

**Application Guidelines — Department of Global Business (Master's Degree Program)
of Graduate School of Social Sciences, University of Hyogo in AY2024**

1. Admission Policy

We accept applicants who aim to acquire the ability to solve a variety of issues in international business and related domains by obtaining expertise and skills in global business, including business in Japan, as well as cultural competence that will enable them to play an active role on the global stage. Our entrance examination process is focused on selecting students who have experience of studying in an intercultural environment; who possess expertise and skills in this field that are usually obtained in an undergraduate program, as well as language skills that would allow them to take classes conducted in English, and who are willing to use the skills and expertise they obtain within this program for the benefit of the society as a whole.

2. Date of Matriculation

September, 2024

(Department of Global Business offers admission in April and September. This admission screening is for enrollment in September.)

3. Number of students to be accepted and degrees that can be earned

Number of students to be accepted	9 (Total number of students selected through general admission screening, special screening of international applicants and recommendation process)
Degrees that can be earned	Master's degree (Global Business Administration)

4. Application eligibility

Applicants who fulfill to any of the following items:

- (1) Those who are expected to graduate from an undergraduate program provided fully in the English language in a faculty or a course or similar at a Japanese university, and who have a recommendation from the dean and the academic advisor of the faculty they are enrolled in.
- (2) Those who have been enrolled for more than three years, excluding leave of absence, in a faculty or a course or similar at a Japanese university in an undergraduate program provided fully in the English language, and who are expected to graduate with excellent grades acquired during their studies (with the exception of class subjects that can only be taken in the fourth year, 80 points or more earned for more than 70% of class subjects necessary for graduation), and who have a recommendation from the dean or the academic advisor of the faculty they are enrolled in.

[Important Points]

If you are unsure of whether you are eligible to apply, contact the Admissions Office of Kobe Campus for Commerce before the application period.

5. Application period

- (1) Friday, October 20, 2023 to Friday, October 27, 2023
- (2) If the documents are sent by regular mail, the application must be postmarked on or before October 27. Please send the documents by registered mail and write in red "Enc. application for admission to the Global Business" on the address side of the envelope.
- (3) Application documents may be submitted in person at the Admissions Office every day from 9:00 a.m. to 3:00 p.m., except Saturdays and Sundays.

6. Application procedures

Enclose the following documents and certificates in an envelope larger than A4 size, with the name and address of the applicant written clearly on the outside, and mail it to the Admissions Office at Kobe Campus for Commerce, or bring it directly to the Admissions Office.

(1) Application Form / Examination Admission Card / Proof of Application Fee Payment / Photo Card	<ul style="list-style-type: none"> • The applicant shall fill in the specified forms and attach three photos taken within the last three months to the specified areas. • Please carefully read the instructions written on the reverse side of each document.
(2) Application Fee	<ul style="list-style-type: none"> • 30,000 JPY • To be paid by regular money order or money order with fixed amount of 30,000 yen issued at the savings counter of a Japan Post Bank branch in or after July 2023. • Do not write anything on the money order.

