



Kobe City University of Foreign Studies Exchange Program Fact Sheet Japanese Language Program (JLP) 2017-2018

Address	International Office Kobe City University of Foreign Studies(KISCH) 9-1, Gakuen-higashi-machi, Nishi-ku, Kobe 651-2187 JAPAN TEL:+81-78-794-8171 FAX:+81-78-794-8178 international-office@office.kobe-cufs.ac.jp
Location	<ul style="list-style-type: none"> ◆ Nearest Train Station: Gakuentoshi (Kobe City Subway Line) * About a 3 minute walk from the station ◆ For more detailed information, please visit our website: http://www.kobe-cufs.ac.jp/english/location/index.html
Website	http://www.kobe-cufs.ac.jp/english/
Contact	Ms. Motoko Tsujii (Chief of the KCUFS International Office) Ms. Makoto Mitsui (Incoming Exchange Student Coordinator) international-office@office.kobe-cufs.ac.jp
Number of JLP Participants	Fall 2016: 23 Spring 2017: 26

◆ Exchange Program

Program Outline	<p>Japanese Language Program (JLP)</p> <ul style="list-style-type: none"> ◆ Japanese Language Classes All classes are basically offered in Japanese. All students are required to take a placement test when starting the program 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. Classes are designed to promote improvement in the four essential skills of Japanese language learning: speaking, listening, reading and writing. In addition, other classes, such as Kanji and Japanese Affairs, are offered. The courses in our Japanese Language Program are targeted at upper elementary, lower intermediate, and upper intermediate-level students. ◆ This program includes several field trips. ◆ Students can take regular undergraduate course classes from our five departments and study with Japanese students. The courses cover areas such as: Languages, Linguistics, Literature, Culture, History, Law, Commerce, Economy, Education, and Psychology among others. (JLP students who are enrolled in graduate programs at their home universities are allowed to take graduate course classes at KCUFS.)
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<p>Required Credits and Contact Hours</p>	<ul style="list-style-type: none"> ◆ In principle, students are to take 8 JLP classes per week. ◆ JLP classes' credits and contact hours information is as follows: <ul style="list-style-type: none"> ✓ Each JLP class is worth 1 credit. ✓ 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. ◆ Regular course classes credits and contact hours information is as follows: <ul style="list-style-type: none"> ✓ The number of credits students can earn depends on the class they take (0, 1 or 2.) ✓ 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.
<p>Course Syllabus</p>	<ul style="list-style-type: none"> ◆ JLP course syllabus: http://www.kobe-cufs.ac.jp/english/international_students/study_at_kcufs/jlp/index.html ◆ Regular course classes syllabi (Japanese Only): https://unipa-web.kobe-cufs.ac.jp/up/faces/login/Com00501B.jsp
<p>Course Registration</p>	<ul style="list-style-type: none"> ◆ Course registration will be done after students come to KCUFS. Details will be announced during arrival orientation.
<p>Requirements for Application</p>	<ul style="list-style-type: none"> ◆ Applicants must meet all the requirements below by being: <ul style="list-style-type: none"> ✓ Exchange students from partner universities. ✓ Students aiming to pass the JLPT levels N4-N2 ✓ Students who have an English proficiency of CEFR B1, IELTS 4.5, TOEFL iBT 60 or equivalent. ◆ Notes: <ul style="list-style-type: none"> * Applications from fee-paying students will not be accepted for the fall semester 2017 and the spring semester 2018 * Students must be enrolled in undergraduate/graduate courses at the time of applying for and finishing the JLP program. * Re-applications to this program will not be accepted. * There is neither a lower elementary level course (corresponding approximately to the JLPT N5 level) nor an advanced level course.
<p>Language of Instruction</p>	<p>Japanese Language Program (JLP) classes are taught in Japanese.</p>
<p>Nomination Deadlines</p>	<ul style="list-style-type: none"> ◆ Home University Nomination Deadline: For Fall Semester Enrollment: March 20, 2017 For Spring Semester Enrollment: October 31, 2017
<p>Application Deadlines and Process</p>	<ul style="list-style-type: none"> ◆ Deadline for Submission of Applications: For Fall Semester Enrollment: April 20, 2017, 17 hours (Japan Standard Time). For Spring Semester Enrollment: November 30, 2017, 17 hours (Japan Standard Time). ◆ Notes: <ul style="list-style-type: none"> ✓ Application documents should be sent by post and must be received no later than the deadlines. ✓ Be sure to send the application documents to the following address <u>through the person in charge of the overseas study programs at the applicant's home university.</u> ◆ Application information is published two months before each deadline on our website.
<p>Available Period of Study</p>	<p>One Semester or Two Semesters Start: Fall or Spring.</p>

