1. Contact Information

GSM Administrative Office
(Administrative Office of Graduate School of Management, Kyoto University)

MAILING ADDRESS
Graduate School of Management Administrative Office, Kyoto University
Yoshida Honmachi, Sakyo-ku, Kyoto-shi, Kyoto 606-8501, Japan

TEL&FAX
TEL: +81-75-753-3530  FAX: +81-75-753-3529
Email
g30@gsm.kyoto-u.ac.jp
HP
http://www.gsm.kyoto-u.ac.jp/
http://www.gsm.kyoto-u.ac.jp/en/

Contact Person
(Ms.) Yukiko TOYONO / International coordinator

2. Nomination Deadline

The students should be nominated for the student exchange program by his/her home institution and notified the student’s information to GSM office of Kyoto University by email by the deadline. Please inform us the student’s name, gender, year, email-address.

For the Spring Semester 2018 • • • November 20, Monday 2017 by email

3. Application Deadline

All required documents should be sent by the home institution.

For the Spring Semester 2018 • • • November 25, Saturday 2017 by post
(Must be arrived at GSM office)

4. Application Documents

1. Application Form with Photo (Formatted, please do not fill in the form by handwriting)
2. Study Plan-What would you like to learn and expect with your study topic at GSM Kyoto University? (Free Format)
3. Official Verification of Academic Enrollment (issued by the home institution)
4. Official Transcript of Credits and Grades
   (It is desirable that the applicant have a GPA 3.0 or above)
5. 2 more photos (size: approximately 3.3cm x 3cm)
6. Copy of the passport page showing the name, nationality and the date of birth
7. Health certificate (either in English or Japanese)

5. Semester Date

**2018 Spring Semester**
Orientation: April 6 (Friday)
Semester Period: April 10, 2018 to September 30, 2018 (Exam will be finished in the end of July)

We will send the transcript after finish the semester to his/her home institution in late September.

6. Academic Information

Academic Levels Offered: Graduate study
Languages: Japanese and English (Student can only choose English course if they like)

7. Class Registration

Information on the offered courses will be informed to the students in September, and the official letter of acceptance is issued by the Graduate School of Management in late June. Exchange students are required to register for a minimum of 10 credits (5 subjects) per semester. There is no limitation of the number of the registration. The detailed information for the required procedure for the registration will be informed later.

8. Japanese Language Studies

The Kyoto University International Center conducts Japanese language education for international students and foreign researchers at Kyoto University. The classes are separated into two semesters, the first being from April to July and the second being from October to February. Information and application materials are distributed in late March and September by GSM office. The documents are also downloadable from the International Center website. As a note, it is not possible to join after the semester has started. International Center Japanese Language Education website:
http://www.z.k.kyoto-u.ac.jp/introduction/education-center-for-japanese/japanese-language-classes

9. Visa Information

All the 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 along with the necessary application forms after his/her enrollment is accepted by Graduate School of Management.

10. Insurance

Exchange students are required to purchase accident / health insurance valid for the entire period of his/her stay. It is advised to purchase it in their home country. The exchange students must 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 (Gakkensai) and Personal Liability Insurance for Students. These plans cover medical care and hospitalization. The cost is reasonable and the students need to pay those insurances. In addition, students are expected to have overseas travelers' personal accident insurance.

11. Accommodation

Kyoto University International Houses
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. The application periods are in January (for moving-in in April) and July (for moving-in in October) (three months prior to move-in). The application information will be informed from GSM office. For more information about it, please visit http://www.opir.kyoto-u.ac.jp/e/i_office/admission.html.

12. Tutoring

Tutoring for Exchange Students is available from the graduate students specializing in the academic area which corresponds to the study area of the individual exchange students. Tutors may also assist in various areas including studies, research and daily life. The tutor information will be informed before his/her arrival.

13. Living Expenses

Average monthly living costs in Kyoto are approximately as follows:

<table>
<thead>
<tr>
<th>EXPENDITURE</th>
<th>COST (in Yen)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>25,000 to 55,000</td>
</tr>
<tr>
<td>Food</td>
<td>up to 35,000</td>
</tr>
<tr>
<td>Utilities (electricity, water, gas, etc.)&lt;sup&gt;1&lt;/sup&gt;</td>
<td>5,000 to 8,000</td>
</tr>
<tr>
<td>Communication (internet, mobile phone, etc.)</td>
<td>5,000 to 10,000</td>
</tr>
<tr>
<td>Insurance and medical expenses</td>
<td>3,000</td>
</tr>
<tr>
<td>Study materials (textbooks, stationary, etc.)&lt;sup&gt;2&lt;/sup&gt;</td>
<td>up to 5,000</td>
</tr>
<tr>
<td>Hobby and entertainment</td>
<td>up to 10,000</td>
</tr>
<tr>
<td>Miscellaneous expenses&lt;sup&gt;3&lt;/sup&gt;</td>
<td>0 to 10,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>98,000 to 136,000</strong></td>
</tr>
</tbody>
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*<sup>1</sup> Some rents may include these utility costs.

*<sup>2</sup> Students normally spend more money at the beginning of each semester.

*<sup>3</sup> Other expenses such as transportation, toiletries, etc.