

Application Guidelines for 3rd Party Foundation Scholarship Sponsored Student Admissions: Asian Development Bank-Japan Scholarship Program (ADB-JSP) (Additional Application Period) September 2022 Enrollment

Based on its agreement with the Asian Development Bank-Japan (ADB-JSP), Ritsumeikan University is recruiting International Students for the Asian Development Bank-Japan Scholarship Program (September 2022 admission) as explained below.

This is the second call for applications for the “2022 Asian Development Bank - Japan Scholarship Program (ADB-JSP) (September 2022 Enrollment)”, for which applications were originally accepted from December 9, 2021 to January 11, 2022.

I. Major, Degree, Enrollment Limit and Number of Students Accepted

Major	Degree	Enrollment Limit	Number of Students Accepted
Major in Economics Master’s Program in Economic Development(MPED)	Master’s Degree	50	A Few

*Enrollment Limit includes all application methods.

*Actual Number of Students Accepted may be lower, based on number of applications and entrance examination results.

*All classes offered in MPED course are conducted in English.

II. Eligibility Requirements

Applicants must have nationality designated by ADB, and fulfill at least one of < Criteria 1 >, and fulfill both <Criteria 2 > and < Criteria 3 >.

< Criteria 1 >

- (1) Persons who have graduated from a university* or who are expected to graduate from such before being enrolled at the graduate school
*“University” refers to one of the universities listed in Article 83 of the School Education Act (formal undergraduate programs offered by universities in Japan)
- (2) Persons who have been awarded a bachelor’s degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education or who are expected to be awarded such a degree before being enrolled at the graduate school
- (3) Persons who have completed a 16-year program at an overseas school or who are expected to complete such a program before being enrolled at the graduate school
- (4) Persons who have completed a 3-year program or a program of more than 3 years (*2) and have been awarded a degree by an overseas university or school (*1) which is recognized as being equivalent to a bachelor’s degree or who are expected to complete such a program before being enrolled at the graduate school (the 2016 ordinance of the Ministry of Education, Culture, Sports, Science and Technology, No.19).
- (5) Persons who have completed a 16-year program of an overseas school by taking its correspondence course in Japan or who are expected to complete such a program before being enrolled at the graduate school
- (6) Persons who have completed the program of an overseas school in Japan that is recognized as being equivalent to an overseas university by the Minister of Education, Culture, Sports, Science and Technology or who are expected to complete such a program before being enrolled at the graduate school.
- (7) Persons who have completed a specialized program at a special training school designated by the Minister

of Education, Culture, Sports, Science and Technology after the date designated by said minister or who are expected to complete such a program before being enrolled at the graduate school.

- (8) Persons who have been admitted to a graduate school under the grade-skipping system and who are recognized as having enough academic ability to study at Ritsumeikan University's graduate schools (*3)
- (9) Persons who have been recognized as having an academic ability equal to or higher than university graduates by Ritsumeikan University's graduate schools as a result of individual preliminary screening and who have reached 22 years of age or who will reach 22 years of age before being enrolled at the graduate school (*3)

*1 The university or the school shall be evaluated by an organization approved by a relevant official institution in the country for their education and research activities or recognized as so by the Minister of Education, Culture, Sports, Science and Technology.

*2 The program shall include a correspondence course which enables students to study in Japan by a university or school which is approved by the educational system of the country and satisfy the above requirements.

*3 Applicants who intend to apply under category (8) or (9) must contact the Administrative Office, College of Economics no later than the day before the application period begins in order to undergo an individual review.

Notes:

If you have any concerns about foreign education equivalence, your particular degree, or calculation of years of schooling, please contact the Administrative Office, College of Economics no later than the day before the application period opens.

< Criteria 2 >

Persons who have an official language score of at least either TOEFL®iBT or TOEFL®iBT Home Edition (Special Home Edition) 79, or IELTS or IELTS Indicator 6.0, TOEIC® Listening & Reading Test 730 or its equivalent.

*The scores for test(s) taken more than two years before the application start date are deemed invalid.

*Only TOEFL iBT® scores from a single test date will be considered (MyBest™ scores will not be taken into consideration).

Same conditions will be applied to TOEFL®iBT Home Edition (Special Home Edition).

< Criteria 3 >

Persons who fulfill eligibility requirements of ADB-JSP program.

*For the eligibility requirements of ADB-JSP program, please check the following ADB homepage.

