

Fall 2020 Admission Ritsumeikan University - Study in Kyoto Program (SKP) Application Guidelines

Please read the following explanations carefully before filling out the application.

For details, please see the [How to Apply page](#) or [pamphlet](#).

1. Program Overview

Track	IJL Intensive Japanese Language Track	OSE Open Study in English Track	BT Business Track
Study Period	Half-year (1 semester) or Full-year (2 semesters)		
Language	Japanese	English	English
Campus	Kyoto Kinugasa Campus (KIC)	Kyoto Kinugasa Campus (KIC)	Osaka Osaka Ibaraki Campus
Admission Requirements	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		
Language Requirements	<ul style="list-style-type: none"> Basic communication ability in English is required for applicants with no previous experience with the Japanese language. Applicants wishing to take classes in English must also meet the OSE/BT language requirements. 	Native speaker of English, or have a minimum TOEFL® score of iBT 68 / PBT 520, or have a minimum IELTS score of 6.0 (or equivalent)	
Optional Courses	<ul style="list-style-type: none"> JTA (Japanese Traditional Arts) OSE BT 	<ul style="list-style-type: none"> OSE Japanese *Introductory level only JTA (Japanese Traditional Arts) BT 	<ul style="list-style-type: none"> BT Japanese JTA (Japanese Traditional Arts) OSE
Notes		<ul style="list-style-type: none"> Partner University Students who apply under an Agreement for Student Exchange only As only an introductory OSE Japanese class is available, students whose Japanese skills exceed this level may not be able to register for this course. Also, full-year students may not continue OSE Japanese in their second semester. You cannot take IJL Track Japanese language courses. 	Business Track courses at graduate level are very limited. Also, students at the graduate level are not able to take undergraduate courses. Applicants who wish to study in the Business Track and will be at the graduate level should take a look at this past course list for BT graduate students .
<ul style="list-style-type: none"> The track and study period cannot be changed after the application is received. The standard required GPA for application is 3.0/4.0 (B average). Student exchange applicants from partner universities must have a higher score than the criteria mark written in their university's Agreement for Student Exchange. Applicants that wish to take Japanese language courses will be required to take a placement test before arriving in Japan. 			

2. Program Schedule (Tentative)

	Fall Semester	Spring Semester
Application Deadline	March 31 at 17:00 JST	
Application Results	Late June	
Housing/Scholarship Results	Late July	
Visa Application Materials (COE) Sent Out	Early August	
Arrival in Japan	Early September	
Orientation Begins	Early September	
Start of the Semester	September 26	March 1 (the following year)
Program Ends	January 31 (the following year)	July 31 (the following year)
Transcripts Sent Out	Mid-April (the following year)	Early October (the following year)

3. Important Points

International House (I-House)

- Please apply to live in an I-House only if you agree to the rules outlined in the Ritsumeikan International House Guidebooks. Please thoroughly read the Guidebooks for each I-House accessible from the links below.
[Kinugasa Campus <IJL & OSE students>](#)
[Osaka Ibaraki Campus <BT students>](#)
- 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.** Please also note that once your housing location has been decided, you will not be able to change or cancel it.

Regarding Visa Application

- **Applicants that hold Japanese citizenship must enter Japan using their Japanese passport. There have been previous cases in which an applicant 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 use to enter Japan.
- 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).
- 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](#).
- For more information regarding visa applications, please check the [Japanese Bureau of Immigration's website](#).

