



## SKP (Study in Kansai Program)

### Student Exchange Program, Ritsumeikan University

#### 2024 Fall Semester **Application Guidelines**

Please be sure to review the following information carefully before submitting your application for the SKP 2024 Fall Semester. If you have any questions, please contact the SKP staff ([skp@st.ritsumeikai.ac.jp](mailto:skp@st.ritsumeikai.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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## 01. Schedule

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

	Fall Semester	Spring Semester
<b>Start Date for Application Acceptance</b>	Thursday, March 7, 2024, 10:00	
<b>Application Submission Deadline</b>	<b>Thursday, April 4, 2023, 17:00</b>	
<b>Announcement of Application Results</b>	By Late-June	
<b>(Self-Sponsored Students) Program Fee Payment Deadline*<sup>1</sup></b>	By Early July	
<b>Health Registration Form Deadline</b>	By Early July	
<b>Announcement of Housing/Scholarship Results</b>	Mid-July	
<b>COE (Certificate of Eligibility) Sent Out*<sup>2</sup></b>	Early August	
<b>Arrival in Japan</b>	Early September	
<b>Orientation Begins</b>	Early September	
<b>Start of the Semester</b>	September 26	April 1 (the following year)
<b>Program Ends</b>	January 31 (the following year)	July 31 (the following year)
<b>End of the Semester</b>	March 31 (the following year)	September 25 (the following year)
<b>Academic Transcripts Issued</b>	After April 1 (the following year)	After September 26 (the following year)
<b>Academic Transcripts Sent Out*<sup>3</sup></b>	Mid-April (the following year)	Early October (the following year)

\*<sup>1</sup>For 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.

\*<sup>2</sup>This 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 via email. For exchange students, the documents will be sent to accepted students and their home universities via email. As soon as you receive the COE, 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.

\*<sup>3</sup>See 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.

