



## **Application Guidelines – September 2026 Enrollment For Applicants from Specially Designated Partner Schools**

### **1. Number of International Students to be Accepted**

- September 2026: 30 students

### **2. Application Eligibility**

**Applicants must fulfill the following requirements:**

- Requirement 1: Educational Qualifications

- (1) Applicants **MUST** have completed or be expected to complete a 12-year program of education which is equivalent to the Japanese 12-year educational program.

The program must be completed after September 1, 2025.

\* Note that applicants who attended a Japanese junior and/or senior high school for more than three years in total are **NOT** eligible to apply.

- (2) Only applicants who the University of Hyogo acknowledges to fulfill the condition of (1) are eligible to apply.

- Requirement 2: English Proficiency

- (1) The English proficiency equivalent to CEFR (Common European Framework of Reference for Languages) B2 and above, both as an overall proficiency score and in the respective 4 skills (Reading, Listening, Speaking and Writing), is required. Applicants are required to submit a score sheet demonstrating they have achieved the minimum scores on the standardized English proficiency tests described in the below table.

The English proficiency test must be taken on or after September 1, 2023.

| Minimum English Proficiency Requirement |                |       |                                       |               |                             |
|---|----------------|-------|---------------------------------------|---------------|-----------------------------|
|   | TOEFL iBT Test | IELTS | Cambridge English Language Assessment | TOEIC L&R/S&W | Duolingo English Test (DET) |
| Reading                                 | 18             | 5.5   | 160                                   | 400           | 100                         |
| Listening                               | 17             | 5.5   | 160                                   | 385           | 95                          |
| Speaking                                | 20             | 5.5   | 160                                   | 160           | 95                          |
| Writing                                 | 17             | 5.5   | 160                                   | 150           | 95                          |
| Overall                                 | 72             | 5.5   | 160                                   | 1,560※        | 100                         |

※ The TOEIC score is calculated by multiplying the Speaking and Writing score by 2.5 times and adding the result to the Listening and Reading score.

(2) Applicants are not required to submit an English proficiency test score if they have completed or are expected to complete a formal education in English at an upper secondary institution. In this case, applicants must submit official documentation, such as English as a Medium Instruction Certificate to prove that the primary medium of instruction at the applicant's institution was English.

(3) If applicants are unable to submit (1) or (2), they must submit the "Certification of English Proficiency" form on page 13.

### **3. Screening Schedule**

- Application period, interview date and result: Applicants will be notified either by their school or the University of Hyogo of the relevant dates.

○Specially Designated Partner Schools may recommend excellent students as candidates to apply for the Global Business Course at the University of Hyogo based on their school's agreement with the University of Hyogo.

### **4. Selection Process**

The selection of applicants is based on the evaluation of the application documents and an online interview held via a web meeting platform designated by the University of Hyogo (approximately 30 minutes). If necessary, the applicant's school and/or providers of letters of recommendations may be contacted for further information.

- Applicants do not need to come to Japan for any part of the selection process.
- Applicants are eligible for the interview only after they have completed the payment of an application fee.

### **5. How to Apply**

#### **■ Step 1: Registration**

Step 1-1: Ask your teacher to recommend you as a candidate.

Step 1-2: Ask your teacher to contact the GBC Office and provide the following information about the applicant.

(1) Applicant's Name (2) Applicant's E-mail Address

E-mail Address of GBC Office: [gbc@ofc.u-hyogo.ac.jp](mailto:gbc@ofc.u-hyogo.ac.jp)

Step 1-3: After we receive an e-mail recommendation from your teacher, we will send the applicant an e-mail of acknowledgement. You will be asked to inform us of your preferred method of payment of the application fee, PayPal or bank transfer in an e-mail reply to us. If you will pay via PayPal, provide the payer's information: (a) name and (b) e-mail address. See "8. Application Fee" for more information on the payment.

■ Step 2: Submission of the Online Form

Submit the necessary information and documents via the Online Form in accordance with the instructions as detailed in “**6. Application Information and Documents**” below.

Applicants will be informed of their individual web link to the Online Form in reply to applicant’s registration e-mail at Step 1.

