



SKP (Study in Kansai Program)

Student Exchange Program, Ritsumeikan University

2024 Fall Semester **Nomination Guidelines**

Please be sure to review the following information carefully before submitting your nomination for the SKP 2024 Fall Semester. If you have any questions, please contact the SKP staff (skp@st.ritsumei.ac.jp) as soon as possible after the nomination period has started.

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01. Schedule

*All times shown are in Japan Standard Time (JST). Schedule is subject to change.

	Fall Semester	Spring Semester
Start Date for Nomination Acceptance	Tuesday, February 20, 2024, 10:00	
Nomination Submission Deadline	Friday, March 15, 2024, 17:00	
Start Date for Application Acceptance	Thursday, March 7, 2024, 10:00	
Application Submission Deadline	Thursday, April 4, 2024, 17:00	
Announcement of Application Results	Late-June	
(Self-Sponsored Students) Program Fee Payment Deadline* ¹	By Early July	
Health Registration Form Deadline	By Early July	
Announcement of Housing/Scholarship Results	Mid-July	
COE (Certificate of Eligibility) Sent Out* ²	Early August	
Arrival in Japan	Early September	
Orientation Begins	Early September	
Start of the Semester	September 26	April 1 (the following year)
Program Ends	January 31 (the following year)	July 31 (the following year)
End of the Semester	March 31 (the following year)	September 25 (the following year)
Academic Transcripts Issued	After April 1 (the following year)	After September 26 (the following year)
Academic Transcripts Sent Out* ³	Mid-April (the following year)	Early October (the following year)

*¹For self-sponsored students, payment of the program fee will be due within two weeks from the announcement of acceptance. In case of withdrawal, the refund will only be given if the application notifies the SKP Staff of their decision by the withdrawal deadline (September 25, 2024) set before the start of the semester.

*²This date may change depending on the COE issuance status at the Immigration Services Agency of Japan. Once the COEs have been issued, they will be sent to accepted students and their home universities via email. When you receive the documents, please advise your students that they apply for a student visa with the required documents (COE, Certificate of Scheduled enrolment, passport, and other required documents) at their nearest Japanese embassy or consulate as soon as possible.

*³See below:

- Ritsumeikan University does not issue electronic transcripts. Also, academic transcript data cannot be sent via email.
- Academic transcripts will be sent to the students' home universities.
- For students whose study period is a full year, academic transcripts for the entire study period will be sent after the completion of the second semester. If a transcript is needed after completing one semester, students will need to purchase their own transcript and send it to their home universities.

02. Pre-Application Preparation

I: Confirm Application Requirements

There are 3 tracks of study in SKP. Please check the application requirements, etc., for each track

