

Application Guideline — Ritsumeikan University

Study in Kyoto Program (SKP)

Please read the following explanations carefully before filling out the application

Application Forms

- **Be sure you are using the most recent application forms** available for download from the SKP website. Other form will not be accepted.
- **Do not print the application two-sided or submit two-sided documents.**
- **Do not use staples** with any application documents.
- Please print out the forms, sign and then send it to RU by post mail. Be sure to save the file before printing.
- **[Partner Universities Only]** All documents must be sent **from the university to RU** (not from the applicant directly)

Track of Study

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

1. **Intensive Japanese Language Track (IJL)** [in Kyoto](#)
2. **Open Study in English Track (OSE)** [in Kyoto](#)
* Exchange students from partner universities only
3. ***Business Track (BT)** [in Osaka](#)

For information regarding enrollment requirements, please see the Study in Kyoto Program website or pamphlet. The track cannot be changed after your application is received.

*BT track is only available to undergraduate students and not to those who will be at graduate level at the time SKP starts in September 2017.

*Note for OSE/BT Applicants

If you have previous experience in studying Japanese, please keep in mind that we might not have a beginner's Japanese class that will match your level. If you need to take Japanese classes please consider taking IJL.

Details Regarding Required Items

- Please type out all fields on all pages of the application. **Use a black or blue ball point pen for signatures.**
- **All documents including transcripts and certificates must be written in English or Japanese.**
- All IJL applicants should submit the Personal Statement in Japanese if they have had previous formal training in the Japanese language. 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 study abroad in Japan. All OSE and BT applicants must submit the Personal Statement in English.
- Please have **your professors** submit the Letter of Recommendation and Statement of Japanese Language Proficiency in a signed and sealed envelope.
- All applicants **must submit** the Statement of Financial Support. Please be sure to fill out **all sections** of the form, providing a total monthly budget and the source of funding for this budget. Please be sure you have budgeted an appropriate amount. Applicants without sufficient funding risk having their application for a student visa denied.
- Please submit documentation certifying 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, as Supporting Financial Documents. If you are receiving a scholarship please also submit

documents verifying any financial scholarship awards received for study in Japan.

- Please sign and date the Declaration and Pledge after completing the checklist on page 14. Applicants from **partner universities must also have their exchange coordinator sign the form** to verify that the application is complete. **Unsigned applications will not be accepted.**
- Please submit 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 submit your graduation certificate.
- Applicants must submit Official transcripts of grades from the institution(s) you have attended (university and higher).

The transcript must:

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

- 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)**.
- Submit photocopies of JLPT or TOEFL® Test score results, if applicable.
- Submit a Scholarship Application, if applicable. Please note that scholarships are **only available to students who will stay in Japan with a student visa**. Please read the "Scholarship Application Overview" for details.
- Health Declaration Form must be filled in by you. If there is any ongoing care/treatment, please have your physician provide detail on 「Medical Information & Certificate」 and submit it along with your Health Declaration Form.
- Please include a photocopy of 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 the SKP program.
- Photographs (4 sheets): In addition to the photograph affixed to your application, you are required to submit 3 of the same official ID-style photograph (3cm x 4cm) with your name written on the back of each one. **Photos must be on photo paper, exactly 3 cm across and 4cm tall, and 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 to 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. It will cause problems for issuing your visa.**

Note: Incomplete applications will not be accepted. It may also cause a delay in the issuance of documents required to apply for a student visa. Applications after the deadline will also not be accepted.

If you have any questions regarding the application, please contact the SKP staff at

skp@st.ritsumei.ac.jp

Ritsumeikan University Study in Kyoto Program Homepage application site

<http://en.ritsumei.ac.jp/admissions/skp/apply/>

Study in Kyoto Program Scholarship Application Overview 2017 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) but applicants must be nominated by Ritsumeikan.

JASSO Scholarship Benefits:

A monthly stipend of 80,000 Japanese Yen for a period of 4 or 10 months.

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

Note: the following students are ineligible for the JASSO Scholarship

- Students who are receiving any other scholarship that amounts to more than 80,000 Yen per month during their study period in Japan.
- Students who have studied in Japan previously using a scholarship provided by JASSO.
- students with a GPA less than 2.3 on JASSO's 3.0 scale.
- students with Japanese citizenship, including those with dual citizenship.
- students with a visa other than the student visa.

2) RUSSES - Ritsumeikan University Short-term Student Scholarship

This competitive scholarship is provided by Ritsumeikan University to self-sponsored students who will be enrolled in the Study in Kyoto Program for either one semester or one year.

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 paying tuition to Ritsumeikan are eligible to apply for RUSSES even if they are coming from a partner university.**

Note: the following students are ineligible for the RUSSES Scholarship

- students coming from a partner university under an agreement for student exchange
- students with Japanese citizenship, including those with dual citizenship.
- students with a visa other than the student visa.

Submitting Scholarship Applications

Please submit the application forms in your Study in Kyoto Program application.

All documents submitted must be original. **Late submissions, copies, faxed, or scanned documents will NOT be accepted.**

Required Application Documents:

Ritsumeikan University Application for Scholarship (page 11&12)

The application must be completed by the student.

Other:

All scholarship amounts are for the 2017 RU academic year and are subject to change.

Overview of Scholarships

	JASSO Scholarship	RUSSES
Monthly Stipend	80,000 Yen	40,000 Yen
Eligibility	<p>Partner Exchange Students Studying at RU for one year or one semester.</p> <p>*Students paying tuition to Ritsumeikan <u>are NOT eligible to apply for JASSO</u> even if they are coming from a partner university.</p>	<p>Self-Sponsored Students Studying at RU for one year or one semester.</p> <p>*Students paying tuition to Ritsumeikan <u>are eligible to apply for RUSSES</u> even if they are coming from a partner university.</p>
Required Documents	Application for Scholarship (page 11&12) (completed by student)	
Ineligible Students	<p>a) Students who are receiving any other scholarship that amounts to more than 80,000 Yen per month during their study period in Japan.</p> <p>b) Students who have studied in Japan previously using a scholarship provided by JASSO.</p> <p>c) students with a GPA less than 2.3 on JASSO's 3.0 scale.</p> <p>d) students with Japanese citizenship, including those with dual citizenship.</p> <p>e) students with a visa other than the student visa.</p>	<p>a) students coming from a partner university under an agreement for student exchange</p> <p>b) students with Japanese citizenship, including those with dual citizenship.</p> <p>c) students with a visa other than the student visa.</p>