

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

- 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.

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

- 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.

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	<p>Application for Scholarship (page 11&12) (completed by student)</p>	
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>

Application Guideline — Ritsumeikan University

Study in Kyoto Program (SKP)

プログラム参加申請について

プログラム参加申請書を記入する前に必ず読んでください

参加申請書について

- **必ず最新の申請書を使用してください。**最新の申請書はSKPのウェブサイトからダウンロードすることができます。その他の申請書は認めません。
- **申請書は必ず「片面印刷」したものを提出してください。**
- **ホッチキスを使用しないでください。**
- 申請書は必要な項目をパソコンで入力し、印刷した上で署名をして、立命館大学まで郵送してください。入力したExcelファイルは念のために保存し、保管しておいてください。
- **【学生交換協定締結大学のみ】**すべての申請書類は**大学で取りまとめて、大学から立命館大学に郵送してください**（申請者本人から直接送らないようにしてください）。

トラック

Study in Kyoto Program には 3 つのトラックがあります。

1. **Intensive Japanese Language Track (IJL)** [in 京都府京都市](#)
2. **Open Study in English Track (OSE)** [in 京都府京都市](#)
* 学生交換協定締結大学からの交換留学生のみ申請可能
3. ***Business Track (BT)** [in 大阪府茨木市](#)

各トラックの必要条件については、SKP のウェブサイトまたはプログラムパンフレットをご覧ください。申請書の提出後にトラックを変更することはできませんのでご注意ください。

* ビジネストラック(BT)は学部生のための対象ですので、プログラム参加開始時の 2017 年 9 月時点で大学院生の方はご応募いただけません。

* OSE/BT 申請者の方へ

OSE と BT に所属する学生を対象とした日本語クラスは、限られたレベルのものしか開講されません。日本語の学習歴がある場合は、あなたのレベルに合ったクラスが開講されているとは限りませんので、確実に日本語を受講したい場合は、IJL トラックへの申請をご検討ください。

プログラム参加申請に必要な書類について

- 申請書の記入はパソコンで行ってください。署名は必ず黒か青のボールペンでしてください。
- **全ての提出書類（申請書、各種証明書、その他必要な書類）は英語表記または日本語表記のものに限ります。**
- 志望理由書は、申請者の性格や意欲がわかるようなものにしてください。IJL への申請者で日本語の学習歴がある場合は、日本語で作成する必要があります。日本語学習歴が短い場合や日本語のものだけでは心配な場合は、別途英語でも志望理由書を作成してください。
OSE および BT への申請者については、英語で志望理由書を書いてください。
- 推薦書と日本語学習レベル確認書は必ず**教員が作成**し、署名をした後、厳封した状態にして郵送してください。
- 経費支弁確認書は、必ずすべての項目を記入するようにしてください。留学期間中、生活に必要な経費とその支弁者を明記してください。この書類に不備があったり、経費や支弁者が明確でなかったりすると、留学に必要なビザが発給されない場合があります。

- 留学中の経費支弁者について、経費支弁の証明書（預金残高証明書やローン受給証明書など）を提出してください。奨学金を受給する場合は、奨学金の受給証明書を提出してください。
- 14 ページのチェックリストのチェック完了後、誓約書に署名をしてください。学生交換協定締結大学からの交換留学生は、すべての書類に不備がないか大学での確認をした完了した証明として、大学の留学担当者からの署名が必要です。**署名のない申請書は一切受け付けません。**
- 現在在学中の大学の在学証明書が必要です。既に卒業をしている場合は、卒業証明書を提出してください。
- 在学中および過去に在学していた大学・大学院の成績証明書を提出してください。

成績証明書には、必ず以下の情報を含めてください

1. **成績の評価基準 (Grading System)**
2. **不合格 (F) となった科目も含まれているもの。**
3. 各科目について、**単位数どの年度・セメスターに受講していたものかがわかるもの**

