



Kobe City University of Foreign Studies

公立大学法人 神戸市外国語大学

## Kobe City University of Foreign Studies Exchange Program Fact Sheet Japanese Language Program (JLP) 2023-24

<b>Address</b>	International Office Kobe City University of Foreign Studies(KCUFS) 9-1, Gakuen-higashi-machi, Nishi-ku, Kobe 651-2187 JAPAN TEL:+81-78-794-8171 FAX:+81-78-794-8178 Email: <a href="mailto:international-office@office.kobe-cufs.ac.jp">international-office@office.kobe-cufs.ac.jp</a>
<b>Location</b>	<ul style="list-style-type: none"> <li>◆ Nearest Train Station: Gakuentoshi Station (Kobe City Subway Seishin-Yamate Line) *About a 3 minute walk from the station</li> <li>◆ For more detailed information, please visit our website: <a href="http://www.kobe-cufs.ac.jp/english/location/index.html">http://www.kobe-cufs.ac.jp/english/location/index.html</a></li> </ul>
<b>Website</b>	<a href="http://www.kobe-cufs.ac.jp/english/">http://www.kobe-cufs.ac.jp/english/</a>
<b>Contact</b>	Ms. Motoko Tsujii (Chief of the KCUFS International Office) Mr. Pan Gu (Incoming Exchange Student Coordinator) Email: <a href="mailto:JLP@office.kobe-cufs.ac.jp">JLP@office.kobe-cufs.ac.jp</a>
<b>Number of JLP Participants</b>	Fall 2022: 17 participants Spring 2023: 20 participants

### ◆ Exchange Program

<b>Program Outline</b>	<p><b>Japanese Language Program (JLP)</b></p> <ul style="list-style-type: none"> <li>◆ All Japanese Language subjects are taught in Japanese. All students are required to take a placement test when starting the program in Japan and are then divided into groups based on their Japanese proficiency. Instructors are committed to creating a positive and supportive learning environment in which students can realize their full potential. Subjects are designed to promote improvement in the four essential skills of Japanese language learning: speaking, listening, reading and writing. In addition, other subjects, such as Kanji and Japanese Affairs, are offered. The subjects in our Japanese Language Program are targeted at upper elementary, lower intermediate, upper intermediate and advanced-level students.</li> <li>◆ This program includes field trips every semester.</li> <li>◆ Students can take regular undergraduate course subjects from our five departments and study with Japanese students. The subjects cover areas such as: Language studies, Linguistics, Literature, Culture studies, History, Law, Commerce, Economy, Education, and Psychology among others. The language of instruction differs depending on the subject (mainly Japanese). *JLP students who are enrolled in graduate programs at their home universities are allowed to take graduate course subjects at KCUFS.)</li> </ul>
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<b>Required Credits and Contact Hours</b>	<ul style="list-style-type: none"> <li>◆ In principle, students are to take 8 JLP subjects per week.</li> <li>◆ JLP subjects' credits and contact hours information is as follows: <ul style="list-style-type: none"> <li>✓ Each JLP subject is worth 1 credit.</li> <li>✓ A class meets for 2 contact hours (90 minutes class time and 30 minutes preparation and review time) per week over a 15-week semester, totaling 30 hours.</li> </ul> </li> <li>◆ Regular course students' credits and contact hours information is as follows: <ul style="list-style-type: none"> <li>✓ The number of credits students can earn depends on the subjects they take (0, 1 or 2.)</li> <li>✓ A class meets for 2 contact hours (90 minutes class time and 30 minutes preparation and review time) per week over a 15-week semester, totaling 30 hours.</li> </ul> </li> </ul>
<b>Course Syllabus</b>	<ul style="list-style-type: none"> <li>◆ JLP course syllabus: <a href="http://www.kobe-cufs.ac.jp/english/international_students/study_at_kcufs/jlp/index.html">http://www.kobe-cufs.ac.jp/english/international_students/study_at_kcufs/jlp/index.html</a></li> <li>◆ Regular course subjects syllabi (Japanese Only): <a href="https://unipa-web.kobe-cufs.ac.jp/up/faces/login/Com00501B.jsp">https://unipa-web.kobe-cufs.ac.jp/up/faces/login/Com00501B.jsp</a></li> </ul>
<b>Course Registration</b>	<ul style="list-style-type: none"> <li>◆ Course registration will be done after students come to KCUFS. Details will be announced during arrival orientation.</li> </ul>
<b>Requirements for Application</b>	<ul style="list-style-type: none"> <li>◆ Applicants must meet all the requirements below by being: <ul style="list-style-type: none"> <li>✓ Students from partner universities.</li> <li>✓ Students who have competence in Japanese between the JLPT levels N4 to N1.</li> <li>✓ Students who have an English proficiency of CEFR B1, IELTS 4.5, TOEFL iBT 60 or equivalent.</li> </ul> </li> <li>◆ Notes: <ul style="list-style-type: none"> <li>* Both exchange students (tuition fee waived) and fee-paying students (tuition fee: 267,900/semester) are accepted.</li> <li>* Students must be enrolled in undergraduate/graduate courses at their home university at the time of applying for and finishing the JLP program.</li> <li>* Re-applications to this program will not be accepted.</li> <li>* There is no lower elementary level course (corresponding approximately to the JLPT N5 level).</li> </ul> </li> </ul>
<b>Available Period of Study</b>	<p>One Semester or Two Semesters Start: Fall or Spring</p>