※Applicants who pass the entrance exam are required to send the original copies of their electronically submitted documents by postal mail. See “**7. Submission of Original Application Documents**”.

## 6. Application Information and Documents

Required Information and Documents to be submitted via the Online Form.

| Documents                                  | Details   | Remarks   |
|--|---|---|
| ① Applicant Information                    | Make sure that all entries are correct.   |   |
| ② Educational History                      |   |   |
| ③ Facial Photo                             | <p>Send applicant’s facial photo.</p> <p>Photo must be:</p> <ul style="list-style-type: none"> <li>• Taken within the last 3 months</li> <li>• Clear</li> <li>• Taken against a plain background (no shade)</li> <li>• Taken with no cap nor hat</li> <li>• JPEG: 640 x 480 pixels (at least)</li> </ul>  |   |
| ④ Application Essays                       | Each essay needs to be between 470 and 530 words in length. The application essays must be written in English. See Page 11 and 12.  |   |
| ⑤ Documents Certifying English Proficiency | <p>(1) Submit a copy of the score sheet of the English proficiency tests equivalent to the B2 level or above of the CEFR. The score sheet must include both an overall proficiency score, and scores for each of the four skills (reading, listening, speaking and writing).</p> <p>&lt;English proficiency test&gt;</p> <ul style="list-style-type: none"> <li>• TOEFL iBT (or TOFEL iBT Home edition)</li> <li>• IELTS (or IELTS Online) Take the IETLS “Academic” test not the “General Training” test.</li> <li>• Cambridge English Language Assessment</li> <li>• TOEIC L&amp;R/ TOEIC S&amp;W</li> <li>• Duolingo English Test (DET)</li> </ul> <p>The English proficiency test must be taken on or after September 1, 2023.</p> <p>(2) Applicants are not required to submit an English proficiency test score if they have completed or are expected to complete a formal education in English at an upper secondary institution.</p> | <p>(2) Send the original by postal mail: Only applicants who pass the exam.</p> |

|   |  |  |
|---|--|--|
|   | <p>In this case, applicants must submit official documentation, such as English as a Medium Instruction Certificate to prove that the medium of instruction was English.</p> <p>(3) If it is not possible to submit either (1) or (2), then applicants must submit the “Certification of English Proficiency” form on page 13.</p> | (3) Send the original by postal mail: Only applicants who pass the exam. |
| ⑥ School Recommendation                                       | <p>Ask a teacher to provide a letter of recommendation.</p> <p>The School Recommendation should be written in English with the signature of the school principal and an official school stamp. Attach an English translation if the recommendation is not written in English.</p>  | Send the original by postal mail: Only applicants who pass the exam.     |
| ⑦ Academic Transcripts  | <p>Submit all available academic transcripts from the 1st grade of high school to the date of application. The transcripts should be written in English. Attach an English translation if the transcripts are not written in English.</p>  | Send the original by postal mail: Only applicants who pass the exam.     |
| ⑧ Graduation Certificate or Diploma                           | <p>Applicants who are in school prior to graduation must submit a Certificate of Projected Graduation issued by applicant's school. Attach an English translation if the certificate is not written in English.</p>  | Send the original by postal mail: Only applicants who pass the exam.     |
| ⑨ Proof of Application Fee Payment                            | <p>After applicants pay the application fee, provide a proof of payment. For payment method, see “8. Application Fee”.</p>   |  |
| ⑩ Declaration   | <p>Be sure to use a handwritten signature on the declaration.</p>  | Send the original by postal mail: Only applicants who pass the exam.     |
| ⑪ Copy of Passport (For passport holders)                     | <p>Submit a copy of applicant's passport that shows the personal information with their photo.</p>   |  |
| ⑫ Certificate of Residence (For candidates residing in Japan) | <p>Submit a Certificate of Residence (Juminhyo) issued by the municipal government that shows the applicant's residence status and period of stay. Note that a Certificate of Residence is not a Residence Card.</p>   |  |

## 【IMPORTANT NOTES】

- Use the designated forms attached to these guidelines for the following documents.

④ Application Essays ⑤(3) Documents Certifying English Proficiency

⑥ School Recommendation ⑩ Declaration

- The University of Hyogo will not return any submitted documents and certificates.

