

SKP (Study in Kansai Program)

Student Exchange Program, Ritsumeikan University

2022 Fall Semester **Application Guidelines**

Please be sure to review the following information carefully before submitting your application for the SKP 2022 Fall Semester. If you have any questions, please contact the SKP staff (skp@st.ritsumei.ac.jp), or if you are an exchange student, please contact the exchange coordinator at your home university as soon as possible after the application period has started.

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Important Notes Regarding the SKP 2022 Fall Semester

- 1. The 2022 Fall Semester application will be open to exchange students from partner institutions who will apply under a student exchange agreement and to self-sponsored students.**
- 2. Program applications should be submitted on the premise that the applicant will come to Japan.**
Program cancellation may be announced based on careful consideration of the situation surrounding the COVID-19 pandemic and the possibility of being able to enter Japan. For self-sponsored students, payment of the program fee will be due within two weeks from the announcement of acceptance. Please note that there is no difference in the program fee whether you take the course online or in person.
- 3. Depending on the COVID-19 situation at the time of visa issuance, there is a possibility that visa issuance may be delayed or suspended, and students may not be able to obtain visas and participate in the program. In addition, there is a possibility that students will not be able to enter the country due to the strengthening of border control measures (i.e., denial of permission to enter Japan) by the Japanese government. We recommend that students have a backup plan in case they are unable to enter the country.**
- 4. Details regarding class formats for the SKP 2022 Fall Semester (i.e., face-to-face, online, or a hybrid of face-to-face and online) will be finalized around September.**
- 5. In the event that students take online courses from outside Japan due to restrictions on entry into Japan, there may be a significant time difference. Even if students are taking courses from outside Japan, please be aware that there are some Ritsumeikan University courses (such as Japanese language courses) that require students to attend classes in Japan Standard Time in order to receive credits. If it is determined that face-to-face classes may be held in Japan, there is a possibility that some courses will only offer face-to-face classes. Also, please understand that even if students are able to come to Japan, all classes may be conducted online depending on the COVID-19 situation.**
- 6. Students may be required to follow designated procedures (e.g., self-quarantine, etc.) before, during, or after entering Japan due to quarantine measures. Students should apply with the understanding that they will be required to comply with government requests and that they will be responsible for any costs incurred.**

Please refer to the following for the latest information released by the Japanese government.

< Ministry of Foreign Affairs of Japan >

- [Application for Visa for foreign nationals eligible for Phased Measures toward Resuming Cross-Border Travel](#)
- [Border enforcement measures to prevent the spread of novel coronavirus \(COVID-19\)](#)

< Ministry of Health, Labour and Welfare >

- [Border Control Measures](#)

01. Schedule

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

	Fall Semester	Spring Semester
Start Date for Application Acceptance	Wednesday, March 30, 2022, 10:00	
Application Submission Deadline	Wednesday, April 20, 2022, 17:00	
Announcement of Application Results	Late June	
Health Registration Form Deadline	Early July	
Announcement of Housing/Scholarship Results	Mid-July	
COE (Certificate of Eligibility) Sent Out¹	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 Out²	Mid-April (the following year)	Early October (the following year)

¹This 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 along with the Certificate of Scheduled Enrollment issued by Ritsumeikan University. For exchange students, the documents will be sent to their home universities. As soon as you receive the COE and Certificate of Scheduled Enrollment, please submit your COE, Certificate of Scheduled enrolment, passport, and other required documents to your nearest Japanese embassy or consulate to apply for a student visa.

²See below:

- Ritsumeikan University does not issue electronic transcripts. Also, academic transcript data cannot be sent via email.
- 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.
- For exchange students, academic transcripts will be sent to their home universities. For non-exchange students, academic transcripts will be sent to the student at the address specified by them.

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.

