

Ritsumeikan University

Application Guidelines — Study in Kyoto Program (SKP)

SPRING 2019 Admission

Please read the following explanations carefully before filling out the application

Program Overview

There are three tracks of study within the Study in Kyoto Program:

Choose Your Track	Intensive Japanese Language Track (IJL)	Open Study in English Track (OSE) <small>*Partner University Students who apply under an Agreement for Student Exchange ONLY</small>	Business Track (BT)
Period of Study	1 semester or 2 semesters		
Language	Japanese	English	English
Location	Kyoto	Kyoto	Osaka

*It is required by Japanese law (Emigration and Immigration Management and Refugee Recognition Law) that international students attend a minimum of 10 hours of classes per week. Since one class session lasts for an hour and a half at Ritsumeikan University, you must take at least 7 sessions of classes per week in order to satisfy this requirement.

*BT Courses for Graduate Students

The courses in the BT track at graduate level are very limited. For those who wish to study in the BT track and will be graduate level at the time they start the program, please check the tentative course list "2019 Academic Year SKP-Business Track: Classes for Graduate Students" on the last page before applying for the program.

*OSE, BT Japanese Courses

While Japanese ability is not a requirement for participation in OSE or BT, students with limited background in the language are eligible for an optional Japanese course. Please be aware that OSE and BT Japanese language courses are only available at the Introductory Level and that these courses may not meet the needs of all students. Moreover, OSE and BT students are only eligible for Japanese classes offered within their own track of enrollment. Those who have previous formal Japanese language study experience are required to take a Japanese Placement Test. If their Japanese skills exceed the level of these Japanese courses, they will not be able to register for these courses, even if they wish to do so.

*The track and study period cannot be changed after your application is received.

Requirement

*Meet Requirement a) or b)

- a) Currently enrolled in an institution of higher education for at least one year prior to the commencement of the program.
- b) Have graduated from an institution of higher education with a bachelor's degree or equivalent.

* Applicants from partner universities must have a higher score than the criteria mark written in the Agreement for Student Exchange. For other applicants, the standard is **GPA 3.0/4.0 (B average)**. For other information regarding enrollment requirements, please see the Study in Kyoto Program website or pamphlet.

*Language Requirement:

For IJL track:

Japanese language ability is not a prerequisite. However, basic communication ability in English is required for students with no previous experience with the Japanese language.

For OSE and BT track:

You must be a native speaker of English, or you must possess a minimum TOEFL® score of iBT 68 / PBT 520 (or its equivalent).

Transcripts

Spring Semester academic transcripts (April – July) will be issued after September 26. Fall Semester academic transcripts (September – January) will be issued after April 1. For exchange students who have completed the program, academic transcripts will be sent to their home universities. Self-sponsored students will have academic transcripts sent directly to them. For those completing the program in January, academic transcripts are expected to be sent out in mid-April. For those completing the program in July, they are expected to be sent out in early October.

Program Schedule

	Spring Semester	Fall Semester
Application Deadline	31 October 17:00 (JST)	31 March 17:00 (JST)
Application Result	Late December	Late June
CoE (visa application materials) Sent Out	*Early – Mid-February	*Early August
Arrival Dates	*From Mid-March	*From the beginning of September
Orientation	*Mid-March	*Early September
Semester Begins	April 1	September 26
Program Ends (for Each Semester)	July 31	January 31 the following year

[Note]

*dates are subject to change.

International House (I-House)

• International Houses (I-Houses) are university-run dormitories. There are a limited number of rooms in each dormitory. **Therefore we are not always able to guarantee a place in our accommodations.** Also, we are not able to guarantee your first choice. Please also note that once your housing location has been decided, you will not be able to change or cancel it.

Important Points Regarding International Houses

- We would like you to keep the following in mind when considering living in these dorms.
- Please apply to live in an I-House only if you agree to the rules outlined in the Ritsumeikan International House Terms and Conditions. Please thoroughly read the Guidebooks for each I-House from these links:

Kinugasa Campus <IJL & OSE students>

<http://en.ritsumei.ac.jp/lifecareer/dorm/kinugasa/>

Osaka Ibaraki Campus <BT students>

<http://en.ritsumei.ac.jp/lifecareer/dorm/oic/>

Housing Result

We will notify you of your housing placement by email around the end of July. *subject to change*

Regarding Applying for a Visa

- **Students that hold Japanese citizenship must enter Japan using their Japanese passport. There have been previous cases in which a student unknowingly held Japanese citizenship. If you believe there is a possibility that you may hold Japanese citizenship, please confirm your situation with your family and, if you do hold citizenship, please be sure to apply to SKP using your Japanese passport.**
- If you hold multiple citizenship, please make sure to upload the passport you will be entering Japan with.
- In the SKP Application Form, you will be asked to input the number of times you have entered Japan. Even if you have changed nationalities, please include the number of times you have entered Japan before changing nationalities. Please also include the number of times you have transited or had a connecting flight in Japan. Applicants must accurately report the number of times they have entered Japan for visa application purposes. If requested by the Japan Immigration Bureau, you may be asked to submit a copy of your passport pages with the Japan arrival (landing permission) stamp(s).
- For more information regarding status of residence (e.g., length of residence), please contact the Japanese Bureau of Immigration directly.