- If applicants are unable to submit the original document, submit a certified copy. ※

※What is a “certified copy”?

It is a copy of a document that can be used instead of the original. It must be checked and formally approved as a true and accurate copy by an official such as applicants' school principal, a notary, or a translation company.

- If applicants do not submit all the required documents, they will be asked to submit the missing items by a certain date. Failure to submit all the documents by the indicated deadline may result in disqualification for the interview.

## 7. Submission of Original Application Documents

Applicants who successfully pass the examination process are required to send the original documents that were previously submitted electronically through our online form. They must be sent by registered air mail or express mail service (e.g. DHL, EMS, Japan Post) to the University of Hyogo at the address indicated in the square box below.

Be sure to include all documents below.

- ☐ ⑤ (2) or (3) Documents Certifying English Proficiency
- ☐ ⑥ School Recommendation
- ☐ ⑦ Academic Transcripts
- ☐ ⑧ Graduation Certificate or Diploma
- ☐ ⑩ Declaration
- ☐ Required documents for enrollment (※Form 1-7)

※Form 1-7 will be sent to successful applicants upon the result of notice.

|   |
|---|
| Address: University of Hyogo<br>GBC Admissions, Kobe Campus for Commerce<br>8-2-1 Gakuennishi-machi, Nishi-ku<br>Kobe, Hyogo 651-2197 JAPAN<br>Tel. +81 (78) – 794 – 5362 |
|---|

## 8. Application Fee

Please pay the application fee by PayPal. Applicants may pay by bank transfer only if applicants cannot pay by PayPal.

The application will be only considered to be completed when the application fee has been paid and all application documents have been submitted.

The application fee is not refundable. The payment must be made in Japanese yen (JPY).

### ■ Payment by PayPal

- Fee Amount: 8,500 JPY (Application fee) + 500 JPY (Handling charges)
- The application fee invoice will be sent to the e-mail address of the designated payer according to the information provided by the registration e-mail. Follow the instructions in the invoice to make the payment of 9,000 JPY.

Note that the designated payer may need to create a PayPal account and register their credit card or bank account information.

■ Payment by bank transfer from outside Japan

※ See also the chart below.

- Fee Amount: 8,500 JPY (Application fee①) + 7~8,000 JPY (Bank handling charges②+③+④)