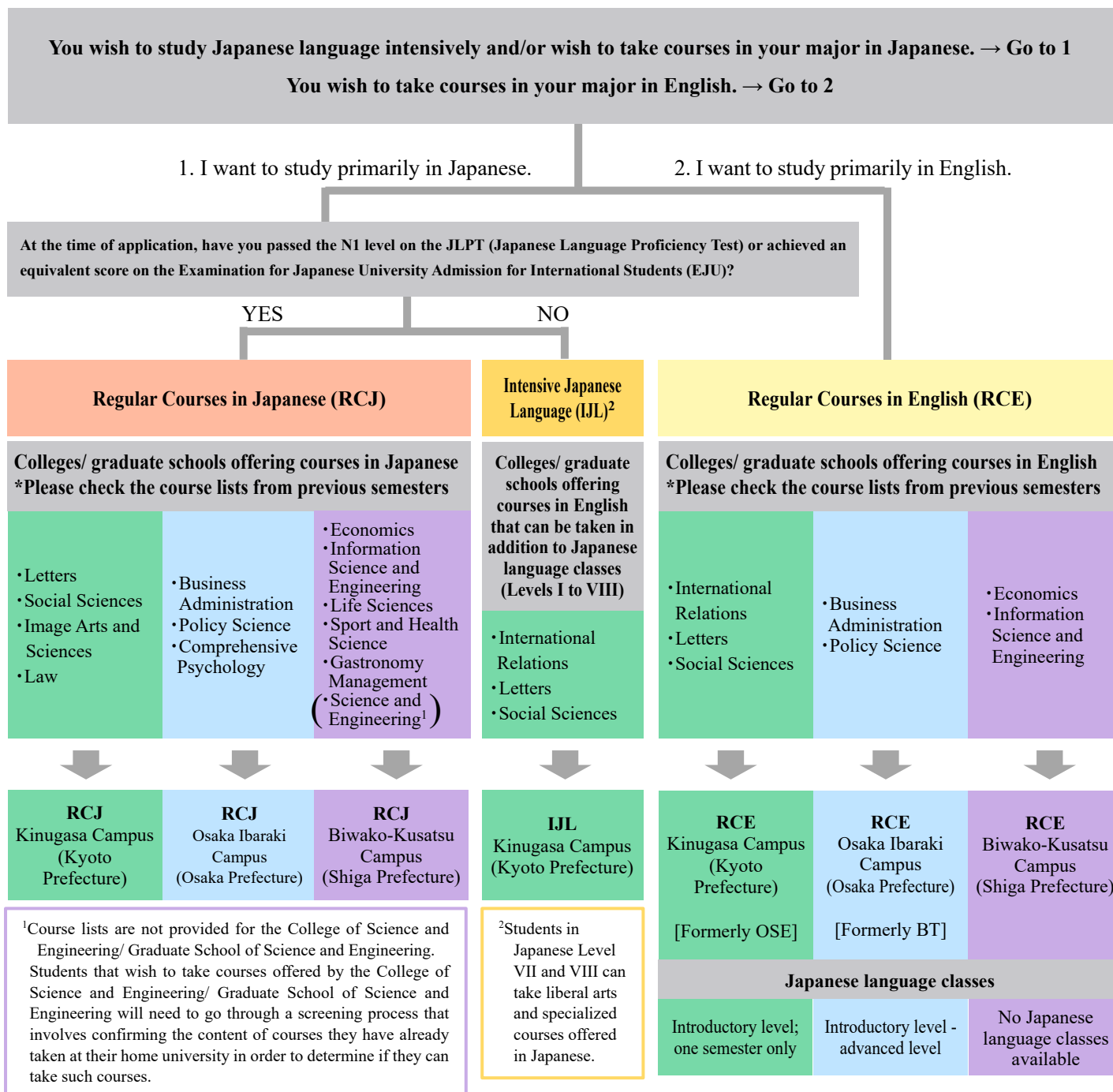
Track	Regular Courses in Japanese (RCJ)	Intensive Japanese Language (IJL)	Regular Courses in English (RCE)
Course List	Course Lists From Previous Semesters ¹		
Application Requirements	Must be an exchange student from a partner institution who will apply under a student exchange agreement and will have been enrolled in an undergraduate college or graduate school for at least one year at the start of the program.		
Academic Requirements	The standard required GPA is 3.0 on a 4.0 scale (“B average”) or equivalent. Exchange students from partner institutions must meet the academic requirements outlined in the student exchange agreement.		
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	<p>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.</p> <p>Applicants that wish to take courses in English must meet the same language requirements as RCE applicants.²</p>	Must be either a native speaker of English or have a minimum English proficiency test score of TOEFL® iBT 68/ PBT 520, CEFR B2, or IELTS 6.0 (or other score indicating an equivalent proficiency level). ²
Campus	Kinugasa Campus (Kyoto Prefecture) Osaka Ibaraki Campus (Osaka Prefecture) Biwako-Kusatsu Campus (Shiga Prefecture)	Kinugasa Campus (Kyoto Prefecture)	Kinugasa Campus (Kyoto Prefecture) Osaka Ibaraki Campus (Osaka Prefecture) Biwako-Kusatsu Campus (Shiga Prefecture)
Study Period	Half year (1 semester) or full year (2 semesters)		

¹The course lists for the 2022 Fall Semester will be finalized in September 2022 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 you may not be able to take your desired courses.

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

II: 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 a track and campus for your desired language of instruction as well as for the courses you wish to take in SKP. Use the chart below to confirm the tracks and colleges/ graduate schools offering courses. Also, refer to the course lists from previous semesters for each track and campus to determine which track/campus you will be applying to.



