



Exchange Students Fact Sheet 2019*

*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. Academic Calendar

FALL SEMESTER OF ACADEMIC YEAR 2019

Orientation: Late September 2019 Semester Period: October 1st 2019 to early February 2020.

SPRING SEMESTER OF ACADEMIC YEAR 2020

Orientation: Early April 2020 Semester Period: April 1st 2020 to early August 2020.

3. Nomination Period

The student should be formally nominated for the student exchange program by his/her home university by notifying the Student Affairs Office within the period [Japan Time] below:
March 18 to April 26, 2019 by email for the Fall semester of the Academic Year 2019.
September 24 to October 31, 2019 by email for the Spring semester of Academic Year 2020

4. Application Documents and Deadline

The nominated student should submit the following documents to the Student Affairs Office by the specified deadlines [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. Copy of Passport
7. 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 2 weeks
- Documents 1 to 7 (original documents)
May 31, 2019 for the Fall semester of Academic Year 2019.
November 29, 2019 for the Spring semester of Academic Year 2020.
Documents are to be submitted by post and must arrive at the Student Affairs Office by the deadline given above.

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 & JAPANESE LANGUAGE EDUCATION

- 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]: & Information for Japanese language Education
<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.cpi.kyoto-u.ac.jp/keitou/index.html>
- List of courses offered by EA Programme (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 EA Programme courses. However, their participations may be allowed if they obtain the approval of the course instructor.

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. 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.

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 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

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

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.

7. 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.

8. 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.

9. 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:

http://www.opir.kyoto-u.ac.jp/e/i_office/admission.html

10. Student Life in Kyoto and Living Expenses

- Kyoto University Degree Program for International Student

<http://www.opir.kyoto-u.ac.jp/kuprofile/student-life/>

- 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).

