

Student Exchange Program

Fact Sheet 2026/27

The Graduate School of Management of Kyoto University

Department of Business Administration (MBA)

Established in 2006



1. Academic Calendar/

Spring Semester

Orientation: First week of April, 2026 (tentative)

Semester Period: April 1 to September 30, 2026 (Exams will end early August)

Official transcript will be available from early October.

Fall Semester

Orientation: Last week of September, 2026 (tentative)

Semester Period: October 1, 2026 to March 31, 2027 (Exams will end early February)

Official transcript will be available from early March.

2. Application Procedures/ /

1. Nomination & Application Deadlines/

	Nomination	Application
Spring	September 20, 2025	October 20, 2025
Fall	April 20, 2026	May 20, 2026

A nomination must be sent from a student mobility office or an exchange coordinator via Google form by the deadline. Since we have the master program only, undergraduate students cannot be accepted.



Nomination Link (Google Form):

<https://forms.gle/K6prefKNGieTg8bP6>

*If there is any problem on the google form, please feel free to contact us.

Nominated students will be contacted by the GSM office soon after they are registered with the google form. Students will receive a link for submission which will be released after the nomination deadline.

2. Required Documents/ /



[Application Forms \[Form 1 & 2\]](#)

1. [Form-1] Application Form
2. [Form-2] Statement of Purpose
3. Official Verification of Academic Enrollment (issued by the home institution)
4. Official Academic Transcript (Desirable GPA: 3.0 or above out of 4.0 scale)
5. Face photo (3x4, high resolution – to be used for a student ID)
6. A photocopy of the page of your passport showing your name, nationality, and date of birth.

*Please fill out the forms by typing.

3. Language Requirement / / /

Courses are master level and instructed in English.

Students do not need to submit a certificate of English test score, however, they are expected to have proficiency in English equivalent to or higher than TOEFL iBT 80 or IELTS 7.0.

Some of Japanese MBA programs' courses are also available to exchange students who have JLPT N1.

4. Process of Acceptance Approval / / / /

Accepted students will receive a letter of acceptance in late-November (for spring semester) / late-June (for fall semester). At the same time, the information about a student visa, accommodations, insurances, enrollment guidelines, and other essential information will be shared with students through our exchange program website.

3. Academic Information / / /

1. Study Load /

Faculty level exchange students are required to take a minimum of 5 courses from GSM courses according to the student visa rules. The upper limit of course registration is 18 credits per a semester, excluding Japanese language courses offered by ILAS. After the sixth course, any available courses of GSM, ILAS and other graduate schools can be chosen.

However, ILAS courses may conduct draws or control the number of registrations, and other graduate Schools may have restrictions by each individual course. Please note that, in some non-GSM courses, you may not have a chance to attend the first class before the final registration.

2. Course List and Syllabus / /

You can find the GSM course list in the online file storage. Most English courses are open to exchange students, but some are subject to change. The final version of course list for exchange students will be available in March (for Spring semester) and September (for Fall semester).



[Information Package for Incoming Exchange Students](#)



[Find Syllabus](#)

3. Learning Japanese / / /

Exchange students can take Japanese learning courses offered by Education Center for Japanese Language and Culture affiliated with ILAS. Please be aware that the registration begins much earlier than GSM/other graduate schools' registration period. A registration guide will be posted on the GSM exchange website in March (for Spring) and September (for Fall).

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

4. Grade and Transcript / / / /

Official transcripts will be available from October 1 (Spring) or March 1 (Fall).

Grading scale:

A (80 points or more) Indicates high learning achievement with an outstanding result

B (70 to 79 points) Indicates high learning achievement with a very good result

C (60 to 69 points) Indicates learning achievement

F (less than 60 points) Fail

Note:

Please be noted that a raw score of given grades and a grade breakdown will not be given. The grade conversion method of credits transfer is based on the grading system of the student's home schools.

4. Campus and Student Life / / / /

1. Location /

[Access Map]

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

[Campus Map]

<https://www.kyoto-u.ac.jp/en/access/main-campus-map>

The main building of the Graduate School of Management is called 'Research Bldg. No.2' (no.34 on the map). Most of our courses are held here.

2. Transportation / /

The best ways to move around Kyoto City are bus, subway, or bicycle.

Students may often use city busses/trains for everyday life and public transportations outside Kyoto city for holidays, but please note that student discount cannot be applied to exchange students.

3. Tutoring Services and Student Support / / /

Exchange students can request a tutor student who is willing to help a new student settle into their new life in Kyoto. Before the exchange semester starts, we will open a request form for the tutoring service. However, please note that if students' demands exceed available tutor students, tutors may not be assigned to everyone. Regardless of an assignment of a tutor, exchange students can utilize other university-wide student support.

(1) University-led guidance will be offered before your enrollment.

(2) How-to Guides provided by Kyoto University Student Service Office (KUIISO)

<https://kuiso.oc.kyoto-u.ac.jp/en/resources/videos/>

(3) Handbook for International Students

<https://www.kyoto-u.ac.jp/en/about/publications/printed-materials/handbook-for-international-students>

(4) On-site Peer Tutor Service (led by our International Education office) *TBC

(5) Kizuna Lounge

<https://www.kyoto-u.ac.jp/en/education-campus/facilities/international-student-advising>

4. University Facilities/////

<https://www.kyoto-u.ac.jp/en/education-campus/facilities>

5. Accommodations/////

Kyoto University has several international houses and partners with some external student dormitories. Exchange students are eligible to apply for these dormitories if they reside in Japan for the first time and have lived in Japan for less than one year at the time of application.

The application starts in January (Spring semester/April move-in) and July (Fall semester/Late-September move-in). Students will be notified of application details when their acceptance is confirmed. Please be aware that university dorms are highly competitive and a drawing will be conducted due to a limited capacity.

Kyoto University International Houses

<https://kuiso.oc.kyoto-u.ac.jp/en/housing/facilities/>



5. Visa/////

All exchange students must obtain a valid student visa before they travel to Japan.

When acceptance to GSM is confirmed, the GSM office will begin a proxy application for a CoE through our support office(KUISO) so that students can move forward with their visa application.

We notify accepted students about the CoE application when we send acceptance letters to them.

cf. https://kuiso.oc.kyoto-u.ac.jp/en/before_arriving/aboutvisa/

6. Insurance////////

Exchange students are expected to purchase **an accident/medical insurance plan with unlimited coverage** over the entire period of stay and on their flight travel.

Japanese government requires every foreign resident to enroll in **National Health Insurance (NHI)** and **National Pension System**. Students will be instructed by ward offices to join this social security system when they proceed with a residential registration within 14 days after moving in a residence.

In addition, international students must enroll in **Gakkensai, Gakubai** (4,000yen deposit for KU Co-op membership is necessary to enroll in Gakubai. Your full deposit will be refunded when you leave KU).

Please refer to p.50 of the Handbook for International Students for information on types of insurance.

https://www.kyoto-u.ac.jp/sites/default/files/inline-files/Revised_HandbookForIntlStudents_2025-d8cb47ec0d0400d857f1b88e2bab65b4.pdf

7. Online Resources////////

Kyoto University, Graduate School of Management

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



Links to external websites:

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

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

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

Contact



Administrative Office (GSM Office),
Graduate School of Management
keieikyomu@mail2.adm.kyoto-u.ac.jp

For inquiries about exchange program:

Mayumi Takayasu

Student Mobility Coordinator (Inbound & Outbound)

Kana Seo

Head of International MBA programs
(Academic Affairs Section)

