

**Ritsumeikan University Graduate School, Third Party Scholarship-Based Admissions Guidelines for
The Japan International Cooperation Agency's (JICA)
The Project for Human Resource Development Scholarship (JDS)
(September 2022 Enrollment)**

The following outlines Ritsumeikan University's recruiting and application procedures for September 2022 enrollment accompanied by the Japan International Cooperation Agency's 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, Majors, Levels, and Number of Student Accepted

Project for Human Resource Development Scholarship (JDS)

| Graduate School | Major | Level | Enrollment Limit | Number of Student Accepted |
|-------------------------|-------------------------|----------|------------------|----------------------------|
| International Relations | International Relations | Master's | 60 | A Few |

*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 English language ability sufficient to understand course materials at their desired graduate school.

2. 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 International Center at BKC, Admissions Team
1-1-1 Noji-Higashi, Kusatsu, Shiga, Japan 525-8577
Phone: +81 (0)77-561-3946 Fax: +81 (0)77-561-3956

- (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, 2022, the day before enrollment, will not be permitted to enroll.
- (3) Payment of an application fee is not required when submitting an application via these procedures.

III. Screening Method

In general, applicants will be screened based on submitted application documents, however, interviews via email or Zoom, etc. will be conducted if deemed necessary by the graduate school.

IV. Application Procedures

1. Documents to be submitted

After receiving recommendation from JICA, submit the following documents together in one package. 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 Application Sheet (University designated form)
- (2) JICA Application Documents (JICA designated forms)
- (3) Application Questionnaire (University designated form)
- (4) Official Transcript of Grades from most recent academic institution attended (Undergraduate degree program)
*MUST state number of credits and the year/period of credit acquisition for each course undertaken.
***MUST** include, or be accompanied by a certificate that shows 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.).
- (5) Official graduation certificate or certificate of program completion, or diploma, or certificate of expected graduation or expected program completion, from most recent academic institution attended (Undergraduate degree program)
*DO NOT send your original as it WILL NOT be returned to you. Instead, obtain a NEW certificate from your university. Any certificate (or letter issued on formal letterhead) containing the freshly imprinted seal of the university and which describes all of your relevant graduation or program completion information is acceptable. To be clear, simple photocopies are not accepted.
- (6) (Optional) Records from most recent university indicating superior academic achievement with clear indicator of outstanding performance (e.g. GPA, grades and criteria, or individual rank order)
- (7) Abstract of thesis written for most recent academic degree awarded, etc.
*The abstract MUST be a concise summary (i.e. 1 page maximum) of your most recently written thesis, or of your graduation project or a term paper, etc. if you did not write a thesis.
- (8) Copy of passport page containing the applicant's name and date of birth or a copy of your family register or residence certificate, etc. (applicants in possession of a passport must submit the passport page copy)
- (9) Documentation showing objective proof of level of English language ability.
 - 1) Submit a grade certificate from an English Language Ability Test. (Score reports must be from one of the following: TOEIC® Listening & Reading Test, TOEFL iBT® Test, IELTS, TOEFL iBT® Home Edition (Special Home Edition), TOEFL ITP® or IELTS Indicator. Copies are acceptable).
*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).
- (10) 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.

2. Important Information Regarding Application.

- (1) All submitted documents should be printed in English on A4-sized paper by word-processing software. Documents submitted in any language other than English must have English translations attached.
- (2) On all documents, date of birth must be written exactly as it appears on your passport.
- (3) On the Ritsumeikan University Graduate Application Sheet, 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) All application documents must be submitted together by international express mail to the address listed at “4.” below and arrive before the application period ends.
- (5) Submitted documents will not be returned for any reason.
- (6) If it is determined that your application documents contain any deliberate falsifications or forgeries, your application will not pass the screening.
- (7) 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:

Wednesday, May 11, 2022 – Tuesday, May 31, 2022

All application documents must arrive during the application period.

Documents postmarked by the cut-off date that arrive late will not be accepted.

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

4. Application Mailing Address:

Please send documents by express post (EMS, FedEx, DHL, etc.) to:

Ritsumeikan University International Center at BKC, Admissions Team

1-1-1 Noji-Higashi, Kusatsu, Shiga, Japan 525-8577

Phone: +81 (0)77-561-3946

Fax: +81 (0)77-561-3956

V. Notification of results

Thursday, June 30, 2022

* Letters of acceptance for those who pass Ritsumeikan University’s screening will be posted to either JICA or JICE.

VI. Enrollment Procedures

JICA or JICE will be notified of the details.