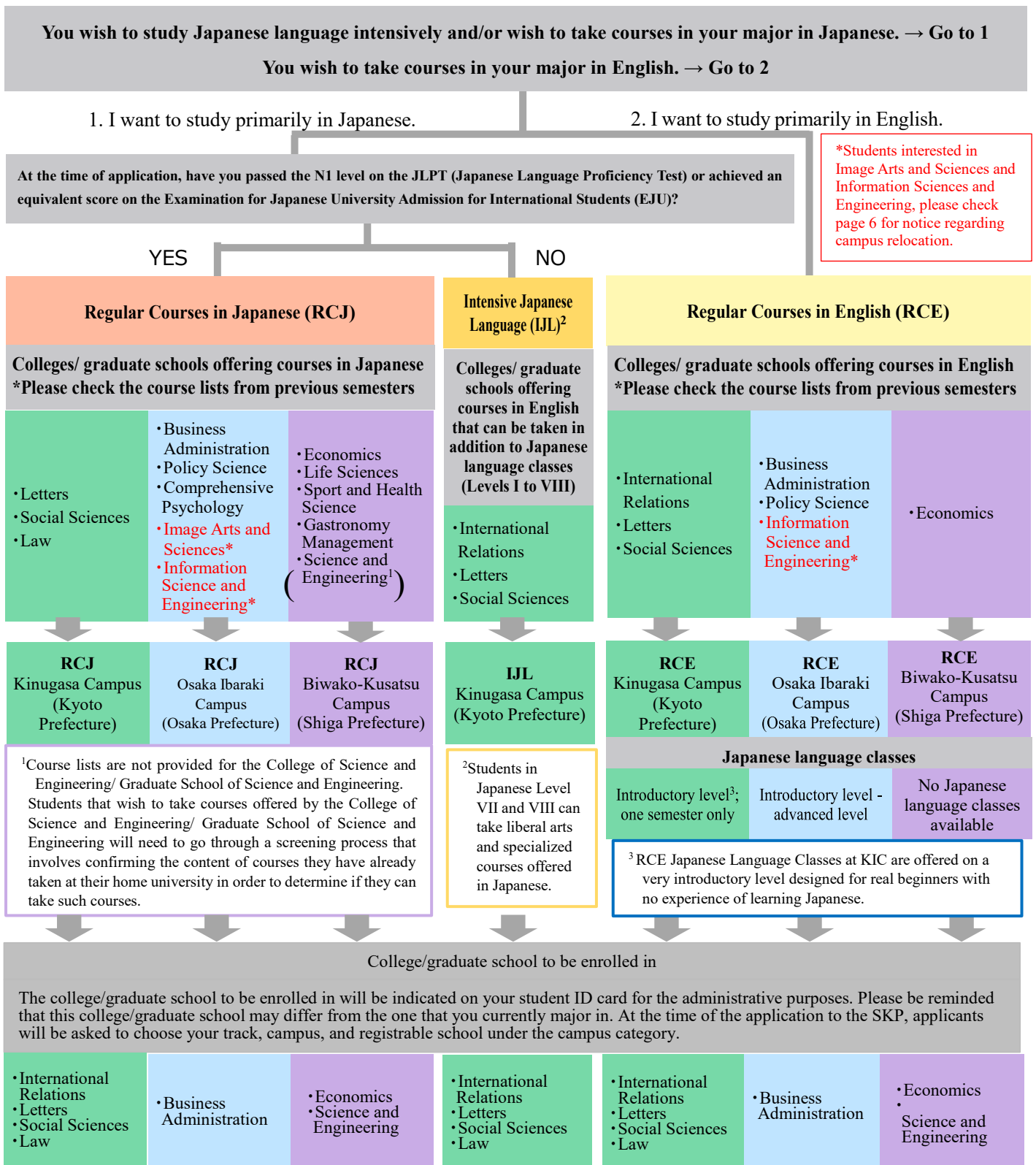
Track	<a href="#">Regular Courses in Japanese (RCJ)</a>	<a href="#">Intensive Japanese Language (IJL)</a>	<a href="#">Regular Courses in English (RCE)</a>
Course List	<a href="#">Course Lists From Previous Semesters<sup>1</sup></a>		
Application Requirements	<p>Those who are one of the following:</p> <ul style="list-style-type: none"> <li>● An exchange student from a partner institution who will apply under a student exchange agreement and must be 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.</li> <li>● A self-sponsored student who meet the requirement a) or b) below: <ul style="list-style-type: none"> <li>a) Currently enrolled in an undergraduate or graduate program for at least one year prior to the commencement of the program.</li> <li>b) Have graduated from an undergraduate or graduate program with a bachelor's degree or equivalent.</li> </ul> </li> </ul>		
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). <sup>2</sup>	<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.<sup>2</sup></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, IELTS 6.0 or TOEIC L&R Test 785 (or other score indicating an equivalent proficiency level). <sup>2</sup>
Campus	<a href="#">Kinugasa Campus (Kyoto Prefecture)</a> <a href="#">Osaka Ibaraki Campus (Osaka Prefecture)</a> <a href="#">Biwako-Kusatsu Campus (Shiga Prefecture)</a>	<a href="#">Kinugasa Campus (Kyoto Prefecture)</a>	<a href="#">Kinugasa Campus (Kyoto Prefecture)</a> <a href="#">Osaka Ibaraki Campus (Osaka Prefecture)</a> <a href="#">Biwako-Kusatsu Campus (Shiga Prefecture)</a>
Study Period	Half year (1 semester) or full year (2 semesters)		

<sup>1</sup>The 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 you may not be able to take your desired courses.

<sup>2</sup>Verification 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 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.



- **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 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). 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

(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.
<b>1st Period</b>	9:00-10:30	0:00-1:30	1:00-2:30	16:00-17:30	19:00-20:30	8:00-9:30
<b>2nd Period</b>	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
<b>3rd Period</b>	13:00-14:30	4:00-5:30	5:00-6:30	20:00-21:30	23:00-0:30	12:00-13:30
<b>4th Period</b>	14:40-16:10	5:40-7:10	6:40-8:10	21:40-23:10	0:40-2:10	13:40-15:10
<b>5th Period</b>	16:20-17:50	7:20-8:50	8:20-9:50	23:20-0:50	2:20-3:50	15:20-16:50
<b>6th Period</b>	18:00-19:30	9:00-10:30	10:00-11:30	1:00-2:30	4:00-5:30	17:00-18:30
<b>7th Period</b>	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