Program Dates

Fall Semester 2017	
Accommodation Move-in Date	September 12 *This day only. It is not possible to move in any other day.
Orientation	September 13 and 14
Placement Test, Opening Ceremony	September 14
Individual Counseling	September 15 - 21
First Day of Classes	September 22
Class Registration Deadline	October 6
Winter Break	December 23 - January 8, 2018
Classes Resume	January 9
Final Exams for JLP Classes	January 29 - February 2
Closing Ceremony	February 5
*Exams of Regular Course Classes	January 29 - February 13
Spring Semester 2018	
Accommodation Move-in Date	March 29 *This day only. It is not possible to move in any other day.
Post-Arrival Orientation	March 30
Placement Test, JLP Orientation, Opening Ceremony	April 3
Individual Counseling	April 4 - 6
First Day of Classes	April 9
Class Registration Deadline	The third week of April
Final Exams for JLP Classes	July 23 - 27
Closing Ceremony	July 30
*Exams of Regular Course Classes	July 23 - August 3
* Regular Course Make-up Classes	August 6 - 10

◆ **Accommodation**

KCUFS incoming exchange students must reside in KCUFS provided accommodation. KCUFS guarantees accommodation to 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
- ◆ Size of a room: 25 m²
 - ◆ 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)
 - *Apartment's 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-Nisi College Heights

- ◆ Size of a room: 18 m²
- ◆ Access:
 - 1.2 km from KCUFS
 - Approximately 15 minute walk from KCUFS
- ◆ Surroundings:
 - 1.0 km from the nearest super market.
 - Italian 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
- ◆ Accommodation Period:
Students must vacate their apartment no later than:
 - February 28 (Students who leave Japan after the fall semester ends)
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◆ **Costs**

<p>Living Cost</p>	<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 working part-time jobs while in Japan. Also, it is not easy to find and keep doing a part-time job without Japanese language fluency.</p>
<p>Accommodation Cost</p>	<ul style="list-style-type: none"> ◆ Initial Fee: 20,000 yen ◆ Accommodation Fee: 270,000 yen/Semester <p>* Students must make a one-time payment of accommodation fee for each semester after their arrival to KCUFS. Payments are made in Japanese yen in cash at KCUFS's nearest post office.</p>
<p>National Health Insurance</p>	<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 costs will be covered by this insurance and you will only need to pay 30%.</p> <div style="border: 2px solid #00AEEF; border-radius: 15px; padding: 10px; margin-top: 10px;"> <p>Payment of the National Health Insurance</p> <p>Notices of payment (bills) for the National Health Insurance will reach your apartment by mail after you come to Japan and complete 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).</p> <p>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>Study Abroad Insurance</p>	<p>*****</p> <p>KCUFS is now considering to have all JLP students purchase study abroad insurance upon their arrival to Japan.</p> <p>Please be mindful that the system below is subject to change.</p> <p>*****</p> <p>Students must buy Study Abroad Insurance from their home countries to prepare for risks not covered by the National Health Insurance.</p> <p>The insurance must cover at least the following items and claim amounts.</p> <p>* Please be mindful that “National Health Insurance” only covers the 70 % of the costs at hospitals and leaves many risks uncovered. Since KCUFS takes no responsibility for JLP students’ damages, sickness, injury and personal liability expenses, the following chart contains the items that your study abroad insurance must include:</p> <table border="1" data-bbox="584 584 1452 1173"> <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. <u>It must cover legal assistance or lawyer fees as well.</u></td> </tr> <tr> <td>Accidental death & accidental permanent disability</td> <td>10,000,000 JPY</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>-</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>	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. <u>It must cover legal assistance or lawyer fees as well.</u>	Accidental death & accidental permanent disability	10,000,000 JPY	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	-	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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<p>Others</p>	<p>Students are supposed to bring enough money to live in Japan for 2 or 3 weeks. This is because it can sometimes take 2 or 3 weeks before it is possible to receive or withdraw money from overseas.</p> <p>Also, students must bring a credit card with them. Please be aware that debit cards are not common in Japan. Cash and credit cards are more commonly used.</p>															

