculty/graduate school.

\*You can download the application form from the following website:

<http://www.moj.go.jp/ONLINE/IMMIGRATION/16-8.html>

#### FOR ALL INTERNATIONAL STUDENTS

- Permitted to work up to 28 hours per week; (or 8 hours per day during spring, summer and winter vacation)  
(Unless you work part-time as a TA, RA, or Tutor contracted with Kobe University official permission will be required.)

For the part-time job information, please visit the website: <http://www.kobe-u.ac.jp/campuslife/support/proposal/index.html>

### 3. Student Life

#### ① Academic Calendar

Academic Year: April 1 to March 31

First Semester: April 1 to September 30

Second Semester: October 1 to March 31

The academic calendar is divided into quarters, with two quarters in each semester:

First and Second Quarters/ First Semester

Third and Fourth Quarters/ Second Semester

The first semester is from April to September, and the second semester is from October to March. There are long vacation periods in summer (early August to end of September) and winter (late December to early January).

NOTE: The class registration and acquisition of credits will continue to operate by the academic semester system.

#### Holidays and Vacations

Sundays, Saturdays and National Holidays:

\*If a holiday falls on a Sunday, the following Monday will also be a holiday.

Summer Vacation: August 8 to September 30

Winter Vacation: December 25 to January 7

#### ② Student ID Card and Identification Card

Regular international students are issued a Student ID Card, and research students and exchange students are issued an Identification Card at the International Student Section of their respective faculties. Students are required to carry their Student ID or ID card at all times, as it is required when using university facilities (e.g. libraries and Medical center), purchasing train and/or bus passes, and attending certain lecture and/or taking examinations.

#### ③ Tuition Fees and Tuition Waiver

	Tuition Fee	Admission Fee	Entrance Examination Fee
Undergraduate Students	¥535,800 (per annum)	¥282,000	¥17,000
Graduate Students	¥535,800 (per annum)	¥282,000	¥30,000
Research Students	¥29,700 (per month)	¥84,600	¥9,800

#### Exemption of Tuition

If self-financed international students (full-time student only) cannot pay their tuition due to financial hardship, Kobe University will consider their situation with a possibility of exempting 1/2 of their tuition if their academic skills meet or exceed the standard.

This process is performed once every semester, January for the first semester, and July for the second. For details on how to apply, check with the International Student Section at each faculty and the University Website.

#### ④Registering for Classes

Information about class registration is listed in the student handbook you received from your faculty/graduate school. Use it to plan your class schedule accordingly and register to the Dean of the Department.

##### (1) Period to Register for Class

First and Second Quarters/First semester	Apr.6 (Fri.) - Apr. 19 (Thu.) FY2018
Third and Fourth Quarters/Second semester	Oct. 1 (Mon.) - Oct. 15 (Mon.) FY2018

If you wish to register via the Internet at the Computing Seminar Room on campus, available dates and times set by the Department/Division/School vary, so check the bulletin board of your particular faculty/graduate school for details.

Check which classes you have registered for carefully. You can change, omit or add classes during the registration period. However, you must register by the deadline or you will not be able to attend the class. Once the registration period has passed, no addition or subtraction of classes is allowed. If you do not register for a class, even if you attend every lecture and take the final exam, you will not be given any credit for the class.

##### (2) Course Cancellation

Class registration for each quarter can be canceled only during the certain period. Further details regarding this rule can be obtained from either your faculty/graduate school or the International Student Division.

Period to cancel Class

First Quarter/First semester	Apr.21 (Sat.) - Apr.27 (Fri.)	FY2018
Second Quarter/First semester	Jun.25 (Mon.) - Jul. 1 (Sun.)	FY2018
Third Quarter/Second semester	Oct.16 (Tue.) - Oct.22 (Mon.)	FY2018
Fourth Quarter/Second semester	Dec.17 (Mon.) - Dec.23 (Sun.)	FY2018

#### ⑤Libraries

Kobe University has nine libraries: General Library, Library for Cross-Cultural Studies, Library for Social Sciences, Library for Science and Technology, Library for Humanities, Library for Economics and Business Administration, Library for Medicine, Library for Health Science, and Library for Maritime Sciences. For details, check the 'Library Guide'.

Full-time (undergraduate/graduate) students may borrow books with their student I.D. card.

Non-full time (research/exchange) students must show their identification card at the counter and have a library card issued first.

To use the PC in the libraries, one must first get an I.D. and password from the Information Science and Technology Center. Ask the International Student Section of your respective faculty if you do not know the I.D. or the password.

#### ⑥Annual Medical Examination

Kobe University carries out an annual medical examination in April every year. When notified by your department or institution, you should take the examination. Newly arrived students must take the examination either in spring or fall, whichever is earlier. The spring examination is carried out for both Japanese students and international students in April. The medical certificate, issued free of charge by the Medical Center for Student Health at Kobe University, is required for scholarship applications. Students who do not take the free medical examination at Kobe University must take an equivalent medical examination at another hospital or a clinic, for which it will be necessary to pay a fee for both the examination and certificate, and then must present the certificate to the Medical Center for Student Health. Students failing to submit a medical examination report may lose their credits and/or be deregistered from classes.

### ⑦Various Notifications (Leave of Absence, Reinstatement, Withdrawal, etc.)

Types	When to Submit	Who to Submit to	Additional Information
Leave of Absence	When the occasion occurs	Affiliated Department, Appropriate Section at Research Department	For a period longer than 3 months (a doctor's certificate is required)
Reinstatement	When a leave of absence is no longer necessary		If recovering from an illness, you must have the doctor of Medical Center fill out the designated certificate.
Withdrawal	When the occasion occurs		A doctor's certificate is required.
Temporary Absence	When the occasion occurs		For a period longer than 2 weeks
Notification of temporary return to home country	When temporary return to home country	via GEMs	Must re-enter within 1 year of the departure or before the expiration of the period of stay if it is less than 1 year.
Overseas travel notification	When travel to foreign countries for studying, training or traveling		
Change of surname or change of address	When name or address, phone number, e-mail address changes	Affiliated Department, Appropriate Section at Research Department	Necessary when someone needs to contact you, so do not forget to notify us in good time.
Report traffic accidents or in case of a burglary	When it happened		If you are involved in a traffic accident on/off Campus. If you are assaulted, injured, or burglarized.

### ⑧How to Obtain Certificates

#### (1) Certificate of University Registration

The Certificate of University Registration, required when applying for visa extensions and scholarships, can be obtained from an automatic machine located in designated areas.

#### (2) Certificate of Academic Records

The Certificate of Academic Records, which is required when applying for scholarships and other situations, can be obtained from the automatic machine located in designated areas. If you require a sealed certificate, please inform the International Student Section of your faculty/graduate school for special issuance.

#### (3) Commute Certificate and Student Discount Tickets (Full-time students)

JR Railways offers a special 20% discount for students traveling over 100 kilometers one way (excluding research students and exchange students). A certificate for the purchase of these tickets can be obtained from an automatic machine located in designated areas.

#### (4) Certificate to Purchase Commuter Pass (Full-time students)

Full-time students are eligible for a student commuter pass between the nearest station to their current residence and school. To purchase a commuter pass, take the following items to the ticket desk at the relevant transportation office.

- Student ID
- Certificate to Purchase Commuter Pass (issued at the Student Affairs Section of your faculty/graduate school.)
- Application Form for Commuter Pass (obtained at the ticket desk at the relevant transportation office)



# Commuter Pass Availability for International Students

	Commuter Pass Eligibility			
	West Japan Railway Company	Hankyu Railway Hanshin Electric Railway	Kobe Municipal Subway/Kobe City Bus	Port-Liner, Rokko-Liner
Undergraduate Students	○	○	○	○
Graduate Students	○	○	○	○
Research Students	×	×	×	○*
Exchange Students	×	×	○*	○*
Trainees in Japanese Language	×	×	×	○

\*Only international students enrolled for more than one academic year are eligible

\* In order to obtain the Certificate to Purchase Commuter Pass, fill out the Application for Commuter Pass Certificate form, which is issued at application form machines located on campus and submit to a member of staff in your faculty/graduate school or to the Student Affairs Section. In some cases, the transportation company may require a "Commuter Route Certificate." In this case ask your faculty/graduate school to provide you with this certificate.

## (5) Certificate of Graduation or Completion of Course

Students requiring a copy of the statement of degree in English should inquire at the International Student Section of each faculty (undergraduate).

\* For all students who have completed graduate courses, a copy of the statement of degree in English will also be issued.

A certification of (expected) graduation or completion of course can be obtained from an automatic machine located on campus.

Research students returning to their respective countries after completion of research will, upon request, be issued a Certification of Enrollment in both Japanese and English at the International Student Section of each faculty.