III: Confirm Class Times and Time Difference

Due to restrictions on entry into Japan, you may be required to take courses online from outside Japan. **As there are some Ritsumeikan University courses (such as Japanese language courses) that require students to attend classes in Japan Standard Time in order to receive credits, please be sure to check the time difference from Japan before applying.**

(Note) The following information is displayed in UTC (Coordinated Universal Time). Please note that this is not daylight saving time.

	UTC+09:00 Japan Standard Time	UTC+0 London, etc.	UTC+01:00 Paris, etc.	UTC-08:00 L.A., etc.	UTC-5:00 Washington, D.C., etc.	UTC+08:00 Singapore, etc.
1st Period	9:00-10:30	0:00-1:30	1:00-2:30	16:00-17:30	19:00-20:30	8:00-9:30
2nd Period	10:40-12:10	1:40-3:10	2:40-4:10	17:40-19:10	20:40-22:10	9:40-11:10
Lunch	12:10-13:00	3:10-4:00	4:10-5:00	19:10-20:00	22:10-23:00	11:10-12:00
3rd Period	13:00-14:30	4:00-5:30	5:00-6:30	20:00-21:30	23:00-0:30	12:00-13:30
4th Period	14:40-16:10	5:40-7:10	6:40-8:10	21:40-23:10	0:40-2:10	13:40-15:10
5th Period	16:20-17:50	7:20-8:50	8:20-9:50	23:20-0:50	2:20-3:50	15:20-16:50
6th Period	18:00-19:30	9:00-10:30	10:00-11:30	1:00-2:30	4:00-5:30	17:00-18:30
7th Period	19:40-21:10	10:40-12:10	11:40-13:10	2:40-4:10	5:40-7:10	18:40-20:10

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. Scholarships

There are two types of scholarships that SKP applicants can apply for at Ritsumeikan University: the JASSO Scholarship and the RUSSES Scholarship. Check the information below to see if you are eligible to apply. Please note that you cannot choose your preferred scholarship on the application form. JASSO scholarship and RUSSES scholarship applications submissions are accepted concurrently, and based on the submitted documents, we will conduct an internal selection process and notify applicants only for those scholarships for which they are selected. Please understand that both the JASSO scholarship and the RUSSES scholarship are highly competitive, and there is a possibility that you may not be selected for either scholarship.

	JASSO Scholarship	RUSSES Scholarship
Outline	The Japan Student Services Organization (JASSO) provides this scholarship to exchange students through Ritsumeikan University, and applicants are screened by Ritsumeikan University.	Ritsumeikan University provides this scholarship to exchange students, and applicants are screened by Ritsumeikan University.
Monthly Stipend	80,000 yen	40,000 yen
Period	One semester (4 months) or two semesters (10 months)	
Eligibility	Exchange students from partner universities that will reside in Japan under a student visa while participating in SKP	Students that will reside in Japan under a student visa while participating in SKP (including exchange students and privately-financed international students) <ul style="list-style-type: none"> Students that will be receiving scholarships from their home university during their study period in Japan are eligible to apply. This scholarship cannot be combined with the JASSO Scholarship.
Application Process	Complete all required sections of the “Scholarship Application” 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 below 2.3 on JASSO’s 3.0 scale d) Students with Japanese citizenship, including those with dual citizenship e) Students with a Japanese visa other than the student visa f) Students who cannot submit an official transcript with all required information 	<ul style="list-style-type: none"> a) Students with Japanese citizenship, including those with dual citizenship b) Students with a Japanese visa other than the student visa c) Students who cannot submit an official transcript with all required information

<p>Important Notes</p>	<ul style="list-style-type: none"> • Applications without the “Statement of Intent for Scholarship Application” 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 are subject to change from year to year. • Inquiries regarding screening procedures cannot be answered.
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04. Application Submission

Application Submission Period:

Start: Wednesday, March 30, 2022, 10:00 JST

Deadline: Wednesday, April 20, 2022, 17:00 JST

< SKP Application Form >

- All application procedures must be completed online.
- Please fill in the required information and upload document files. Also, please make sure that all documents are in order.
- You can save your application at any time and resume it later.

[If You Are Applying as an Exchange Student or if you are applying as a self-sponsored student from a partner university]

- ◆ The link to the application form will be provided to you through your home university’s exchange coordinator.
- ◆ If you have any questions about your application, please consult with your home university’s exchange coordinator. Then, please have them contact the SKP Staff.
- ◆ There are sections of your application form that were previously entered by your home university’s exchange coordinator when you were nominated for exchange, so please be sure to check your form (as some information entered cannot be changed). If there are any errors in the information already entered into your application form, please contact the exchange coordinator at your university as soon as possible. If there are any errors in the nomination information, your nomination will need be resubmitted by your exchange coordinator.