University's Bank Account Number and details

Bank Name: Sumitomo Mitsui Banking Corporation

Branch Name: Kobe Public Institutions Operations

Branch Address: 56 Naniwa-machi, Chuo-ku, Kobe, Hyogo 650-8660 JAPAN

Account Number: 210-3051335

Account Name: Public University Corporation University of Hyogo

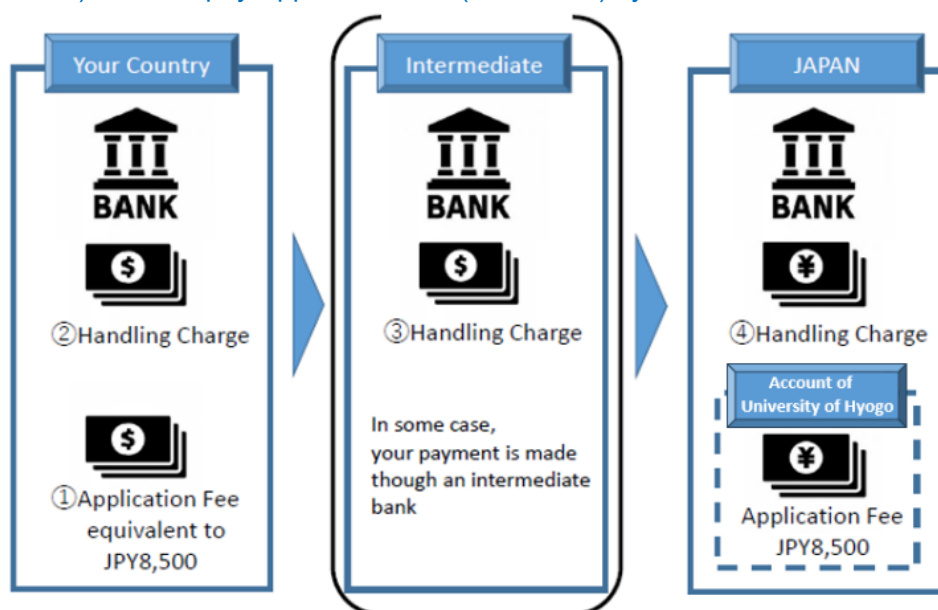
Swift Code: SMBC JP JT

Bank Transfer Fee: Borne by remitter

Payment Purpose: Application Fee

Contact Details: Applicant's Full Name and Phone Number

1) How to pay Application Fee (8,500 JPY) by Bank Transfer.



Your total payment = ① + ② + ③ + ④

2) How to ask your bank to cover your total payment ① + ② + ③ + ④

When you prepare an application form for an international bank transfer, you are asked to choose among the following payment structures at “Paying Bank’s Charges”, Field 71A.

“OUR”: With an “OUR” payment you cover the fees applied by both your bank and those of the university's bank.

Be sure to select “OUR” so that no additional charges will be deducted from the transfer amount after payment is completed. Do not choose “SHA” or “BEN” instead of “OUR”.

If we fail to receive 8,500 JPY in full, you will be requested to pay the balance.

- Payment by bank transfer from inside Japan
  - Fee Amount: 8,500 JPY (Application fee) + Bank handling charge, typically a few hundred JPY.

University's Bank Account Number and details

Bank Name: Sumitomo Mitsui Banking Corporation

Bank Code: 0009

Branch Name: Kobe Koumubu (神戸公務部)

Branch Code: 210

Account Number: 3051335 (Saving Account)

Account Name: Public University Corporation University of Hyogo

Bank Transfer Fee: Borne by remitter

※ Please make sure to indicate the full name of the applicant.

## 9. Enrollment Process

Accepted applicants will be informed of enrollment procedures upon notification of having passed the entrance examination.

The admission fee of 141,000 JPY (excepting handling charges) must be paid within a week of the results notification in order to confirm your status as an accepted applicant.

- Important Reminder
  - Accepted applicants who do not complete the enrollment process by the indicated date will lose their status as accepted applicants.
  - Admission to the University of Hyogo will be revoked if any false information or errors are found in the submitted documents, even after enrollment.

## 10. Standard Tuition Fees, Exemptions and Actual Amounts to be Paid

### ■ Tuition for September 2026 Enrollees

|                 |                 | Student Classification | 1st Installment | 2nd Installment | Total Amount (In JPY) |
|-----------------|-----------------|------------------------|-----------------|-----------------|-----------------------|
| 1st Year        | All Students    | Standard Tuition       | 267,900         | 267,900         | 535,800               |
|                 |                 | Special Exemption      | 133,950         | 133,950         | 267,900               |
|                 |                 | Actual Amount          | 133,950         | 133,950         | 267,900               |
| 2nd to 4th Year | Top 30% of Year | Standard Tuition       | 267,900         | 267,900         | 535,800               |
|                 |                 | Special Exemption      | 267,900         | 267,900         | 535,800               |
|                 |                 | Actual Amount          | 0               | 0               | 0                     |
|                 | Other Students  | Standard Tuition       | 267,900         | 267,900         | 535,800               |
|                 |                 | Special Exemption      | 133,950         | 133,950         | 267,900               |
|                 |                 | Actual Amount          | 133,950         | 133,950         | 267,900               |

- All Global Business Course international students enrolling in September 2026 will receive a Special Exemption (tuition reduction by 50%) for 4 years.
- From the 2nd year to the 4th year, students will receive full exemption if their academic performance in the previous school year is within the top 30%.
- Academic performance will be reviewed on a yearly basis.
- The tuition fee is scheduled to be paid in 2 installments per year (October and May).
- Other scholarships may be available.