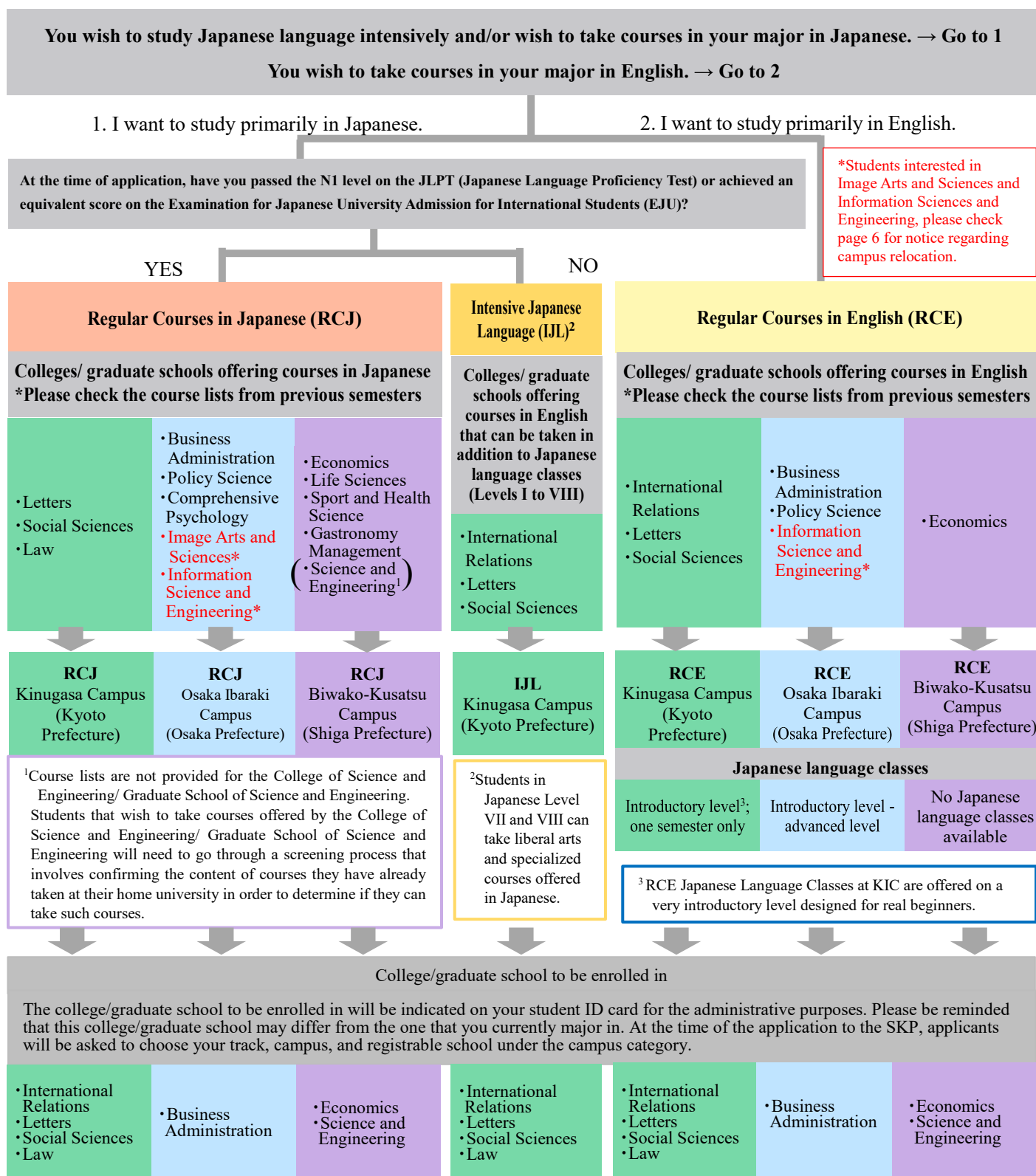
Track	Regular Courses in Japanese (RCJ)	Intensive Japanese Language (IJL)	Regular Courses in English (RCE)
Course List	Course Lists from Previous Semesters ¹		
Application Requirements	Must be an exchange student from a partner institution who will apply under a student exchange agreement and will have been enrolled in an undergraduate or graduate program at the Home Institution and have successfully completed at least the first academic year of undergraduate study prior to commencing the exchange period.		
Academic Requirements	Exchange students from partner institutions must meet the academic requirements outlined in the student exchange agreement. The standard required GPA is 3.0 on a 4.0 scale (“B average”).		
Language of Instruction	Japanese	Japanese (primarily)	English
Language Requirements	Must have passed the N1 level of the JLPT (Japanese Language Proficiency Test) or achieved an equivalent score on the Examination for Japanese University Admission for International Students (EJU). ²	Japanese language proficiency is not required, but those who have not studied Japanese before should be able to communicate in English on a basic level.	Must be either a native speaker of English or have a minimum English proficiency test score of TOEFL® iBT 68/ PBT 520, CEFR B2, IELTS 6.0 or TOEIC L&R Test 785 (or other score indicating an equivalent proficiency level). ²
		Applicants that wish to take courses in English must meet the same language requirements as RCE applicants. ²	
Campus	Kinugasa Campus (Kyoto Prefecture)	Kinugasa Campus (Kyoto Prefecture)	Kinugasa Campus (Kyoto Prefecture)
	Osaka Ibaraki Campus (Osaka Prefecture)		Osaka Ibaraki Campus (Osaka Prefecture)
	Biwako-Kusatsu Campus (Shiga Prefecture)		Biwako-Kusatsu Campus (Shiga Prefecture)
Study Period	Half year (1 semester) or full year (2 semesters)		