[If You Are Applying as a Self-sponsored International Student]

- ◆ The link to the application form will open from the [How to apply page](#) on 30 March.

After submitting your application form, the application details (e.g., Study Track, Campus, Participation Period, etc.) generally cannot be changed. You will not be able to access the application form after the deadline. Please be sure to submit your application by the deadline, as any submissions after the deadline will not be accepted.

I: Application Documents and Information Checklist

- **Application documents should be uploaded to the application form in a digital format such as PDF or similar. The COE application form must be uploaded in the EXCEL format.**
- **All application documents must be written in Japanese or English.**
- **If documents are written in languages other than those above, please attach separate Japanese or English translations of the required sections. It is acceptable for the student applying to translate the document themselves. Application documents written in other languages without accompanying Japanese or English**

translations will not be accepted.

- There are some parts of the application form that require you to provide handwritten signatures or essays. Please use a black or blue ballpoint pen to fill in all sections that need to be handwritten.
- If the required documents are not submitted, or if the documents are incomplete, the application will not be screened.

On the following pages, you will find descriptions of application documents and checklists for application sections that require special attention when filling them out. Also, the number preceding each section (e.g., 12. Certificate of English Proficiency) should correspond to the number on the application form.

12. Certificate of English Proficiency (Test Results) 英語能力証明書アップロード	<input type="button" value="Choose File"/> No file chosen
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Basic Information 基本情報

The following sections contain prefilled information. Be sure to check that you have entered the correct information. If the information is incorrect but you are unable to change it, please contact your home university's exchange coordinator and the SKP staff immediately.

- ☐ 3. SKP Participation Period
- ☐ 4. Language on Which Program Participation is Based
(Primarily Japanese/ Primarily English)
- ☐ 5. Current Japanese Language Proficiency Test Score
(only for those who selected "Primarily Japanese" in 4.)
- ☐ 6. Study Track
- ☐ 7. Campus

3. SKP Participation Period	Required 必須
プログラム参加希望期間	
4. Language on Which Program Participation is Based (Japanese Basis/ English Basis)	Required 必須
プログラム参加希望言語 (主に日本語/主に英語)	
5. Current Japanese Language Proficiency Test Score	Required 必須
現時点での日本語能力スコア	
6. Study Track	Required 必須
参加トラック	
7. Campus	Required 必須
参加希望キャンパス	

12. Certificate of English Proficiency [required only if applicable]

English Language Proficiency

If you wish to take courses offered in English in the RCE or IJL tracks, you must verify that you have the minimum required English proficiency (i.e., minimum score of TOEFL® iBT 68/ PBT 520, CEFR B2, or IELTS 6.0 (or other score indicating an equivalent proficiency level)).

- ☐ Have you uploaded a certificate with a score that meets the criteria?

Personal Information

13. Name in English

- ☐ Have special characters (e.g., umlauts, accent marks, etc.) used in your name been converted into alphabetic characters?
- ☐ Have you entered the information exactly as it appears in your passport?

21. Mailing Address

- ☐ Have you entered the address where you will reside until the start of the program?

22. Emergency Contact

- ☐ Have you filled in all the fields, such as the emergency contact address and the emergency contact phone number or email address that can be contacted during the program period?

Current Enrollment Information

25. College/ Graduate School to Be Enrolled in at the Start of SKP

- ☐ **The college/ graduate school you can choose depends on the track and campus you have selected.**
- ☐ SKP participants will be enrolled in one of Ritsumeikan University's colleges or graduate schools.
- ☐ **SKP students can select courses only from the list of courses for their selected track/campus. The list will be distributed at the start of the course registration period.** You may not be able to take all courses offered by the college/ graduate school you are enrolled in.

27. When is/was your (expected) date of graduation from your university?

- ☐ (If you are currently enrolled in a university) Does the information you entered match the graduation date listed on your certificate of enrollment?
- ☐ Have you checked that receiving your academic transcript during the time period listed in [01. Schedule](#) will not affect your graduation at your home university? Please note that Ritsumeikan University does not issue digital transcripts. Also, please note that academic transcript data cannot be sent via email.

Personal Statement 志望理由

Please be sure to submit your Personal Statement in either English or Japanese. If you wish to participate in the IJL track, you basically need to submit a personal statement in Japanese.

Personal Statement in Japanese



← Click here to download the form

- ☐ If you have studied Japanese before, did you download the form and handwrite your Personal Statement in Japanese (around 600 to 700 characters)?
- ☐ Have you confirmed that the track/campus you have selected will offer the academic content and courses you indicated in your Personal Statement?