**Application procedures & Deadlines**

	Fall Semester 2023	Spring Semester 2024
Nomination Deadline	March 1, 2023	August 31, 2023
Submission of Application Deadlines	April 15, 2023 17 hours (Japan Standard Time)	October 15, 2023 17 hours (Japan Standard Time)
Acceptance Notification	May 31, 2023	November 30, 2023
Arrival to Japan	September, 2023	March, 2024

- ◆ Notes:
  - ✓ A nomination E-mail including the nominee student(s)' name(s), gender and duration of study at KCUFS should be sent by the student(s)' home university.
  - ✓ Be sure to send the scanned copies of all the application documents to the following E-mail address through the person in charge of the overseas study programs at the applicant's home university.  
[JLP@office.kobe-cufs.ac.jp](mailto:JLP@office.kobe-cufs.ac.jp)  
\*We will not accept any paper documents.
- ◆ Application information is published two months before each deadline on our website: [http://www.kobe-cufs.ac.jp/english/international\\_students/study\\_at\\_kcufs/jlp/index.html](http://www.kobe-cufs.ac.jp/english/international_students/study_at_kcufs/jlp/index.html)

**Program Dates**

Fall Semester 2023 *The schedule is subject to change.	
Accommodation Move-in Date	September 6 *This day only. It is not possible to move in any other day.
Orientation	September 7
Placement Test	September 8
Opening Ceremony	September 11
Individual Counseling	September 12 , 13
First Day of Classes	September 15
Class Registration Deadline	October 13
Winter Break	December 23 - January 8, 2024
Classes Resume	January 11, 2024
Final Exams for JLP Subjects	January 22 - 26, 2024
Closing Ceremony	January 29, 2024
*Exams of Regular Course Subjects	January 22 - February 2, 2024
Spring Semester 2024(Academic calendar for the 2024 spring will be finalized in Aug. 2023)	
Accommodation Move-in Date	The 4th week of March, 2024
Post-Arrival Orientation	The 4th week of March, 2024
Placement Test, JLP Orientation, Opening Ceremony	The 1st week of April, 2024
Individual Counseling	The 1st week of April, 2024
First Day of Classes	The 2nd week of April, 2024
Class Registration Deadline	The 4th week of April , 2024
Final Exams for JLP Subjects	The 4th week of July, 2024
Closing Ceremony	The last week of July or the 1st week of August, 2024
*Exams of Regular Course Subjects	The end of July or the 1st week of August, 2024
* Regular Course Make-up Classes	the 2nd week of August, 2024

## ◆ Accommodation

KCUFS incoming exchange students must reside in KCUFS provided accommodations. KCUFS guarantees accommodation to all incoming exchange students, but not all students will be able to be placed in the accommodation of their choice.

