

**Ritsumeikan University Graduate School Scholarship-Based Admissions Guidelines for Applicants for the
Japan International Cooperation Agency's (JICA)
African Business Education (ABE) Initiative for Youth;
SDGs Global Leaders Course;
Long-term Career Development Program for Myanmar Private Sector
and
The Project for Human Resource Development Scholarship (JDS)
(September 2025 Enrollment)**

The following outlines Ritsumeikan University's recruiting and application procedures for September 2025 enrollment accompanied by the Japan International Cooperation Agency's 1) African Business Education (ABE) Initiative for Youth; SDGs Global Leaders Course; Long-term Career Development Program for Myanmar Private Sector; and 2) The Project for Human Resource Development Scholarship (JDS).

*These admissions are established and administered based on our agreements with the Japan International Cooperation Agency (hereinafter "JICA").

I. Applicable Graduate Schools

1. African Business Education (ABE) Initiative for Youth; SDGs Global Leaders Course; Long-term Career Development Program for Myanmar Private Sector

Graduate School	Major	Level	Enrollment Limit	Number of Student Accepted	Medium of Instruction
Policy Science	Policy Science	Master's	40	A Few	English
		Doctoral	15	A Few	English
Information Science and Engineering	Advanced Information Science and Engineering	Master's	200	A Few	English

*Enrollment Limit includes all admission methods.

*Actual number of students accepted may be lower, based on number of applications and entrance examination results.

2. Project for Human Resource Development Scholarship (JDS)

Graduate School	Major	Level	Enrollment Limit	Number of Student Accepted	Medium of Instruction
International Relations	International Relations	Master's	60	A Few	English
Economics	Economics	Master's	50	A Few	English
		Doctoral	5	A Few	English
Policy Science	Policy Science	Master's	40	A Few	English
		Doctoral	15	A Few	English

*Enrollment Limit includes all admission methods.

*Actual number of students accepted may be lower, based on number of applications and entrance examination results.

II. Eligibility Requirements

1. Master's Programs

Applicants must be citizens of a country other than Japan, must be recommended by JICA, and must meet at least of one of the following four conditions:

- (1) Persons who have completed a 16-year education program outside of Japan or who are expected to complete such a program before being enrolled in the graduate school
- (2) Persons who have graduated from a Japanese university (*1) or who are expected to graduate from a Japanese university before being enrolled in the graduate school
- (3) Persons who have completed (*2) a degree program of 3 years or more and received a bachelor's degree or the equivalent at a university or other institution outside of Japan (*3), or who are expected to complete such a program prior to enrollment in a Ritsumeikan University graduate school.
- (4) 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 an individual preliminary screening and who have reached 22 years of age or who will reach 22 years of age before being enrolled in the graduate school (*4)

*1 As designated by Article 83 of the School Education Act

*2 Limited to those whose overall academic research and education have been evaluated by an individual authorized by that country's government or appropriate related institution, or an individual designated by the Monbukagakusho who meets these standards.

*3 Including those who completed a distance learning degree program of a university outside of Japan while in Japan, and those who completed the same at designated educational facilities according to the educational system of the respective university's country.

*4 Applicants who intend to apply under category (4), above, must contact the International Center at BKC no later than the day before the application period begins in order to undergo an individual review.

In addition to the requirements above, applicants must have sufficient proficiency in the language of instruction at their desired graduate school to understand course materials.

2. Doctoral Programs

Applicants must be citizens of a country other than Japan, must be recommended by JICA, and must meet at least of one of the following four conditions:

- (1) Persons who have been awarded, or are scheduled to be awarded prior to enrollment in Ritsumeikan University's graduate school, a master's degree or professional degree as defined by Japanese law, or an equivalent degree.
- (2) Persons who have been awarded a degree equivalent to a master's degree or professional degree, as defined by Japanese law, abroad or who are expected to be awarded such a degree before being enrolled in the graduate school
- (3) Persons who have been engaged in research activities at a university or research institute for at least two years after graduating from a university or its equivalent and who have been recognized by Ritsumeikan University's graduate schools as having an academic ability equal to or greater than holders of a master's degree (the 1989 Notification of the Ministry of Education, Science, Sports and Culture No.118) (*1)
- (4) Persons who have been recognized by Ritsumeikan University's graduate schools as having an academic ability equal to or higher than holders of a master's degree or professional degree, as defined by Japanese law, as a result of individual preliminary screening and who have reached 24 years of age (*1)

*1 Applicants who intend to apply under category (3) or (4), above, must contact the BKC International Center no later than the day before the application period begins in order to undergo an individual review.

In addition to the requirements above, applicants must have sufficient proficiency in the language of instruction at their desired graduate school to understand course materials.

3. Important Notes

- (1) If you have any concerns about foreign education equivalence, your particular degree, or calculation of years of schooling described above, please contact the International Center at BKC no later than the day before the application period opens.

Ritsumeikan University BKC International Center, Admissions Representative
cger-bkc@st.ritsumei.ac.jp

- (2) Applicants who pass the admissions screening under the condition of "expecting" to fulfill the Eligibility Requirements but who ultimately do not fulfill the requirements by September 25, 2025, the day before enrollment, will not be permitted to enroll.
- (3) The applicant is not responsible for payment of any application fee when applying via these procedures. Rather, the University will charge the appropriate agency (JICA, etc.) for the application fee (35,000JPY) directly.

III. Screening Method

In general, applicants will be screened based on submitted application documents. Additionally, interviews, either in-person, online or via email, may also be conducted.

IV. Application Procedures

1. Documents to be submitted

After receiving recommendation from JICA, submit the following documents together. If a similar required document is contained in the set of documents used for the final review with JICA, however, that document may be submitted in place of the similar document on this list.