¹The course lists for the 2024 Fall Semester will be finalized in September 2024 and distributed at the start of the course registration period. Please note that even if a course is listed as having been offered in the past, it may not be offered during future semesters. **For some of the courses offered in each track, only a limited number of students can enroll. If the number of applicants for such a course exceeds the maximum number that can enroll, registration will be decided by lottery.** Please note that there is a possibility that your students may not be able to take their desired courses.

²Verification of the relevant language proficiency test score **must** be submitted at the time of application.

II: **[Important]** Confirm the Tracks of Study, Colleges/ Graduate Schools Offering Courses, and Campuses

As you can see in the table in [I: Confirm Application Requirements](#), you will need to select the student's track(s) and campus(es) that they will apply to in accordance with the student's desired language of instruction as well as for the courses they wish to take in SKP. Students should use the chart below to confirm the tracks and colleges/ graduate schools offering courses. Also, they should refer to [the course lists from previous semesters](#) for each track and campus to confirm which track/campus they will be applying to. **Please be sure to confirm the student's application details before submitting the nomination.**



- **SKP students can select courses only from the course lists for each track/campus distributed to them at the start of the course registration period. Students will not be able to choose from among all of the courses for regular students.**
- Following the restructuring and consequent review of the reorganized program, undergraduate students will be able to select courses only among those listed in the SKP course list designated for undergraduate students. Graduate students will be able to register for courses from both SKP course list for undergraduate students and that for graduate students.
- International students are required by Japanese law to attend a minimum of 10 hours of classes per week. Since one session lasts for an hour and a half at Ritsumeikan University, you must take at least 7 class sessions of classes per week. You can register up to a maximum of 20 credits each semester (including Japanese classes).
- There are courses with enrollment limit. If the number of applicants for these courses exceeds the enrollment capacity, a lottery system will be held. For such, we are not able to guarantee a seat for particular courses, and consequently it is possible that the students are not able to take all their chosen courses.
- IJL track Japanese Language Courses require a lot of self-study. IJL students willing to take courses offered in English on top of the pre-fixed IJL Japanese Language Courses are advised that they have a flexible study plan. In general, IJL students may register for a maximum of two (2) English courses. As the first priority for courses offered in English goes to RCE students, it is possible that IJL students are not able to register for their preferred courses in English.
- **If you or your students have any questions or concerns, please access the link below:**
【SKP】 Application Guidelines FAQ

*** Notice:**

In April 2024, Ritsumeikan University will relocate the College and Graduate School of Imaging Arts and Sciences on the Kinugasa Campus (Kyoto City, Kyoto Prefecture) and the College and Graduate School of Information Science and Technology on the Biwako-Kusatsu Campus (Kusatsu City, Shiga Prefecture) to Osaka Ibaraki Campus (Ibaraki City, Osaka Prefecture).

Please be reminded of the campus relocation when choosing the study track/campus as well as when checking the course list from previous semesters.

	2023 Fall	2024 Spring
RCJ track courses offered through the College of Image Arts and Sciences / Graduate School of Image Arts	Kinugasa Campus (Kyoto Prefecture)	Osaka Ibaraki Campus (Osaka Prefecture)
RCE/ RCJ track courses offered through the College of Information Science and Engineering / Graduate School of Information Science and Engineering	Biwako-Kusatsu Campus (Shiga Prefecture)	Osaka Ibaraki Campus (Osaka Prefecture)

III: Confirm Class Times and Time Difference

Please check the time difference from Japan before applying. [III: Confirm Class Times and Time Difference](#) in the Application Guidelines lists class times and time differences for major cities.

