



## Exchange Student Fact Sheet 2022-2023\*

※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

#### Mailing Address

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

#### Location

2<sup>rd</sup> Floor, Faculty of Law and Faculty of Economics East Bldg., Yoshida Main Campus, Kyoto University. (Campus Map: <https://www.kyoto-u.ac.jp/en/access/main-campus-map>)

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

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

Inquiries & Application: [exchange@econ.kyoto-u.ac.jp](mailto:exchange@econ.kyoto-u.ac.jp)

### 2. Academic Calendar

#### Autumn Semester 2022 Academic Year

Orientation: Late September 2022 Semester Period: October 1<sup>st</sup> 2022 to early February 2023

#### Spring Semester 2023 Academic Year

Orientation: Early April 2023 Semester Period: April 1<sup>st</sup> 2023 to early August 2023

### 3. Nomination Period

The student should be formally nominated for the student exchange programme by their home university which notifies the Student Affairs Office (SAO) by email within the following period (Japan Time):

March 22 to April 22, 2022 for autumn semester 2022 Academic Year  
September 26 to October 28, 2022 for spring semester 2023 Academic Year

### 4. Application Documents and Deadline

The nominated student should submit the following documents to the SAO by the specified deadlines (Japan Time) as below:

#### Deadlines

- Document 1 (Application Form for Special Auditors) and Document 7 (copy of passport):  
After receiving the application form, please submit the above to us by email within 2 weeks of the date the email was sent.
- Documents 1 to 8 (originals)  
May 27, 2022 for autumn semester 2022 Academic Year.  
November 30, 2022 for spring semester 2023 Academic Year.

Documents are to be submitted by post and must arrive at the SAO by the deadline above.

## **Documents**

1. Signed Application Form for Special Auditors (for graduate/ undergraduate)
2. Certificate of Enrollment (issued by home institution)

We will provide the “certificate of enrollment” form designated by our school. It should be signed by an authorized person at the home institution.

3. Official Transcript of Credits and Grades
4. Language proficiency Statement (using the designated form)
5. Health Certificate in English signed by a certified doctor (using the designated form)
6. Proof of Bank Account in English (e.g. Bank letter/Bank statement)
7. Copy of Passport
8. 2 Photos (3×2.5cm)

## **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:

<http://www.econ.kyoto-u.ac.jp/student-graduate/>

List of Courses offered by the Institute for Liberal Arts and Sciences (Undergraduate)

<http://www.z.k.kyoto-u.ac.jp/zenkyo/guidance>

### **Courses Offered in English & Japanese Language Courses**

List of courses offered by the Institute for Liberal Arts and Sciences (Undergraduate)

<http://www.z.k.kyoto-u.ac.jp/introduction/la-english>

List of courses offered by KUINEP (Kyoto University International Education Program) (Undergraduate Level) & Information on Japanese Language Education

<https://www.kyoto-u.ac.jp/en/education-campus/education-and-admissions/non-degree-programs/exchange-students/kamoku>

List of courses offered by “Studying Japan and Asia in Kyoto” Program:

<http://www.kuasucpier.kyoto-u.ac.jp/keitou/index.html>

List of courses offered on the International Graduate Program for East Asia Sustainable Economic Development Studies (Graduate Level\*):

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

\*Generally, undergraduate exchange students cannot join these courses. However, their participation may be allowed subject to the approval of the course instructor.

## **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. Student Support**

There is an International Student Support Office at the Faculty/Graduate School of Economics from which exchange students can receive advice and assistance on various matters including studies, research, and daily life. Details of the opening times will be distributed to incoming students at a later date.

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**

<https://www.kyoto-u.ac.jp/en/education-campus/facilities/international-student-advising.html>

### **Student Lounge “Ki-Zu-Na”**

<https://www.kyoto-u.ac.jp/en/education-campus/facilities/student-lounge-kizuna>

### **Disability Support Office**

Kyoto University has a support center for handicapped students.

<https://www.gssc.kyoto-u.ac.jp/support/english.html>

Please inform us in the case that an exchange student has a special need/requirement.

## **7. Visa Information**

All exchange students must apply for a valid student visa issued by the Japanese Immigration Bureau before entering to Japan. 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.

- KUISO (Kyoto University International Service Office)  
<https://kuiso.oc.kyoto-u.ac.jp/visa/about/en>

## **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 stay at Kyoto University International Houses. The information on application procedures will be provided by the Student Affairs Office. For more information, please visit:

- KUISO (Kyoto University International Service Office)  
[https://kuiso.oc.kyoto-u.ac.jp/housing/basic\\_knowledge/en](https://kuiso.oc.kyoto-u.ac.jp/housing/basic_knowledge/en)

## 9. 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.

## 10. Student Life in Kyoto and Living Expenses

### Kyoto University Degree Program for International Student

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

### Living Expenses

Living Expenses will vary depending on individual lifestyles, but the approximate monthly living expenses for Students in the Kansai area is ¥134,000 (of which rent usually costs ¥ 30,000 to ¥50,000).