<http://www.immi-moj.go.jp/index.html>

- An application for visa is made by the applicant him/herself at the Japanese Embassy / Consulate General with jurisdiction over the area in which the applicant lives or those with jurisdiction over the country of which the applicant's passport is issued. You cannot apply in another country. For more information, please check the Ministry of Foreign Affairs' website.

https://www.mofa.go.jp/j_info/visit/visa/procedure/note.html

Application Process (Online)

- Fill out the online SKP Application Form and upload the necessary documents.
- You can save your application at any point during the application process and continue at a later time.
- Before submitting, save a copy of the entire application. You may be asked for clarification of your application and submitted documents, so please save all your application materials until the program starts.
- After submitting your application, you will receive confirmation of your application by email. If you do not receive confirmation, contact the SKP staff immediately. The application process may not have been completed.
- Check your email regularly. The SKP staff may ask you to submit additional documents or resubmit supporting application materials.
- Incomplete applications will not be accepted.
- Applications after the deadline will also not be accepted.
- In the case that an application is not completed, that application will not be screened.

SKP Application Form
Deadline: October 31 @ 17:00 (JST)

① SKP Application Form

【How to Apply】 : <http://en.ritsumei.ac.jp/admissions/skp/apply/>

- Fill out **all required fields on all pages** of the SKP Application Form.
- **Some pages in the form require a handwritten signature or essay.** For further details, please refer to ② **Materials to be Uploaded as Scanned Data** on the Application Checklist.

② Materials to be Uploaded as Scanned Data

- All materials including transcripts and certificates must be written in English or Japanese.
- Use a black or blue ballpoint pen for sections that require handwriting such as signatures.
- Please upload all your scanned materials to the SKP Application Form.

③ ID-style Photo

- You are required to upload an ID-style image **in a printable quality taken within the last 3 months.** Photos should have a plain background and should show the entire head with room to spare above the head, below the chin, and on each side of the face. Photos may be black and white or color. **The photo must be different from the one used in your passport. Otherwise, it will cause problems for issuing your visa.**

The ID image must be uploaded with the following specifications;

- **File format: JPEG**
- **Dimensions: 354 pixels wide x 472 pixels high in 300 dpi (3:4 ratio).**

For details on the specified photo format, please refer to the information available from the Immigration Bureau of Japan Website.

http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html

Application Checklist

Items to be Submitted		Guidelines
<p>① SKP Application Form</p>		<p>【How to Apply】 : http://en.ritsumei.ac.jp/admissions/skp/apply/</p> <ul style="list-style-type: none"> ● Please fill out all required fields on all pages of the SKP Application Form. ● Some pages in the form require a handwritten signature or essay. For further details, please refer to ② Materials to be Uploaded as Scanned Data. ● Once all the required sections are completed, please save a copy of your entire application by clicking "print". Finally, please click "Register" to submit your SKP Application Form and complete your application.
	<p>Language Proficiency (if applicable)</p>	<p>JLPT or TOEFL® score results, if applicable</p>
	<p>Personal Statement</p>	<p>Please write a statement in your own words. If you plagiarize or have it written for you, it will be regarded as a false statement.</p> <p>IJL Track Applicants: Please use the Personal Statement in Japanese / 志望理由書 (日本語) form to write your Personal Statement in Japanese in your own handwriting.</p> <p>If you have had previous formal training in the Japanese language, you should try writing the Personal Statement in Japanese. If you have no previous experience with the Japanese language or have just started learning Japanese, you may complete your Personal Statement in English in the online form. It is highly recommended that applicants with a lower Japanese proficiency level also submit the Personal Statement in English so that we can better understand your character, motivation, and aspirations for studying abroad in Japan.</p> <p>OSE, BT Track Applicants: Please type your personal statement in English in the online form.</p>
	<p>Letter of Recommendation</p>	<p>All applicants (including those who have already graduated) must have the Letter of Recommendation written and signed by a current or former professor.</p> <p>Even if you are no longer enrolled in a university, you must upload a Letter of Recommendation written by a professor at your previous university. Please contact a former professor to provide you with the letter.</p> <p>NOTE: For IJL students, your Letter of Recommendation must be completed by a professor other than the person providing your Statement of Japanese Language Proficiency.</p>
<p>② Materials to be Uploaded as Scanned Data</p>	<p>Statement of Japanese Language Proficiency (IJL track applicants only)</p>	<p>For applicants with Japanese learning experience, the Statement of Japanese Language Proficiency must be completed and signed by a Japanese language instructor who is not the person providing your Letter of Recommendation.</p>

