

# 2025 Application Guide (online exam)

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**Graduate School of Economics, Kobe University**

**International Collaborative Master Course**

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## **IMPORTANT DATES**

**Application period : June 14, 2024 – June 21, 2024**

**Notification of the document screening result: July 19, 2024**

**Online exam: August 19, 2024**

**Notification of acceptance: September 4, 2024**

**Date of enrollment: April 1, 2025**

## **1. Application Procedure**

### **1.1. How to Apply**

- Submit the documents specified below by post so that our department can receive them between **June 14, 2024 and June 21, 2024 (JST)**.
- Please write on the front of the envelope in red, "International Collaborative Master Course Application is enclosed".
- We only accept applications submitted by postal mail. Applications brought directly to our office will not be accepted.
- After receiving your application, we will send you a "Test Taker Identification Card" and a "Test Information Bulletin" by post by mid-July.

### **1.2. Required Documents**

- All application documents must be printed single-sided on A4 paper and should not be stapled.
- Submitted documents will not be returned to the applicant for any reason.

- Application documents must be filled out using a black ballpoint pen (Do not use an erasable ballpoint pen).
- Download the forms from our website to prepare the documents indicated by (DL) below. We do not accept documents that do not adhere to our format.
- When submitting the application, please stack the following documents in numerical order, starting with the application form at the top.

**i. Application Form (DL)**

If the candidate's name is written in Chinese characters (Kanji) on their passport, please write your name using the same characters on the application.

**ii. Research Proposal (DL)**

- When attaching documents created with a word processor (e.g., Microsoft Word), please make sure to keep the pages in the correct order. Research proposals must not exceed 2 pages in length.
- Use an easy-to-read font (about 12pt).
- Proposals should be written in English.

**iii. Mailing Address Form (DL)**

**iv. Test Taker Identification Card (DL) and Two Copies of Photograph**

Paste applicant's photographs on the application form. The photographs should be 4.5cm×3.5cm and are a front view of your full face without a hat. It must be taken within the last 3 months (Color printouts on photocopy paper are not acceptable).

**v. Explanation of Study Abroad Fees (DL, only for international students)**

Please fill out the form and submit the appropriate certificate where necessary.

**vi. Letter of Recommendation (DL, optional)**

- The submitted recommendation letter will be used as reference material during the oral examination and will be treated as an important document that will influence the evaluation of the oral examination.

- A letter of recommendation should be written by an academic advisor or a class instructor. Letters written by vocational schools or universities where the applicant was enrolled as a non-degree student will not be accepted.
- The letter of recommendation should be delivered to the applicant in a firmly sealed envelope.
- Please ensure that the letter is written in English.

**vii. Copy of Graduation Thesis, etc. (optional)**

One of the following will be treated as a graduation thesis: 1) a bachelor's thesis or master's thesis, 2) a thesis or report prepared in class (if there is no thesis), or 3) an externally published thesis, white paper, or report prepared by the company for which you work if there is no thesis.

**viii. Graduation Certificate and Certificate of Degree from the University the Applicant Graduated from (original)**

- Submit original certificates issued by the university director or the dean of the university. For graduation certificates that are in a language other than English or Japanese, you have to attach a Japanese translation certified by an official organization such as the Japanese government or an embassy/consulate of a foreign country.
- Certificate of degree is not needed if the degree obtained is clearly stated on the graduation certificate.
- If you have graduated from or are expected to graduate from multiple universities, submit all university certificates.
- If you have enrolled in a Japanese language school or vocational school after graduating from high school, please submit a transcript of your grades from that school as well.
- Applicants who have already graduated (or received a degree) by the time of application should submit a certificate of graduation (or degree), not a certificate of expected graduation (or degree).

**ix. Academic Transcript from the University the Applicant Graduated from (original)**

- Submit sealed academic transcripts (original) created by the university director or the dean of the university. For academic transcripts prepared in a language other than English or Japanese, you have to attach a Japanese translation certified by an official organization such as the Japanese government or an embassy/consulate of a foreign country.
- If you have graduated from or are expected to graduate from multiple universities, submit all university certificates.
- If you transferred during your studies, you must also submit an original academic transcript from the university you previously attended before transferring.

**x. Score Sheets for Foreign Language Examinations**

Please submit the original test taker score report (examinee score report) for TOEFL (iBT), Official score certificate or Digital Official Score Certificate for TOEIC, and/or the original test report form for the IELTS academic test. Only test scores from July 1, 2022 and onwards will be accepted. Applicants may submit multiple score reports if desired. No score sheets will be accepted outside the application period. If you need to request the score sheet, please do so well in advance.

- TOEIC
  - The TOEIC Digital Official Score Certificate must be printed on paper and submitted. When submitting it, please ensure that the QR code is printed clearly.
- TOEFL
  - Please have the ETS submit TOEFL scores directly to the Academic Affairs Office in the Graduate School of Economics, Kobe University, using the designated institution code (DI code) “6999”.
  - TOEFL iBT Home Edition scores are also accepted.
  - We do not accept test scores from TOEFL-ITP, TOEIC-IP, or TOEIC (specifically scores from the speaking & writing section), or IELTS General Training.
- IELTS

- Please have the official IELTS test center directly submit IELTS scores to the Academic Affairs Office in the Graduate School of Economics, Kobe University.