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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](mailto:prejapan@st.ritsumei.ac.jp)

## 03. Scholarships

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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. **Students can only apply for a scholarship when applying for SKP. Students who plan to study for 1 year should note that scholarship applications are not accepted on a semester-by-semester basis. Please be reminded that the scholarship scheme may change in the future.**



	JASSO Scholarship	RUSSES Scholarship
<b>Outline</b>	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.
<b>Monthly Stipend</b>	80,000 yen	40,000 yen
<b>Period</b>	One semester (4 months) or two semesters (10 months) The funding will start from April for Spring Semester/ from October for Fall Semester.	
<b>Eligibility</b>	<b>Exchange students from partner universities</b> 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"> <li>• Students that will be receiving scholarships from their home university during their study period in Japan are eligible to apply.</li> <li>• <b>This scholarship cannot be combined with the JASSO Scholarship.</b></li> </ul>
<b>Application Process</b>	Complete all required sections of the “Scholarship Application” in the SKP Application Form. <b>*Students can only apply for scholarships at the time of program application</b>	
<b>Ineligible Students</b>	<p>a) <b>Students who are receiving any other scholarship(s) that total over 80,000 yen/month*<sup>1</sup> during their study period in Japan</b></p> <p>b) Students with a GPA below 2.3 on JASSO’s 3.0 scale</p> <p>c) Students with Japanese citizenship, including those with dual citizenship</p> <p>d) Students with a Japanese visa other than the student visa</p> <p>e) Students who cannot submit an official transcript with all required information</p> <p>*<sup>1</sup> If students receiving other scholarship(s) that total to over 80,000 yen/month are accepted to JASSO, they are to withdraw from the JASSO scholarship. In case they continue to receive the JASSO stipend despite the other scholarship(s), the stipend will be suspended and they will need to return it. In addition, future students from the same partner institution will also be ineligible for JASSO.</p>	<p>a) Students with Japanese citizenship, including those with dual citizenship</p> <p>b) Students with a Japanese visa other than the student visa</p> <p>c) Students who cannot submit an official transcript with all required information</p>
<b>Important Notes</b>	<ul style="list-style-type: none"> <li>• Applications without the “Statement of Intent for Scholarship Application” or other required documentation will not be screened.</li> <li>• As applicants will be screened on various criteria, please understand that not all applicants will receive the scholarship and scholarship details are subject to change from year to year.</li> <li>• Inquiries regarding screening procedures cannot be answered.</li> </ul>	

## 04. Application Submission

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**Application Submission Period:**

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

**Deadline: Thursday, April 4, 2024, 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. Incomplete documents or application details will not be accepted.**
- 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 as well as the student's user ID password necessary for accessing the online SKP Application Form will be sent to the email address which your home university's exchange coordinator registers to the online Nomination Form. They should be delivered within a week after the nomination submission. Please be sure to ask your coordinator when the nomination for you has been completed.
- ◆ 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 to be resubmitted by your exchange coordinator using a different email of yours.

**[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 March 7.
- ◆ If you wish to change the track or campus before submitting your application, please start a new application by using a different email of yours.

**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

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- **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 either 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.

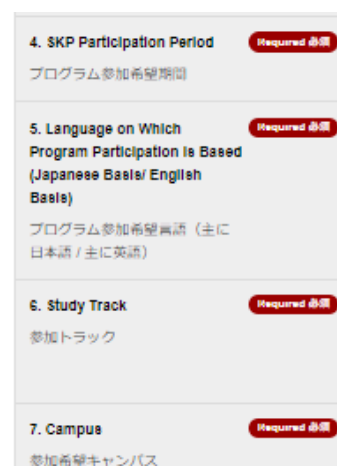
On the following pages, you will find descriptions of application documents and checklists for application sections that require special attention when filling them out. Also, the number preceding each section (e.g., 26. Certificate of English Proficiency) should correspond to the number on the application form.