(3) A document that attests that lectures are provided in English only	<ul style="list-style-type: none"> • University pamphlets (Submission of a copy is permitted) or a printout of relevant parts of a university website and other reliable sources.
(4) Academic Transcript	<ul style="list-style-type: none"> • Must be issued by a university. (Submission of a copy is not permitted.) • Only certificates of Academic Transcript issued within three months before the application deadline will be valid.
(5) Certificate of Expected Graduation	<ul style="list-style-type: none"> • Must be issued by a university. (Submission of a copy is not permitted.) • Only certificates of Expected Graduation that are issued within three months before the application deadline will be valid.
(6) Reason for Application	<ul style="list-style-type: none"> • Describe (in English) your reason for application, your research history, and your career plans after the completion of the course. 600~700 words, 12 point, single-spaced, Times New Roman/ Arial. • Write “Reason for Application” on the first line and your name on the second line.
(7) Research Proposal	<ul style="list-style-type: none"> • Describe (in English) the subject of your research, your views on the issues in your research field, and the purpose, methods, plan of your research. Approx. 1,500 words, 12 point, single-spaced, Times New Roman/ Arial. • List reference materials in English. However, if the list includes reference materials in Japanese, you do not have to translate the title(s) into English. (The titles of the reference materials are not included in the specified number of words mentioned above.) • Write “Research Proposal” on the first line and your name on the second line.
(8) Score Certificate for TOEFL, TOEIC, or IELTS (Original Copy)	<ul style="list-style-type: none"> • Submit an official certificate (only for tests taken on or after April 1, 2021). • If you cannot submit an official score certificate (original copy), submit a document certifying your English language proficiency that has been provided by the English teacher of your university (the last attended school) instead of the score certificates.
(9) Letter of Recommendation	<ul style="list-style-type: none"> • The recommendation must be in the specified form in English and signed by the dean or the academic advisor of the faculty. (Submission of a copy is not permitted.)
(10) Copy of Applicant’s Certificate of Residence (Only for international applicants)	<ul style="list-style-type: none"> • Submit a copy of the Certificate of Residence (<i>juminhyo</i>) issued by the municipal government that shows your residence status and period of stay. (Submission of a copy is not permitted.) • Only certificates issued within three months before the application deadline will be valid. • If you reside outside of Japan, submit a copy of your passport (the page with your photo). When you send a copy of your passport, write “There is no difference from the original passport.” and sign the copy.
(11) Documents certifying the applicant’s ability to cover necessary expenses (Only for international applicants)	<ul style="list-style-type: none"> • Bank Certificate/Certificate of deposit Balance of financial supporter. (Submission of a copy is not permitted.) • Documents certifying the relative relationship between the financial supporter and the international applicant (a certified copy of the resident registration card, etc.) (Submission of a copy is not permitted.)
(12) Return Envelope for Examination Card	<ul style="list-style-type: none"> • On an envelope of Japanese standard size <i>Nagagata 3</i> (120 x 235 mm [4.72 x 9.25 inches]), write your name, address, and postal code, and affix 344 yen in stamps (inclusive of express delivery cost)

[Points to keep in mind]

- 1) If you have a condition that requires help or special consideration at the time of examination and for studying at the graduate school, please contact the Admissions Office of Kobe Campus for Commerce before the application period.
- 2) If your family name on your family register differs from that on the certificates to be submitted due to marriage or other reasons, please attach an extract of your family register.
- 3) After completing the application, we will not grant any requests for change of materials, or return of the documents, or refunding the application fee.
- 4) If any false or distorted information is found in the submitted documents, admission to the graduate school may be withdrawn.
- 5) Attach an English translation for all documents written neither in Japanese nor in English.
- 6) Please refer to ‘the List of Seminar Instructors,’ given on the separate sheet, and write the desired specialization and the name of the advisor with whom you wish to study.

7. Examination site

Kobe Campus for Commerce of University of Hyogo (8-2-1 Gakuen-Nishimachi, Nishi-ku, Kobe, Hyogo)

<https://www.u-hyogo.ac.jp/g3s/en/access/index.html>

* The nearest station is Gakuentoshi Station of Kobe Municipal Subway, which is an approx. 25-minute subway ride from Shin-Kobe Station on the Sanyo Shinkansen Line, and an approx. 22-minute subway ride (trains bound for Seishin-chuo) from JR Sannomiya Station, Hanshin Kobe-Sannomiya Station, and Hankyu Kobe-Sannomiya Station. It takes about 15 minutes to walk from Gakuentoshi Station to the test site.

8. Admission screening method

Application screening is conducted considering all the factors, including an oral examination and the submitted documents.

9. Examination schedule

(1) Date: Saturday, November 11, 2023

Arrival time for exam	9:30 a.m.	
Oral examination	From 10:00 a.m.	The oral examination will be conducted in English based on your Reason for Application and Research Proposal.

(2) Things to keep in mind when taking the admission examination

* The date and time of the examination, method for admission screening, and other conditions may be subject to change due to COVID-19 or other unavoidable reasons. We will provide a notice on our website (<http://www.u-hyogo.ac.jp/g3s/en/>) or by email if necessary.

- 1) Be sure to bring your examination admission card with you on the test date. If you lose or forget to bring the admission card, notify the examination office of the fact before the examination starts.
 - 2) Read the important information written on the backside of the examination admission card in advance.
 - 3) Applicants who arrive after the oral examination start time may not take the examination in principle.
 - 4) Use of your private car to come to the university is not permitted. If you need to drive to the campus due to an unavoidable reason, contact the Admissions Office of Kobe Campus for Commerce in advance.
- (3) The examination will be postponed if the Kobe Local Meteorological Office issues to Kobe City any Warning of Storm, Warning of Snow-Storm, Warning of Heavy Snow, Emergency Warning of Heavy Rain, Emergency Warning of Storm, Emergency Warning of Snow-Storm, or Emergency Warning of Heavy Snow by 7:00 a.m. on the examination date. In this case, we will conduct the admission test on Saturday, November 18, 2023 according to the same schedule.