## (6) Certificate of Status for Japanese Government Scholarship Students

A Certificate of Status, required for extension of visas and to invite family members to live in Japan, can be obtained at the International Student Section of each faculty.

## (7) Letter of Guarantee for Japanese Government Scholarship Students

A Letter of Guarantee for Japanese Government Scholarship Students required when applying for a visa extension can be obtained at the International Student Section of each faculty.

## ⑨Rules to follow when Classes (including Final Exams) are Cancelled due to Suspension of Public Transportation and/or Weather Warnings

### (1) Suspension of Public Transportation

All classes, including final exams, will be cancelled if one of the following three cases applies:

- ① JR West (Kobe Line) suspends service.
- ② Hankyu Railways (Kobe Line) and Hanshin Electric Railways suspend service at once.
- ③ Kobe City Bus #16 and #36 suspend service at once.

However, if the public transportation resumes operation, the following rule applies:

- |                             |  |
|-----------------------------|--|
| ① Resume operation by 6 am  | class will start from the 1 <sup>st</sup> period |
| ② Resume operation by 10 am | class will start from 1 pm                       |
| ③ Resume operation by 2 pm  | class will start from 5 pm                       |

## (2) Bad Weather

All classes, including regular exams, will be cancelled if the Japan Meteorological Agency (JMA) releases a "Thunderstorm", "Snow Storm" or "Storm" Warning for Kobe city or wide area including Kobe city.

Please note that heavy rain warning does not apply to cancellation of classes. However, if the warning is lifted, the following rule applies:

- ① When lifted by 6 am class will start from the 1<sup>st</sup> period
- ② When lifted by 10 am class will start from 1 pm
- ③ When lifted by 2 pm class will start from 5 pm

Note:1. Please check for information regarding public transportation operation and weather warnings using news media such as TV, radio and the Internet.

- 2. This only applies to the general education classes. For details on your particular faculty/graduate school, read the appropriate section in the "Gakusei-Binran".

## ⑩ Extra-curricular Activity

In addition to the numerous authorized extra-curricular activities, there are also various student clubs and circles, recommended for those who wish to enrich their student life. For details, please call the Student Support Division (078-803-5224).

Here is a partial list of the clubs and circles.

<Culture Clubs>	Noh Drama Club, Japanese Chess (Goh) Club, Tea Ceremony and Flower Arrangement Club, Rakugo Club, etc.
<Sports Clubs>	Kendo Club, Japanese Archery Club, Judo Club, Karate Club, Aikido Club, etc.
<Cheering Squad>	Cheer Group, Wind Orchestra
<Student Association>	Society for International Studies, Calligraphy, Computer Club, TRUSS, etc.
<Others>	University Press, Broadcasting Club, School Festival Club

For the information of clubs, please visit the following website:

<http://home.kobe-u.com/dantai/>

## ⑪ Account Issued by the Information Science and Technology Center (ISTC) and Wireless LAN (WLAN) Service on Campus

### (1) Account

An account Notification Letter will be distributed to you in early April (or October) by the Academic Affairs Section at your affiliated faculty/graduate school. The letter will include your personal account information. Using these IDs, you will gain access to the following services:

- Email service (with a stu.kobe-u.ac.jp address)
- University WLAN (Wi-Fi) service (Wi-Fi is available in most campus locations)
- Access to Computer Labs (iMacs are accessible in campus Computer Labs and PCs are accessible in University Libraries)

For more information visit the ISTC website: <http://www.istc.kobe-u.ac.jp/>

### (2) Important Reminders

- Do not share your account information with others as it is used to authenticate you as a registered user not only at the ISTC but also in the Academic Affairs Section, library system, and others.
- Do not share your password with others. Do not leave your Account Notification Letter or passwords written on a piece of paper in a location accessible to others.
- Do not utilize any of the services for activities other than research, academic, or educational purposes.

\* ISTC will monitor sites that are being accessed on a regular basis. If inappropriate use is detected it may result in limitation or termination of your account. Be aware that in some cases, it can lead to disciplinary action.

### (3) WLAN Service on Campus

You can access the university network using a WLAN connection through WLAN access points installed on campus. Certification is available with your network ID and password.

Please configure your PC's settings as below. For more information visit the connection setting page (accessible only on the campus network) at the ISTC website:

[http://www.istc.kobe-u.ac.jp/services/StandardService/WirelessLAN/wireless\\_lan\\_manual/index.html](http://www.istc.kobe-u.ac.jp/services/StandardService/WirelessLAN/wireless_lan_manual/index.html)

Network	Configuration
SSID	KUWifi-x
Encryption Method	WPA2-AES

### ⑫Kobe University CO-OP

The university CO-OP provides students with various services. You can buy books and daily necessities at one of its stores; eat at one of its cafeterias; ask for assistance in finding an apt. or a part-time job; make travel arrangements and apply for insurance at the CO-OP. You must first pay 5,000 yen to become a member of the university CO-OP. This money will be reimbursed to you when you file for severance before returning to your home country. As a member, you will get a discount when purchasing books and PCs. You can join at any of the CO-OP operated stores on campus. For more information visit the website: <http://www.kucoop.jp/index.html>

### ⑬Other Warnings

#### 1. Prohibited to possess drugs, etc.

It is a serious crime in Japan to possess, use and sell any type of drug, e.g., marijuana and MDMA (ecstasy). Drug abuse will not only ruin your student life but possibly your entire life. Drug abuse may cause such psychoneurotic disorders as hallucination, delusion, and abnormal behavior. It has a devastating impact on your personality. Please never have any contact with prohibited drugs.

#### 2. Cults

As you may have read in the newspapers, there are some cults who pretend to be friendly sports or art clubs operating on or near our campus. They behave in a friendly manner and ask you to join their "activities" without revealing what they really do. They wait for an opportunity to take you to their office and gradually brainwash you. Once you join such cults, you waste your precious time and may have to bear tremendous mental, physical and economic burden. Please be aware of such solicitation. When you realize that they are cult members, refuse them firmly and immediately inform the Academic/Student Affairs office of your Faculty/Graduate School, the International Exchange Division of the International Affairs Department, or the Student Support Division of the Student Affairs Department.

#### 3. Traffic Accident Notification

Please obey traffic rules and try not to get into traffic accidents. If you do get into a traffic accident, please notify the office of your Faculty/Graduate School as soon as possible.

#### 4. Drinking and Smoking

Drinking and smoking under the age of twenty are prohibited in Japan. Incidents of acute alcohol poisoning in particular are increasing. Do not force others or allow yourself to drink alcohol excessively.

#### **⑭Career Support**

The University provides employment support for students; mainly at the Career Center, and at each Faculty/Graduate School. In addition, the Kobe University Center for International Education (CIE) holds a Global Job fair once a year and Global Career Seminar 8times a year for international students.

Feel free to visit the Career Center or the appropriate section of each Faculty/Graduate School where various materials related to career formation and employment are available. For further information, please visit the following webpage:

<http://www.career.kobe-u.ac.jp> (Japanese only)

#### **⑮Harassment Consultation Desk**

If you feel you have been harassed in any way, we encourage you to consult a counselor at the Harassment Consultation Desk. You may also talk to the “Mental Health Consultation Desk” at the Medical Center for Student Health. There is also an Advice Service for International students at the Kobe University Center for International Education (CIE), for details read section 7-②.

Whatever the problem is, you should not take it all on yourself. Your privacy is ensured when using the services listed above.

For Harassment Consultation Desk, please visit:

<http://www.ofc.kobe-u.ac.jp/info/harassement.html>

## 4. Health

### ① Medical Center for Student Health

Medical Center for Student Health is open to students for a medical examination, first aid, consultation of problems related to both physical and mental health. In case of emergency, students can use the emergency push button phone lines on campus to call the Medical Center for Student Health, 119 (ambulance), academic affairs section and the guard's room.

#### (1) Medical Examination

Medical Center for Student Health conducts following Medical Checkups with an aim to protect the health of all students and staff through early detection / early cure.

If the Checkup detected an ailment, Medical Center for Student Health will consult with you and refer you to a hospital for further examination.

##### < Annual Medical Checkup >

In Japanese universities, all students (including international students) are required by law to have an annual medical checkup.

If you miss the Annual Medical Checkup, you must present the results of an equivalent medical checkup performed at a private clinic or hospital to the Medical Center for Student Health. If you fail to present this, you may not get credits for your classes.

The Medical Center for Student Health can issue medical certificates, which may be required for scholarships, official sport events, etc., based on the results of the Annual Medical Checkup.

##### < Special Checkup for people working with X-ray, radioisotope and other harmful substances >

This is for students and researchers who work with X-ray, radioisotope, organic solvent and specified chemical substances. The Medical Center for Student Health provides these persons with a special checkup for eyes, skin, blood conditions, etc.