## Basic Information 基本情報

The following sections contain prefilled information. Be sure to check that you have entered the correct information. For exchange students from partner universities, 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.

- Step1-4. SKP Participation Period
- Step1-5. Language on Which Program Participation is Based (Primarily Japanese/ Primarily English)
- Step1-6. Study Track
- Step1-7. Campus



## Personal Information

### Step1-6. 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?

### Step1-12. Mailing Address

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

### Step1-13. 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

### Step1-16. 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. For college/graduate school to be enrolled in, refer to the chart in [II: Confirm the Tracks of Study, Colleges/ Graduate Schools Offering Courses, and Campuses](#).
- SKP students can select courses only from the list of courses offered to SKP students. 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.

### Step1-18. 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.

## English Language Proficiency

### Step1-26. Certificate of English Proficiency [required only if applicable]

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, IELTS 6.0 or TOEIC L&R Test 785 (or other score indicating an equivalent proficiency level)).

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

## 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)

## Japanese Language Education Background

### Step2-4. Current Japanese Language Proficiency [required only if applicable]

For those who choose the RCJ track, submission of JLPT/EJU Japanese Language Proficiency Score Certificate is required.

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

## Personal Statement 志望理由

**Please be sure to submit your Personal Statement in either English or Japanese and summarize the key reasons for choosing Ritsumeikan University's Study in Kansai program and your learning objectives.**

**If you wish to participate in the IJL track, you basically need to submit a personal statement in Japanese. (If you are not comfortable writing a statement in Japanese only, please also submit your personal statement in English.)**

### 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 700 characters**)?
- Write about what you would like to learn from SKP participation.
- Have you checked the features as well as the course list from previous semesters of the study track you chose?

#### 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 700 words**)?
- Write about what you would like to learn from SKP participation.
- Have you check the features as well as the course list from previous semesters of the study track you chose?

## Scholarship and Financial Support Information 奨学金・経費支弁

### Step4-1. Scholarship Application

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

### Step4-4. 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?

- Scholarships here include the ones that you can apply/receive for the purpose of studying abroad (Scholarship/Grant/Finance Award/etc.) However, financial support for travel fees, loan-type financial aid which require repayment, and student loans are not subject.
- If you will apply for scholarships other than those through Ritsumeikan University at a later date, and have not been selected yet, please be sure to inform us of the status from one of the following three details,
  - I am (going to be) receiving other scholarship(s)
  - I am going to apply for other scholarship(s)(the amount has been determined)
  - I am going to apply for other scholarship(s)(the amount has not been fixed yet..

### Step4-5. 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 or if you are going to apply for other scholarship(s) which amount has been determined, during your intended SKP participation period, have you converted that scholarship's monthly amount (Divide the total amount by 6 months for 1-semester study period application/ by 12 months for 1-year study period application) into Japanese yen?

#### < 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.
- Financial support for travel fees, loan-type financial aid which require repayment, and student loans were included in the monthly amount.

#### Step4-9. 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?

If you have been chosen to receive other scholarship(s) after the SKP application deadline, and in the case the scholarship(s) total over to 80,000 yen, notify the SKP staff of this fact by sending a copy of your scholarship award letter/ certificate in a password protected pdf file to [skp@st.ritsumeikan.ac.jp](mailto:skp@st.ritsumeikan.ac.jp).

#### Step4-10. Confirmation regarding Scholarship Application [required only if applicable]

- If you have been chosen to receive other scholarship(s) that total to over 80,000 yen/month during your intended SKP participation period, you will no longer be eligible for JASSO.
- If you have been chosen to receive other scholarship(s) that total to over 80,000 yen/month during your intended SKP participation period, after you have been accepted to JASSO, you are required to withdraw from the JASSO scholarship.
  - In the case you fail to report your ineligibility, and you continue to receive the JASSO stipend despite the other scholarship(s), the stipend will be suspended and you will be required to return it. In addition, your status as an international student at Ritsumeikan University may be revoked.