<p>Statement of Financial Support (if applicable)</p>	<p>SKP Students must submit the Statement of Financial Support <u>unless you are financially sponsoring yourself.</u></p> <p><u>Applicants without sufficient funding risk having their application for a student visa denied.</u></p>
<p>Supporting Financial Documents</p>	<p>Please provide financial documentation for each source of funds and upload to the SKP Application Form. The documentation, written in English or Japanese, should certify you or your sponsor's ability to cover the costs you have budgeted for your time in Japan such as a bank statement or loan statement. If you are receiving a scholarship, please also upload documentation verifying any financial scholarship awards received for study in Japan.</p> <p>For those who will be paying tuition to RU, your financial documentation should certify your ability to cover expenses during your stay, <u>in addition to tuition.</u></p>
<p>Certificate of Enrollment/ Graduation Certificate</p>	<p>Please upload a Certificate of Enrollment from the institution you are currently attending to verify your enrollment status. If you are no longer enrolled in a university, please upload your graduation certificate.</p>
<p>Transcript</p>	<p>Applicants must submit official transcripts of grades from the institution(s) you have attended (university and higher).</p> <p>The transcript must:</p> <ol style="list-style-type: none"> 1. Have a description of the grading system. 2. Have the latest grades including failed courses. 3. Include credits for each course and when they were taken (year and semester).
<p>Medical Information & Certificate (if applicable)</p>	<p>If you have any ongoing care or treatment, please have your physician provide details on the Medical Information & Certificate and upload it to the SKP Application Form.</p>
<p>Official Document from your University Regarding Special Needs</p>	<p>If you are currently receiving any support in academics and / or in everyday life, please upload a medical certificate as well as an official document from your university that confirms and explains the kind of support you are receiving.</p> <p>Arrangements will be made as best as possible to provide support for you at Ritsumeikan University. However, please understand that the support may not be the same as that received at your home university.</p>
<p>Declaration and Pledge</p>	<p>Please sign and date the Declaration and Pledge. Applicants from partner universities must also have their exchange coordinator sign the form. Unsigned applications will not be accepted.</p>
<p>Copy of Passport</p>	<p>Please upload the information page of your passport, which includes your passport number, period of validity, and photo. The passport must be valid for the duration of SKP.</p> <p>*Students with Japanese citizenship must enter Japan using their Japanese passport.</p>

		<p>*If you hold dual citizenship, please make sure to upload the passport you will be entering Japan with.</p> <p>If you are in process of renewing a passport, please be sure to upload your current passport and input the date you expect to receive your new passport. Once you have obtained a renewed passport, please send in a scanned copy to us by email immediately.</p> <p>If you do not have a passport, please start applying for one immediately and contact the SKP staff immediately.</p>
③	ID-style Photo	<p>You are required to upload an ID-style image in printable quality taken within the last 3 months. Photos should have a plain background and should show the entire head with room to spare above the head, below the chin, and on each side of the face. Photos may be black and white or color. The photo must be different from the one used in your passport. Otherwise, it will cause problems for issuing your visa.</p> <p>File format: JPEG Dimensions: 354 pixels wide x 472 pixels high in 300 DPI (3:4 ratio)</p> <p>For details on the specified photo format, please refer to the information available from the Immigration Bureau of Japan Website.</p>

After you apply

For Students from Partner Universities

- If you have any questions regarding the application, please contact your university to forward your inquiries to the SKP staff at skp@st.ritsumei.ac.jp
- Should any *issues arise regarding your application*, we will contact your university. However, in some cases, we may ask you for further information or documents directly, so please check your emails regularly.

For Non-partner University Students

- If you have any questions regarding the application, please contact the SKP staff at skp@st.ritsumei.ac.jp.

For All Students

- Most communications from us will be by email. Please check your email regularly as we may ask you for further information or documents.
- **You will be notified of your application result by email by the end of December.** Other information such as the pre-arrival guide, housing information and scholarship results will be sent after the application results are announced.
- Each participant will be enrolled into one of the colleges/graduate schools according to their present or graduated faculty. Please note that Ritsumeikan reserves the right to make final decisions regarding enrollment.

Study in Kyoto Program Scholarship Application Overview

2019 Admission

Please read the following before filling out the scholarship application

Scholarship Types and Restrictions

1) JASSO Scholarship - JASSO Student Exchange Support Program (Scholarship for Short-term Study in Japan)

This scholarship is offered by the Japan Student Services Organization (JASSO). Applicants are screened by Ritsumeikan.

As various important factors will be taken into account during screening, please understand that not all applicants will receive the scholarship.