<https://www.adb.org/work-with-us/careers/japan-scholarship-program>

*ADB-JSP scholars must sign on a pledge stating that they will go back to their home countries after the completion of master's program, or in case of withdrawal from Ritsumeikan University.

*All applicants currently who apply under the condition of "expecting" a degree award to meet the eligibility requirements and are accepted under this application procedure must meet the requirements above by September 25, 2022, the day before enrollment, or they will not be granted admission to Ritsumeikan University (it is not possible to enroll at Ritsumeikan University under the condition of "expecting" a prerequisite degree award).

III. Screening Method

Applicants will be screened based on the submitted documents and interview conducted in English. For the applicants from overseas, a written examinations and/or interview through telephone or internet will be conducted if necessary, which will be informed in advance.

*This screening will determine admission to Graduate School of Economics, Ritsumeikan University only. If applicants are successful in this initial screening, Ritsumeikan University will recommend them to Asian Development Bank. Asian Development Bank will make the final determination as to whether or not to award the applicant a scholarship, based on their own, separate screening.

IV. Application Period

Friday, February 18, 2022 ~ Tuesday, February 22, 2022

Application documents must postmarked by the cut-off date, February 22, 2022.

Applications by fax, or walk-in will not be accepted.

For an application, both the following ① and ② are required.

① Convert all application documents into pdf files and send them to the following email address as attached files no later than February 22, 2022 (23:59). Applicants without submitting the pdf files will not be screened.

• Sending Email Address : gs-ec@st.ritsumei.ac.jp

• Email Title : ADB Application Documents

• Items to be included in the email :

1. Name

2. Your desired research theme and title of thesis written for most recent academic degree awarded

② After sending the pdf files via email, the original application documents must be mailed via international mail service that has mail tracking system such as DHL and Fedex etc. Application documents that are sent out after the application deadline are not acceptable.

V. Application Procedures

1. Application Fee

35,000 JPY (This fee will be covered by ADB. No payment is required from the applicant.)

2. Required Documents.

All application documents must be submitted together.

(1) RITSUMEIKAN UNIVERSITY GRADUATE SCHOOL APPLICATION SHEET (Form GS)

(2) APPLICATION SHEET FOR NON-JAPANESE APPLICANTS (Form GS 2)

(3) APPLICATION QUESTIONNAIR

(4) Research Proposal (Free-Format)

Document should be printed on A4 size paper and written entirely in English. Be sure to include the items listed below. Submit a hard copy of your Research Proposal via postal mail, separately submit a digital (pdf) file as well. Name the digital file as "Name (in roman characters)_research proposal.pdf"

Ex) ritsumei_taro_research proposal.pdf

1. Full name

2. Write "Master's Program in Economic Development (MPED)" for your desired program or course.

3. Theme/Title of proposed research

4. Details of proposed research and research plan after enrollment in the Graduate School of Economics (Approx. 800 words)

(5) Letter of Recommendation by the dean, or a person of equivalent or higher position, at the applicant's school or institution (Must be sealed and addressed to the "President of Ritsumeikan University, Japan") (*original*)

(6) Official certificates of graduation or certificates/letters stating expected graduation date of programs and academic degrees awarded from most recent academic institution attended. (*original*)

(7) Official certificate of grades from most recent academic institution attended. (*original*)

*Must include a clear indicator of outstanding performance, such as GPA or individual rank order.

(8) Summary of thesis written for most recent academic degree awarded

Submit a hard copy of your thesis summary via postal mail, separately submit a digital file as well. Name the digital (pdf) file as "Name (in roman characters) thesis_summary.pdf" Ex) ritsumei_taro_thesis summary.pdf

- (9) Copy of passport page containing the applicant's name and date of birth
 *If applicants from overseas have a valid passport at the time of application.
- (10) Official Test Score of English Language Ability Test (Score reports must be from one of the following: TOEIC® Listening & Reading Test, TOEFL® iBT or IELTS. Copies are acceptable.)
 *Score must satisfy the conditions of “II. Eligibility Requirements”, “< Criteria 2 >”.
 * The scores for test(s) taken more than two years before the application start date are deemed invalid.
 *Applicants who cannot submit a score certificate from one of the tests above must submit an original, formal certificate of English language ability level, or a formal letter stating as much, issued by their current university, or, if they have graduated, from their alma mater.
- (11) Three passport-quality photographs, (4.5 cm tall x 3.5 cm wide, front-facing, photos taken within 6 months of application and showing applicant from chest up, with name and nationality must be entered on the reverse)
- (12) INFORMATION SHEET
- (13) Certificate of Employment and Compensation issued by the company (with company's letterhead / logo and signed by authorized signatory). The certificate must state the following details:

a. Start and end date of employment;