- 学生交換協定締結大学からの交換留学生については、協定書に記載されている成績基準を上回っている場合でないと、申請を受け付けることができません。協定書に成績基準が記載されていない場合は、原則として **GPA 3.0/4.0 (B average)** を上回っている必要があります。個人応募の方についても同じです。
- 日本語能力試験 (JLPT) や英語能力テスト (TOEFL®テスト等) を受験したことがある場合は、スコアがわかるものを提出してください。
- 奨学金の受給を希望する場合は、奨学金申請書を提出してください。奨学金は、**留学期間中「留学生ビザ」を使って日本に滞在する参加者のみが申請可能です。** 詳しくは「Scholarship Application Overview」を読んでください。
- **健康状態報告書**は、申請者自身が記入します。ただし現在通院中・治療中の場合は、主治医の方に「Medical Information & Certificate」を記入していただき、提出してください。
- パスポートの顔写真があるページをコピーして提出してください。写真、氏名、パスポート番号がわかるようにコピーをとってください。パスポートの有効期限が留学期間終了までであることを確認してください。
- 申請書に貼り付けた写真を含む **4 枚の証明写真 (3cm x 4cm)** を同封してください。写真の裏面には氏名を記載してください。写真は無地の背景で撮影したもので、写真用紙に印刷されたものでなければなりません。カラー・白黒のどちらでも問題はありませんが、3 ヶ月以内に撮影したものを使用してください。**また、必ずパスポートの写真とは別の写真を送るようにしてください。そうでない場合、ビザの発給に影響がある場合があります。**

注意 : 不備のある申請書は受け付けることができません。また、プログラム参加の審査だけでなく、ビザ発給に関わって影響を及ぼす場合があります。提出期日を過ぎての受付は行いません。

申請に関するお問い合わせは、Study in Kyoto Program担当者までご連絡ください。

skp@st.ritsumei.ac.jp

立命館大学 Study in Kyoto Program ホームページ

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

Study in Kyoto Program Scholarship Application Overview

2017 Admission

奨学金申請について

奨学金申請書を記入する前に必ず読んでください

奨学金概要

1) JASSO奨学金 – 日本学生支援機構（JASSO）による交換留学生を対象とした奨学金

日本学生支援機構（JASSO）による奨学金で、受給者の審査は立命館大学が行います。

JASSO奨学金概要

月額80,000円、1セメスター（4ヶ月間）または2セメスター（10ヶ月間）支給

申請条件

プログラムに参加中留学ビザで日本に滞在する、学生交換協定締結大学からの交換留学生のみが申請可能。

*協定校からの留学生であってもSKPプログラム参加費を立命館大学へ納入する場合はJASSOへの申請は不可。

以下がひとつでもあてはまる場合は申請できません

- a) プログラムの参加中に JASSO 奨学金以外で月額 80,000 円以上の奨学金を受給する場合
- b) 過去に JASSO からの奨学金を受給したことがある場合.
- c) 直近 1 年間の GPA が 2.3/3.0 を下回る場合.
- d) 日本国籍を有する場合（日本以外との二重国籍の場合も含む）
- e) 「留学ビザ」以外のビザで日本に滞在する場合

2) RUSSES - 立命館大学短期留学生奨学金

立命館大学による奨学金で、受給者の審査は立命館大学が行います。

RUSSES概要:

月額40,000円、1セメスター（4ヶ月間）または2セメスター（10ヶ月間）支給

申請条件

プログラムに参加中「留学ビザ」で日本に滞在する、個人応募によるプログラム参加者のみが申請可能。

*協定校からの留学生であってもSKPプログラム参加費を立命館大学へ納入する場合はRUSSESへの申請可能。

以下がひとつでもあてはまる場合は申請できません

- a) 学生交換協定締結大学からの交換留学生としてプログラムに参加する場合
- b) 日本国籍を有する場合（日本以外との二重国籍の場合も含む）
- c) 「留学ビザ」以外のビザで日本に滞在する場合

奨学金申請について

Study in Kyoto Programの申請書内にある必要書類を、申請書とあわせて提出してください。申請書はすべて原本である必要があります。期日を過ぎての提出や、コピーされたもの、ファックスでの提出は一切認めません。

