

## Exchange Students Fact Sheet 2021 Spring

### 1. Contact Information

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

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Ms. Yukiko Toyono / International coordinator

Ms. Eri Tsunokawa

#### Address

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#### Website

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

### 2. Nomination Deadline

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

**Deadline for the Spring Semester 2021: (UPDATED) OCTOBER 20, 2020 by email**

### 3. Application Deadline

All required documents must be sent by the home institution.

**Deadline for the Spring Semester 2021: (UPDATED) November 20, 2020 BY EMAIL**  
~~(Must be delivered to the GSM office)~~

### 4. Application Documents

1. Application Form with photo (Please do not fill out by handwriting)
2. Study Plan - What would you like to learn and expect with your study topic at GSM Kyoto University? (Free format)
3. Official Verification of Academic Enrollment (issued by the home institution)
4. Official Transcript of Credits and Grades (Desirable GPA: 3.0 or above (out of 4.0 scale))
5. Face photo (in high resolution – used for a student ID)
6. Copy of the passport page showing the applicant's name, nationality and date of birth
7. Health certificate (either in English or Japanese)

## 5. Semester Date

### 2021 Spring Semester

Orientation: April 7, 2021 (tentative)

Semester Period: April 8, 2021 to September 30, 2021 (Exam will be finished in the end of July)

Transcripts will be sent to his/her home institution in late September.

## 6. Academic Information

Academic Levels Offered: Graduate study

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

## 7. Class Registration

The official letter of acceptance is issued by the Graduate School of Management in late December, and information of the offered courses will be sent to the students in March.

Details for the registration procedures will be informed later.

## 8. Japanese Language Studies

The Kyoto University International Center conducts Japanese language education for international students and foreign researchers at Kyoto University. The classes are separated into two semesters, the first being from April to July and the second being from October to February. Information and application materials are distributed in late March and September by GSM office. The documents are also downloadable from the International Center website. It is not possible to join after the semester has started.

International Center Japanese Language Education

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

## 9. Visa Information

All exchange students must apply for the valid student visa issued by the Japanese Immigration Bureau before entering Japan. More details will be provided along with the necessary application forms after his/her enrollment is accepted by Kyoto GSM.

## 10. Insurance

Exchange students are required to purchase accident / health insurance valid for the entire period of his/her stay. It is advised to purchase it in their home country. In Japan, exchange students must join the National Health Insurance (NHI), the Personal Accident insurance for Students Pursuing Education and Research (Gakkensai) and Personal Liability Insurance for Students. These plans cover medical care and hospitalization. The cost is reasonable and the students need to pay those insurances. In addition, students are expected to have overseas travelers' personal accident insurance.

## 11. Accommodation

### Kyoto University International Houses

International students who are coming to Japan for the first time, and who will enroll in Kyoto University within a year of their arrival are eligible to apply. The application periods are in January (for moving-in in April) and July (for moving-in in October), which are three months prior to move-in. The application information will be sent by the International Service Office of Kyoto University.

For more information, please visit [http://www.opir.kyoto-u.ac.jp/e/i\\_office/admission.html](http://www.opir.kyoto-u.ac.jp/e/i_office/admission.html)

## 12. Tutoring

Tutoring is available by the graduate students specializing in the academic area which corresponds to the study area of individual exchange students. Tutors may also assist in various areas including studies, research and daily life. Tutor information will be provided before his/her arrival.

## 13. Living Expenses

Average monthly living costs in Kyoto are approximately as follows:

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

\*1 Some rents may include these utility costs.

\*2 More expenses are expected at the beginning of each semester.

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