IV: Pre-Application Consultation Service

Students who are unsure about applying to SKP for any of the following reasons can consult with the “Pre-Application Consultation Service” by e-mail before applying.

The pre-application consultation does not affect any decisions regarding program acceptance.

E.g.,

- You are diagnosed with an illness or have a disability.
- You need to continuously take medication or require continuous medical treatment.
- Based on your diagnosed illness or disability, you have consulted with individual teachers at your home university regarding support and accommodations.
- You have applied to receive reasonable accommodation at your home university based on your diagnosed illness or disability.
- You are diagnosed with an illness or have a disability but have no experience of seeking special assistance or accommodations.
- You have no diagnosed illnesses, disabilities, etc., but have significant anxiety about studying and student life.

*Please also refer to [\[Reference Materials\]](#).

The Pre-Application Consultation Service will provide the following information to the extent possible.

- Support and accommodations for studying at Ritsumeikan University
- What to prepare for coming to Japan
- Student life at Ritsumeikan University (medical, professional support, residence, meals, etc.)

Pre-Application Consultation: prejapan@st.ritsumei.ac.jp

03. Nomination Submission

STEP 1: Pre-Nomination Preparation

Please send the following [Application Guidelines] to students who intend to apply and advise them to confirm the track and campus they wish to apply to, their application documents, and all application procedures.

[Application Guidelines]

https://en.ritsumei.ac.jp/skp/apply/pdf/Application_Guidelines_ENG.pdf

Some of the application documents take time to prepare, such as official academic transcripts and Letter of Recommendation. The application guidelines contain detailed information and points to be aware of regarding application forms and scholarships. Please be sure to check them and advise your students that they start preparing

required documents as early as possible.

Please note that a late submission and resubmission of incomplete documents/details after the deadline will not be accepted without exception. Applications must be completed within the deadline.

STEP 2: Fill Out the Nomination Form

Nomination Period:

Start: Tuesday, February 20, 2024 JST

Deadline: Friday, March 15, 2024 JST

- Please enter the number of applicants and student information in the [Nomination Form] below. If you would like to confirm the number of students we can accept, please contact the SKP staff beforehand.
- Please click the “Print” button on the confirmation page before submitting your nomination(s) and hold on to the nomination details for safekeeping.

[Nomination Form]:

https://ritsumeikan.sakura.ne.jp/index.php?program_pk=1707093011&type=2

- ◆ **Before submitting your nomination(s), please be sure to check the application details with the student(s), including their study track, campus, and study period, to ensure that the nomination information is correct.**
- ◆ **After the nomination is submitted, nomination details (e.g., Study Track, Campus, Participation Period, etc.) generally cannot be changed.**
- ◆ **If there are any errors in the nomination(s), you will need to resubmit the nomination(s). In such cases, the student’s email address that has already been registered once in the first nomination cannot be used again for renomination. A new email address for the student must be included when resubmitting the nomination.**

STEP 3: Important Points to Note When Entering Information

The following notes explain the items that require special attention when entering nomination information, so be sure to check them before filling out the form.