必要書類について

奨学金申請書（page 11&12）

奨学金申請書は、必ず申請者本人が作成してください。

その他

奨学金の詳細は年度によって変更となる場合があります。

奨学金概要（まとめ）

	JASSO奨学金	RUSSES
月額	80,000 円	40,000 円
申請条件	<p>プログラムに参加中留学ビザで日本に滞在する、学生交換協定締結大学からの交換留学生のみが申請可能</p> <p>*協定校からの留学生であってもSKPプログラム参加費を立命館大学へ納入する場合はJASSOへの申請は不可。</p>	<p>プログラムに参加中「留学ビザ」で日本に滞在する、個人応募によるプログラム参加者</p> <p>*協定校からの留学生であってもSKPプログラム参加費を立命館大学へ納入する場合はRUSSESへの申請可能。</p>
必要書類	<p>奨学金申請書（page 11&12） （申請者本人作成）</p>	
申請対象外	<p>a) プログラムの参加中にJASSO奨学金以外で月額80,000円以上の奨学金を受給する場合</p> <p>b) 過去にJASSOからの奨学金を受給したことがある場合.</p> <p>c) 直近1年間のGPAが2.3/3.0を下回る場合.</p> <p>d) 日本国籍を有する場合（日本以外との二重国籍の場合も含む）</p> <p>e) 「留学ビザ」以外のビザで日本に滞在する場合</p>	<p>a) 学生交換協定締結大学からの交換留学生としてプログラムに参加する場合</p> <p>b) 日本国籍を有する場合（日本以外との二重国籍の場合も含む）</p> <p>c) 「留学ビザ」以外のビザで日本に滞在する場合</p>

Business Track

链接: <http://en.ritsumeai.ac.jp/admissions/skp/curriculum/business-track/>

Launched in 2009 at Biwako-Kusatsu Campus, the Business Track features a fascinating combination of courses offered by the College of Business Administration. Instruction is held entirely in English, giving you a first-hand, insider's look at business in one of the world's largest economies. The program offers you a unique opportunity to study business with an international and intercultural perspective as you study alongside your fellow students from around the world. As a Business Track student, you are also eligible to take courses from the OSE class offerings in English by other faculties at RU. The Business Track and the Faculty of Business Administration will relocate to the new Osaka-Ibaraki Campus beginning in April 2015.

[Note]

Students enrolled in the IJL Track and OSE Track may also supplement their studies with courses offered through the Business Track.

[Note]

BT track is only available to undergraduate students and not to those who will be at graduate level at the time SKP starts in Fall 2017. For a complete listing of current

Business Track courses, please have a look at our [pamphlet](#).

Please be aware that classes may be added or cancelled without notice.

Admission Requirements for the Business Track

To be eligible to enroll in the Business Track, you must:

1. 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
2. Native speaker of English or possess a minimum TOEFL® score of iBT 68/PBT 520 (or its equivalent)*

*This requirement is waived for Business Track applicants enrolled in an institution that shares an Interdepartmental Agreement for Student Exchange with the Faculty of Business Administration.

[Note]

Japanese language proficiency is not required for Business Track applicants. Students enrolled in this track may elect to take OSE Track courses as well.

Japanese Language Classes for Business Track Students

While Japanese ability is not a requirement for participation in the Business Track, we do offer students with limited background in the language an optional course at the Introductory and Elementary level designed to provide the fundamental tools needed for everyday life in Japan. Please be aware that the courses offered may not meet the needs of all students. Moreover, students are only eligible for Japanese classes offered within their own track of enrollment.

Changing Track of Enrollment

Students on the program for one year may apply to change their track of enrollment for their second semester. More information will be given upon commencement of the program.

Open Study in English Track (OSE)



链接: <http://en.ritsumeai.ac.jp/admissions/skp/curriculum/ose/>

Open Study in English (OSE) courses cover a wide range of subjects, from Asia-Pacific studies and economic development to contemporary Japanese culture,

providing a multi-disciplinary approach and bringing global perspective to international studies. Participation is also open to Japanese students and students from the [Global Studies program](#), creating a truly international setting that facilitates international exchange between students. Taught entirely in English by distinguished professors, OSE allows you to study in Japan while earning credits in your field of study without the hurdles of a language barrier. You may also supplement your studies with courses from the Business Track.