### Accommodation Options

#### (1) Manabigaoka College Heights

- ◆ Apartment size: 25 m<sup>2</sup>
- ◆ Access:
  - 2.2 km from KCUFS
  - 6 minutes by bus from the nearest bus stop to KCUFS
  - Bus Routes: 54, 50, 11, 51, 48, 53, 121 and 171
  - 1 minute walk to the nearest bus stop
- ◆ Surroundings:
  - Bus stop is in front of the apartment building.
  - A convenience store is in front of the apartment building.
  - 600 m from the nearest super market.
  - Family restaurant on the first floor of the apartment building
- ◆ Includes:
 

Internet (Wired and wireless networks), Air Conditioning, Kitchenette, Bathroom, Closet, Shoe Closet, Shared Laundry (100 yen/use), Bed, Bedding, Refrigerator, Chair, Desk, Microwave oven, Curtains, Rug, Utilities(Electricity, Gas, Water)

\*Apartments' furnishings are subject to change.
- ◆ Excludes:
 

Meals, Daily necessities, Kitchenware
- ◆ Accommodation Period:
 

Students must vacate their apartment no later than:

  - February 28 (Students who leave Japan after the fall semester ends)
  - August 25 (Students who leave Japan after the spring semester ends)



#### (2) Gakuen-Nishi College Heights

- ◆ Apartment size: 18 m<sup>2</sup>
- ◆ Access:
  - 1.2 km from KCUFS
  - Approximately 15 minute walk from KCUFS
- ◆ Surroundings:
  - 1.0 km from the nearest super market.
  - Italian style cafeteria on the first floor of the apartment building
- ◆ Includes:
 

Internet (Wired and wireless networks), Air Conditioning, Kitchenette, Bathroom, Closet, Shoe Closet, Laundry, Bed, Bedding, Refrigerator, Chair, Desk, Microwave oven, Curtains, Utilities(Electricity, Water)

\*Apartment's furnishings are subject to change.
- ◆ Excludes:
 

Meals  
Daily necessities  
Kitchenware

	<p>◆ Accommodation Period: Students must vacate their apartment no later than:</p> <ul style="list-style-type: none"> <li>- February 28 (Students who leave Japan after the fall semester ends)</li> <li>- August 25 (Students who leave Japan after the spring semester ends)</li> </ul>
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◆ Costs

<b>Living Cost</b>	<p>The estimated living cost in Kobe is 100,000 yen / month including the accommodation cost. Students are accepted under the premise that they will concentrate mainly on their studies; Therefore students must plan to be able to cover their expenses without having to working part-time jobs while in Japan. Also, it is not easy to find and keep up with a part-time job without the necessary Japanese language fluency.</p>
<b>Accommodation Cost</b>	<ul style="list-style-type: none"> <li>◆ Initial Fee: 25,000 yen</li> <li>◆ Accommodation Fee: 279,000 yen/Semester</li> </ul> <p>*Students must make a one-time accommodation fee payment for each semester after their arrival to KCUFS. Payments are made <b>in Japanese yen in cash</b> at KCUFS's nearest post office.</p>
<b>Tuition Fee (Fee-paying students only)</b>	<p>267,900 yen/semester</p> <p>*Students must make a one-time tuition fee payment for each semester after their arrival to KCUFS. Payments are made <b>in Japanese yen in cash</b> at KCUFS's nearest post office.</p>
<b>National Health Insurance</b>	<p>All JLP students are required by law to join the National Health Insurance of Japan. It costs about 10,000 yen/semester. 70 % of the medical costs in Japan will be covered by this insurance and you will only need to pay the remaining</p> <div style="border: 2px solid #00AEEF; border-radius: 15px; padding: 10px; margin-top: 10px;"> <p><b>Payment of the National Health Insurance</b></p> <p>Notices of payment (bills) for the National Health Insurance will reach your apartment by mail after you have arrived to Japan and completed the ward office registration procedures. Bills are payable at convenience stores.</p> <p>*Insurance premiums for one year must be paid in monthly installments from June to March (in 10 installments). Please note that the premium is calculated based on the month you arrive in Japan; if a student arrives in Japan in August, his/her premium will be higher than for those who arrive in Japan in September.</p> </div> <p>30%.</p>