#### Step4-12. Statement of Intent for Scholarship Application

- If you are applying for a scholarship through Ritsumeikan University, have you included your study plans and details concerning your financial situation?
- Have you entered your Statement of Intent for Scholarship Application with the required content and within the indicated number of words? (Around 400 Japanese characters, or up to 400 words in English.)
- Please note that scholarship applications submitted after the application deadline will not be screened. **Incomplete applications will also not be screened.**

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

### Student Visa Information

#### Step5-1. 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.

Please follow the procedures below.

① Submit one of the following documents to the application form.

< If you already have a passport and are in the process of renewing or intend to renew it with a new passport >  
Submit a copy of your current passport and a copy of your new passport application or statement. In the statement, please indicate that you are renewing your passport in the same order of name, date of birth, and gender as in your old passport.

The COE application should be submitted using the information provided in the statement or the copy of the application form for the new passport. If there are any changes, you will need to reapply for a COE, so please make sure to fill out the statement correctly.

< If you do not have a passport >

Please submit a statement. In the statement, please indicate that you are renewing your passport in the same order of name, date of birth, and gender as in your old passport.

The COE application should be submitted using the information provided in the statement or the copy of the application form for the new passport. If there are any changes, you will need to reapply for a COE, so please make sure to fill out the statement correctly.

② Please send us a copy of your new passport as soon as you have it by e-mail with a password protected PDF file.

#### Step5-2. Passport Copy **[required only if applicable]**

- 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.

#### Step5-3. 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.

#### Step5-5. Japanese Residence Card Copy **[required only if applicable]**

- Does the copy of your Japanese Residence card show all four corners of the card?  
E.g.,



## Other Application Materials その他申請書類

### Application for Certificate of Eligibility (COE)

#### Step6-1. COE Application [required for non-Japanese nationals]

Certificate of Eligibility (hereinafter COE) is a certificate that foreign nationals who wish to enter Japan are required to obtain after being screened and certified that the foreign national conforms to the conditions for landing in Japan, which means the activity stated in the application is not false and it is one of the activities stipulated in the Immigration Control Act. The COE must be presented at the time of visa application and when applying for landing permission at the airport in Japan.



← 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](#).
- Falsified information in your application may result in denial of your COE Application.
- If you are a Japanese citizen, you do not need to submit this document.

#### Step6-2. Statement of Financial Support [required only if applicable]



← Click here to download the form

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.

**Step6-3. Certificates Verifying Financial Support (Bank Balance Certificate, Income certificate,) [required].**

The Certificate of Financial Support is a very important document required when applying for a COE. The Certificate of Financial Support must be submitted in the name of either the applicant or the financial supporter listed in the "Financial Supporter's Name" section of the COE application form.

- Have you uploaded documents that prove that you or your sponsor can pay for your expenses while you are studying in Japan?

**Exchange Students:** Approximately 100,000 yen/ month for living expenses (i.e. Balance certificate for savings account equivalent to 600,000 yen for 1 semester, or 1,200,000 yen for 2 semesters,).

**Self-sponsored students:** Students are required to submit documents that verify their financial supporter's ability to cover living expenses of 100,000 yen per month plus program fees. (i.e. Balance certificate for savings account that verifies the amount of 1,000,000 yen for 1 semester study, or 2,000,000 yen for 2 semester study).

- Applicable documents include bank transaction certificates, bank-issued certificates indicating account type and balance. Credit card statements and investment documents (stocks and other securities) will not be accepted as verification.

The name of the bank, name of the bank holder, type of account, final balance, date of issue and other important details should be highlighted in colored pen and the currency should be converted to Japanese yen.

- A certificate indicating that a grant type 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)" The name of the scholarship, name of the recipient, the granting institution and the amount of monthly support should be highlighted in colored pen. If you are currently applying for a scholarship and cannot submit a scholarship verifying document, please submit your supporter's bank balance certificate.

**<Notes> Scholarship Certificates for Loan-Type Scholarships**

- The Immigration Services Agency of Japan has detailed requirements for loan-type scholarship certificates. For information, please check the URL below of the Immigration and Residence Management Agency.  
[To all international students \(including those wishing to study abroad; the same shall apply hereinafter\) who wish to pay their tuition fees and other expenses through loan-type scholarships, and to educational institutions that plan to accept such international students | Immigration Services Agency \(moj.go.jp\)](#)

- If you intend to submit a certificate of loan-type scholarship, you will also need to submit many additional documents. Students should be mindful that in some cases COE issuance may take time.