Personal Statement in English

- ☐ If you have not studied Japanese before, or if you have only studied Japanese for a short time, did you write your Personal Statement in English in the form (up to 1,500 words)?
- ☐ Have you confirmed that the track/campus you have selected will offer the academic content and courses you indicated in your Personal Statement?

Student Visa 留学ビザ (Passport パスポートについて)

Student Visa Information

1. Do you have a passport that is valid for the duration of the program?

- ☐ If you selected “Yes”, is the passport valid until the end of the SKP study period?
- ☐ If your passport is not valid until the end of your SKP study period, or if you do not have a passport, immediately take steps to renew or obtain your passport and inform the SKP staff of this situation.
- ☐ If you are applying while your passport is being renewed, upload a copy of your current passport and be sure to enter the date when you expect to receive your new passport. Also, please email us a copy of your new passport as a password protected PDF as soon as you receive it.

2. Passport Copy [required]

- ☐ If there is a page with important information such as full name, etc., separate from the page with your ID photo, nationality, and name, is that additional page included in the submitted file?
- ☐ If you have entered Japan in the past, please also submit the page(s) with the entry/exit stamps. If there are multiple pages, please merge them into one PDF file before uploading.
- ☐ (In the case of multiple citizenship) Please upload a copy of the passport that will be used to enter Japan. If you have a Japanese passport, you must enter the country with your Japanese passport.

3. Do you hold Japanese citizenship?

- ☐ **Japanese nationals must enter Japan with a Japanese passport, even if they have dual citizenship.**

There have been cases where the applicant has Japanese citizenship without being aware of it. If there is a possibility that you may have Japanese citizenship, please confirm with your family. Please note that there have been situations in the past where applicants applied with a different passport without knowing that they have Japanese citizenship, which hindered the issuance of their visa.

5. Residence Card Copy [required only if applicable]

- ☐ Does the copy of your residence card show all four corners of the card?

E.g.,



Scholarship and Financial Support Information 奨学金・経費支弁

Scholarship Application

- ☐ Have you checked the application requirements and details shown in [03. Scholarships](#)?

3. Are you planning to apply for or receive any scholarships other than those through Ritsumeikan University (i.e., JASSO or RUSSES) during your intended SKP participation period?

- If you will apply for scholarships other than those through Ritsumeikan University at a later date, please be sure to select "Yes" even if you have not yet been selected.

4. Scholarship Already Determined to Be Received or Intending to Apply for During Intended SKP Participation Period (monthly amount • Japanese Yen)

- ☐ If it has already been determined that you will receive a scholarship during your intended SKP participation period, have you converted that scholarship's monthly amount into Japanese yen?
- ☐ If you are applying for any scholarships other than those at Ritsumeikan University, did you enter the amount you expect to receive if the scholarship application is accepted?

< Common Mistakes >

- The scholarship amount you are currently receiving that you will not receive during your SKP participation period was entered.
- The amount was not converted to Japanese yen.
- The total amount received, not the monthly amount, was entered.
- Information regarding scholarships that you will be applying for through Ritsumeikan University was entered.

5. Scholarship Award Letter(s) or Certificate(s) [\[required only if applicable\]](#)

- ☐ If it has already been determined that you will receive a scholarship during your intended SKP participation period, have you uploaded a certificate verifying that you will be receiving that scholarship?
- ☐ **Is that certificate written in English or Japanese? If it is in another language, is a translation included?**

< Common Mistakes >

- Scholarship certificates for scholarships that you are currently receiving (i.e., outside of your SKP participation period) were uploaded.
- The certificate was written in a language other than English or Japanese and no translation was provided.

6. Expected Issue Date of Scholarship Award Letter(s)

- ☐ If the certificate verifying the scholarship you will receive during your intended SKP participation period has not yet been issued, have you indicated when it is expected to be issued?

7. Statement of Intent for Scholarship Application

- ☐ If you are applying for a scholarship through Ritsumeikan University, have you entered your Statement of Intent

for Scholarship Application with the required content and within the indicated number of words? Please note that scholarship applications submitted after the application form has been submitted will not be screened. Incomplete applications will also not be screened.

- ☐ If you are planning to apply for any scholarship other than those offered at Ritsumeikan University at this moment, but have not yet been determined to receive it, please indicate this fact in your statement of intent for scholarship application. Also, if the scholarship has been decided after the SKP application deadline, please submit a copy of the certificate of scholarship to skp@st.ritsumei.ac.jp as a password-protected PDF file.