10. Announcement of successful applicants

10:00 a.m. on Friday, November 17, 2023

The registration numbers of successful applicants will be posted on the bulletin board in Kobe Campus for Commerce of the University of Hyogo, and the university will send a notice to the successful applicants. No notification will be given to unsuccessful applicants. Telephone inquiries regarding the result will not be accepted.

The list of the successful examinees' registration numbers will also be posted on the website prepared by the University of Hyogo. Note that the announcement will be posted on the website as reference. Please check the information regarding the results on the bulletin board of the university or the notice to be sent.

11. Enrollment procedure

- (1) The university will send documents necessary for enrollment to successful applicants. Complete the procedure for enrollment from Monday, December 18 2023 to Friday, December 22, 2023. An explanation of the enrollment procedures will be enclosed with the documents.
- (2) For enrollment, the successful applicants will need the following fees and documents, as well as the documents sent from the university with a letter of acceptance.
 - 1) Enrollment fee (Refer to 12. Enrollment and tuition fees.)
 - 2) A certificate of expected graduation
 - 3) Examination admission card.
 - 4) Certificate of Items Stated in Resident Register (Only for applicants who are residents in Hyogo Prefecture)
 - 5) Membership fees of Shinshokai Supporters Society, the Society for Academic Promotion, and other council fees (72,000 JPY in total)

* For applicants who were enrolled in the undergraduate programs of the University of Hyogo, the amount of membership fees paid before will be deducted from the amount mentioned above. For international applicants who were enrolled in the Global Business Course at the School of Economics and Management, the University of Hyogo, the membership fees will be fully exempted.
- (3) Accepted applicants who do not complete the procedure for enrollment by the specified date and time will be regarded as having decided not to enroll in the course.

12. Enrollment and tuition fees

The following are the current enrollment fee and tuition fee. When the rules related to fees are revised, the revised amount of fees will be applied.

(As of April 1, 2023)

Time of Payment		At time of enrollment procedure	May	October	Total
Enrollment fee	Resident in Hyogo Prefecture *1	282,000 JPY	—	—	282,000 JPY
	Resident outside Hyogo Prefecture *2	423,000 JPY	—	—	423,000 JPY
Tuition fee		—	267,900 JPY	267,900 JPY	535,800 JPY

*1 A newly admitted student who has had permanent residence in Hyogo Prefecture for at least one year before admission (this also applies if the student's spouse or a first-degree relative has had permanent residence in Hyogo Prefecture), or a graduate student who was enrolled as an undergraduate student at the University of Hyogo before admission to the Master's Program.

*2 Applicants who do not fall into category 1.

13. Other conditions

- (1) Classes will be held in the daytime from Monday to Friday.
- (2) The conditions of students admitted through special screenings of international applicants after enrollment are the same as those of students admitted through general admission screening and recommendation process.

14. Handling of personal information

- (1) We will handle personal information submitted at the time of application for administrating entrance examinations.
- (2) We will make use of personal information used for admission screening for collection and analysis of the results of admission screening; investigation and research of methods for screening applicants; enrollment procedures; education, such as support for students and learning instruction after enrollment; collection of tuition fees; and other related purposes. We may also provide the names and addresses of successful applicants to the Gakuyukai Alumni Society of the University of Hyogo, the Shinshokai Supporters Society of the University of Hyogo, Tansuikai Alumni Society, and the university cooperative association of the University of Hyogo.

15. Contact information

Admissions Office, Academic Affairs Division at Kobe Campus for Commerce, the University of Hyogo
 8-2-1 Gakuen-Nishimachi, Nishi-ku, Kobe, Hyogo 651-2197
 Tel: +81(78)-794-6179 [Monday to Friday (excluding national holidays) 9:00 a.m. – 5:00 p.m.]
 E-mail: g3s@ofc.u-hyogo.ac.jp

For the details of the Department of Global Business of the Graduate School of Social Sciences, the University of Hyogo, refer to the website.
<https://www.u-hyogo.ac.jp/g3s/gba/>