**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.
- The document is written in a language other than English or Japanese and no translation is attached.
- The final amount has not been indicated in Japanese Yen.

**Step6-5. Letter of Recommendation [required]**



← Click here to download the form

- Was this document prepared by 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 the instructor who wrote your Letter is unable to sign the document due to university's closure or other reasons, please ask the instructor to send the document directly to [skp@st.ritsumei.ac.jp](mailto:skp@st.ritsumei.ac.jp). Also, please upload a file stating that the instructor will send it by email in the appropriate section of the application form.
- If you did not use the form template provided above, does your Letter of Recommendation include all sections written in the form template?
  - < 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.)

**Step6-6. Declaration and Pledge [required]**



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

- If you are a student from a partner university, please ask your home university's exchange program coordinator to double check your application form and uploaded documents before signing the Declaration and Pledge.**
- 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 to 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](mailto: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.

### Step6-7. Official 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 showing all grades earned 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.

### Step6-8. Official Certificate of Enrollment, or Certificate of Graduation **[required]**



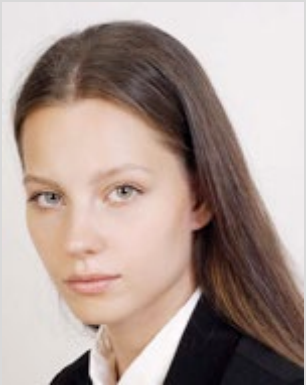
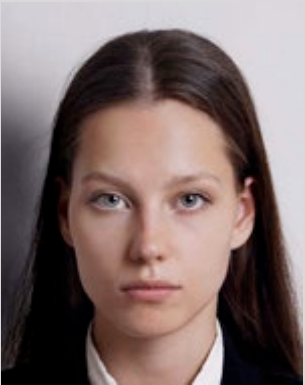
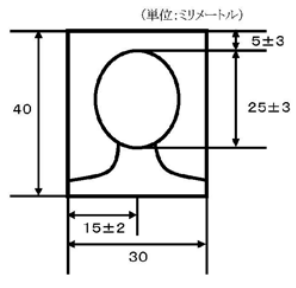


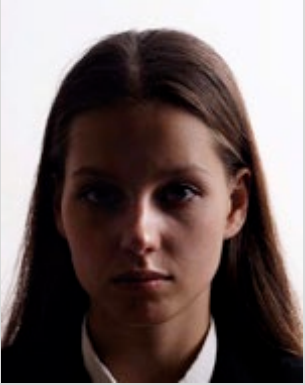
- Have you submitted an official certificate of enrollment from the university you are currently attending? If you have already graduated, have you submitted your certificate of graduation?
- If you are currently enrolled in an undergraduate college or graduate school, will you be enrolled at your home university until a time when you will not face any interference converting credits?
- If you are an exchange student and currently on leave of absence, please submit a certificate that proves this. Please be reminded that exchange students will need to be enrolled at their university while attending the program.

### Step6-9. 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?
- Is the uploaded data in JPG format? Please be reminded that JPEG format is unacceptable.

< Notes when submitting an ID photo for COE application >

1. It is best to remove glasses to avoid reflections of light covering your eyes.
2. The photo must only show you without any backgrounds and shadows.
3. It is important to take a full-face photo facing the camera, without any hats or head coverings.  
Religious clothing that is worn every day can be worn if it does not obscure the face.
4. Must be a clear image that is not blurry or out of focus.
5. It is necessary to take the photo within 3 months and reflect your current appearance.
6. The facial expression should be neutral with eyes looking forward. Please ensure your teeth are NOT shown.
7. Any other image modification or image editing to change the image of the person by making the eyes look bigger, changing their skin color, or correcting facial features such as moles, wrinkles, etc., is inappropriate under any circumstances. Moreover, photos that are rotated from left to right are unacceptable.