- (1) Ritsumeikan University Graduate School Application Form (University designated online form)
*Complete and submit this form online. There is no need to additionally submit a paper print out or PDF.
- (2) JICA Application Documents (JICA designated forms)
- (3) Official Transcript of Grades from most recent academic institution attended (Undergraduate or Graduate degree program)
*MUST include a clear explanation of the grade scale (i.e. A=100~90, B=89~80, C=79~70, D=69~60, Fail=59~0, etc.), or be accompanied by a separate certificate which describes the same.
- (4) Official Certificate of Graduation or Program Completion, or Diploma, or Official Certificate of expected/scheduled Graduation or Program Completion, for most recent degree program
*For those who have completed graduate school abroad, this certificate must indicate which degree was conferred (Master, Ph.D., etc.).
- (5) Abstract of thesis written for most recent academic degree awarded, etc.
*The abstract MUST be a concise summary (i.e. 1 page) of your most recently written thesis, or if you did not write a thesis, of your graduation project or a term paper, etc.
*If applying to the Graduate School of Economics, the thesis abstract and full thesis for the most recently attended degree program must be submitted. In the case of applicants to the Master's Program via the Project for Human Resource Development Scholarship (JDS), if the applicant did not write a thesis as part of their most recent degree program, a term paper or the equivalent should be submitted. Any files submitted to fulfill this requirement should be in PDF, and all text must be clearly legible and be recognizable by text recognition software.
*If applying to the Doctoral Program at the Graduate School of Policy Science, the Master's thesis must be submitted. Any files submitted to fulfill this requirement should be in PDF, and all text must be clearly legible and be recognizable by text recognition software.
- (6) Image of the passport page containing the applicant's photo, nationality, gender, name and date of birth
- (7) Documentation showing objective proof of level of English language ability.
 - 1) Submit a score report from an English Language Ability Test. (Must be from one of the following: TOEIC® Listening & Reading Test, TOEFL iBT® Test, TOEFL iBT® Home Edition, IELTS, IELTS Indicator, or Duolingo English Test.).
*Test must have been taken in the two-year period preceding the application deadline to be acceptable.
 - 2) Applicants who cannot submit a score certificate fulfilling the criteria of 1), but who's education at their current university or most recent alma mater was conducted primarily in English should submit an original certificate or letter stating as much issued by either their current university or most recent alma mater.
 - 3) Applicants who cannot submit a certificate fulfilling the criteria of either 1) or 2) above must submit other documentation showing objective proof of their level of English language ability (for example, an English language test score certificate on which was taken more than 2 years prior to the application deadline). Let it be known that in particular, any who submit a certificate which fulfills only this criteria 3) may be asked to participate in an online interview(s).

- (8) Mainland Chinese university certificates (Unnecessary for those currently enrolled in, or who graduated or completed a program at a graduate school in, Taiwan, Hong Kong, or Macau):
- [Undergraduate program graduates]
- Online Verification Report of Higher Education Qualification Certificate 教育部学历证书电子注册备案表 English version
- [Graduate program graduates]
- Online Verification Report of Higher Education Qualification Certificate 教育部学历证书电子注册备案表 English version
 - Online Verification Report of Higher Education Degree Certificate 中国高等教育学位在线验证报告 English version
- [Students currently enrolled in either an undergraduate or graduate program]
- Online Verification Report of Higher Education Qualification Certificate 教育部学籍在线验证报告 English version

2. Important Information Regarding Application.

- (1) All submitted documents should be in English or Japanese and should be in A4 size format. Any document in a language other than English or Japanese must have an English or Japanese translation attached.
- (2) Date of birth must be written exactly as it appears on your passport.
- (3) On the Ritsumeikan University Graduate Application Form, your name must be written in the Roman alphabet exactly as it appears in your passport, and following the rules below. Do not fill out your name using Chinese characters even if you use Chinese characters in your home country.
 - * 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, write the first letter in uppercase and the rest in lowercase.Example: Family Name: RITSUMEI First Name: Taro Middle Name: Saionji
On other forms, fill out your name as per the instructions contained within the form.
- (4) Application documents must be submitted online as instructed in “4.” below.
- (5) If it is determined that your application documents contain any deliberate falsifications or forgeries, your application will not pass the screening.
- (6) 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.

3. Application Period:

Tuesday, April 22, 2025 – Thursday, May 8, 2025

Please complete the following.

1) Of the “1. Application Documents”, via the link below fill out and submit “(1) Ritsumeikan University Graduate School Online Application Form”.

Ritsumeikan University Graduate School Online Application Form: <https://forms.office.com/r/vi4fJcJ02D>

2) Except for your passport, combine the remaining application documents in the order listed in “1. Application Documents” into one PDF. Set the file name to “application_” followed by your full name as indicated in your passport, as described in “2. Important Information Regarding Application” above. Set the file name of your passport similarly, as seen in the example below.

*Please use the reduce file size function, if available in your PDF editor, to decrease the file size.

Application documents PDF file name example: application_WASHINGTON GEORGE

Passport info page PDF file name example: passport_WASHINGTON GEORGE

3) Email your complete application to the address in “4. Application Emailing Address” below by 11:59 pm (Japan Standard Time) on May 8th, the final day of the application period. Set the title of the email as “Application Documents for JICA Scholarship”.

4. Application Mailing Address:

Ritsumeikan University BKC International Center, Admissions Representative
cger-bkc@st.ritsumei.ac.jp

V. Notification of results

Thursday, June 12th, 2025

*Admission screening results will be notified to JICA, JICE or Japan Development Service Co., Ltd. (JDS).

VI. Enrollment Procedures

JICA, JICE or Japan Development Service Co., Ltd. (JDS) will be notified of the details.

Nothing follows.