#### (2) Physical and Mental Health Consultations and Emergency

##### < Physical Health Consultation and Emergency >

Students can receive first-aid treatment when injured, and consult medical doctors, when they feel under the weather.

##### < Mental Health Consultation >

Students can talk to counselors and psychoneurological doctors about various worries they may have, at the center.

To ensure availability, especially if you wish to consult a psychoneurological doctor or a counsellor, we do recommend that you make an appointment in advance before coming in.

## Hours of the Center

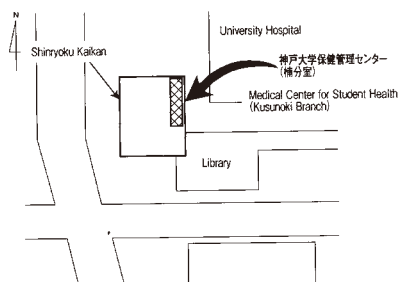
		Mon	Tue	Wed	Thu	Fri
Medical Center for Student Health (Rokkodai)	Physical Health Consultation	○	○	○	○	○
	Mental Health Consultation	○	○	○	○	○
Medical Center for Student Health (Fukae Branch)	Physical Health Consultation	○	○	○	○	○
	Mental Health Consultation		○ (9:00~12:00)			
Medical Center for Student Health (Kusunoki Branch)	Physical Health Consultation	○	○	○	○	○
	Mental Health Consultation		○ (14:00~18:00)	○ (13:30~19:30)	○ (17:30~19:30)	○ (17:30~19:30)
Physical and Mental Health Consultation Office (Myodani campus)	Physical Health Consultation	○	○	○	○	○
	Mental Health Consultation	○ (9:00~12:00)				

The Medical Center for Student Health (including Fukae and Kusunoki Branches) and The Physical and Mental Health Consultation Office (Myodani campus) are open from Monday through Friday from 9:00 to 12:00 (reception time limit 11:30) and 13:00 to 17:00 (reception time limit 16:30). In case of emergency, do not hesitate to call the Center from 9:00 to 17:00.

Please be careful that the available days and time for Mental Health Consultation in Fukae and Kusunoki Branches and Myodani campus Consultation office are limited. All the students at Kobe University are eligible for Physical Health Consultation and Mental Health Consultation at any of its campuses.

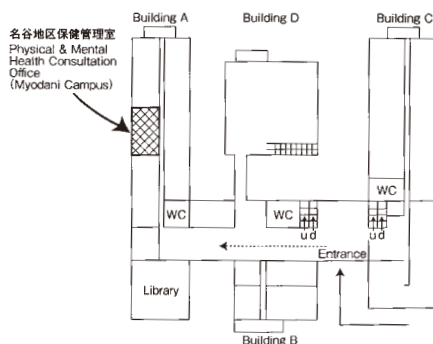
### 神戸大学保健管理センター 楠分室

Medical Center for Student Health,  
Kusunoki Branch, Kobe University  
7-5-1 Kusunoki-cho, Chuo-ku, Kobe 650-0017  
TEL (078) 382-5006, FAX (078) 382-6747



### 神戸大学名谷地区保健管理室

Physical & Mental Health Consultation Office  
(Myodani Campus), Kobe University  
7-10-2 Tomogaoka, Suma-ku, Kobe 654-0142  
TEL (078) 796-4537



## ②Nearby Hospitals

**We recommend that you are insured by the Japanese National Health Insurance or some other type of health insurance so that you may receive a refund for part of the cost incurred for medical treatment or hospitalization.**

Specialty	Clinic	Hours	Phone	Address	Holidays
Internal Medicine	Kawara lin	9:00-13:00 16:30-19:30	078-851-2 206	2-12-3 Sumiyoshi Honmachi, Higashi Nada-ku	Tue, Thu PM of Sat
Internal Medicine	Ogawa Naika Clinic	9:00-12:00 16:00-19:00	078-805-3 282	10-1-3-101 Nadakitadori Nada-ku	Thu. PM of Sat Female doctor, English available
gynecology	Kawaguchi Ladies Clinic	9:30-12:30 16:00-19:00	078-881-8 208	La merveille Building 2F 7-1-30 Iwaya Kita Machi Nada-ku	Wed, PM of Sat Female doctor, English available
Plastic Surgery	Hagino Seikei Geka	9:30-12:30 15:30-18:30	078-842-7 576	3bangai 1bankan 3F 4-1-1-301-3 Bingo-cho, Nada-ku	Wed, Sat PM The last Wed of each month
Ophthalmology (Eyes)	Uyama Gan-ka	9:00-12:00 15:30-19:00	078-871-9 875	Rokko Eki-mae Building 3F, 3-3-1 Miyayama-cho, Nada-ku	Thu, Sat PM
Otorhinolaryngolog y	Iwakura Jibi-inko-ka	9:00-12:30 16:00-19:00	078-822-3 387	WeLv Rokko-michi 1bangai 1F 5-3-1 Bingo-cho, Nada-ku	Thu, Sat PM
Dermatology (Skin)	Nishino Hifuka Clinic	9:30-12:30 16:00-19:00	078-806-1 112	Rokko Eki-mae Building 5F 3-3-1 Miyama-cho, Nada-ku	Thu, Sat PM
Dentistry	Takahashi Shika	9:00-12 14:30-18:30	078-871-6 545	3-3-29 Miyama-cho Nada-ku	Thu, Sat PM
All Areas	Rokko Hospital	8:00-11:30 Internal Medicine, Surgery 13:00-16:00 Plastic Surgery (Only Thu) 13:00-16:00	078-851-8 558	5-1 Tsuchiyama-cho, Nada-ku	Sat
Internal Medicine/ Surgery/ Plastic Surgery/ Brain Surgery	Nishi Hospital	9:00-12:00 16:00-19:00 Call before going. Time may vary by clinical specialty,	078-821-4 151	3-2-18 Bingo-cho Nada-ku	Sat PM
All Areas	Kaisei Hospital	8:30-11:30	078-871-5 201	3-11-15 Shinohara Kita Machi, Nada-ku	*
All Areas	Kobe University Hospital	8:30-11:00	078-382-5111 International Patient Center 078-382-6598	7-5-2 Kusunoki-cho, Chuo-ku	Sat
All Areas	Kobe Medical Center	8:30-11:00	078-791-5213	3-1-1 Nishi-Ochiai, Suma-ku	Sat

\*Also search the Hyogo International Association website for medical services in other foreign languages( [http://www.hyogo-ip.or.jp/living\\_guide/en](http://www.hyogo-ip.or.jp/living_guide/en) )

\*Please also see more useful information on the page 34.

### ③ Control and Prevention of Infectious Diseases

- (1) Submission of a certificate demonstrating inoculation and an antibody test against measles and rubella:  
Kobe University has implemented the *Measles and Rubella Registration Policy*, and all newly enrolled Kobe University students must submit one of the following three certificates (①, ②, or ③) to prevent a possible outbreak of measles and rubella on campus.

Please note that students admitted into the following schools should submit either ① or ③:  
School of Medicine (Faculty of Medicine and Faculty of Health Sciences),  
the Graduate School of Medicine, or the Graduate School of Health Sciences.

- ① A vaccination certificate to prove that you were inoculated against measles and rubella (twice each).
  - ② A vaccination certificate to prove that you were inoculated with measles and rubella vaccines each within the last five years (since April 2013).
  - ③ An antibody certificate verifying that you have sufficient antibody titer in your blood (refer to the chart next page) to prevent the development of measles and rubella, based on the results of an antibody test performed within the last five years (since April 2013).
- \* For ① and ②, it can be a combined vaccine of measles and rubella vaccines (e.g., MR vaccine).
  - \* For ① and ②, the certificate must be issued by an accredited medical institution, and state the type of vaccine and the date of inoculation.
  - \* For ③, the certificate must specify the measuring method and the measured values of antibody titer in your blood (refer to the next page), and it must satisfy the judging standard listed in the chart. A blood test report sheet itself can be accepted for submission.  
If the antibody titer in your blood is insufficient, you must receive the necessary vaccination, and submit either ① or ②.
  - \* You may submit a combination of ①, ②, and ③ (e.g., ① for measles, and ③ for rubella).
  - \* If the antibody titer level is below requirements, yet you cannot be inoculated with vaccines for some reason (e.g., illness or body composition), please submit an official document (for example, a certificate issued by the doctor) explaining why.