< Acceptable Example >	< Unacceptable Example >		
 <p>The photo meets all the requirements and shows the subject clearly.</p>	 <p>Subject's face is turned</p>	 <p>Subject is leaning</p>	 <p>Shadows in the background</p>
 <p>Photograph Size</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.
- For the schedule following application form submission, please check [01. Schedule](#).
- Application results are scheduled to be announced in mid to **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.

### [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.

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

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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).

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. Therefore, if you are currently undergoing treatment or follow-up for a major illness or surgery, please be sure to submit a medical certificate and a medical prescription in the following format.

 [Medical Certificate](#) ← Be sure to click here to download the most recent version

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 2024 (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"> <li>• Medical certificate</li> <li>• Medical prescription</li> </ul>
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"> <li>• Medical certificate</li> <li>• Documents describing reasonable accommodations received at your home university</li> </ul>
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"> <li>• Medical certificate</li> </ul>
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"> <li>• A document describing your anxiety (free format)</li> </ul>

Ritsumeikan University  
 SKP Staff

### Required Application Documents for SKP

Please refer to the list of required application documents below and check for the requirement detail in the Application Guidelines. **Incomplete documents will not be screened.**

Check	Required Item	Applicants	Contents	Format
( )	Letter of Recommendation	All Applicants	It needs to be written and signed (hand-written or electronic signature) by a faculty member (e.g. professor, etc.) of a course you are taking/have taken.	Use of the RU format is recommended.
( )	Certificate of Enrollment or Graduation	Student	An official Certificate of Enrollment from the University you are currently attending.	Official Certificate
		Former Student	An official Certificate of Graduation from the University you have graduated.	Official Certificate
( )	Academic transcript	Currently enrolled at an Undergraduate school	The most recent official academic transcript with grading system explanation	Official Certificate
		If you are in the first year of graduate school	You must also submit the academic transcript for your undergraduate studies.	Official Certificate
( )	Certificate for language proficiency	RCE and IJL applicants who are Non-native speaker of English and wish to take courses in English	English Language Proficiency score certifying 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)	A copy of the certificate
		IJL applicants	If you have a JLPT score or a score on the EJU, the certificate can be uploaded.	
		RCJ applicants	N1 level of JLPT or equivalent on the EJU	
( )	Personal Statement	All applicants	Submit your personal Statement in either in Japanese or English	RU format for Japanese • Direct entry to the online portal for English.



Check	Required Item	Applicants	Contents	Format
( )	Statement of Intent for Scholarship Application	Those who are applying for a scholarship through RU.	If you are (planning) to apply for any scholarship other than those offered at RU but have not yet been determined to receive it, please indicate that fact in your statement of intent for scholarship application.	Direct entry to the online portal
( )	Passport copy	All applicants	A copy of the page with ID Photo, Nationality, and name (if there is a page with important information such as full name, etc. separate from the page above, a copy of that page is also required.) Page(s) with entry/exit stamps if you have entered Japan in the past.	If there are multiple pages please merge them into one PDF file before uploading.
		Applicants with multiple citizenship	A copy of the passport that will be used to enter Japan. If you have a Japanese passport, you must use the Japanese passport and therefore upload a copy of the Japanese passport.	If there are multiple pages please merge them into one PDF file before uploading.
( )	A copy of Residence Card issued in Japan.	Required if applicable	Please make sure that all four corners of the card are clearly visible.	A copy of Residence Card issued in Japan
( )	COE Application Form	All applicants	Please make sure of the times of your entry to/exit from Japan and that you submit a corresponding number of entry/exit stamps (or evidence).	RU format must be submitted in an EXCEL format.
( )	Statement of Financial Support	All applicants unless the applicant is financially supporting themselves	Statement for each financial supporter is required.	RU format
( )	Certificates verifying Financial support	All applicants	Documents to verify that the applicant or the financial supporter is able to afford 100,000 JPY/month for living expenses in Japan. (=600,000 JPY/semester)	
( )	ID Photo	All applicants	Please check the photo specifications on <a href="#">the Immigration Service Agency of Japan's Website</a> . The data must be uploaded in JPG format. JPEG format is not acceptable.	