



Exchange Students Fact Sheet 2018*

*This Fact Sheet is for incoming exchange students from universities that have faculty-level student exchange agreements with the Faculty/Graduate School of Economics, Kyoto University. The home university should formally nominate the student for him or her to be enrolled as a faculty-level exchange student at the Faculty/Graduate School of Economics.

1. Contact Information

Student Affairs Office of Graduate School of Economics and Faculty of Economics, Kyoto University

MAILING ADDRESS

Student Affairs Office, Graduate School of Economics and Faculty of Economics, Kyoto University, Yoshida Honmachi, Sakyo-ku, Kyoto 606-8501, Japan

LOCATION

2nd Floor, Faculty of Law and Faculty of Economics East Bldg., Yoshida Main Campus, Kyoto University. (Campus Map: <http://www.kyoto-u.ac.jp/en/access/yoshida/main.html>)

TEL&FAX

TEL: +81-75-753-3407, FAX: +81-75-753-3492

HP: <http://www.econ.kyoto-u.ac.jp/en/>

INQUIRY & APPLICATION

Email: exchange@econ.kyoto-u.ac.jp

2. Nomination Period

The student should be formally nominated for the student exchange program by his/her home university and this should be notified to the Student Affairs Office within the period [in Japan Time] below:

March 16 to April 27, 2018 by email for the second semester of the Academic Year 2018.

September to October 31, 2018 by email for the first semester of Academic Year 2019

3. Application Documents and Deadline

The nominated student should submit the following documents to the Student Affairs Office by the specified deadlines [in Japan Time].

DOCUMENTS

1. Signed Application Form for Special Auditors (for graduate/ undergraduate)
2. Official Verification of Academic Enrollment (issued by his/her home institution)
3. Official Transcript of Credits and Grades
4. Health Certificate in English signed by a certified doctor
5. Proof of Bank Account in English (e.g. Bank letter/Bank statement)
6. 2 Photos (3×2.5cm)

DEADLINES

- Document 1 (Application Form for Special Auditors)
After receiving the application form, please submit it to us by email within a period of 2 weeks
- Documents 1 to 6 (original documents)
May 31, 2018 for the second semester of Academic Year 2018.
November 30, 2018 for the first semester of Academic Year 2019.
Documents are to be submitted by post and must arrive at the Student Affairs Office by the deadline given above.

4. Academic Calendar

SECOND SEMESTER OF ACADEMIC YEAR 2018

Orientation: Early October 2018 Semester Period: Early October 2018 to early February 2019.

FIRST SEMESTER OF ACADEMIC YEAR 2019

Orientation: Early April Semester Period: Early April 2019 to early August 2019.

5. Academic Information

COURSE REGISTRATION

The information on the required procedures for course registration will be provided during the orientation at the beginning of the semester.

COURSES OFFERED IN JAPANESE

- List of Courses offered by the Faculty/Graduate School of Economics [Undergraduate and Graduate Level]: <http://www.econ.kyoto-u.ac.jp/student-graduate/>
- List of Courses offered by the Institute for Liberal Arts and Sciences [Undergraduate Level] <http://www.z.k.kyoto-u.ac.jp/zenkyo/guidance>

COURSES OFFERED IN ENGLISH

- List of courses offered by the Institute for Liberal Arts and Sciences [Undergraduate Level] <http://www.z.k.kyoto-u.ac.jp/introduction/la-english>
- List of courses offered by KUINEP (Kyoto University International Education Program) [Undergraduate Level]: <http://www.kyoto-u.ac.jp/en/education-campus/international/students1/program/guide>
- List of courses offered by “Studying Japan and Asia in Kyoto” Program [Undergraduate and graduate level]: <http://www.kuas.cpier.kyoto-u.ac.jp/keitou/index.html>
- List of courses offered by EA Course (International Graduate Program for East Asia Sustainable Economic Development Studies) at Graduate School of Economics [Graduate Level*]: <http://www.econ.kyoto-u.ac.jp/kueac/>
*Generally, undergraduate exchange students cannot join courses offered by EA course. However, their participations may be admitted if they obtain the approval of the course instructor.