#### <Submission Period and Place of Submission>

- All successful undergraduate and graduate applicants enrolling in April (except the Graduate School of Medicine, the Graduate School of Health Sciences, and the Graduate School of Maritime Sciences):  
Submit the certificate when you register at the Medical Center for Student Health (Rokkodai) during your routine medical check-up scheduled for early April.
  - All successful graduate applicants enrolling in April (the Graduate School of Medicine, the Graduate School of Health Sciences, and the Graduate School of Maritime Sciences):  
Submit the certificate by April 13 to the following:  
Students of the Graduate School of Medicine should submit directly to the Medical Center for Student Health, Kusunoki Branch.  
Students of the Graduate School of Health Sciences should submit directly to the Physical and Mental Health Consultation Office (Myodani Campus).  
Students of the Graduate School of Maritime Sciences should submit directly to the Medical Center for Student Health, Fukae Branch.  
Please note that medical check-ups for students enrolling in the following schools in April take place on different dates on their own campuses than the aforementioned routine medical check-up schedule. The schools are the Graduate School of Medicine, Graduate School of Health Sciences, and the Graduate School of Maritime Sciences.
  - Successful applicants enrolling in October:  
Submit the certificate when you register at the Medical Center for Student Health (Rokkodai) during the routine medical check-up scheduled for mid-late October.
- (2) Submission of a certificate demonstrating inoculation and an antibody test against epidemic parotitis and chickenpox (Only for successful applicants enrolling in the School of Medicine including both the Faculty of Medicine and the Faculty of Health Sciences; the Graduate School of Medicine; and the Graduate School of Health Sciences):  
In addition to the measles and rubella certificate, successful applicants enrolling in the School of Medicine (the Faculty of Medicine and the Faculty of Health Sciences), the Graduate School of Medicine, and the Graduate School of Health Sciences, are also required to submit a certificate regarding epidemic parotitis and chickenpox. A designated form for the certificate is available at the Academic Affairs Section.  
The certificate must state that either you were inoculated against epidemic parotitis and chickenpox (twice each after one year of age), or verify that you have sufficient antibody titer in your blood to prevent development of epidemic parotitis and chickenpox based on an antibody test performed within the last five years (since April 2013).  
If the antibody titer in your blood is insufficient, you must receive a necessary vaccination (twice each after one year of age), by the due date for the certificate submission.  
If the antibody titer level is below requirements, yet you cannot be inoculated with vaccines for some reason (e.g., illness or body composition), please submit an official document (for example, a certificate issued by the doctor) explaining why.



<Submission Period and Place of Submission>

- Successful undergraduate and graduate applicants enrolling in April  
(Only for the School of Medicine including the Faculty of Medicine and the Faculty of Health Sciences; the Graduate School of Medicine, and the Graduate School of Health Sciences):  
By end of July of your first year, submit the certificate to the following:  
Students of the School of Medicine (both the Faculty of Medicine and the Faculty of Health Sciences) should submit directly to the Medical Center for Student Health (Rokkodai).  
Students of the Graduate School of Medicine should submit directly to the Medical Center for Student Health, Kusunoki Branch.  
Students of the Graduate School of Health Sciences should submit directly to the Physical and Mental Health Consultation Office (Myodani Campus).  
(Attention: For those who are enrolled in the School of Medicine but miss the submission deadline, you may not be able to participate in the initial on-site clinical training program etc.)
- Successful graduate applicants enrolling in October  
(Only for the Graduate School of Medicine and the Graduate School of Health Sciences):  
Submit the certificate by end of December of your first year to the following:  
Students of the Graduate School of Medicine should submit directly to the Medical Center for Student Health, Kusunoki Branch.  
Students of the Graduate School of Health Sciences should submit directly to the Physical and Mental Health Consultation Office (Myodani Campus).

**Measuring Methods and Judging Standards for Protective Antibodies in Blood**

	Measuring Method	Judging Standard	Remarks
Measles	IgG—EIA method	8.0 ≧ positive (16.0 ≧ ) *	Positive result by one of these three methods. * For the School of Medicine (both the Faculty of Medicine and the Faculty of Health Sciences), the Graduate School of Medicine, and the Graduate School of Health Sciences: Positive result by one of these three methods, and must achieve values shown in brackets.
	PA method	128x ≧ positive (256x ≧ ) *	
	NT method	4.0x ≧ positive (8x ≧ ) *	
Rubella	HI method	32x ≧ positive	Positive result by one of these two methods. (HI method is recommended)
	IgG—EIA method	8.0 ≧ positive	
Epidemic Parotiditis (Mumps)	IgG—EIA method	4.0 ≧ positive	Only for the following schools: School of Medicine (Faculty of Medicine, Faculty of Health Sciences), Graduate School of Medicine, and Graduate School of Health Sciences
Chickenpox	IgG—EIA method	4.0 ≧ positive	Only for the following schools: School of Medicine (Faculty of Medicine, Faculty of Health Sciences), Graduate School of Medicine, Graduate School of Health Sciences Positive result by one of these four methods (IgG—EIA method is recommended)
	IAHA method	4-fold ≧ positive	
	NT method	4-fold ≧ positive	
	Antigen skin test	5mm ≧ positive	

Make sure the above methods are followed when the antibody titer is measured in your blood. The protective antibody value differs according to the measuring method used. Please note that **the judging standards are higher than the usual standards used at medical institutions.**

Students who wish to enter the School of Medicine (the Faculty of Medicine and the Faculty of Health Sciences), the Graduate School of Medicine, and the Graduate School of Health Sciences should be aware that they are required to have an even higher level of protective antibody values listed in brackets against measles.

When you visit a doctor at a medical institution, make sure you present this guidebook so your doctor can issue the necessary certificate(s). (Please make sure you confirm with your doctor the measuring methods and judging standards when measuring the antibody titer in your blood.)

\* Points to Consider when Submitting a Certificate:

- ① Please submit the original certificate and one set of copies (A4 size).
- ② If the certificate is written in a language other than Japanese or English, please attach a document that shows either a Japanese or English translation.

(3) Database Registration and Issuance of Registration Card

All students who submit one of the three certificates listed above will be registered in the Kobe University Measles and Rubella Database and will be issued a Registration Card (card size).

(4) Students with the Registration Card

Students who have this Registration Card may come on campus and attend classes even if there is a threat of a measles or rubella outbreak or its spreading on or in the vicinity of Kobe University which leads to suspension of classes (including warnings to stay off campus). This card also entitles students to participate in activities outside the curriculum including practical training and athletic events even during the outbreak of measles or rubella.

For further information, please refer to:

Medical Center for Student Health, Kobe University      Tel: 078-803-5245

Student Support Division, Student Affairs Department, Kobe University Tel: 078-803-5219

**④ Prevention of other Infectious Diseases**

(1) Tuberculosis

The number of tuberculosis cases has decreased today in Japan. However if it is not detected in time, there is a great risk that family and others around the patient may be infected. Left untreated, it can be fatal. It is important to have a checkup once a year.

The Medical Center for Student Health provides an annual medical checkup. Students are required to undergo the checkup when they are notified by the Medical Center for Student Health.

(2) Sexually Transmitted Diseases

Sexually Transmitted Diseases affect not only the infected person but also his or her family and descendants. Local public health centers and medical institutions provide services for early detection of such diseases. Free, anonymous, confidential telephone counseling and testing for HIV infection and disease are available at the local public health centers.

< HIV Telephone consultation >

The consultation is in Japanese. If you do not understand Japanese, you should engage an interpreter or contact the Hyogo International Association Information(Tel 078-382-2052).

- Consultation Time: 2<sup>nd</sup> Thu.13:00 -17:00
- Place: Hyogo Prefecture Consultation Center
- Telephone Number: 078-360-4946

< HIV test >

The public health centers in Hyogo Prefecture give free and anonymous HIV testing. People who are uncertain if they may be infected with HIV (or have reason to believe they are) should undergo an examination.

(3) Vaccination

If you wish to get vaccinations including diphtheria, pertussis, measles, and Japanese encephalitis, please consult with a medical institution which provides vaccinations.

## 5. Residence

### ① Kobe University Residential Facilities

The permitted period of residence is limited to 1 year. for single room and 3 years for couple and family rooms.

#### (1) Kobe University International Residence

The Kobe University International Residence, located on Port Island, was built in March 1981 as a residence hall for international students and researchers. In March 1986, a new annex was built. In March 2014 both buildings were totally renovated.

The five-story reinforced concrete facility has 109 single rooms, 8 married couple rooms, and 4 family rooms. All rooms have unit bath, toilet, sink, and air-conditioner.

The monthly fees for the International Residence (as of April 2018) are as follows:

Single room D type: ¥18,000 Single room E type: ¥21,000

Married couple's room: ¥45,000 Family room: ¥49,000

Additional costs are required for utilities, electricity, water, and a cleaning fee to ready the room for the next occupant.

Common facilities: Common room, laundry, library, Japanese-style (tatami) room, meeting room

Individual facilities for:

(Single) Bed, wardrobe (except D type), desk, chair, shoe box, desk lamp, IH hob, mini-refrigerator.