Application for Certificate of Eligibility (COE)

8. COE Application [required for non-Japanese nationals]



← After entering the information, please upload it in an **Excel format** , not a PDF format.

- **Please read through the example of the COE Application and important notes carefully, then enter your information accurately.**
- In the COE Application form, there is a section where you can enter the number of times you have entered Japan. The exact number of times you have entered the country must be reported for visa application purposes. If you hold multiple citizenship, please enter the total number of times you have entered Japan as well as the number of times you have entered Japan for each nationality. If you landed in Japan on a connecting flight (i.e., transit), please include these times in your entry count.
- As “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,” applications cannot be submitted at the travel destination (i.e., Japan). For more information, please check the [Ministry of Foreign Affairs of Japan’s website](#).
- For more information on visa application, please check the [Immigration Services Agency of Japan’s website](#).
- If you are a Japanese citizen, you do not need to submit this document.
- Falsified information in your application may result in denial of your COE Application.

9. Statement of Financial Support [required only if applicable]



All SKP applicants must submit a Statement of Financial Support unless the applicant is financially supporting themselves. If the amount of financial support is insufficient, you may not be issued a student visa.

- ☐ If someone other than the applicant is providing financial support, has the applicant submitted a Statement of Financial Support filled out and signed by their financial supporter (e.g., father, mother, etc.)? If there are two financial supporters, two Statements of Financial Support (one for each financial supporter) are required.

< Common Mistakes >

- The financial supporter’s signature is missing.

10. Certificates Verifying Financial Support (e.g., Bank Statement, etc.) [required]

- ☐ Have you uploaded documents verifying that you or your financial supporter is able to pay all expenses (i.e., equivalent to 500,000 yen for 1 semester, or 1,000,000 yen for 2 semesters) while studying in Japan?

- Applicable documents include bank transaction certificates, bank-issued certificates indicating account type and balance, and loan receipt certificates, etc. Credit card statements will not be accepted as verification.
- A certificate indicating that a scholarship will be received during your SKP participation period is also considered a certificate verifying financial support. In this case, please upload the certificate in “**5. Scholarship Award Letter(s) or Certificate(s)**”.
- Official verification of employment of the financial supporter can also be submitted if the document includes information verifying that the financial supporter is able to pay for expenses during the applicant’s SKP participation period.

☐ **Is the document written in English or Japanese? If it is issued in another language, is a translation included?**

< Common Mistakes >

- The name of the person who signed your statement of financial support does not match the name on the certificate verifying financial support.
- The total amount shown on the certificate verifying financial support does not verify the required amount (i.e., equivalent to 500,000 yen for 1 semester, or 1,000,000 yen for 2 semesters).
- The document is written in a language other than English or Japanese and no translation is attached.

Japanese Language Education Background (Including Any Studies in Progress)

日本語学習歴について（学習途中のものも含む）

1. Have you ever studied Japanese before?

- ☐ If you have experience studying Japanese at an educational institution, did you select “Yes, I have formally studied Japanese at an institution (e.g., university, Japanese language school, etc.)”?

3. Statement of Japanese Language Proficiency

[only required for those who have formally studied Japanese at an educational institution]



← Be sure to click here to download the most recent version

- ☐ If you have experience studying Japanese at an educational institution and wish to study Japanese at Ritsumeikan University, have you submitted a Statement of Japanese Language Proficiency?
- ☐ Is the Statement of Japanese Language Proficiency filled out by a faculty member different from the one who wrote your Letter of Recommendation?
- ☐ Does the form include the information of the Japanese language teacher who filled out the form (e.g., job title, email address, etc.) and their handwritten signature or official electronic signature?

< Common Mistakes >

- Information about the person who filled out the form is not filled in (e.g., job title).
- The signature of the person who filled out the form is missing.

Signature / 署名	
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6. JLPT/EJU Score Certificate

- ☐ If you have a JLPT (Japanese Language Proficiency Test) score or a score on the Examination for Japanese University Admission for International Students (EJU), have you uploaded a score certificate?

Other Application Materials その他申請書類

1. Letter of Recommendation [required]



- ☐ Was this document prepared by a faculty member, specifically an instructor of a course you are taking/ have taken (e.g., professor, etc.), at the university where you are currently enrolled (or were previously enrolled), and does it include their signature or official electronic signature?
- ☐ If you did not use the form template provided above, does your Letter of Recommendation include all sections written in the form template?
- ☐ Is the Letter of Recommendation filled out by a faculty member different from the one who wrote your Statement of Japanese Language Proficiency?
- If the faculty member who wrote your Letter is unable to sign the document due to closure of the university or other reasons, please ask the faculty member to send the document directly to skp@st.ritsumei.ac.jp. Also, please upload a file stating that the faculty member will send it by email in the appropriate section of the application form.