<b>Study Abroad Insurance</b>	<p>*****  <b>All JLP students must buy study abroad insurance after arriving to Japan in order to prepare for potential risks you might face during the study abroad period which are uncovered by the Japanese National Health Insurance.</b>  *****</p> <p>The study abroad insurance will cover following items;</p> <table border="1"> <thead> <tr> <th>Coverage</th> <th>Insured Amount</th> <th>Summary</th> </tr> </thead> <tbody> <tr> <td>Personal liability</td> <td>100,000,000 JPY</td> <td>The costs of a claim if you accidentally injure someone or damage his or her property.</td> </tr> <tr> <td>Accidental death &amp; accidental permanent disability</td> <td>Out-of-pocket medical expenses</td> <td>In cases where the insured sustains bodily injury resulting directly in the loss of his or her life or a physical impediment.</td> </tr> <tr> <td>Hospitalization or outpatient treatment (Injury and illness)</td> <td>Actual medical expenses</td> <td>The costs of the medical expenses at hospitals which were not covered by the National Health Insurance</td> </tr> <tr> <td>Rescuer's expenses, etc.</td> <td>3,000,000 JPY</td> <td>- The insured dies in an accident: rescue costs (rescue process and transportation of the insured after rescue), travel costs of the insured's legal heir to the site.  - Transportation to home country in case the insured is dead.  - The insured needs to be transferred to home country for an injury or illness.</td> </tr> </tbody> </table> <p>◆ Notes:</p> <ul style="list-style-type: none"> <li>✓ It is the students' responsibility to have insurance coverage throughout their journeys to and from Japan.</li> <li>✓ "Japanese National Health Insurance" only covers the 70 % of the costs at hospitals. This study abroad insurance covers the rest of the costs at hospitals.</li> <li>✓ All JLP students must buy this study abroad insurance since KCUFS takes no responsibility for their damages, sickness, injury and personal liability expenses during their study abroad period.</li> </ul>	Coverage	Insured Amount	Summary	Personal liability	100,000,000 JPY	The costs of a claim if you accidentally injure someone or damage his or her property.	Accidental death & accidental permanent disability	Out-of-pocket medical expenses	In cases where the insured sustains bodily injury resulting directly in the loss of his or her life or a physical impediment.	Hospitalization or outpatient treatment (Injury and illness)	Actual medical expenses	The costs of the medical expenses at hospitals which were not covered by the National Health Insurance	Rescuer's expenses, etc.	3,000,000 JPY	- The insured dies in an accident: rescue costs (rescue process and transportation of the insured after rescue), travel costs of the insured's legal heir to the site. - Transportation to home country in case the insured is dead. - The insured needs to be transferred to home country for an injury or illness.
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<b>Others</b>	<ul style="list-style-type: none"> <li>✓ <b>Bring enough cash</b> to live in Japan for 2 or 3 weeks.  * It can sometimes take 2 or 3 weeks to receive or withdraw money from overseas bank accounts.</li> <li>✓ <b>Bring a credit card</b> in case of having troubles to get cash in Japan.  *Debit cards are not common in Japan. Cash and credit cards are more commonly used.</li> </ul>															

◆ **Scholarship Opportunities**

<b>JASSO Scholarship</b>	<p>Exchange students and Fee-paying students can apply for the JASSO (Japan Student Services Organization) scholarship along with their application to KCUFS.</p> <p>Monthly stipend: 80,000 yen per month (Japanese bank account transfer). The JASSO scholarship applicant's eligibility will depend on both other students' applications and the number of scholarships allotted to KCUFS that year. Eligibility results will be published at the beginning of each semester. <u>All students must plan to finance their expenses without the help of this scholarship.</u></p> <p><b>!!NOTE!!</b>  Submitting the "JASSO Scholarship Application form" does <u>NOT</u> guarantee that you will be granted a JASSO Scholarship.</p>
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<b>HUMAP Scholarship</b>	<p>Students from universities which are HUMAP (Hyogo University Mobility in Asia and Pacific) members are eligible for this scholarship. Monthly stipend: 80,000 yen per month (Japanese bank account transfer). The number of HUMAP Organization selects the region/university to award the scholarship in the beginning of every academic year. The number of KCUFS recipients has been 0-1 on average. KCUFS will only notify the recipient's university in the case of the scholarship being awarded.</p>
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## ◆ Visa Information