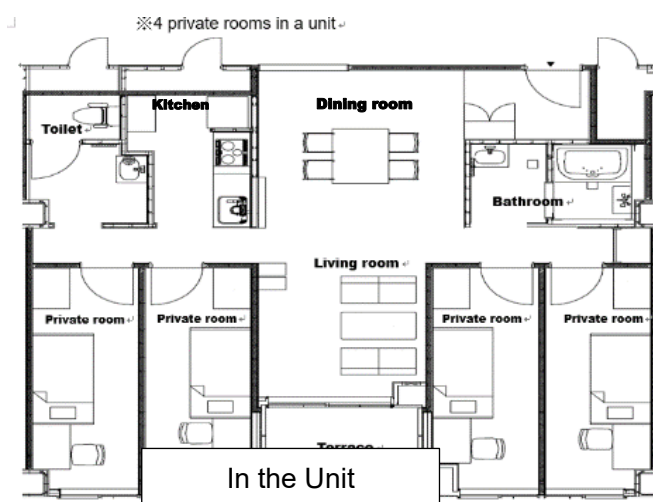


## 11. International Dormitory “Global House” for 1st-year students of the Global Business Course

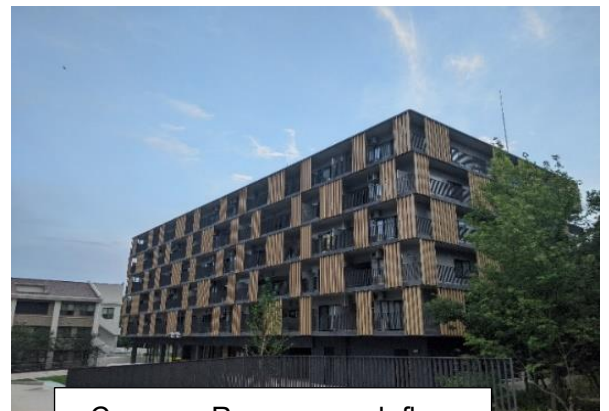
International and Japanese 1st year students of the Global Business Course reside in the International Dormitory, the “Global House”, which was built on Kobe Campus for Commerce in 2019. This facility provides students with an opportunity for cultural exchange with the aim to improve their intercultural understanding.

\* The monthly room fee for the International Dormitory is 30,000 JPY including internet access and other utilities.

Unit Layout



Global House



Common Room on each floor



## 12. Estimated Expenses per Year

| Items                                | Amount (JPY)  | Amount (USD) |                                      |
|--------------------------------------|---------------|--------------|--------------------------------------|
| 1) Tuition Fee                       | 267,900 JPY   | 1,786 USD    | 133,950 JPY (893 USD) per six months |
| 2) Dormitory Fee<br>(1st Year)       | 360,000 JPY   | 2,400 USD    | 30,000 JPY (200 USD) per month       |
| 3) Housing Cost<br>(2nd to 4th Year) | 600,000 JPY   | 4,000 USD    | 50,000 JPY (333 USD) per month       |
| 4) Living Expenses                   | 900,000 JPY   | 6,000 USD    | 75,000 JPY (500 USD) per month       |
| 5) Return Air Fare                   | 150,000 JPY   | 1,000 USD    | Round trip                           |
| Annual Amount<br>(1st Year)          | 1,677,900 JPY | 11,186 USD   | 1) + 2) + 4) +5)                     |
| Annual Amount<br>(2nd to 4th Year)   | 1,917,900 JPY | 12,786 USD   | 1) + 3) + 4) +5)                     |
| Total Amount<br>(1st to– 4th Year)   | 7,431,600 JPY | 49,544 USD   | -                                    |

(150.00 JPY/USD)

\* The figures given above are a minimum estimate. Please note that additional expenses may apply.

## 13. Other Expenses

Accepted applicants will be informed additional costs such as education and research insurance, health checkups and other expenses prior to enrollment.

Please bring a sufficient amount of money to cover for personal expenses for several weeks after arrival in Japan.

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※For Specially Designated Partner Schools

\* For office use only

## Application Essays

Please answer the following two questions in English using legible characters and in your own words.

- ① This Essay form must be used and submitted as a Word file. Do not use a PDF file.
- ② Only typed answers will be accepted. Please do not submit handwritten answers.
- ③ If you quote someone else's words, please use quotation marks (" ") and provide a citation, including a URL if available.
- ④ Each answer needs to be between 470 and 530 words in length. Please include a word count where indicated.
- ⑤ Points will be deducted for any answer that is shorter or longer than the required length.