< Common Mistakes >

- The signature of the person who wrote the Letter of Recommendation is missing.
- The recommender is a TA, etc. (e.g., TA, an instructor of a course you are not taking/ have not taken, etc.)

2. Declaration and Pledge [required]



← Be sure to click here to download the most recent version

- ☐ **Have you gone over the checklist in the Declaration and Pledge, and checked off (✓) each box (□)? If you are a student from a partner university, your home university's exchange program coordinator will need to check your application form and uploaded documents. Please ask your coordinator to double check your documents and check off (☑) the boxes on the list.**
- ☐ Have you reviewed, signed and dated the Declaration and Pledge? If you are a student from a partner university, your home university's exchange program coordinator will also need sign the document.
- If your exchange coordinator is unable to sign the document due to closure of the university or other reasons, please ask your coordinator to send the document directly to skp@st.ritsumei.ac.jp. Also, in the appropriate section of the application form, please upload a file stating that your exchange coordinator will send the document via email.

< Common Mistakes >

- The checklist is missing checks (✓). (For exchange students, both the applicant and their exchange coordinator need to check off their respective boxes.)
- The Declaration and Pledge is not signed.

3. Academic Transcript **[required]**

- ☐ Does the academic transcript contain the following information (i.e., 1-3 below)?
 - ☐ 1. Does it include an explanation of the grading system (e.g., A, B, C, etc.)?
 - ☐ 2. If there are any courses in which you received a failing grade (F), is that information included in the transcript?
 - ☐ 3. Is the number of credits, academic year taken, and semester listed for each course?
- ☐ Have you included the most recent transcript from the college or graduate school you are currently attending? If you are in your first year of graduate school, you must also submit the academic transcript for your undergraduate studies.
- ☐ For students who have already graduated, have you included transcripts from colleges or graduate schools you have previously attended?
- ☐ **If the official transcript is not written in English, have you included an English or Japanese translation along with the original document?**

< Common Mistakes >

- The items in 1, 2, and 3 above are not included.
- The document is not the most recent academic transcript.
- The official transcript is not written in English, and an English or Japanese translation is not included.

4. Certificate of Enrollment, or Certificate of Graduation **[required]**

- ☐ Have you submitted an official certificate of enrollment from the university you are currently attending? If you have already graduated, have you submitted your certificate of graduation?
- ☐ If you are currently enrolled in an undergraduate college or graduate school, will you be enrolled at your home university until a time when you will not face any interference converting credits?


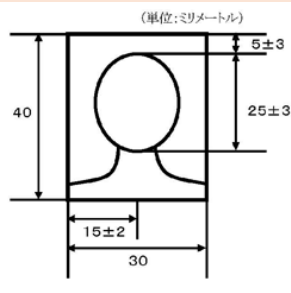

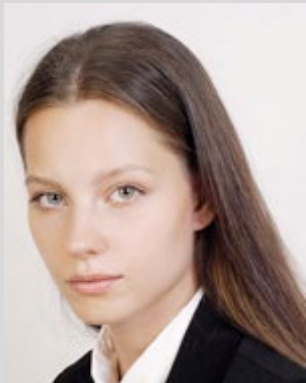
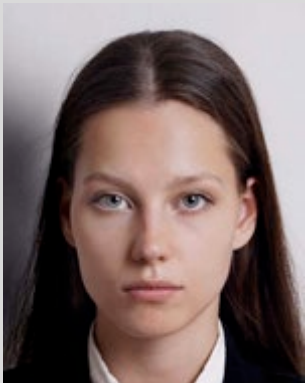


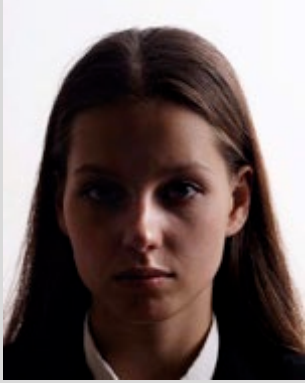
5. ID Photo **[required]**

- ☐ Did you check the photo specifications on the [Immigration Service Agency of Japan's website](#) and take a photo in accordance with those specifications?
- ☐ Did you upload a photo that was taken within the last 3 months?
- ☐ Are you submitting a different photo from the one in your passport? If the photo is the same as your passport, you will not be able to use it to apply for a visa.
- ☐ Is the uploaded photo over 300 dpi?

< Common Mistakes >

- You submitted the same photo as in your passport.
- The photo does not meet the specifications.
- The photo was taken more than 3 months ago.
- The quality of the photo is rough or blurry.

- You submitted the scanned image of your ID photo.

