

The Application Guidelines for the SKP 2022 Spring application are currently under development (scheduled to be released in October 2021).

The following pages are application guidelines for the past semester. Please note that the contents may change in the future.

# Fall 2021 Admission

## Ritsumeikan University - Study in Kyoto Program (SKP)

### Application Guidelines

Please read the following explanation carefully before filling out the application.

#### <Important>

1. The 2021 Spring Semester application will be open to Partner University Students who apply under an Agreement for Student Exchange only.
2. Applications should be submitted on the premise of being able to come to Japan.
3. Depending on the COVID-19 situation at the time of visa issuance, there is a possibility that visa issuance may be delayed or suspended, and students may not be able to obtain a visa and participate in the program. In addition, there is a possibility that students will not be able to enter the country due to the strengthening of border enforcement measures (i.e., denial of permission to enter Japan) by the Japanese government.  
We recommend students prepare a backup plan for such situations.
4. Due to the quarantine measures implemented at the time of entry into Japan, accepted students may need to follow certain procedures before, during and after entry to Japan (e.g., self-quarantine, etc.). Applying students should understand that they must follow these procedures and that all costs incurred while carrying out these procedures shall be borne by the student.

The most recent updates announced by the Japanese government can be checked from the following links.

#### <Important links>

- Ministry of Foreign Affairs of Japan  
[Border enforcement measures to prevent the spread of novel coronavirus \(COVID-19\) | Ministry of Foreign Affairs of Japan \(mofa.go.jp\)](#)
- Ministry of Health, Labour and Welfare Q&A  
[Novel Coronavirus \(COVID-19\) | 厚生労働省 \(mhlw.go.jp\)](#)

For details regarding SKP, please check the [SKP website](#) and [pamphlet](#).

# 1. Program Overview

Track	I JL Intensive Japanese Language Track	OSE Open Study in English Track	BT Business Track
Study Period	Half-year (1 semester) or Full-year (2 semesters)		
Language	Japanese	English	English
Campus	Kyoto Kinugasa Campus (KIC)	Kyoto Kinugasa Campus (KIC)	Osaka Osaka Ibaraki Campus (OIC)
Admission Requirements	Partner university students who apply under an Agreement for Student Exchange and have been enrolled as an undergraduate or graduate student for at least one year prior to the commencement of the program		
Language Requirements	<ul style="list-style-type: none"> <li>● Basic communication ability in English is required for applicants with no previous experience with the Japanese language.</li> <li>● Applicants wishing to take classes in English must also meet the OSE/BT language requirements.</li> </ul>	Native speaker of English, or have a minimum TOEFL® score of iBT 68 / PBT 520, or have a minimum IELTS score of 6.0 (or equivalent)	
Optional Courses	<ul style="list-style-type: none"> <li>● JTA (Japanese Traditional Arts)</li> <li>● Courses from the OSE course list</li> <li>● Courses from the BT course list</li> </ul>	<ul style="list-style-type: none"> <li>● OSE Japanese *Introductory level only</li> <li>● JTA (Japanese Traditional Arts)</li> <li>● Courses from the BT course list</li> </ul>	<ul style="list-style-type: none"> <li>● BT Japanese</li> <li>● JTA (Japanese Traditional Arts)</li> <li>● Courses from the OSE course list</li> </ul>
Notes		<ul style="list-style-type: none"> <li>● <b>Partner University Students who apply under an Agreement for Student Exchange only.</b></li> <li>● As only an introductory OSE Japanese class is available, students whose Japanese skills exceed this level may not be able to register for this course. <b>Also, full-year students may not continue OSE Japanese in their second semester.</b> You cannot take IJL Track Japanese language courses.</li> </ul>	Business Track (BT) courses at graduate level are very limited. Also, students at the graduate level are not able to take undergraduate courses. Applicants who wish to study in the Business Track and will be at the graduate level should take a look at this <a href="#">past course list for BT graduate students</a> .
	<ul style="list-style-type: none"> <li>● The track and study period cannot be changed after the application is received.</li> <li>● The standard required GPA for application is 3.0/4.0 (B average). Student exchange applicants from partner universities must have a higher score than the criteria mark written in their university's Agreement for Student Exchange.</li> <li>● Applicants that wish to take Japanese language courses will be required to take a placement test before arriving in Japan.</li> </ul>		