(Married couple) Bed, wardrobe, desk, chair, shoe box, desk lamp, refrigerator, IH hob, microwave, cupboard, dinner table and chairs, living room sets, washing machine, dryer.

(Family) Bed, wardrobe, desk, chair, shoe box, desk lamp, refrigerator, IH hob, microwave, cupboard, dinner table and chairs, living room sets, washing machine, dryer, child bed, child desk and chair.

Commute: Commuting to Kobe University requires 40-50min. (on average) using the port-liner and train.

Application: Apply at the International Exchange Division and your respective faculty in July and January.

#### (2) Kobe University Sumiyoshi International Student House

The Kobe University Sumiyoshi International Student House was built in March 1997 to provide a good environment for study and to promote international exchange.

The five-story reinforced concrete facility is a residence where Japanese and international students live and study together. There are 47 single rooms in the residence available for international students only. The monthly fee is 4,700 yen (as of April 2018); however, additional costs are required for utilities, electricity, water, gas, a cleaning fee to ready the room for the next occupant and resident council membership.

Common facilities: Meeting room, kitchen, shower and bath, laundry.

Individual facilities: Desk, chair, bookshelf, bed, locker, shoe box, toilet, air-conditioner, IH hob, mini-refrigerator, internet socket.

Commute: Commuting to Kobe University requires 40-50min (on average) either on foot or by bus and train.

Application: Apply at the International Exchange Division and your respective faculty in July and January.

#### (3) Kobe University Sumiyoshi Residence (men's dormitory)

The Kobe University Sumiyoshi Residence was built in October 1960 to provide a study-friendly environment for residents. The renovation of all the rooms was completed in March 2014. All rooms have unit bath, toilet, sink, and air-conditioner.

The four-story reinforced concrete facility is a residence where Japanese and international students live and study together. There are 15 single rooms in the residence available for international students only. The monthly fee is 18,000 yen (as of April 2018); however, additional costs are required for utilities, electricity, water, gas, a cleaning fee to ready the room for the next occupant and resident council membership.

Common facilities: Study room, training room, laundry, library, meeting room.

Individual facilities: Desk, chair, folding bed, wardrobe, IH hob, mini-refrigerator shoe box, internet socket.  
 Commute: Commuting to Kobe University requires 40-50min (on the average) either on foot or by bus and train.  
 Application: Apply at the International Exchange Division and your respective faculty in July and January.

(4) Joshi-Ryo (women's dormitory)

The Kobe University Joshi-Ryo was built in October 1960 to provide a good environment for studying. It was renovated in 2012. All rooms have unit bath, toilet, and air-conditioner.

The four-story reinforced concrete facility is a residence where Japanese and international students live and study together. It includes 11 rooms for international students.

The monthly rent costs 18,000 yen as of April 2018. In addition to the rent, a common-area charge, utilities, a resident council membership fee, and an entrance charge (a one-off payment made when first entering the dormitory) are required.

Common Facilities: Study room, laundry room, meeting room

Room Furnishings: Desk, chair, folding bed, wardrobe, mini-kitchen (with induction heating cooktop and mini-fridge), shoe box, plug socket for internet connection

Commute: 40-50 min. either on foot or by bus and train

Application: Apply at the Academic/Student Affairs Section of the respective faculties in July and January.

(5) International House (Fukae area)

There are 8 couple rooms and 3 family rooms for international students. Each room has a unit bath, toilet, sink, and air conditioner.

The monthly fee is as follows (As of April 2018):

Married couple room: ¥9,500 Family room: ¥11,900

Students must pay the charges for electricity, water, gas, and cleaning fee to ready the room for the next occupant.

Individual facilities for:

(Married couple) Refrigerator, dryer, cupboard, washing machine, bed, dinner table and chairs

(Family) Refrigerator, dryer, washing machine, cupboard, telephone, bed, childbed, dinner table and chairs, bookshelf, desk, chair, child desk and chair.

Commute: 50 min to Rokkodai campus by train and bus. 8 min walk to Fukae campus.

Application: Apply at the International Exchange Division and your respective faculty in July and January.

(6) Hakuo Dormitory (Fukae Area)

There are 20 single rooms in the residence available for international students only (9 rooms for male, 2 rooms for female). One unit consists of four separate rooms.

The monthly fee is 5,900 yen. (As of April 2018) Additional costs are required for utilities, electricity, water, gas, and resident council membership.

Common facilities (inside of the unit): Meeting room, kitchen, bath, washroom, laundry

Individual facilities: Desk, bookshelf, chair, bed, bedclothes, wardrobe, air-conditioner, toilet, internet socket

Commute: 50 min to Rokkodai campus by train and bus. 8 min walk to Fukae campus.

Application: Apply at the International Exchange Division and the respective faculty in July and January.

## (7) Kokui Residence

Kokui Residence was built in 1966 as the Japanese male students' residence. It has been reinforced with earthquake-resistant construction and reopened as the international and Japanese students unisex residence in October 2011.

The five-story reinforced concrete facility has 111 rooms for international students.

The monthly fee is 18,000 yen (as of April 2018); however, additional costs are required for utilities, electricity, water, gas, a cleaning fee to ready the room for the next occupant

Common facilities: Study room, meeting room, Japanese style room, laundry

Individual facilities: Bath, toilet, air-conditioner, folding bed, desk, chair, wardrobe, shoe box, IH hob, mini-refrigerator, internet socket

Commute: 30~40 min to Rokkodai campus on foot or by bus.

Application: Apply at the International Exchange Division and your respective faculty in July and January

## ② Private Dormitories and Residences

The following are dormitories and residences managed by private organizations for international students. These are usually determined by evaluating submitted documents and by conducting an interview. Because of the popularity of these residences, not all applicants are accepted.

Name of Dormitory (Location)	No. of Rooms	Eligibility	Rent
Kobe University Tsurukabuto House (A shared house) (Nada-ku, Kobe)	5 Single Rooms for Male	International under-graduate, graduate, or research students	Single Room: ¥29,000 ~ ¥35,000 Common service fee : ¥8,000 (utilities included) Cleaning fee : ¥10,000
Hyogo International Students House (Chuo-ku, Kobe)	38 Married Couple's Rooms 159 Single Rooms	International students registered at universities, junior colleges, technical colleges, and special training colleges in Hyogo Prefecture.	Couple's Room: ¥35,000 Single Room: ¥35,000 Admission fee: + ¥70,000 (couple), ¥35,000 (single)
Kinoshita Kinen Jigyo Kobe Students' Dormitory (Motomachi, Chuo-ku, Kobe)	80 Single Rooms for Male, 64 Single Rooms for Female	International under-graduate and graduate students registered at Kobe University, and other designated universities. *except kokuhi and seifu-haken	Gratis
Kinoshita Kinen Jigyo Ashiya Female Residence (Hirata-cho, Ashiya)	8 Single Rooms	Same as above	Gratis
Kinoshita Kinen Jigyo Ashiya-Hama Male Residence (Hirata-cho, Ashiya)	12 Single Rooms	Same as above	Gratis
Kinoshita Kinen Jigyo Koshien Female Residence (Koshien, Nishinomiya)	18 Single Rooms	Same as above	Gratis
Kinoshita Kinen Jigyo Shogaku Male Residence (Kano-cho, Chuo-ku, Kobe)	20 Single Rooms (2 for each country)	Same as above	¥23,000, +¥50,000 as Entrance charge on admission Utilities (actual cost)

\* kokuhi: Japanese government scholarship student

\*seifu-haken: home country's government scholarship student

Other company dormitories and residences, such as those provided by the Corporate Friendship Network for Foreign Students, are also available. Information on housing availability is sent to the International Exchange Division and the respective faculties.

### ③ Public and Private Housing

#### (1) Private Housing

To rent a private apartment in Japan, one may have to first pay a security deposit and key money (2 to 4 months rent) in addition to the monthly rent. A guarantor is also required. To check for housing information on the Internet, visit the Kobe University Coop homepage:

(<http://www.kucoop.jp/travel/room-info.html>) or go directly to a real-estate agency nearby.

#### **KOBE UNIVERSITY Student Apartment Search System**

This is the information retrieval system operated by National Student Information Center (Nasic) for Kobe University's international students. Please visit the website through Kobe University's homepage: <http://www.kobe-u.ac.jp/en/international-students/current/housing-information.html>. They can respond to inquiries in five languages (Japanese, English, Chinese, Korean and Vietnamese.) All Information available in this system is attributed to Nasic and has no relation to Kobe University. For any inquiries concerning apartments or applications, please contact Nasic.