University Name Required 必須 大学名	<input type="text" value="RU University"/>	
Student's Name in English Required 必須 学生の氏名 (ローマ字表記)	Last Name 姓 <input type="text"/>	First Name 名 <input type="text"/>
Middle Name ミドルネーム	Name in Alphabet 英語表記 <input type="text"/>	
Student's Email Address Required 必須 学生のメールアドレス	<input type="text"/> For confirmation, please re-enter the email address. 確認のためにもう一度ご入力ください。 <input type="text"/>	
Enrollment Status During SKP Required 必須 学生の申請状況	<input type="radio"/> Exchange student (New Nominee) / 交換留学生 (新規申請) <input type="radio"/> Self-sponsored student / 私費留学生	
Confirmation of selecting your student's study track and campus Required 必須 キャンパスおよびトラック等の選択についての確認	<p>Please check the following important notes before selecting your track/campus. 下記留意点を確認の上、参加希望トラック等を確認するようお願いします。</p> <p><Important Notes></p> <ol style="list-style-type: none"> The course lists from previous semesters for each track and campus, which track/campus your student should apply. However, courses that were offered in the past may not be offered during the future semester due to enrollment capacity, if the number of applicants exceeds the limit, it is possible that a lottery system may be held. As a result, students may not be able to take all their preferred courses. The track/campus should be selected according to the student's desired language of instruction as well as the course lists. (For selecting track/campus, the chart in the Application Guidelines may be helpful.) Please check and confirm that the student fulfils the language requirement for the chosen study track. After submitting the nomination form, the applicant's details (including Study track, Campus, Participation Period, etc.) cannot be changed. It is understood that prior to application submission, student's application documents including their choice of track are to be reviewed against the checklist and that the pledge must be signed by the home university coordinator/instructor after confirming the above. <p><注意点></p> <ol style="list-style-type: none"> ① 学生が希望するトラック・キャンパスの過去の科目リストを確認した。また、科目リストに記載されている情報は毎学期変更になること、人気科目は抽選等になることを理解の上応募している。 ② 学生が希望する履修内容に沿ったトラック・キャンパスを選択した。(トラック選択についてはチャート参照のこと) ③ 各トラックの語学要件を満たしていることを確認した。 ④ 今回の申告に基づき審査を進めるため、ノミネーション提出後はトラック・所属キャンパスの変更はできないことを確認した。 ⑤ 推薦学生が申請を完了するにあたり、申請時のチェックリストおよび誓約書を確認の上、参加希望トラック等を含めて、申請書一式に不備がないかを確認する必要があることを確認した。 <p><u>I declare I have checked the above.</u> 質問項目：上記すべての留意点を確認した。</p>	
SKP Participation Period Required 必須 プログラム参加希望期間	<input type="radio"/> Half year (1 semester) / 半年 (1 セメスター) <input type="radio"/> Full year (2 semesters) / 1 年間 (2 セメスター)	

< IMPORTANT Notes>.
 Please click the checkbox after confirming the information under

Credentials (ID/PW) for online Application Form will be sent to the email address registered here. Please be sure to reconfirm if the correct email address has been entered.

Please confirm the program duration with the student and select the correct participation period (i.e., 1 semester or 2 semesters).

Language on Which Program Participation is Based (Japanese Basis/ English Basis) プログラム参加希望言語 (主に日本語 / 主に英語)	<div style="text-align: right;">Required 必須</div> <p><input type="radio"/> [Japanese Basis / 主に日本語] Student wants to study Japanese language intensively and/or take courses in their major in Japanese. 日本語を集中的に勉強したい/日本語で自分の専攻科目等を履修したい。</p> <p><input type="radio"/> [English Basis / 主に英語] Student wants to take courses in their major in English. 英語で自分の専攻科目等を履修したい。</p>
Study Track 参加希望トラック	<div style="text-align: right;">Required 必須</div> <p>A confirmation chart for campus selection is here. キャンパス選択のための確認用チャートはこちら。</p> <p><input type="radio"/> Intensive Japanese Language (IJL)</p> <p><input type="radio"/> Regular Courses in English (RCE)</p> <p><input type="radio"/> Regular Courses in Japanese (RCJ)</p>

Please confirm with the student the language in which they wish to participate in the program, and select the corresponding option.

Review the [chart](#) on p.5 of these Guidelines with the student and select the appropriate study track.