## 2. Program Schedule (Tentative)

	Fall Semester	Spring Semester
<b>Application Deadline</b>	<b>April 9 at 17:00 JST</b>	
<b>Application Results</b>	Late June	
<b>Housing/Scholarship Results</b>	Mid- July	
<b>COE (Visa Application Materials) Sent Out</b>	Early August (Depends on when the Immigration Bureau of Japan issues the COE)	
<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>Transcripts Sent Out</b>	Mid-April (the following year)	Early October (the following year)

**\*Please note that Ritsumeikan University does not issue Electronic Transcripts. Data cannot be sent via e-mail.**

## 3. Important Points

### International House (I-House)

- Please apply to live in an I-House only if you agree to the rules outlined in the Ritsumeikan International House Guidebooks. Please thoroughly read the Guidebooks for each I-House accessible from the links below.  
[Kinugasa Campus <IJL & OSE students>](#)  
[Osaka Ibaraki Campus <BT students>](#)
- International Houses (I-Houses) have a limited number of rooms. **Therefore, we are not always able to guarantee a place in our accommodations.** Please also note that once your housing location has been decided, you will not be able to change or cancel it.

### Regarding Visa Application

- **Applicants that hold Japanese citizenship must enter Japan using their Japanese passport. There have been previous cases in which an applicant unknowingly held Japanese citizenship. If you believe there is a possibility that you may hold Japanese citizenship, please confirm your situation with your family and, if you do hold citizenship, please be sure to apply to SKP using your Japanese passport.**
- If you hold multiple citizenship, please make sure to upload the passport you will use to enter Japan, and apply according to the information listed on it.
- In the SKP Application Form, you will be asked to input the number of times you have entered Japan. Applicants must accurately report the number of times they have entered Japan for visa application purposes. Even if you have changed nationalities, please include the number of times you have entered Japan before changing nationalities. Please also include the number of times you have transited or had a connecting flight in Japan. If requested by the Immigration Bureau of Japan, you may be asked to submit a copy of your passport pages with the Japan arrival (landing permission) stamp(s).
- Visa applications are made by applicants at the Japanese embassy/consulate general with jurisdiction over the area in which the applicant lives or with jurisdiction over the country of which the applicant's passport is issued. You cannot apply in the destination country (i.e., Japan). Please check the [Ministry of Foreign Affairs' website](#) for further information.
- For more information regarding visa applications, please check the [Immigration Bureau of Japan's website](#).

## 4. Application Materials

<b>SKP Application Form</b>	<p style="background-color: yellow;"><b>[Applicants will be notified of the SKP Application Form link by their home university study abroad coordinator. Please apply through this link.]</b></p> <ul style="list-style-type: none"> <li>● Please fill out <b>all required fields on all pages</b> of the SKP Application Form and submit along with all required uploaded materials.</li> <li>● <b>Some pages in the form require a handwritten signature or essay. For further details, please refer to “Materials to be Uploaded”.</b></li> <li>● <b>All materials must be written in English or Japanese</b>, including transcripts and certificates.</li> <li>● Please use a black or blue ballpoint pen for sections that require handwriting such as signatures.</li> <li>● You can save your application at any point during the application process and continue at a later time.</li> <li>● <b><u>Before submitting, save or print a copy of the entire application.</u></b> You may be asked for clarification regarding your application and submitted documents, so please save all your application materials until the program starts. <b><u>You will not be able to access the Form after the deadline.</u></b></li> <li>● When ready, click “Register” to submit your SKP Application Form and complete the application process.</li> </ul>
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	Name of Material	Guidelines
<b>Materials to be Uploaded</b>	<b>Personal Statement</b>	<ul style="list-style-type: none"> <li>● <b>Please submit a personal statement in either Japanese or English. The statement should explain why you wish to participate in the Study in Kyoto Program, including details of any field of studies you wish to undertake, what you expect to gain from the program, and how it relates to your future plans. If you plagiarize or have it written for you, your application will be invalidated.</b></li> </ul> <p><b>IJL Track Applicants:</b></p> <ul style="list-style-type: none"> <li>● Please use the <a href="#">Personal Statement in Japanese/志望理由書(日本語)</a> form to write your Personal Statement in Japanese in your own handwriting.</li> <li>● If you have no previous experience with the Japanese language or have just started learning Japanese, you may complete the Personal Statement in English instead.</li> </ul> <p><b>OSE, BT Applicants:</b></p> <ul style="list-style-type: none"> <li>● Please type your personal statement in English in the SKP Application Form.</li> </ul>
	<b>Letter of Recommendation</b>	<ul style="list-style-type: none"> <li>● All applicants must have the <a href="#">Letter of Recommendation</a> written and signed by a current or former professor. The signature must be either a hand-written or official digital signature. If your professor cannot sign the document due to campus closure, please have them send the document directly to <a href="mailto:skp@st.ritsumeai.ac.jp">skp@st.ritsumeai.ac.jp</a> and upload a document explaining this in its place.</li> <li>● <b>For IJL applicants, your Letter of Recommendation must be completed by a professor other than the person providing your Statement of Japanese Language Proficiency.</b></li> </ul>