#### (2) Guarantor

If a guarantor cannot be found, the chief of International Exchange Division will serve as an institutional guarantor, provided that the student enrolls in [Comprehensive Renter's Insurance for Foreign Students Studying in Japan] (※2) and Covenant\* is added to the lease contract. If you are considering requesting this service, first ask your real-estate agency whether an institutional guarantor is acceptable, and contact the office of International Student Division before signing a lease contract.

##### \*<Covenant>

1. The Joint Guarantor shall take all responsibilities based on the accompanying rental agreement for the enrolled period of the foreign student who is the lessee named in the rental agreement and who also belongs to Kobe University, and who has a study visa. If the lessee has housemates (excluding his/her spouse and other family members), the said housemates must meet the same previously mentioned requirements for the lessee - enrollment at Kobe University and possession of a student visa.
2. The Joint Guarantor shall serve notice to the Lessor when the above-mentioned status of foreign student is no longer valid. With such notice having reached the Lessor, all responsibilities of the Joint Guarantor shall cease.
3. The Joint Guarantor shall assume the responsibility of paying any debts owed to the lessee and housemates (excluding his/her spouse and other family members) within the scope of insurance specified under the "Comprehensive Renters' Insurance for Foreign Students Studying in Japan (Japan Educational Exchanges and Services)".

#### (3) Comprehensive Renter's Insurance for Foreign Students Studying in Japan(※2)

To acquire the institutional guarantee, students must enroll in Comprehensive Renter's Insurance for Foreign Students Studying in Japan. The enrollment procedure is conducted at International Exchange Division, the fees are ¥4,000 for one-year-term, and ¥8,000 for two-year-term. Half-year-term extension is available at ¥2,000 (should be paid within indemnity period). For more information, please visit the Japan Education Exchange and Services website (<http://www.jees.or.jp/crifs/>).

### ④ Glossary of Words used in regards to Renting an apartment

#### (1) Security deposit (*Shiki-kin*)

*Shiki-kin* is a security deposit paid on renting an apartment. When you vacate the apartment, the landlord usually takes a certain amount of *Shiki-kin*, which is called *Shiki-biki*, and the rest of *Shiki-kin* will be returned to you. If you fall behind in your rent payment, or you destroy/damage something in the apartment, a greater amount will be deducted from *Shiki-kin*.

The amount which will be returned after vacating the apartment=Shiki-kin—Shiki-biki—repairing fees

- (2) Key money (*Rei-kin*)  
*Rei-kin* or “gratitude money” is the amount paid to the landlord when you first rent the apartment. It is usually equivalent to one or two months’ rent and will not be returned when you vacate the apartment.
- (3) Deposit (*Tetsuke-kin*)  
*Tetsuke-kin* is a deposit when you rent an apartment. Once you pay a deposit on the apartment no one else can rent it. If you officially sign the lease agreement, *Tetsuke-kin* will be incorporated in the *Shiki-kin*. If you do not sign the agreement, you forfeit the *Tetsuke-kin*.
- (4) Common-area charge (*Kyoueki-hi*)  
*Kyoueki-hi* is a monthly payment for costs of electricity and cleaning of such common area as the entrance and hallways of the apartment complex.
- (5) Commission charge (*Tesuu-ryo*)  
*Tesuu-ryo* is a commission for the private real-estate agent who successfully helped you rent the apartment. The maximum set by the Japanese law is the equivalent to a month’s rent and this is usually the amount required.
- (6) Guarantor (*Rentai-Hoshonin*)  
 In Japan, a guarantor is usually required to rent an apartment. If any events happen to the debtor (=renter), the guarantor will bear a full responsibility instead of the debtor (=renter).  
 \* Try at all costs to avoid causing problems for the guarantor.
- (7) Advanced Deposit (*Mae-yachin*)  
*Mae-yachin* is to pay the next month’s rent by the end of the previous month. A renter should be aware that this *mae-yachin* (advanced deposit) system is adopted in most of the Japanese private housings. Therefore, the renter needs to inform the landlord of his/her leaving more than a month in advance, otherwise, he/she will be charged for the extra rent.

## ⑤ When Moving within Japan

When you move to a new residence, you must submit a Change-of-Address Notice to the person in charge of your Faculty/Graduate School and the guarantor.

- (1) Contact the Landlord  
 When you decide to leave an apartment or leave Japan, please inform the landlord one to two months prior to the moving date. If you delay, you may have to pay another month’s rent.
- (2) Notification of Moving out/in  
 If you move to a new city, you need to fill out a “notification of moving out” at the municipality where you used to live, and submit it to your new municipality together with your “moving-in” application within 14 days of the move. (If you move within the same ward/city, “notification of moving out” is not needed.)
- (3) National Health Insurance  
 When you move out of the ward/city, you should return your national health insurance card to the ward/city office where you lived, and apply for a new card at the ward/city office of your new residence within 14 days of your move.
- (4) Mail  
 In order to have your mail forwarded to your new address (within Japan), please submit the change of address notification to your nearest post office. Be sure to bring some kind of ID and your seal (*inkan*) with you.

## 6. Scholarships

### ① Various Private Scholarships

The following scholarships are available to privately financed students (excluding Foreign Government Scholarship Students). Selection for awards is based on academic record, character, and other factors. Information is posted on the notice board of the International Exchange Division and each faculty. Please visit Kobe University website to obtain information on scholarships.

. <http://www.kobe-u.ac.jp/international/student/scholarship/index.html>

Please note that you can only apply for one scholarship at a time.

Scholarship	Eligibility	Country	Monthly Stipend	Duration	Apply in	No. of Students
KDDI Foundation	M,D		¥100,000	0.5~1 year	Jun.	0
Rotary Yoneyama Memorial Foundation, Inc. Scholarship	M, D1, D2		¥140,000	Up to 2 years	Aug.	8
Japan-Taiwan Exchange Association (apply directly to institution)	M ----- D	Taiwan	¥144,000 ----- ¥145,000	Shortest period until completion	Aug.-Oct.	3
Nitori International Scholarship Foundation (apply directly to institution)	Above U3, M		¥110,000	1 year	Aug.-Oct.	2
Teijin Kumura Scholarship	D (Natural Sciences) ----- M (Natural Sciences)		¥60,000 ----- ¥50,000	Shortest period until completion	Aug. ----- Jan.	0 ----- 0
Hyogo Taiwanese Association in Japan (apply directly to institution)	U, M, D	Taiwan	¥120,000 /year	1 year	Sep.	0
Honjo International Scholarship Foundation (apply directly to institution)	M, D		¥150,000	Shortest period until completion	Sep.-Oct.	1



Heiwa Nakajima Foundation	U, M, D		¥100,000	1 year	Sep.	1
Fujii International Scholarships Foundation	U, M, D	Asia	¥50,000	Shortest period until completion	Sep.	1
Toyota Tsusho Corporation International Student Scholarship	U3		¥100,000	2 year	Sep.	0
Watanuki International Scholarship Foundation	M, D	Asia Pacific countries	¥150,000	1 year	Sep.	2
JT Asia Scholarship	M, D	Asia	¥150,000	Up to 2 years	Sep.	0
Niwa Uichiro Scholarship (apply directly to institution)	M,D	China	¥70,000	1 year	Sep.	0
Horita Scholarship Foundation	U, M, D		¥80,000	Up to 2 years	Sep.	0
ITO Foundation for International Education Exchange (apply directly to institution)	M		¥180,000	Up to 2 years	Oct.	1
Seiho Scholarship	U3, M1	Asia	¥100,000	2 years	Oct.	0
Soroptimist International Scholarship for Female Students	U, M, D		¥100,000	1 year	Oct.	0
Yonex Sports Foundation (for athletes) (apply directly to institution)	U, ----- M, D		¥50,000 ----- ¥60,000	1 year	Oct.-Dec.	0

Otsuka Toshimi Foundation (with recommendation from Univ.)	M, D (Medical, Business, Engineering)		Up to ¥2,000,000 /year	1 year	Oct.	4
Otsuka Toshimi Foundation (apply directly to institution)				1 year	Apr.-May	2
Kawashima Shoji Memorial Scholarship	Above U3, M, D		¥100,000	Up to 2 years	Oct.	0
Mitsubishi Corporation Scholarship	Above U3 ----- M, D		¥100,000 ----- ¥150,000	Shortest period until completion	Nov.	2
Kyoritsu International Foundation	U, M, D ----- U	Asia	¥100,000 ----- ¥60,000	Up to 2 years ----- 1 year	Nov.	1
Teraura-Sayoko Memorial Scholarship Foundation	U, M, D		¥100,000	1 year	Nov.	5
Yasuda Scholarship Foundation	U2		¥100,000	Up to 3 years	Nov.	1
The Iwatani Naoji Foundation International Student Scholarship (apply directly to institution)	M, D  (Engineering, Science, Agriculture, Medical)	East and Southeast Asia	¥150,000	1 year	Nov.	1
Sato Yo International Scholarship Foundation (Spring)	U1 ----- M1, D	Asia (Except China, Korea, Taiwan)	¥150,000 ----- ¥180,000	Up to 2 years	Nov.	0
Sato Yo International Scholarship Foundation (Autumn)	U ----- M, D		¥150,000 ----- ¥180,000		Jun.	0