4. Application Materials

SKP Application Form	<p>[SKP Application Form accessible from the How to Apply page.]</p> <ul style="list-style-type: none"> ● Please fill out all required fields on all pages of the SKP Application Form and submit along with all required uploaded materials. ● Some pages in the form require a handwritten signature or essay. For further details, please refer to “Materials to be Uploaded”. ● All materials including transcripts and certificates must be written in English or Japanese. ● Please use a black or blue ballpoint pen for sections that require handwriting such as signatures. ● You can save your application at any point during the application process and continue at a later time. ● <u>Before submitting, save or print a copy of the entire application.</u> You may be asked for clarification of your application and submitted documents, so please save all your application materials until the program starts. <u>You will not be able to access the Form after the deadline.</u> ● When ready, click “Register” to submit your SKP Application Form and complete the application process. 							
Materials to be Uploaded	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #d9d9d9;">Name of Material</th> <th style="background-color: #d9d9d9;">Guidelines</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 790 531 1447" style="text-align: center; vertical-align: middle;"> Personal Statement </td> <td data-bbox="534 790 1495 1447"> <ul style="list-style-type: none"> ● Please submit a personal statement in either Japanese or English. The statement should explain why you wish to participate in the Study in Kyoto Program, including details of any field of studies you wish to undertake, what you expect to gain from the program, and how it relates to your future plans. If you plagiarize or have it written for you, your application will be invalidated. <p>IJL Track Applicants:</p> <ul style="list-style-type: none"> ● 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. ● If you have no previous experience with the Japanese language or have just started learning Japanese, you may complete the Personal Statement in English instead. <p>OSE, Business Track Applicants:</p> <ul style="list-style-type: none"> ● Please type your personal statement in English in the online form. </td> </tr> <tr> <td data-bbox="272 1451 531 1731" style="text-align: center; vertical-align: middle;"> Letter of Recommendation </td> <td data-bbox="534 1451 1495 1731"> <ul style="list-style-type: none"> ● All applicants must have the Letter of Recommendation written and signed by a current or former professor. ● 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. ● For IJL applicants, your Letter of Recommendation must be completed by a professor other than the person providing your Statement of Japanese Language Proficiency. </td> </tr> </tbody> </table>	Name of Material	Guidelines	Personal Statement	<ul style="list-style-type: none"> ● Please submit a personal statement in either Japanese or English. The statement should explain why you wish to participate in the Study in Kyoto Program, including details of any field of studies you wish to undertake, what you expect to gain from the program, and how it relates to your future plans. If you plagiarize or have it written for you, your application will be invalidated. <p>IJL Track Applicants:</p> <ul style="list-style-type: none"> ● 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. ● If you have no previous experience with the Japanese language or have just started learning Japanese, you may complete the Personal Statement in English instead. <p>OSE, Business Track Applicants:</p> <ul style="list-style-type: none"> ● Please type your personal statement in English in the online form. 	Letter of Recommendation	<ul style="list-style-type: none"> ● All applicants must have the Letter of Recommendation written and signed by a current or former professor. ● 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. ● For IJL applicants, your Letter of Recommendation must be completed by a professor other than the person providing your Statement of Japanese Language Proficiency. 	
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Materials to be Uploaded	Financial Support Documentation	<ul style="list-style-type: none"> ● Please provide financial support documentation for each source of funds and upload to the SKP Application Form. The documentation, written in English or Japanese, should certify your ability 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 to be received during your study period in Japan. ● 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>.
	Certificate of Enrollment/ Graduation Certificate	<ul style="list-style-type: none"> ● Please upload an official 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 official graduation certificate.
	Academic Transcript	<ul style="list-style-type: none"> ● Please submit official transcripts of grades from the institution(s) you have attended (university and higher). (Graduate students that have not been enrolled at their university for at least one year must submit their undergraduate transcript(s).) ● The transcript must include: <ol style="list-style-type: none"> 1. A description of the grading system. 2. The latest grades including failed courses. 3. Information on credits for each course and when they were taken (year and semester).
	Application Checklist (Declaration and Pledge)	<ul style="list-style-type: none"> ● Please confirm and check the documents listed in the Application Checklist. Exchange applicants from partner universities must have their coordinators check the documents as well. ● After completing the Checklist, please sign and date the Declaration and Pledge. Exchange applicants from partner universities must also have their exchange coordinator sign the document. ● Please submit both the completed Application Checklist and the signed Declaration and Pledge.
	Copy of Passport	<ul style="list-style-type: none"> ● 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. ● If you hold dual citizenship, please make sure to upload the passport you will use to enter Japan. ● 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 a copy of the personal information pages to us by email immediately. ● If you do not have a passport, please start applying for one and contact the SKP staff immediately.
	ID Style Photo	<ul style="list-style-type: none"> ● 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 may cause problems when issuing your visa. <p style="text-align: center;">File format: JPEG / Dimensions: 3:4 ratio, at least 300 DPI</p> <ul style="list-style-type: none"> ● For details on the specified photo format, please refer to the information available from the Immigration Bureau of Japan website.