<b>Visa Application Procedure</b>	<ol style="list-style-type: none"> <li>1. Fill out the Certificate of Eligibility (COE) Application. Please refer to KCUFS application documents.</li> <li>2. If you are accepted to KCUFS, the letter of acceptance to our university and the Certificate of Eligibility will be sent to your home university.</li> <li>3. Apply for a student visa at your closest Japanese consulate/embassy, using the COE and the letter of acceptance. All students should contact the consulate/embassy directly to find out what other documents might be necessary.</li> </ol> <p>Note:</p> <ul style="list-style-type: none"> <li>* The COE is NOT a visa. Students must apply for a visa at their closest Japanese consulate/embassy (outside of Japan).</li> <li>* Students should apply for their visa as soon as they receive the COE.</li> <li>* Students must apply for the visa in their home country, and it must be ready before they leave for Japan.</li> <li>* It is not possible to arrive in Japan on a tourist visa and then change to a student visa.</li> </ul>
<b>Part-time Job</b>	<p>JLP students are permitted to do part-time jobs for a maximum of 28 hours per-week (40 hours per-week during long academic breaks) in Japan if they have the necessary permit. Students who are considering working part time can and should apply for this permit at their closest Immigration Bureau in Japan.</p> <p>However, please note that KCUFS does not recommend JLP students to do part-time jobs and students must be able to finance their expenses without having to depend on working while in Japan.</p> <p>Note: <b>Several restrictions apply. Breaking Japanese immigration laws or working without a permit might lead to deportation. More information will be given during the KCUFS arrival orientation.</b></p>

## ◆ Other Information

<b>JLP Partners</b>	<p>JLP partners are KCUFS students who provide personalized support and friendship to new JLP students, helping them successfully adjust to the new culture and environment in Japan. For each new JLP student, a couple of current KCUFS students become his or her partners. JLP partners begin communicating with new JLP students before their arrival in Japan to help them prepare for what's ahead at KCUFS. The partners continue to befriend and support JLP students in their daily and campus life and also offer opportunities to practice Japanese outside classes.</p> <p>Partners will email JLP students before they arrive to Japan so that they can consult or learn about campus life at KCUFS.</p>
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<p><b>Transcripts</b></p>	<p>Transcripts of JLP students are issued after they finish their study period at KCUFS.</p> <table border="1" data-bbox="603 208 1441 488"> <tr> <td></td> <td>Exchange Students &amp; Fee-paying Students</td> <td>Others</td> </tr> <tr> <td>Recipient</td> <td>Home University</td> <td>Student</td> </tr> <tr> <td>Number of Copies</td> <td colspan="2">4</td> </tr> <tr> <td>Schedule of Issuance</td> <td colspan="2"> <p><b>The end of September</b> (Students who will return after the spring semester finishes)  <b>The end of February</b> (Students who will return after the fall semester finishes)</p> </td> </tr> </table> <p>* KCUFS cannot issue official transcripts before the schedule of issuance above.</p> <p>If past exchange students wish to request an academic transcript, they must have someone living in Japan apply for them. It is a very complicated procedure so KCUFS strongly recommends students to keep the transcripts KCUFS sends.</p>		Exchange Students & Fee-paying Students	Others	Recipient	Home University	Student	Number of Copies	4		Schedule of Issuance	<p><b>The end of September</b> (Students who will return after the spring semester finishes)  <b>The end of February</b> (Students who will return after the fall semester finishes)</p>	
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<p><b>Bringing Prescription Drugs to Japan</b></p>	<p>In order to bring medication to Japan, students must obtain a certification called “<i>Yakkan Shoumei</i>”. It can take up to several weeks until this document can be finally obtained, therefore students in need of this certification must start applying for it as soon as they are accepted into KCUFS.</p> <p>Please refer to the following link for instructions.</p> <p>Ministry of Health, Labour and Welfare: Information for those who are bringing medication for personal use into Japan:  <a href="http://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html">http://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html</a></p>												
<p><b>Access to KCUFS</b></p>	<p>We do not provide airport pick-up service. All the students have to come to KCUFS by themselves by public transport or taxi.</p>												