Kato Asao International Scholarship Foundation	M ----- D	Asia	¥130,000 ----- ¥150,000	Up to 2 years	Dec.	3
Fuji Xerox Kobayashi Fund Scholarship (apply directly to institution)	D  (Humanities, Social Sciences)	Asia Pacific Countries	Up to ¥1,200,000 /year	1 year	Jan.-Feb.	0
Ichikawa International Scholarship Foundation (Spring)	M, D	Asia	¥100,000	2 years	Jan.	6
Ichikawa International Scholarship Foundation (Autumn)	U			1 year	Jul.	1
Ishibashi Foundation (Spring)	M, D (Art history)		¥150,000	Up to 2 years	Jan.-Feb.	1
Ishibashi Foundation (Autumn)					Apr.-Jun.	3
Kobe Student Youth Center Rokko Scholarship	U, M, D	Asia	¥50,000	1 year	Jan.	1
Kawanishi Memorial ShinMaywa Education Foundation	M2, D2, D3	Asia	¥50,000	1 year	Jan.	2
Senshu Scholarship	U1, M1, D1	East and Southeast Asia	¥100,000	1 year	Jan.	19
Iue Memorial Foundation	M		¥50,000	Up to 2 years	Jan.	2

Kobe International Scholarship(Kobe /Sugawara Scholarship)	Above U3, M, D		¥80,000	1 year	Feb.	17
SGH Foudation	U3, M1, D2	ASEAN Country	¥100,000	2 years	Feb.	0
Docomo Scholarship for International Students	M1 (Information Processing related Major)	East Asia, Southeast Asia, South Asia	¥120,000	2 years	Feb.	0
Furuno Scholarship	M1		¥50,000	Up to 2 years	Feb.	1
Asahi Glass Scholarship Foundation	M1, D1, D2	Thai, Indonesia, China, Korea	¥100,000	Shortest period until completion	Feb.	0
Kobayashi International Scholarship Foundation	U3	Asia	¥150,000	Shortest period until completion	Feb.	2
	M, D		¥180,000			
Yamaoka Scholarship Foundation	M1, D2 (Engineering, Agriculture, Maritime Sciences)	East Asia, Southeast Asia	¥100,000	2 years	Feb.	1
The Korean Scholarship Foundation	Above U2	Korea (North, South)	¥25,000	1 year	Feb.	1
	M		¥40,000			
	D		¥70,000			
Hattori International Scholarship Foundation	U, M, D	ASEAN Country	¥100,000	Up to 2 years	Feb.	1
TOBE MAKI Scholarship Foundation (apply directly to institution)	Above U3, M,D,		¥50,000	1 year	Mar.-May	1

AEON Scholarship	U3, M1	China, Malaysia, Thailand, Taiwan, Indonesia, Philippines, Vietnam, Laos, Cambodia, Myanmar, Korea	¥100,000 + tuition	2 years	Mar.	6
MHI Scholarship	M (Natural Sciences) (only Female)		¥120,000	2 years	Mar.	0
JEES Scholarship	Above U2, M,D		¥30,000	Up to 2 years	Mar.	1
JEES Scholarship (Japanese Language Teaching Competency Test)	U,M,D Certificate of Japanese Language Teaching Competency Test		¥50,000	Up to 2 years	Mar.	0
Yasuda Scholarship Foundation (for athletes)	U1, U2, U3		¥100,000	Shortest period until completion	Mar.	0
JEES Scholarship (Japanese Language Proficiency Test)	U,M,D Sufficient Japanese Ability		¥50,000	Up to 2 years	Mar.	0
JEES Scholarship (Priority Countries)	U,M,D	Designated 73 countries	¥50,000	Up to 2 years	Mar.	0
The Mitsubishi UFJ Trust Scholarship Foundation	M,D (Social Sciences, Engineering)	ASEAN Country	¥100,000	Shortest period until completion	Mar.	2

The Japan Securities Scholarship Foundation	M1 ----- D1	East Asia, Southeast Asia	¥50,000 ----- ¥55,000	Shortest period until completion	Mar.	2
Nishimura International Scholarship Foundation	U3, M1 (living in Osaka Pref.) ----- D1 (living in Osaka Pref.)	Southwest, Southeast and East Asia	¥120,000	Up to 2 years ----- Up to 3 years	Mar.	4
Hirose International Scholarship Foundation	U, M, D	Asia	¥150,000	1 year	Mar.	2
Fuji Seal Packaging Education and Scholarship Foundation	U3 (Engineering)		¥100,000	2 years	Apr.	0
JASSO/Honors Scholarship (Spring)	U, M, D, R		¥48,000	1 year	Apr.	18
JASSO/Honors Scholarship (Autumn)	U, M, D, R		¥48,000	6 months	Sep.	18
Rural Asia Solidarity Association	R	Asia	¥100,000 /year	1 year	Apr.	0
JGC-S Scholarship Foundation (Type 3)	M,D (Natural Sciences, except Medical)	oil-producing countries of the Middle East, Africa, Central Asia, Southeast Asia, and Mekong region	¥150,000	1 year	Apr.	1
JGC-S Scholarship Foundation (Type 2)	U,M,D,R (Natural Sciences, except Medical)		¥250,000 /year	1 year	Aug.	1

Ushio Foudation (apply directly to institution)	M, D	China	¥120,000	Shortest period until completion	Apr.-May	0
Ajinomoto Scholarship Foundation	M, D (Nutrition, Health Science)	Asia, Africa, South America	¥150,000	Up to 2 years	Apr.	0
Nikko Memorial Corporation	U1		¥30,000	Shortest period until completion	Apr.	0
Murata Overseas Scholarship Foundation	U, M, D (Economics, Law, Engineering)		¥150,000 /year	1 year	Apr.	5
Sojits Foundation for International Exchange	U3, U4 ----- M, D		¥70,000 ----- ¥100,000	Up to 2 years	Apr.	1
Hata Toshiharu Scholarship Fund	U, M, D		¥30,000	1 year	May	18
Takikawa Scholarship Foundation	M1,D1		¥30,000 ~ ¥33,000	Shortest period until completion	May	2
Hyogo Prefecture Private Foreign Student Scholarship	U, M, D		¥30,000	1 year	Jun.	29
Hyogo Prefecture Private Foreign Student Scholarship (for Asian Developing Countries)	U, M, D	Asia (except China, Korea, Taiwan, Hong Kong), Near and Middle East	¥30,000	2 years	Jun.	0
The Sumitomo Corporation Scholarship	U4, M2, D3	Vietnam	¥100,000	1 year	Jul.	1

Kobe University Int'l Student Support Association Scholarship	U,M,D,R		¥100,000 /year	1 year	Jun.	20
Miki Takizo Scholarship Foundation	U1	China, Korea, Hong Kong, Taiwan, India, Russia, UAE	¥30,000	Shortest period until completion	-	3
Wako Realty Scholarship	U (Social Sciences)	Korea	¥50,000	2 years	-	1

U: Undergraduates M: Master's course students D: Doctoral course students R: Research students

\*Based on data from FY2017 (including the number of those who continue to receive the scholarship), the amount and availability is subject to change without notice.

### ② Japanese Government Scholarship ("Monbukagakusho" Scholarship)

※The government may not call for applications depending on the year.

Applications for Japanese Government Scholarships can be made through Japanese embassies and consulates abroad or on the basis of a recommendation by a Japanese university. Privately-financed students in Japan can also apply in the following way:

Notification: Notices posted in all faculties

Application time: Around October to November

Qualifications: Self-financed students with excellent academic records.

(excluding students granted other scholarships, including by foreign governments.)

- Undergraduate students: Students under 26 years old (Medical majors: under 28), who are proceeding to their last academic year.
- Graduate students: Students under 35 years old, currently on a master's or doctor's course, or those proceeding to these courses in April of the following academic year.

Scholarship Amount:

Undergraduate students		¥120,000*	(AY 2015)
Graduate students	Research students	¥146,000*	(AY 2015)
	Non-degree students		
	Master's course	¥147,000*	(AY 2015)
	Doctoral course	¥148,000*	(AY 2015)

\*Subject to change. AY: academic year

### ③ Extension of Japanese Government Scholarship

If a current recipient of Japanese Government Scholarship is willing to go on to higher education, his/her status may be extended under specific conditions and through proper extension procedures.

Notification: Notices posted in all faculties

Application time: October (note: April for those who wish to go on to a more advanced degree that October.)