**xi. Entrance Examination Fee**

Please pay the 30,000 yen examination fee via bank transfer using an ATM or internet banking service. Once the transfer is completed, please submit a statement indicating that you paid the fee or print out the completed bank transfer screen. The name on the bank transfer must be K4003○○○○, where ○○○○ is the name of the applicant. This name should be written in English and match the name written on the application form. When someone other than the applicant makes the bank transfer, please make sure the applicant's name is written on the bank statement and not the person making the transfer. Use the information below when making the bank transfer:

Bank Name: Sumitomo Mitsui Banking Corporation  
Branch Name: Rokko Branch  
Account Type: Ordinary  
Account Number: 4165080  
Account Name: National University Corporation Kobe University  
*Note: bank transfer fees are the responsibility of the payer.*

If you wish to send money from overseas, please contact the Graduate School of Economics, The Academic/Student Affairs Office. Contact information is provided at the end of this application guide.

**xii. Certificate Stating the Status of Residency and the Period of Stay as a Foreigner**

This applies to applicants with a non-Japanese nationality only.

Applicants who are residing in Japan at the time of application must submit a certificate of residence (original). This certificate must be issued within 30 days prior to the date of when your application is submitted. A copy of the residence card will not be accepted.

Applicants who are **not** residing in Japan at the time of application must submit a copy of passport (photo page).

**xiii. Self-Addressed Stamped Envelope**

Residents in Japan

Please enclose a self-addressed stamped envelope (long size #3, 23.5cm x 12cm) with your name, address, and postal code written on it (344 yen for express postage).

Residents abroad

Please indicate your name and desired mailing address for EMS, and enclose pre-paid international postage (160 yen per coupon) equivalent to the fee needed to send the examination voucher and other documents.

[China, Korea, Taiwan 10 postage stamps (1,450 yen),

Asia (excluding China, Korea, Taiwan) 12 postage stamps (1,900 yen),

Oceania, Canada, Mexico, Middle East, Europe 20 postage stamps (3,150 yen),

U.S.A. (including Guam, etc.) 25 postage stamps (3,900 yen),

Central and South America (excluding Mexico), Africa 23 postage stamps (3,600 yen)].

## **2. Admission Process**

### **2.1. Document Screening**

During the document screening process, applicants will be selected based on the submitted documents and an overall assessment. The results of the document screening will be posted on the Graduate School's website (<https://www.econ.kobe-u.ac.jp>) at **2:00 p.m. on July 19, 2024 (JST)**.

### **2.2. Online Oral Examination**

Applicants who pass the document screening will be individually notified by email about the oral examination schedule. The online oral examination is scheduled for **August 19, 2024 (JST)**. If the applicant has not joined the online interview within 10 minutes after the scheduled start time and has not contacted us by e-mail or phone, he/she will be considered to have declined to take the entrance examination, regardless of any internet problems. In principle, the examination will be conducted in English, focusing on the content of the research plan and other documents related to the research theme of

your choice. A part of the examination will be conducted in Japanese.

### **3. Notification of Acceptance**

On **September 4, 2024, at 2:00 p.m. (JST)**, we will post the results on the Graduate School's website (<https://www.econ.kobe-u.ac.jp>) and send notification of acceptance by mail to successful applicants. We do not respond to any inquiries regarding pass/fail.

### **4. Date of Enrollment**

**April 1, 2025**

### **5. Admission Procedure**

Admission procedures for April 2025 applicants will be mailed in early March 2025. If the admission procedures are not completed by the due date, the applicant will not be admitted. Please note that the admission fee paid at the time of the admission procedure is non-refundable for any reason, including subsequent refusal of admission.

### **6. Number of Students to be Accepted**

83 students (This number includes all students who have been accepted into any master's degree program offered by the Graduate School of Economics)

### **7. Fees**

The entrance and tuition fees are outlined below. If tuition fees change while enrolled at Kobe University, the applicant will be required to pay the revised fee.

#### **7.1. Entrance Fee**

282,000 JPY. Please pay the entrance fee during the admission procedure.

#### **7.2. Tuition Fee**

535,800 JPY/year, or 267,900 JPY/semester. Please pay the tuition fee after completing the prescribed procedures and after enrollment (the first term is due in April, the second term in October)

## 8. Eligibility

### **Applicants must meet at least one of the following requirements:**

- Applicants who have or are expected to complete a bachelor's degree by March 31, 2025.
- Applicants who have been granted, or are expected to be granted by March 31, 2025, a bachelor's degree under the provisions of Article 104, Paragraph 7 of the School Education Act.
- Applicants who have or are expected to complete 16 years of schooling within a foreign country by March 31, 2025.
- Applicants who have or are expected to complete by March 31, 2025, 16 years of formal education by taking correspondence courses offered by a foreign school while in Japan.
- Applicants who have completed or are expected to complete by March 31, 2025, 16 years of formal education at a foreign educational institution in Japan that is recognized as having university-level courses and is designated separately by the Minister of Education, Culture, Sports, Science and Technology.
- Applicants who completed a vocational school's specialized curriculum specified by the Minister of Education, Culture, Sports, Science and Technology of Japan, after the date specified by the Minister; the curriculum must be of at least four years and fulfill the criteria stipulated by the Minister.
- Applicants who are nominated by the Minister of Education, Culture, Sports, Science and Technology of Japan (under Public Notice by the Ministry of Education, No.5, 1953).