Example:

1. January 2019 to December 2020

2. January 2019 to Present (if currently working / connected to the company)

(Note: If the present job is less than 2 years, submit also the certificate of employment from the previous company).

b. Monthly or Annual Income

Notes:

(i) If in local currency, fill-out and submit the income conversation to USD form provided by ADB-JSP

(ii) Computer-generated proof of income without the signature of the authorized personnel is not acceptable

- (14) Certificate of Family Income issued by the company (with company's letterhead / logo):
- a. Parent's Annual / Monthly Income if applicant is single;
- b. Spouse's Annual / Monthly Income if applicant is married
- c. If status is unemployed, retired or deceased, an authenticated supporting document must be submitted (e.g. issued by the local government)
- Notes:
- (i) If in local currency, fill-out and submit the income conversation to USD form provided by ADB-JSP
- (ii) Computer-generated proof of income without the signature of the authorized personnel is not acceptable.)

- (15) PDF copy of 教育部学历证书电子注册备案表 (Graduates of Chinese Universities, only) or PDF copy of 教育部学籍在线验证报告(Current Students at Chinese Universities, only) (*Students who attended or are attending universities in Taiwan, Hong Kong or Macau need not submit these forms.)
 *These forms must be submitted in English. Forms submitted in Chinese will not be accepted.

*Numbers 5, 6 and 7 above will be accepted as originals if they are photocopies with authorized stamps/seals of issuing agencies. (The stamp/seal itself must be original, not photocopied.)

3. Submission of Document

Application documents must be submitted by postal mail.

To submit the documents, prepare an envelope as big as A4 size. Put all the required documents in the envelope, and send it by express mail service which allows you to trace the envelope.

4. Application Mailing Address

Administrative Office, College of Economics
Ritsumeikan University (Biwako-Kusatsu Campus)
1-1-1 Nojihigashi Kusatsu, Shiga 525-8577 JAPAN
TEL: +81-77-561-3940

5. Important Points regarding Application.

- (1) All submitted documents should be printed in Japanese or English on A4-sized paper by word-processing software. Documents submitted in any language other than Japanese or English must have Japanese or English translations attached.
- (2) Your name must be written exactly as it appears on your passport in Western alphabet with the following rule. Even if you use Chinese characters in your own country, do not use Chinese characters.
 - * Write your name in the order of Family name (all uppercase), First name (the first letter in uppercase and the rest in lowercase), and Middle name (the first letter in uppercase and the rest in lowercase).
 - * For names without a clear distinction between surname and first name, write the first part of the name in all uppercase and for the rest, make the first letter in uppercase and the rest in lowercase.Example: Family name: RITSUMEI First name: Taro Middle name: Saionji
- (3) Submitted documents will not be returned under any circumstances, even if it is determined that the applicant does not fulfill the application eligibilities.
- (4) Please prepare all application documents yourself. If you referenced other publications in your research proposal, etc., be sure to properly cite your sources to avoid suspicion of plagiarism or other acts of academic misconduct.
- (5) About Security Export Control
Ritsumeikan University has established the “Ritsumeikan University Security Export Control Regulations (立命館大学安全保障輸出管理規程)” in accordance with the “Foreign Exchange and Foreign Trade Act”, and conducts strict screening of international students at the time of admissions on the basis of these regulations. Please be aware that international students who fall under any of the conditions set out in the Act may be unable to receive their desired education or conduct their desired research at the university. A stringent screening in accordance with the “Foreign Exchange and Foreign Trade Act” will be conducted after your application documents are received.

VI. Notification of Results

Wednesday, March 16, 2022

- Applicants who passed the screening will be informed by Ritsumeikan University. Ritsumeikan University will recommend the successful applicants to the Asian Development Bank for scholarship.
- Passing Graduate School of Economics, Ritsumeikan University’s screening does not guarantee that an applicant will be granted ADB-JSP scholarship.

VII. Admissions Procedures

- Successful applicants will be given detailed instructions once their results have been determined.
- Ritsumeikan University will confirm your intention of enrollment after the result of scholarship award is released from Asian Development Bank.

Nothing follows.