< Acceptable Example >	< Unacceptable Example >		
 <p>The photo meets all the requirements and shows the subject clearly.</p>  <p>Photograph Size</p>	 <p>Subject's face is turned</p>	 <p>Subject is leaning</p>	 <p>Shadows in the background</p>
	 <p>Subject is blurry or out of focus</p>	 <p>Subject's glasses are reflecting light</p>	 <p>Subject's face is obscured by shadows</p>

Housing Preference Survey 入寮希望調査

- ☐ Have you checked the important notes regarding the International Houses (I-Houses)?
- ☐ Have you carefully read and checked the guidebooks for the I-House(s) where you wish to live (on the campus that you wish to apply for)?

I-House Information

[Kinugasa Campus](#)

[Osaka Ibaraki Campus](#)

[Biwako-Kusatsu Campus](#)

II: Submit the Application Form

- Please confirm your entered information on the Confirmation of Application Information page (i.e., all application details).
- Save the confirmation page as a PDF.
- Finally, click “Submit” to complete your application. (Students from partner universities must have their coordinator check your application form prior to submission)
- The SKP staff may contact you to confirm the details of your application, so please check your email regularly after submitting your application. Please keep the PDF copy of your application details and original documents until the start of the program.
- Once you submit your application form, you will receive a submission completion email within 24 hours at the email address used for the application. If you do not receive a submission completion email within 24 hours, it is possible that your application was not completed, in which case please contact SKP staff.

[If You Are Applying as a student from a partner university]

- **Before you submit your application form, please be sure to have your study abroad coordinator double check your application form and uploaded data. After the form is checked please have your coordinator check your list and receive a signature for the pledge.**
- If there are any questions regarding the submitted application documents, the SKP staff will generally contact your home university’s exchange coordinator. However, if additional documents are required, the applicant may be contacted by email directly.
- For the schedule following application form submission, please check [01. Schedule](#).
- Application results are scheduled to be announced in **late June**. At that time, we will provide accepted students with information on the procedures to be followed after the results are announced, so please be sure to check that information if accepted.

05. [Health Registration Form] (After application results are announced)

After application results are announced, all accepted applicants are required to submit their health information through an online form (must be submitted by all applicants).

If you have an illness, a disability, or other circumstances, you can consult with us regarding support and accommodations in your studies at Ritsumeikan University. Please check the [\[Reference Materials\]](#) on the next page and submit the relevant documents if you decide that you wish to have a consultation for support or accommodations. The deadline for submission is **early July 2022 (tentative)**. Please prepare your documents and other materials so that they are submitted by the deadline.

- All students need to submit their health information through the Health registration form” Part 1: Health Information”
- “Part 2: Submission of Documents Related to Illness or Disability” is optional.
- Submitted information will be treated as personal information and will be destroyed upon completion of the program.
- You may consult with us at any time regarding illness and disabilities, but depending on when consultation takes place, RU may not be able to offer the support and accommodations you desire.

[Reference Materials]

Circumstances	What to Expect	Documents to Be Submitted
You are diagnosed with an illness or have a disability.	The living environment in Japan is very different from that of your home country. A change in living environment may result in symptoms that were not present before or may exacerbate existing symptoms. In addition, there may be situations when the treatment you received in your home country is not available in Japan, or you have to accept alternative treatment methods.	<ul style="list-style-type: none"> • Medical certificate • Medical prescription
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.	In order to receive support and accommodations at Ritsumeikan University, in principle, an application must be made at the start of the semester, and it must be approved as reasonable accommodations. Please note that what is considered reasonable accommodations will be determined based on the standards of Ritsumeikan University and the standards of Japanese higher education, and may differ from what is considered reasonable accommodations in your home country or at your home university. Therefore, the reasonable accommodations that you are currently receiving in your home country or at your home university may not be approved at Ritsumeikan University.	<ul style="list-style-type: none"> • Medical certificate • Documents describing reasonable accommodations received at your home university
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.	The ways students learn at Ritsumeikan University is different from the ways students learn in your home country or at your home university. As you change the ways you learn, you may find yourself struggling with things that were not a problem in your home country or at your home university. In some cases, it may be necessary to apply for reasonable accommodations in order to study at Ritsumeikan University.	<ul style="list-style-type: none"> • Medical certificate
You have no diagnosed illnesses, disabilities, etc., but have significant anxiety about studying and student life.	The ways of learning and campus environment are very different between Ritsumeikan University and your home country/ home university. If you feel significant anxiety about your studies or student life, we recommend that you confirm the number of credits you want to earn and what you want to achieve at Ritsumeikan University, and contact us for advice.	<ul style="list-style-type: none"> • A document describing your anxiety (free format)