



## Exchange Students Fact Sheet 2017\*

\*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

**Administrative Office of Graduate School of Economics and Faculty of Economics, Kyoto University**

#### MAILING ADDRESS

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

#### LOCATION

2<sup>nd</sup> 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: +81-75-753-3400, FAX: +81-75-753-3492

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

#### INQUIRY

Email: [exchange@econ.kyoto-u.ac.jp](mailto:exchange@econ.kyoto-u.ac.jp)

### 2. Nomination Deadline

The student should be formally nominated and for the student exchange program by his/her home university and notified to the Administrative Office by the deadline [in Japan Time] below:

April 21, 2017 by email for second semester of Academic Year 2017

October 27, 2017 by email for first semester of Academic Year 2018

### 3. Application Documents and Deadline

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

#### DOCUMENTS

1. 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 (either in English or Japanese)
5. Certificate of Deposit Balance
6. Application for Admission to enter the International House (if the student wishes to apply: see below)
7. 2 Photos (3 × 2.5cm)

#### DEADLINES

- Document 1 (Application Form for Special Auditors)
  - May 12, 2017 by email for second semester of Academic Year 2017
  - November 10, 2017 by email for first semester of Academic Year 2018
- Documents 2 to 6
  - May 31, 2017 by post (must arrive at the Administrative Office) for second semester of Academic Year 2017
  - November 30, 2017 by post (must arrive at the Administrative Office) for first semester of Academic Year 2018

### 4. Academic Calendar

## **SECOND SEMESTER OF ACADEMIC YEAR 2017**

Orientation: Early October 2017 Semester Period: Early October 2017 to early February 2018.

## **FIRST SEMESTER OF ACADEMIC YEAR 2017**

Orientation: Early April Semester Period: Early April 2017 to early August 2017.

### **5. Academic Information**

#### **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.cpi.kyoto-u.ac.jp/keitou/index.html>
- List of courses offered by EA Course (International Graduate Programme for East Asia Sustainable Economic Development Studies) at Graduate School of Economics [Graduate Level\*]: <http://www.econ.kyoto-u.ac.jp/kueac/>  
\*Principally, undergraduate exchange students cannot join courses offered by EA course. However, their participations may be admitted if they get an approval from the course instructor.

#### **JAPANESE LANGUAGE CLASSES**

- **List of courses offered by the Education Center for Japanese Language and Culture** <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. 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/>

### **7. Visa Information**

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

### **8. Insurance**

Exchange students are required to purchase accident / health insurance valid for the entire period of their stay. It is advisable to purchase this in the student's home country. The exchange students must join the insurance plans arranged by Kyoto University, which include 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 the 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/>

## 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 be admitted to one of the Kyoto University International Houses. The information on application procedures will be provided by the Administrative Office. For more information, please visit: [http://www.opir.kyoto-u.ac.jp/e/i\\_office/admission.html](http://www.opir.kyoto-u.ac.jp/e/i_office/admission.html)

## 10. Tutoring and 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
- Email: [shienshitsu309@econ.kyoto-u.ac.jp](mailto:shienshitsu309@econ.kyoto-u.ac.jp)
- Location: 3<sup>rd</sup> 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 case the exchange student has a special need.

## 11. Course Registration

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

## 12. 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         |
| <b>TOTAL</b>  | <b>107,000</b> |

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