- ☐ Selected [Japanese Basis] and the student does not have a Japanese proficiency test score equivalent to JLPT N1 --- (IJL)
- ☐ Selected [English Basis] and the student meets the language requirements for RCE ----- (RCE)
- ☐ Selected [Japanese Basis] and the student has a Japanese proficiency test score equivalent to JLPT N1 ----- (RCJ)

Campus 参加希望キャンパス	<div style="text-align: right;">Required 必須</div> <ul style="list-style-type: none"> In order for students to decide on a campus, they need to check the course lists from previous semesters for each track/campus and see what courses are available in each track/campus combination. Be sure to check that the student's track and campus selections fit with what they want to study. Please note that you will not be able to change the selected track and campus after submitting your nomination. <p><u>Course Lists From Previous Semesters</u></p> <ul style="list-style-type: none"> 学生が参加キャンパスを決定するには各トラック・キャンパスの過去の科目リストで、トラック・キャンパスの組み合わせでどのような科目を履修できるのかを確認する必要があります。学生が希望する履修内容に合ったトラック・キャンパスが正しく選択されていることを、必ず確認してください。 登録申請提出後、選択したトラックおよびキャンパスを変更することはできませんのでご注意ください。 <p><u>各キャンパス・トラック別の過去の科目リスト</u></p> <p><input type="radio"/> Kinugasa Campus (Kyoto Prefecture) / 衣笠キャンパス (京都)</p> <p><input type="radio"/> Osaka Ibaraki Campus (Osaka Prefecture) / 大阪いばらきキャンパス (大阪)</p> <p><input type="radio"/> Biwako-Kusatsu Campus (Shiga Prefecture) / ひわこ・くさつキャンパス (滋賀)</p>
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Review the [chart](#) on p.5 of these Guidelines and the [Course Lists From Previous Semesters](#) with the student and select the appropriate campus.

Campus

Available Tracks at the Campus

- ☐ Kinugasa Campus (Kyoto Prefecture) ----- IJL / RCE / RCJ
- ☐ Osaka Ibaraki Campus (Osaka Prefecture) ----- RCE / RCJ
- ☐ Biwako-Kusatsu Campus (Shiga Prefecture) ----- RCE / RCJ

Academic Criteria 成績基準	Required 必須
<p>If ① in (1), then go to (2)</p> <p>If ② in (1), then go to (3)</p> <p>If ③ in (1), then go to (4)</p> <p>And please check and register what is required for each choice, or submit the required document.</p>	<p>(1) Is there a description of academic criteria in the Agreement for Student Exchange? / 協定書に成績基準が記載されていますか。</p> <p><input type="radio"/> ① Yes. Academic Criteria are stated in our Agreement (e.g. a cumulative GPA of 3.0/4.0, etc.). はい、成績基準が明確に記載されています。(GPA3.0/4.0など)</p> <p><input type="radio"/> ② Yes, but the academic criteria are not specifically described (e.g. "Good academic standing", etc.). はい、ただし成績基準が明確には記載されていません (Good academic standing, etc.)</p> <p><input type="radio"/> ③ No, there is no description. いいえ、記載されていません。</p> <p>(2) If you chose ① in (1): Please state the academic criteria written in the Agreement. 上記 (1) にて①を選択した場合： 協定書に記載されている成績基準を記入してください。</p> <p><input type="text"/></p> <p>(3) If you chose ② in (1): Please provide us with an additional material which certifies that the student's academic standing meet the criteria written in the Agreement. The material should include an interim academic transcript or an official letter from the institution with the institutional stamp and the signature of the coordinator's signature. 上記 (1) にて②を選択した場合： 追加書類を提出してください。 <追加書類の条件> 現時点の成績証明書や公式レターに成績基準を満たす旨および大学のスタンプと担当者のサインが記載されていること</p> <p><input type="checkbox"/> ファイルを選択 <input type="checkbox"/> 選択されていません</p> <p>(4) For all applicants: Please enter the student's GPA according to the scale used at the home institution 全員共通： 所属大学でのGPAを記載してください。</p> <p><input type="text"/></p> <p>(5) For all applicants: Please calculate the student's overall GPA on a 4.0 scale. 全員共通： 入学以降の累積GPAを4.0スケールで記載してください。</p> <p><input type="text"/> out of 4.0</p> <p>(6) For all applicants: The student and I confirm that the student's GPA meet the academic criteria written in our Agreement or those required for program application (GPA of 3.0 on a 4.0 scale ("B average"). 全員共通： 協定書に記載されている成績基準もしくはSKPプログラム参加にあたっての成績基準 (GPA 3.0/4.0 (B average) 以上) を満たしていることを確認しました。</p> <p><input checked="" type="checkbox"/></p>

Please be sure to input the information required in (4) and (5).