### **Important Notes**

If any of the following apply to you, you must verify that you meet the eligibility requirements before submitting your documents. Please do so by contacting the Academic/Student Affairs Office by Friday, May 31, 2024. Contact information can be found at the end of this application guide.

- Those who have graduated or will graduate by March 31, 2025, from a university of 3 years or less.

- Those who have graduated from university without earning a degree, and those who are expected to graduate by March 31, 2025, without earning a degree.
- Applicants who were admitted into a graduate program on the basis of Article 102, Paragraph 2 of the School Education Act and who are recognized by our graduate school as having academic ability worth receiving education at our graduate school.
- Applicants who will be 22 years old by March 31, 2025, and are recognized, as a result of individual screening by our graduate school, as having academic ability of a university graduate.
- Applicants who meet at least one of the requirements listed below, and are recognized as having earned enough credits with good grades as designated by our graduate school:
  - o Applicants who are enrolled in university for 3 years or more as of March 31, 2025.
  - o Applicants who have or are expected to complete by March 31, 2025, 15 years of schooling within a foreign country.
  - o Applicants who have or are expected to complete by March 31, 2025, 15 years of formal education in a foreign country by taking correspondence courses provided by a foreign country in Japan.
- Applicants who have or are expected to complete by March 31, 2025, a course of study at a university in a foreign country (limited to those in which the graduates are considered to have completed 15 years of school education in the relevant foreign country), which is separately designated by the Minister of Education, Culture, Sports, Science and Technology. Applicants who have obtained or are expected to obtain a degree equivalent to a bachelor's degree by completing a course of three years or more at a foreign university or foreign schools (limited to schools that have been assessed by the foreign government or accreditation organizations of such country or are specified as an equivalent educational institution by the Minister of Education, Culture, Sports and Science and Technology). The completion of the courses includes completion of correspondence courses in Japan provided by foreign educational institutions and completion of formal education at a foreign educational institution in Japan

that is recognized as having university-level courses and is designated separately by the Minister of Education, Culture, Sports, Science and Technology.

## **9. Special Notes**

- Submitted documents will not be returned to the applicant for any reason.
- No changes or additions to the information provided in the application will be accepted.
- No inquiries regarding the confirmation of the arrival of the application documents will be handled.
- The examination fee is non-refundable.
- If any falsehoods are found in the application documents or if any irregularities are discovered during the examination, the acceptance and admission may be revoked.
- For details other than those listed in this application guide, please refer to the Test Information Bulletin sent together with the Test Taker Identification Card.
- After submitting your application, we may contact you at the contact information you provided in your application. If you are contacted, please respond as soon as possible.

## **10. Offered Programs and Admission Policy**

### **10.1. Overview**

Graduate School of Economics offers two types of two-year master courses, a general course in Japanese and an international collaborative master course in English. The latter option is referred to as the Kobe University Interdisciplinary Master Program or KIMAP.

### **10.2. Admission Policy**

<https://www.kobe-u.ac.jp/en/academics/admissions/policy/graduate/econ/>

## **11. Privacy Policy at Kobe University**

- Kobe University will keep personal information confidential according to guidelines such as the “Guidelines on the Management of Personal Information

Held by Kobe University” and strictly comply with laws such as the “Act on the Protection of Personal Information (Act No. 57 of 2003)” etc.

- Personal information such as grades on the entrance examination will be used for the admission procedure (such as the selection of applicants), the announcement of successful applicants, enrollment procedures, and for the purpose of improving the admission procedure in the future.
- For students who enroll, the personal information provided in the application documents will be used for assisting students (e.g., health management, tuition exemption, and scholarship application), as well as for various educational purposes such as academic guidance, tuition-related operations, and other related operations.
- Kobe University entrusts some parts of its administrative procedures to third parties. In such cases, we will give them the minimum information necessary and instruct them to strictly comply with the personal information confidentiality regulations.

## 12. Other Notes

- Applicants with physical disabilities who require special consideration when taking the examination must notify us before submitting their application.
- For further inquiry, please contact the Academic/Student Affairs Office of the Graduate School of Economics.

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### **Contact information:**

**The Academic/Student Affairs Office**

**TEL +81-78-803-7247**

**FAX +81-78-803-7289**

**E-mail [econ-kyomu@office.kobe-u.ac.jp](mailto:econ-kyomu@office.kobe-u.ac.jp)**

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