

Application Checklist

All applicants are required to complete this checklist and the Declaration and Pledge. Also, please have your coordinator check your application form and complete this checklist. Please be sure to receive their signature before submitting your application. If you cannot receive the signature for documents due to campus closer, please have your signatory send the document directly to skp@st.ritsumei.ac.jp and upload a document explaining this in its place.

In addition, if any of your documents contain plagiarized writing, or if your documents are forged, your application will be invalidated.

Did you read and understand the Application Guidelines (including all rules)?		Applicant Check	Coordinator Check
<input style="width: 40px; height: 20px;" type="checkbox"/>		<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
Are you applying for the correct track and period? <i>*After application, your track and period cannot be changed.</i>		<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
Document Name	Guidelines	Applicant Check	Coordinator Check
Personal Statement	Did you prepare your Statement as instructed in the Application Guidelines ?	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
Financial Support Documentation	Did you upload financial support documentation (e.g., bank statement, loan statement, scholarship award letter, etc.) that verifies either your or your financial supporter's ability to cover all costs while studying abroad in Japan (i.e., 500,000 JPY for one (1) semester / 1,000,000 JPY for two (2) semesters)?	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
	Is your documentation written in either Japanese or English?	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
Letter of Recommendation	Did you upload a Letter of Recommendation written by professor at the university you are currently enrolled in?	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
	Does the Letter include a handwritten signature? (Official digital signatures are also accepted.)	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
Academic Transcript	Did you upload your most recent academic transcript for the university or graduate school you are currently enrolled in?	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
	If your official academic transcript is not printed in English, have you uploaded an additional English or Japanese translation?	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
	Does your academic transcript include;		
	1. A description of the grading system (e.g., A, B, C, etc.)?	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
	2. The latest grades, including failed courses (e.g., a grade of "F")?	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
	3. Number of credits for each course and when they were taken (year and semester)?	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>

Document Name	Guidelines	Applicant Check	Coordinator Check
Certificate of Enrollment	Did you upload an official Certificate of Enrollment from the university you are currently enrolled in?	<input type="checkbox"/>	<input type="checkbox"/>
	Is the expected graduation date on your Certificate correct? Also, will you still be enrolled at your home university when your RU academic transcript is scheduled to arrive? *Note: (Spring semester academic transcripts (April – July) will be sent in early October. Fall semester academic transcripts (September – January) will be sent by mid-April. Please note that RU does not issue electronic transcripts and that we cannot send transcript data via e-mail.)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Your Passport	Did you upload the passport pages that include your photo, passport number, and expiration date?	<input type="checkbox"/>	<input type="checkbox"/>
	Is your passport valid until your Study in Kyoto Program completion date (i.e., July 31 for the Spring Semester / January 31 for the Fall Semester)? If your passport expires before your SKP completion date, or if you do not have a passport, did you begin the renewal / application process and notify the SKP staff?	<input type="checkbox"/>	<input type="checkbox"/>
	If you have previously visited Japan, did you include the number of times you visited Japan using old passports in the SKP Application Form?	<input type="checkbox"/>	<input type="checkbox"/>
	If you will be applying for a visa, did you provide the Japanese consulate or embassy you intend to apply at in your SKP Application Form? (You cannot apply for a visa after entering Japan.)	<input type="checkbox"/>	<input type="checkbox"/>
ID Photo	Did you have a photo taken that meets the specifications provided on the Immigration Bureau of Japan's website ? *Note: If your submitted photo is blurry, has too much light reflected from eyeglasses, shows your body from an angle, shows your eyes looking downward, etc., you will be required to submit a new photo.	<input type="checkbox"/>	<input type="checkbox"/>
	Did you upload a photo taken within the last three (3) months?	<input type="checkbox"/>	<input type="checkbox"/>
	Is the photo different from your passport photo? *Note: If your photo is the same as your passport photo, this may cause an issue when issuing your visa.	<input type="checkbox"/>	<input type="checkbox"/>
	Is your photo resolution over 300 DPI?	<input type="checkbox"/>	<input type="checkbox"/>
Checklist / Declaration and Pledge	Did you confirm all of the documents listed on this checklist and upload with the Declaration and Pledge?	<input type="checkbox"/>	<input type="checkbox"/>

Other Required Documents (if Applicable)

Document Name	Guidelines	Applicant Check	Coordinator Check
Language Proficiency Verification	If you have taken the Japanese Language Proficiency Test (JLPT), did you upload a Certificate of Result and Scores?	<input type="checkbox"/>	<input type="checkbox"/>
	If you wish to take English-taught courses, did you upload an English Language Proficiency Test (e.g., TOEFL®, IELTS, etc.) score report?	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Financial Support	Did you upload a Statement of Financial Support filled out by your financial supporter? *Note: Students with two supporters must submit two separate Statements. Applicants supporting themselves do not need to submit this document.	<input type="checkbox"/>	<input type="checkbox"/>

Scholarship Application	If you wish to apply for a scholarship, did you provide the "Statement of Intent for Scholarship" (~1500 words) in your SKP Application Form?	<input type="checkbox"/>	<input type="checkbox"/>
Medical Information and Certificate	If you have any ongoing medical care or treatment, did you upload a Medical Information & Certificate filled out by your primary doctor?	<input type="checkbox"/>	<input type="checkbox"/>
Official University Document Regarding Special Needs	If you are currently receiving any support in academics and / or in everyday life, did you upload a medical certificate as well as an official document from your university that confirms and explains the kind of support you are receiving? *Note: 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.	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Japanese Language Proficiency	If you have Japanese learning experience and wish to take language courses, did you upload a Statement of Japanese Language Proficiency ?	<input type="checkbox"/>	<input type="checkbox"/>
	Is the Statement written by a Japanese professor different from the person who wrote your Letter of Recommendation?	<input type="checkbox"/>	<input type="checkbox"/>

Declaration and Pledge

To the President of Ritsumeikan University

In the event that I am admitted to the Study in Kyoto Program (hereinafter referred to as the "Program"), I hereby pledge that I will conduct myself with the awareness that I am a Program participant, I will abide by the rules and regulations of my place of residence, the rules and regulations of Ritsumeikan University as well as the laws of Japan, and I will follow the instructions given to me by Ritsumeikan University faculty, staff, and the SKP coordinators. Furthermore, in the event that my continued participation in Program is determined to be difficult by Ritsumeikan University due to reasons of health, academics, and/or lifestyle, I pledge that I will finish the Program early and leave the country promptly.

Student Name

Date of Birth

Student Signature

Date

(Digital signatures are also accepted.)

In accordance with the student's pledge to abide by the rules and regulations above, should the student violate any of these rules during their exchange, I will confer with Ritsumeikan University and correspond with the student accordingly.

Coordinator Name

Institution Name

Coordinator Signature

Date

(Digital signatures are also accepted.)