◆ **Scholarship Opportunities**

<p>JASSO Scholarship</p>	<p>Exchange 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).</p> <p>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.</p> <p><u>All students must plan to finance their expenses without the help of this scholarship.</u></p> <p>!!NOTE!!</p> <p>Submitting the “JASSO Scholarship Application form” does not guarantee that you will be granted a JASSO Scholarship.</p>
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HUMAP Scholarship	<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**

Visa Application Procedure	<ol style="list-style-type: none">1. Fill out the Certificate of Eligibility (COE) Application. Please refer to KCUFS application documents.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.3. Apply for a student visa at your local 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. <p>Note:</p> <ul style="list-style-type: none">* The COE is NOT a visa. Students must apply for a visa at a local Japanese consulate/embassy (outside of Japan).* Students should apply for their visa as soon as they receive the COE.* Students must apply for the visa in their home country, and it must be ready before they leave for Japan. <p>* It is not possible to arrive in Japan on a tourist visa and then change to a student visa.</p>
Part-time Job	<p>Exchange students are permitted to do part-time jobs for a maximum of 28 hours per-week in Japan if they have the necessary permit. Students who are considering working part time can and should get this permit at a nearby Immigration Bureau in Japan.</p> <p>However, please note that KCUFS does not recommend exchange students to do part-time jobs and students must be able to finance their expenses on their own.</p> <p>Note: Several restrictions apply, and breaking rules or working without a permit might lead to deportation. More information will be given during the KCUFS arrival orientation.</p>

◆ Other Information

<p>JLP Partners</p>	<p>JLP partners are KCUFS students who provide immediate support and friendship to new JLP students, and help 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 daily and campus life and also offer opportunities to practice Japanese outside classes.</p> <p>Partners will email JLP students before they arrive so that they can consult or learn about campus life at KCUFS.</p>												
<p>Transcripts</p>	<p>Transcripts of JLP students are issued after they finish their study period at KCUFS.</p> <table border="1" data-bbox="600 607 1442 853"> <thead> <tr> <th></th> <th>Exchange Students</th> <th>Others</th> </tr> </thead> <tbody> <tr> <td>Recipient</td> <td>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">The end of September (Students who will return after the spring semester finishes) The end of February (Students who will return after the fall semester finishes)</td> </tr> </tbody> </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	Others	Recipient	University	Student	Number of Copies	4		Schedule of Issuance	The end of September (Students who will return after the spring semester finishes) The end of February (Students who will return after the fall semester finishes)	
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<p>Bringing Prescription Drugs to Japan</p>	<p>In order to bring medication to Japan, students must obtain a certification called "Yakkan Shoumei". It can take up to several months until this document can be obtained, so students must start applications 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 medicines for personal use into Japan: http://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html</p>												
<p>How to get to Kobe from nearby airports</p>	<p>a. Airport Shuttle Service There is a shuttle service from Kansai International Airport (KIX) to your destination of choice within Kobe City. Fares range from 2-4,000 yen. Reservations and more information on the following link. http://www.mktaxi-japan.com/kobe-shuttle</p> <p>b. Airport Bus There are airport buses available from both Kansai International Airport (KIX) and Osaka Airport (ITM) to Sannomiya Station. To get on a bus, buy a ticket from the vending machines near the buses and follow instructions to ride the bus. Please find detailed information on the website below: Osaka Airport Limousine OKKBUS: http://www.okkbus.co.jp/en/</p>												