< IMPORTANT Notes >.

Please click the checkbox after confirming the information under (6).

Expected Date of Graduation

卒業見込み時期

Please refer to the program end date. This part should be filled in after checking the student's graduation date against the program end date.
プログラム終了時期と照らし合わせ、卒業時期について学生と相談したうえで入力してください。

Year / 年

Month / 月

*Students must be enrolled at their home university for the duration of their participation in SKP.
*学生はSKP参加期間中、所属大学に在学している必要があります。

Confirmation of Transcripts Shipping Schedule

成績証明書発送時期についての確認

Please review the information below and confirm that transcripts arriving at your institution according to the provided schedule will not affect the student's ability to graduate. If you have any questions, please contact us at skp@st.ritsumei.ac.jp before submitting your nomination.
下記スケジュールをご参考のうえ、所属大学での成績証明書の受取時期が学生の卒業に影響しないかどうか、ご確認ください。質問がある場合はノミネーションの申請を行う前に、skp@st.ritsumei.ac.jp までお問い合わせください。

Program Schedule (Tentative) / プログラムスケジュール (予定)

	Spring Semester (April – July) 春セメスター (4月 – 7月)	Fall Semester (September – January) 秋セメスター (9月 – 1月)
Start of the Semester セメスター開始	April 1 4月1日	September 26 9月26日
Program Ends プログラム終了	July 31 7月31日	January 31 (the following year) 1月31日 (翌年)
End of the Semester セメスター終了	September 25 9月25日	March 31 (the following year) 3月31日 (翌年)
Transcripts Issued 成績証明書発行	After September 26 9月26日以降	After April 1 (the following year) 4月1日 (翌年) 以降
Transcripts Sent Out 成績証明書発送時期	Early October 10月上旬	Mid-April (the following year) 4月中旬 (翌年)

<IMPORTANT>

- Please note that Ritsumeikan University does not issue electronic transcripts. Also, transcript data cannot be sent via email.
- 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 students who participate for a full year (two semesters), a transcript containing the grades for both semesters will be issued and sent out after the end of the second semester. If a student needs a transcript issued after the end of the first semester, they must purchase it at the designated campus office.
- 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.

<注意点>

- 立命館大学では電子証明書の発行を行っていません。また成績証明書のデータをメールで送付することはできません。
- 成績証明書は、春セメスター分は9月26日以降、秋セメスター分は4月1日以降に発行されます。
- 学修期間が1年間（2セメスター）の学生へは、2セメスター終了後に全学修期間分の成績証明書を発送します。1セメスター終了後、成績証明書が必要な場合は、学生が購入する必要があります。
- 交換留学生の場合は、所属大学に成績証明書を送付します。私費留学生の場合は、学生本人に送付します。

I, the student and I confirm that the time of academic transcript issuance/delivery will not affect the student's date of graduation.
成績証明書の発行・発送時期および注意点を確認し、学生の卒業時期に影響しないことを確認しました。

☒

Please be sure to confirm with the student that the student's expected graduation date is after the program completion date.

< IMPORTANT >.

Ritsumeikan University does not issue electronic transcripts.

Please confirm when the academic transcript will be sent from Ritsumeikan University, and whether it will affect the student's graduation or credit conversion.

Please click the checkbox after confirming the information under

Confirmation of mailing
address for transcripts, etc.

Required 必須

成績証明書等の発送先の住所の
確認

Students' academic transcripts
will be sent to their home
university by international
courier.

<IMPORANT>.

Please click the checkbox after
confirming the information under

Please be sure to register the
mailing address for courier
delivery. P.O.Box address cannot
be entered.