[Note]

Students enrolled in the IJL Track and Business Track may also supplement their Japanese studies with courses offered through the OSE Track.

[Note]

For a complete listing of current OSE courses, please have a look at our [pamphlet](#).

Please be aware that classes may be added or cancelled without notice.

Admission Requirements for the OSE Track

To be eligible to enroll in the Open Study in English Track, you must:

1. Apply to the program under an Agreement for Student Exchange between RU and one of its partner institutions
2. Currently enrolled in an institution of higher education for at least one year prior to the commencement of the program

3. Native speaker of English or possess a minimum TOEFL® score of iBT 68/PBT 520
(or its equivalent)

[Note]

Japanese language proficiency is not required for OSE Track applicants. Students enrolled in this track may elect to take Business Track courses as well.

Japanese Language Classes for OSE Students

While Japanese ability is not a requirement for participation in the OSE Track, students with limited background in the language are eligible for an optional Japanese course. This three credit course is only held at the Introductory Level and meets three times a week for a total of three hours.

Please be aware that OSE Japanese language courses are only available at this level and that these courses may not meet the needs of all students. Moreover, students are only eligible for Japanese classes offered within their own track of enrollment.

Changing Track of Enrollment

Students on the program for one year may apply to change their track of enrollment for their second semester. More information will be given upon commencement of the program.

Intensive Japanese Language Track (IJL)

链接: <http://en.ritsumei.ac.jp/admissions/skp/curriculum/ijl/>

Created in 1988, the Intensive Japanese Language Track has a long history of providing high-quality, intensive Japanese language instruction to international students. Class sizes are kept small, between 10-15 students, allowing our experienced instructors to cater to the needs of each student individually.

Coursework

IJL offers well balanced language skill courses in listening, speaking, reading, and writing at a variety of levels from Introductory to Advanced. Students without any previous experience with the Japanese language can enroll. Students enrolled in the IJL Track may also take courses offered in English through the [Open Study in English](#) Track and [Business Track](#).

IJL Language Courses	Total Credits
Advanced (VI)	9
Comprehensive Japanese	3
Japanese Listening & Speaking	2
Japanese Writing	1

IJL Language Courses	Total Credits
Career Japanese	1
Japanese Studies	2
Upper Intermediate (V)	8
Comprehensive Japanese	5
Japanese Listening & Speaking	2
Japanese Writing	1
Intermediate (IV)	8
Comprehensive Japanese	5
Japanese Listening & Speaking	2
Japanese Writing	1
Lower Intermediate (III)	8
Comprehensive Japanese	5
Japanese Listening & Speaking	2
Japanese Writing	1
Upper Elementary (II)	8

IJL Language Courses	Total Credits
Comprehensive Japanese	5
Japanese Listening & Speaking	2
Japanese Writing	1
Introductory (I)	8
Comprehensive Japanese	5
Japanese Listening & Speaking	2
Japanese Writing	1

Admission Requirements for the IJL Track

To be eligible to enroll in the Intensive Japanese Language Track, you must:

Meet requirement a) or b)

a) Be 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

[Note]

Students enrolled in this track may elect to take OSE and Business Track courses as well. However, non-native speakers of English who wish to enroll in these courses must have a minimum TOEFL PBT score of 520 or its equivalent.

Basic communication ability in English is required for students with no previous experience with the Japanese language.

Previous Japanese Experience

Courses are offered starting at the Introductory level, meaning that students without any previous experience with the Japanese language can enroll in intensive Japanese courses through the IJL Track of the SKP Program.

Placement Test

Students are required to take a Placement Test during orientation to determine their Japanese language proficiency and class placement. Class placement is final and may not be changed.

Courses for Advanced Japanese Students

Students who demonstrate a high level of proficiency on the initial placement exam at RU will be designated as "Level VII" students (The same Japanese level as the full time international students in the Japanese based course at RU). Level VII students will be assigned to Japanese language courses designed for degree-seeking international students, which include Grammar and Writing Expression, Reading and Vocabulary, Listening and Speaking Expression. In addition to Japanese language courses, Level VII students

may also take courses held in Japanese (Some courses need approval from the corresponding college.)