

Student Exchange Program Fact Sheet 2024-25 Spring / Fall

1. Contact Information

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

Ms. Kana Seo / In charge of the International Programs, Academic Affairs Section
Ms. Mayumi Takayasu

keieikyomu@mail2.adm.kyoto-u.ac.jp

Address

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

Website

<https://www.gsm.kyoto-u.ac.jp/en/>

2. Nomination Deadline

The students should be nominated for the exchange program by their home institution. The information of the student needs to be sent to the GSM Office via Google form by the deadline.

[Online Nomination \(Google Form\)](#)

* Must be from coordinators

Deadline for the Spring Semester 2024: [September 20, 2023](#)

Deadline for the Fall Semester 2024: [April 20, 2024](#)

3. Application Forms & Deadline

Soon after the nomination deadlines, we will contact each nominated student directly via email to inform the application guideline. Students can refer to the application forms in advance from the 'Download' link below.

* Students will need to submit the required documents to us via an online storage. Its URL will be informed after nomination.

Deadline for the Spring Semester 2024: [October 20, 2023 \(From Students via an online storage\)](#)

Deadline for the Fall Semester 2024: [May 20, 2024 \(From Students via an online storage\)](#)

[Application Form: \[DOWNLOAD\]](#)

4. Application Documents

1. [FORM-1] Application Form with photo (Please do not fill out by handwriting)
2. Study Plan - What would you like to learn and expect with your study topic at GSM Kyoto University? (No specific format)
3. Official Verification of Academic Enrollment (issued by the home institution)
4. Official Transcript of Credits and Grades (Desirable GPA: 3.0 or above (out of 4.0 scale))
5. Face photo (in high resolution – used for a student ID)
6. Copy of the passport page showing the applicant's name, nationality and date of birth

5. Semester Dates

2024 Spring Semester

Orientation: First week of April, 2024 (tentative)

Semester Period(tentative): April 1 to September 30, 2024 (Exam will be finished early August)

Transcripts will be sent to his/her home institution around early October.

2024 Fall Semester

Orientation: Last week of September, 2024 (tentative)

Semester Period: October 1, 2024 to March 31, 2025 (Exam will be finished around late January - early February)

Transcripts will be sent to his/her home institution around early March.

6. Academic Information

Academic Levels Offered: Master study

Languages of Instruction:

English (TOEFL-iBT 80 / IELTS 6.0 are desirable)

Japanese (Courses instructed in Japanese by GSM is only available for the students with JLPT N1 level.)

Course List of Graduate School of Management (Reference): [\[DOWNLOAD\]](#)

Find Syllabus: https://www.k.kyoto-u.ac.jp/external/open_syllabus/top

7. Enrollment Procedures

The official letter of acceptance is issued by the GSM in late November (for Spring semester) / late June (for Fall semester), and information of the offered courses is sent to the students in March (for Spring semester) or in September (for Fall semester).

A minimum of 5 courses are required. Details of the course registration will be informed after the official acceptance.

Accepted students will be invited to the exchange student's website so that students can obtain necessary information for study in Kyoto University.

8. Japanese Language Studies

Japanese language education is offered to international students 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. **Prior registration is required.** Information will be provided in March (for Spring) and September (for Fall) by the GSM Office.

Education Center for Japanese Language and Culture

<https://www.z.k.kyoto-u.ac.jp/introduction/education-center-for-japanese/japanese-language-classes/zenkyo-japanese/for-seikikatei>

9. Visa Information

All exchange students must obtain a valid student visa issued by the Japanese Immigration Bureau before entering Japan. More details will be provided along with the necessary application forms after their enrollment is approved by GSM.

10. Insurance

Exchange students are required to purchase accident / health insurance with unlimited coverage valid for the entire period of their stay. It is advised to purchase it in their home country. In Japan, exchange students must join the National Health Insurance (NHI), the Personal Accident insurance for Students Pursuing Education and Research (Gakkensai) and Personal Liability Insurance for Students (Gakubai). These insurances partially cover medical care and hospitalization, and the insured party's legal liability for bodily injury or property damage caused to a third party.

11. Accommodation

Kyoto University International Houses

International students who are coming to Japan for the first time, and who will enroll in Kyoto University within a year of their arrival are eligible to apply. The application periods are in January (for moving-in in April, for Spring semester) and July (for moving-in in October, for Fall semester), which are three months prior to move-in. The application information will be sent by the International Service Office of Kyoto University.

For more information, please visit
http://www.opir.kyoto-u.ac.jp/e/i_office/admission.html

12. Tutoring

Exchange students can request a Tutor Student who helps you with settling into the new student life here in Kyoto University. If an exchange student will not apply for tutoring system, no tutor will be assigned. Tutors may also assist in various areas including studies, research activities and daily life. More details will be provided before the exchange semester starts.

13. Miscellaneous

Useful links:

Study Kyoto <https://www.studykyoto.jp/en/>

Living Expenses in Kyoto <https://www.studykyoto.jp/en/life/livingexpenses/>

Life in Japan <https://www.studyinjapan.go.jp/en/life/>

Visa and Life in Japan <https://www.kyoto-u.ac.jp/en/education-campus/procedures/visa>

14. Consent to transfer of Personal Information

Upon the nomination procedures, home universities are asked to obtain prior consent from candidates for providing students' personal information to GSM. Please use the consent form being downloadable via the link of application forms above. Submission of signed form to our school is unnecessary. Signed document shall be kept by home school.