Qualifications: Japanese Government Scholarship students with excellent academic records who hope to study in a higher level program.

Please note that application conditions vary depending on which program applicants want to go on (research student → master's/doctoral student, master's → doctoral student, undergraduate → master's student, medical undergraduate → doctoral student).

※ Selection is highly competitive, so not all applications will be successful.



## 7. Support System for International Students

### ① Tutors

Each international student is supported by a tutor with the aim of helping and improving the effectiveness of study and research. The tutors are recommended by the academic adviser, and are chosen from students with background knowledge in the field of study of the international student. The period of tutoring is the first two years for undergraduate students and one year for research students. Ask your faculty/graduate school for further information.

### ② Advice Service for International Students

In the counseling room within the Center for International Education International Student Section, full-time teaching staff will listen and give advice to international students with problems arising in their study at Kobe University and daily life in Japan. Counseling covers a wide range of issues including administrative procedures, relations with teaching staff, scholarships, tuition fees, accommodation, immigration and residence procedures, family issues and health. Most departments at Kobe University also have special staff to conduct international student counseling.

### ③ Japanese Language Course

The Center for International Education International Student Section offers the following Japanese Language course. If you are interested in taking classes, you must first take an online placement test before the beginning of the semester.

#### (1) Integrated Japanese Language Course

This course is for international students enrolled at the university who want an introduction to Japanese or to improve their existing level of Japanese. There are 5 levels available from beginners to advanced, students can choose classes to suit their needs and level from a range of classes including Japanese practice, Japanese for special purposes and individual skills classes.

#### (2) Japanese Language and Japanese Studies Course

This course is for undergraduate students who wish to learn advanced level Japanese and Japanese studies. A range of classes has been created for not only improving Japanese language proficiency in everyday life but also for acquiring knowledge in Japanese on Japan itself by looking at these issues from different perspectives. (It is possible to gain credits for this course as a foreign language subject.)

#### (3) Intensive Japanese Language Course

This course is mainly for research students who have been selected by their embassies, teacher training program students, and the Japan-Korea Technical Undergraduate Program. It is a 6-month course for students who need intensive training in the Japanese language. This course is designed for students at the entry/beginner level who need to learn basic Japanese for everyday life in Japan and for carrying out their research activities. For students who already have a certain amount of knowledge of the Japanese language, the aim is to build on their existing knowledge and competence in order to become proficient enough in the language to effectively carry out their research. If there is room, self-financed international students and exchange students may also join the course.

### ④ The Foreign Student Assistance Fund

The Foreign Student Assistance Fund was established to give support to international students studying at Kobe University. Students wishing to apply for financial assistance should contact the International Student Division or the International Student Section in each faculty.

### ⑤ Truss

Truss is an extracurricular activity group officially approved by Kobe University. Under the philosophy of "think and act with international students", Truss offers support to international students and manages international exchange activities.

<http://truss-newhp.jimdo.com/>

### ⑥ KOKORO-Net in Kobe

KOKORO-NET in Kobe is a volunteer group that works toward offering enjoyable and fulfilling experiences for international students, international researchers and their families.

<http://home.kobe-u.com/kokoronet/>

### ⑦ Host Family Program

The Host Family Program is available to international students living in Japan. Its purpose is to help students to both integrate and become accustomed to Japanese society and lifestyle.

This is a private organization program through which individual students are introduced to host families. Students participate in activities to further cultural understanding.

For further information, please contact the following organization:

#### **Host Families for Foreign Students Communication Center**

(c/o Kobe Asian Plaza) Shoes plaza 4F, 7-1-9 Hosoda-cho, Nagata-ku, Kobe 653-0835

Tel (078)646-8127 Fax (078)646-7200

### ⑧ Mitsui Volunteer Network Center

Mitsui Volunteer Network Center is a volunteer network formed by present and former employees of Mitsui Group companies. Members of the Network offer one-on-one support to international students. They provide a variety of support from daily life assistance, Japanese language lessons, to help in understanding of Japanese society, economy, culture and customs.

<http://www.mv-net.com/index.html>

## 8. Leaving Japan

### ① Application for Travel Allowance (for Japanese Government Scholarship recipients only)

Japanese Government Scholarship students wishing to return to their home, after the completion of their course, will be provided with an economy class ticket to the closest international airport to their home address. Normally, Kobe University students will be provided with a ticket departing from Kansai International Airport, as it is more economical than departing from Narita International Airport.

An application must be submitted to JASSO through the International Student Section of each faculty by the due date.

### ② Before Leaving Japan

You must complete the following procedures before leaving Japan.

(1) At the University

Please return all cards including a student ID, a library card and a co-op card, to each office.

(2) Other procedures

- Cancel agreements for telephone, electricity, gas, water, internet and apartment.
- Contact to your cosigner
- Return your National Health Insurance Card and Notification of Moving Out of Japan to the city/ward office
- Request a lump-sum withdrawal refund of National Pension Plan (if you joined the plan)
- Close your bank/post office account (for those who receive monthly stipend or JASSO Honors Scholarship, make sure to close your account after receiving the final deposit)
- Send a letter to the scholarship foundation to say thank you and inform them of your home address.

### ③ Departure Procedures

At Kansai International Airport or other international airports, your passport must be officially stamped at the immigration section. You should also return your Residence Card to the immigration officer.

### ④ After Graduation

Kobe University would like to keep in touch with you after graduation, so please notify us of your address and/or e-mail address if you change them. Please send your ① name, ② faculty/graduate school, ③ graduating year, ④ instructor's name, ⑤ home address, ⑥ company address, and ⑦ e-mail address to [kisc-koryu@edu.kobe-u.ac.jp](mailto:kisc-koryu@edu.kobe-u.ac.jp) (International Alumni-Net).

Information will be stored in the university's database. Based on this data, we will send you yearly

greeting cards and information about events, such as home-coming day so be kind enough to keep us up-to-date.

Please visit the International Alumni-Net website and check the information for graduates (<http://www.kisc.kobe-u.ac.jp/alumni/Top.html>).

## 9. Other Consultation Services

Service Office	Type of service	Open	Languages	Hours
Information and Advisory Service Center (Hyogo International Association) <a href="http://www.hyogo-ip.or.jp/information_center/">http://www.hyogo-ip.or.jp/information_center/</a> Tel: 078-382-2052	General	Mon.-Fri	English, Chinese, Spanish and Portuguese	9:00-17:00
	Legal (prior appointment necessary)	Mon		13:00-15:00
Kobe International Community Center (KICC) (Kobe International Center for Cooperation and Communication) <a href="http://www.kicc.jp">http://www.kicc.jp</a> Tel: 078-291-8441	Daily life	Mon.-Fri	English and Chinese	10:00-12:00 13:00-17:00
		Fri.	Korean	
		Tue.& Thu.	Spanish and Portuguese	
		Mon.&Wed. Wed.	Vietnamese Filipino	
	Consultation on Immigration and residency (by appointment only)	1 <sup>st</sup> & 3 <sup>rd</sup> Wed.	English and Chinese	13:00-16:00
Immigration Office General Information Center for Foreign Residents 0570-013-904	Consultation on Immigration and residency	Mon.-Fri.	English, Korean, Chinese Spanish	8:30-17:15
The AMDA International Medical Information Osaka Office <a href="http://amda-imic.com">http://amda-imic.com</a> 050-3598-7574	Medical (Phone consultation)	Mon.-Fri.	English, Chinese Spanish	9:00-17:00
Center for Multicultural Information & Assistance Hyogo <a href="http://www.tabunka.jp/hyogo/">http://www.tabunka.jp/hyogo/</a> 078-453-7440	Medical and Health	Fri.	English, Spanish, Portuguese	15:00-20:00

	Contents	Days	Language	Time
Multilingual FM radio station FM COCO-LO (76.5MHz)	Useful information on living in Japan, fun events in Hyogo/Kobe and news from the Hyogo prefectural government / the Kobe municipal administration	Mon.	Korean	Kobe Mon,Tue,Wed., Thu. 20:20-20:40
		Tue.	Chinese	
		Wed.	English	
		Thu.	Spanish	
		Fri.	Portuguese	

\*Important information is continually updated on the Kobe University website. Please visit:

<http://www.kobe-u.ac.jp/> (top page, Japanese website)

<http://www.kobe-u.ac.jp/topics/visitor/sd/index.html> (For current students)

<http://www.kobe-u.ac.jp/international/student/index.html> (For current international students)

<http://www.kobe-u.ac.jp/en/index.html> (top page, English website)

[http://www.kobe-u.ac.jp/en/study\\_in\\_kobe/for\\_international\\_students.html](http://www.kobe-u.ac.jp/en/study_in_kobe/for_international_students.html) (For International Students)