*Students paying tuition to Ritsumeikan **are NOT eligible to apply for JASSO** even if they are coming from a partner university.

*Students are eligible to apply for the scholarship only at the time of SKP application.

*You will receive the stipend only for the period you originally applied for.

*If you shorten your study period, you will only get the stipend until you leave.

JASSO Scholarship Benefits:

A monthly stipend of 80,000 Japanese yen for a period of 4 or 10 months (tentative).

Eligibility for JASSO:

- Students coming from a partner university under an Agreement for Student Exchange who will have a student visa throughout the program.
- Students who can submit a transcript with all the following information:

The transcript must:

- 1. Have a description of the grading system.**
- 2. Have the latest grades including failed courses (F).**
- 3. Include credits for each course and when they were taken (year and semester).**

Note: the following students are NOT eligible for the JASSO Scholarship

- a) Students who are receiving any other scholarship that amounts to more than 80,000 yen per month during their study period in Japan.
- b) Students who have studied in Japan previously using a scholarship provided by JASSO.
- c) Students with a GPA for the most recent year of study less than 2.3 on JASSO's 3.0 scale.
- d) Students with Japanese citizenship, including those with dual citizenship.
- e) Students with a visa other than the student visa.
- f) Students who cannot submit a transcript with the required information.

2) RUSSES - Ritsumeikan University Short-term Student Scholarship

This scholarship is provided by Ritsumeikan University to self-sponsored students who will be enrolled in the Study in Kyoto Program.

*Students paying tuition to Ritsumeikan (students who did not apply under an Agreement for Student Exchange) **are eligible to apply for RUSSES** even if they are coming from a partner university.

*Students are eligible to apply for the scholarship only at the time of the SKP application.

*You will receive the stipend only for the period you originally applied for.

*If you shorten your study period, you will only get the stipend until you leave.

Scholarship Benefits:

A monthly stipend of 40,000 Japanese yen for a period of 4 or 10 months.

Eligibility for RUSSES:

- Self-sponsored students who will have a student visa throughout the program.
- Students who can submit a transcript with all the following information:

The transcript must:

- 1. Have a description of the grading system.**
- 2. Have the latest grades including failed courses (F).**
- 3. Include credits for each course and when they were taken (year and semester).**

Note: the following students are NOT eligible for the RUSSES Scholarship

- a) Students coming from a partner university under an Agreement for Student Exchange.
- b) Students with Japanese citizenship, including those with dual citizenship.
- c) Students with a visa other than the student visa.
- d) Students who cannot submit a transcript with the required information.

Submitting Scholarship Applications:

The Scholarship Application is found in the SKP Application Form. Please fill out all the required sections. **Incomplete and/or late submissions will NOT be accepted.**

Please write a statement in your own words. If you plagiarize or have it written for you, it will be regarded as a false statement.

***Scholarship details may change for each year.**

Overview of Scholarships

	JASSO Scholarship	RUSSES Scholarship
Monthly Stipend	80,000 Yen	40,000 Yen
Eligibility	Partner university exchange students Studying at RU for one year or one semester. *Students paying tuition to Ritsumeikan <u>are NOT eligible to apply for JASSO Scholarship</u> even if they are coming from a partner university.	Self-sponsored students studying at RU for one year or one semester. *Students paying tuition to Ritsumeikan <u>are eligible to apply for RUSSES Scholarship</u> even if they are coming from a partner university.
Application Process	Fill out the Application for Scholarship in the SKP Application Form (Completed by the Applicant)	

<p>Ineligible Students</p>	<ul style="list-style-type: none"> a) Students who are receiving any other scholarship that amounts to more than 80,000 yen per month during their study period in Japan. b) Students who have studied in Japan previously using a scholarship provided by JASSO. c) Students with a GPA less than 2.3 on JASSO's 3.0 scale. d) Students with Japanese citizenship, including those with dual citizenship. e) Students with a visa other than the student visa. f) Students who cannot submit a transcript with the required information. 	<ul style="list-style-type: none"> a) Students coming from a partner university under an Agreement for Student Exchange. b) Students with Japanese citizenship, including those with dual citizenship. c) Students with a visa other than the student visa. d) Students who cannot submit a transcript with the required information.
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2019 Academic Year SKP-Business Track: Classes for the Graduate Students

We hereby inform you that the courses for 2019 academic year for SKP-Business Track students in the graduate level are planned to be held as below.

- Spring Semester (April – July)
 - Finance
 - Marketing
 - International HRM
 - Special Lecture (Comparative Research on Japanese and European Management toward Synergy in Intercultural Workplace)

- Fall Semester (September – January)
 - International Business I
 - International Business II
 - Environmental management
 - Business Economics

Important Notice

All the classes listed above are subject to change before the start of the semester. The schedule will be fixed by the end of February.