Materials to be Uploaded	Scholarship Application	<ul style="list-style-type: none"> ● Please read the “Scholarships” section in the Application Guidelines carefully before filling out the scholarship application. ● It is only possible to apply for scholarships when submitting the SKP Application Form. ● If you plagiarize or have it written for you, your application will be invalidated. ● Incomplete applications or applications submitted after the deadline will not be accepted. ● 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.
	Language Proficiency Verification (if applicable)	<ul style="list-style-type: none"> ● Please submit JLPT or English language proficiency test (TOEFL®, IELTS etc.) score results, if applicable
	Statement of Japanese Language Proficiency (if applicable)	<ul style="list-style-type: none"> ● Applicants with Japanese learning experience that wish to take language courses should submit the Statement of Japanese Language Proficiency. ● The document must be completed and signed by a Japanese language instructor different from the individual providing your Letter of Recommendation. Also, the signature must be either a hand-written or an official digital signature.
	Statement of Financial Support (if applicable)	<ul style="list-style-type: none"> ● Please submit the Statement of Financial Support unless you are financially sponsoring yourself. ● Applicants without sufficient funding risk having their application for a student visa denied.
	Medical Information & Certificate (if applicable)	<ul style="list-style-type: none"> ● 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.
	Official University Document Regarding Special Needs (if applicable)	<ul style="list-style-type: none"> ● 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. ● Arrangements will be made as best as possible to support you at Ritsumeikan University. However, please understand the support may not be the same as that received at your home university.
Notes	<ul style="list-style-type: none"> ● After submitting your application, you will receive confirmation of your application by email. If you do not receive confirmation after 24 hours, the application process may not have been completed, so please contact the SKP staff. ● Applications without all required uploaded materials as well as incomplete applications will not be screened. Also, please be aware that generally applicants will not be contacted regarding unsubmitted documentation. ● Most communications from us will be by email. Please check your email regularly as we may ask you for further information or documents. ● 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. <p>For Exchange Students from Partner Universities:</p> <ul style="list-style-type: none"> ● If you have any questions regarding the application, please contact your exchange coordinator first who may then 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 contact you directly regarding further information or documents. 	

5. Scholarships

	JASSO Scholarship	RUSSES Scholarship
Overview	<ul style="list-style-type: none"> This scholarship is offered by the Japan Student Services Organization (JASSO) to exchange students. Applicants are screened by Ritsumeikan. 	<ul style="list-style-type: none"> This scholarship is offered by Ritsumeikan University to students who will be enrolled in the Study in Kyoto Program. Applicants are screened by Ritsumeikan.
Monthly Stipend	80,000 JPY	40,000 JPY
Period	1 semester (4 months) or 2 semesters (10 months)	
Eligibility	<ul style="list-style-type: none"> Partner university exchange students that will reside in Japan under a student visa while participating in SKP are eligible to apply. Students paying tuition to Ritsumeikan are NOT eligible to apply for JASSO even if they are coming from a partner university. 	<ul style="list-style-type: none"> Partner university exchange students and self-sponsored non-exchange students that will reside in Japan under a student visa while participating in SKP are eligible to apply. Students that will be receiving scholarships from their home university are eligible to apply. This scholarship cannot be combined with the JASSO scholarship.
Application Process	Complete all required sections of the “Application for Scholarship” in the SKP Application Form.	
Ineligible Students	<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 while receiving 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 an official transcript with the required information. 	<ul style="list-style-type: none"> a) Students who cannot submit an official transcript with the required information. b) Students with a visa other than the student visa. c) Students who cannot submit an official transcript with the required information.
Notes	<ul style="list-style-type: none"> Applications without the “Statement of Intent for Scholarship” or other required documentation will not be screened. As applicants will be screened on various criteria, please understand that not all applicants will receive the scholarship. Scholarship details may change for each year. Inquiries regarding screening procedures cannot be answered. 	