1. What do you want to study in the Global Business Course at the University of Hyogo?

Why are you interested in these areas?

( / words)

Citations (reference list) and a URL if available:

1)

2)

2. Recount a time when you experienced a setback or failure. How did this experience affect you?  
What did you learn from this experience?

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( / words)

Citation (reference list) and a URL if available:

1)

2)

\*

\* For office use only

## Certification of English Proficiency

If you have not taken any official English language proficiency tests and you are not able to submit evidence as mentioned in page 3 or 4, please certify your English proficiency by submitting this form prepared by an English teacher in your school.

### To the person completing this form:

Please write your comments about the applicant's English language abilities in English and indicate your relationship with the applicant.

This is to certify that the English language proficiency of Mr./Ms. \_\_\_\_\_ is above the CEFR B2 level in overall proficiency and all four skills (reading, listening, speaking and writing). I expect that the applicant will be able to study successfully in a university program that uses English as a medium of instruction.

\* Definition of CEFR B2 by Council of Europe

Global scale - Table 1 (CEFR 3.3): Common Reference levels

<https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>

Self-assessment grid - Table 2 (CEFR 3.3) : Common Reference levels

<https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=090000168045bb52>

School Name \_\_\_\_\_

Your Title \_\_\_\_\_

Full Name \_\_\_\_\_

Handwritten Signature \_\_\_\_\_

Date \_\_\_\_\_

School  
Seal

# School Recommendation

Please ask your high school teacher to complete this form according to the instructions.

**To the person completing this form**

Please write your recommendation in English. Please describe the applicant and their academic skills in as much detail as possible. Please ask the principal of your school to sign this form and endorse it with an authorized school seal.

**Applicant's Name**

Family Name: \_\_\_\_\_

Given Name(s): \_\_\_\_\_

1. Please indicate the academic rank of the applicant by checking ☒ the appropriate box and indicate the actual rank in their grade:

- ☐ Top 5% (The applicant is ranked number \_\_\_\_ out of \_\_\_\_ students in their grade.)
- ☐ Top 10% (The applicant is ranked number \_\_\_\_ out of \_\_\_\_ students in their grade.)
- ☐ Top 30% (The applicant is ranked number \_\_\_\_ out of \_\_\_\_ students in their grade.)
- ☐ Lower than top 30% (The applicant is ranked number \_\_\_\_ out of \_\_\_\_ students in their grade.)

2. How does the applicant compare in the following academic areas with other students? Please check ☒ the appropriate box.

|                               | Truly<br>Exceptional | Excellent | Very<br>Good | Good | Below<br>Average | Unable to<br>Assess |
|-------------------------------|----------------------|-----------|--------------|------|------------------|---------------------|
| Overall Academic Ability      |                      |           |              |      |                  |                     |
| Analytical Ability            |                      |           |              |      |                  |                     |
| Originality/ Creativity       |                      |           |              |      |                  |                     |
| Flexibility                   |                      |           |              |      |                  |                     |
| Ability of oral expression    |                      |           |              |      |                  |                     |
| Ability of written expression |                      |           |              |      |                  |                     |
| Ability to work with others   |                      |           |              |      |                  |                     |
| Leadership                    |                      |           |              |      |                  |                     |

3. Please add any other comments about the applicant's character/personality that may not be reflected on their academic transcripts.

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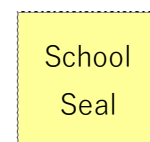
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Prepared by: \_\_\_\_\_

Handwritten signature: \_\_\_\_\_

Authorized by (Principal's name in print): \_\_\_\_\_

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\* For office use only

## Declaration

I declare that all the information provided in this application and all required documents are complete and accurate to the best of my knowledge.

I confirm that I am eligible to apply to the Admissions for International Applicants.

I understand that any errors found in the information that I provide may invalidate my application and may result in the dismissal of my application even if I am admitted to the University of Hyogo.

Printed/Typed Full Name: \_\_\_\_\_

Signature by Handwriting: \_\_\_\_\_

Date: \_\_\_\_\_