Please enter the address for receiving the student's academic transcript and other credentials after checking the important notes below. Mailing address for courier is required. P.O. Box address cannot be registered. 下記留意事項を確認の上、成績証明書等の書類を送付する住所を入力してください。国際宅配便を利用し
ての送付となりますので、P.O.Boxではなく荷物を受け取るための住所を入力してください。

<IMPORTANT>

- The package will be sent to your office. Please note that we will not be able to send separate packages to different campuses.
- Please be sure to check if the address you have entered is correct. If it is not, the package will not be delivered.
- In order to avoid any postal accidents, we usually send the exchange students' Academic Transcripts and other credentials to their home universities and will not send items to individual addresses. If there are any exceptional circumstances, please contact us at <skp@st.ritsumeai.ac.jp>

<留意事項>

- 発送先は協定校宛となります。複数のキャンパスがある場合もまとめて一つのキャンパス発送になる旨
ご注意ください。
- 間違った住所を入力すると必要書類が届かないため、入力内容に不備がないか注意してください。
- 輸送時の紛失や損傷を含むトラブルを防ぐため、特別な事情がある場合を除き、個人への送付は致しか
ねます。事情がある場合は、skp@st.ritsumeai.ac.jpにご相談ください。

I have confirmed all the above.

上記の留意点を確認した。



Country 国名

City 都市名

State 州

Address 住所

Postal Code 郵便番号

Phone 電話番号

I hereby certify the information above is accurate.

上記の情報に間違いありません。

Date / 日付: YYYY/MM/DD

Name of Coordinator / 担当者名:



Save and Go Back
保存して前へ戻る

1 / 1

Proceed to Confirmation
確認画面へ進む



Confirmation of Nomination Information ノミネーション申請情報の確認

University Name 大学名	Required 必須	Others
Coordinator Name 担当者氏名	Required 必須	SKP Staff
Coordinator Email Address 担当者メールアドレス	Required 必須	skpstaff@sample.skp.com
Total Number of Nominated Students 推薦学生人数	Required 必須	1

Postal Code 郵便番号	603-8577
Address 住所	〒603-8577 大阪府大阪市東淀川区 東横山 1-1-1

You are able to click “Back” to return and modify the input contents or “Print” to print them out. After checking the input contents, please be sure to click “Submit” to complete the form.

Name of Coordinator / 担当者名: SKP Staff

Print
印刷

Back
前へ戻る

Submit
提出

STEP 4: Submit the Nomination Form

- Please confirm your entered information on the Nomination Confirmation page (i.e., all nomination details).
- Save the confirmation page as a PDF.
- Finally, click “Submit” button to complete your nomination.

The following message will be displayed if you have successfully submitted the nomination form.

SKP 2024 Fall Semester Nomination
Submitted ノミネーション申請の完了

Thank you for your nomination.
If any issues or problems are found in the submitted nomination, the SKP staff will contact you.

We will send nominated students' ID and PW to their university coordinators' registered email addresses. The SKP staff will aim to send the email(s) so please check that you have received it. When you receive the email(s) with the student ID and password, please forward it to the student(s).

ノミネーション申請をいただきありがとうございました。
入力内容に不備がある場合は、SKPスタッフよりご連絡いたします。

異学担当者のメールアドレス宛に、SKPスタッフより1週間以内にノミネーションされた学生の申請用のIDとパスワードをお送りしますので、ご確認
た、IDとパスワードをお知らせするメールが届きましたら、学生に連絡していただくようお願いいたします。

- Applying students will need an ID and password in order to submit their application. The student's individual ID and password, as well as the URL for the application form, will be sent to both the exchange coordinator and the student,

within one week of submitting the nomination form. These credentials will be delivered to the email addresses registered to the online nomination form. Before submitting the nomination form, please be sure to reconfirm if correct email addresses are entered.

- Students will not be able to access the application form after the application deadline. Please advise the student to be sure to submit their application by the deadline, as any submissions after the deadline will not be accepted.

Application Period:

Start: Thursday, March 7, 2024, 10:00 JST

Deadline: Thursday, April 4, 2024, 17:00 JST

Ritsumeikan University

SKP Staff