JAPANESE LANGUAGE STUDIES

- The Kyoto University International Center offers Japanese language education for international students and foreign researchers at Kyoto University. For more information, please visit: <http://www.ryugaku.kyoto-u.ac.jp/en/japanese-e/japanese-classes-e/>

AVAILABLE BROCHURES OF THE FACULTY/GRADUATE SCHOOL OF ECONOMICS

- Brochures of the Graduate School of Economics (in English) <http://www.econ.kyoto-u.ac.jp/en/about/brochures/>
- Brochures of the Faculty/Graduate School of Economics (in Japanese) <http://www.econ.kyoto-u.ac.jp/about/outline/>

6. Visa Information

All exchange students must apply for a valid student visa issued by the Japanese Immigration Bureau before entering to Japan. More detailed information will be provided by Kyoto University International Service Office (KUISO).

Two months before the new semester, the Student Affairs Office will inform you about the proxy application system.

7. Insurance

Exchange students are required to purchase accident / health insurance valid for the entire period of their stay. Exchange students are advised to purchase this in their home country. Exchange students must also join the insurance plans arranged by Kyoto University, which includes the compulsory National Health Insurance (NHI), the Personal Accident Insurance for Students Pursuing Education and Research (PAS) and Liability Insurance coupled with PAS. These plans cover medical care and hospitalization. The cost is reasonable and will be shouldered by students. In addition, students are expected to have overseas travelers' personal accident insurance. For more detailed information, please visit: <http://www.ryugaku.kyoto-u.ac.jp/en/current-students-e/living-in-japan-e/>

8. Accommodation

International students who are coming to Japan for the first time, and who will enroll at Kyoto University within a year of their arrival are eligible to apply to be admitted to one of the Kyoto University International Houses. The information on application procedures will be provided by the Student Affairs Office. For more information, please visit: http://www.opir.kyoto-u.ac.jp/e/i_office/admission.html

9. Student Support

There is an International Student Support Office at the Faculty/Graduate School of Economics from where exchange students can receive advice and assistance on various matters including studies, research, and daily life.

INTERNATIONAL STUDENT SUPPORT OFFICE:

- Opening Hours: From Monday to Friday 10:00-17:00 in April and October
Twice a week during term time
- Email: shienshitsu309@econ.kyoto-u.ac.jp
- Location: 3rd Floor, Faculty of Law and Faculty of Economics East Bldg.

Other facilities for exchange students are the International Student Advising Room and the Student Lounge “KI-ZU-NA” which are managed by the Kyoto University International Center.

INTERNATIONAL STUDENT ADVISING ROOM

- <http://www.ryugaku.kyoto-u.ac.jp/en/advising-e/advising2-e/>

STUDENT LOUNGE “KI-ZU-NA”

- <http://www.kyoto-u.ac.jp/en/education-campus/international/facilities/kizuna>

DISABILITY SUPPORT OFFICE

- Kyoto University has a support center for handicapped students
<http://www.gssc.kyoto-u.ac.jp/support/english.html>
Please inform us in the case that an exchange student has a special need/requirement.

10. Student Life in Kyoto and Living Expenses

General information on student life in Kyoto is available at the following sites:

- Handbook for International Student
<http://www.ryugaku.kyoto-u.ac.jp/en/current-students-e/living-in-japan-e/>
- Kyoto University Degree Program for International Student
<http://www.opir.kyoto-u.ac.jp/kuprofile/student-life/>

The average monthly living expenses in Kyoto are approximately as follows:

EXPENDITURE	COST (in Yen)
Rent	34,000
Food	26,000
Electricity, water, gas	8,000

Communication expenses (internet, mobile phone, etc.)	7,000
Insurance and medical expenses	3,000
Study materials & extracurricular (club) membership	9,000
Hobby and entertainment	8,000
Miscellaneous expenses*	12,000
TOTAL	107,000

* Miscellaneous expenses include those for transportation, toiletries, etc.