<b>Materials to be Uploaded</b>	<b>Financial Support Documentation</b>	<ul style="list-style-type: none"> <li>● <b>Please provide financial support documentation for each source of funds and upload to the SKP Application Form. The documentation, written in English or Japanese, should certify your ability or your sponsor's ability to cover the costs you have budgeted for your time in Japan such as a bank statement or loan statement.</b> If you are receiving a scholarship, please also upload documentation verifying any financial scholarship awards to be received during your study period in Japan.</li> </ul>
	<b>Certificate of Enrollment</b>	<ul style="list-style-type: none"> <li>● Please upload an official Certificate of Enrollment from the institution you are currently attending to verify your enrollment status.</li> </ul>
	<b>Academic Transcript</b>	<ul style="list-style-type: none"> <li>● Please submit official transcripts of grades from the institution(s) you have attended (university and higher). (Graduate students that have not been enrolled at their university for at least one year must submit their undergraduate transcript(s).)</li> <li>● <b>The transcript must include:</b> <ol style="list-style-type: none"> <li>1. <b>A description of the grading system</b></li> <li>2. <b>The latest grades including failed courses</b></li> <li>3. <b>Information on credits for each course and when they were taken (i.e., year and semester)</b></li> </ol> </li> </ul>
	<b>Application Checklist (Declaration and Pledge)</b>	<ul style="list-style-type: none"> <li>● <b>Please confirm and check off the documents listed in the <a href="#">Application Checklist</a>. Exchange applicants from partner universities must have their coordinators check off the documents as well.</b></li> <li>● After completing the Checklist, please sign and date the Declaration and Pledge. Exchange applicants from partner universities must also have their exchange coordinator sign the document. The signature must be either a hand-written or official digital signature. If your exchange coordinator cannot sign the document due to campus closure, please have them send the document directly to <a href="mailto:skp@st.ritsumei.ac.jp">skp@st.ritsumei.ac.jp</a> and upload a document explaining this in its place.</li> <li>● <b>Please submit both the completed Application Checklist and the signed Declaration and Pledge.</b></li> </ul>
	<b>Copy of Passport</b>	<ul style="list-style-type: none"> <li>● Please upload the information page of your passport, which includes your passport number, period of validity, and photo. The passport must be valid for the duration of SKP.</li> <li>● If you hold multiple citizenship, please make sure to upload the passport you will use to enter Japan.</li> <li>● If you are in process of renewing a passport, please be sure to upload your current passport and input the date you expect to receive your new passport. Once you have obtained a renewed passport, please send a copy of the personal information pages to us by email immediately.</li> <li>● If you do not have a passport, please start applying for one and contact the SKP staff immediately.</li> </ul>

<b>Materials to be Uploaded</b>	<b>ID Style Photo</b>	<ul style="list-style-type: none"> <li>You are required to upload an ID-style photo <b>in printable quality taken within the last 3 months</b>. Photos should have a plain background and should show the entire head with room to spare above the head, below the chin, and on each side of the face. Photos may be black and white, or color.</li> <li><b>The photo must be different from the one used in your passport. Otherwise, it may cause problems when issuing your visa.</b> <b>File format: JPEG / Dimensions: 3:4 ratio, at least 300 DPI</b></li> <li>For details on the specified photo format, please refer to the information available from the <a href="#">Immigration Bureau of Japan website</a>.</li> </ul>
	<b>Scholarship Application</b>	<ul style="list-style-type: none"> <li><b>Please read the “Scholarships” section in the Application Guidelines carefully before filling out the scholarship application.</b></li> <li><b>It is only possible to apply for scholarships when submitting the SKP Application Form.</b></li> <li>If you plagiarize or have it written for you, your application will be invalidated.</li> <li>Incomplete applications or applications submitted after the deadline will not be accepted.</li> <li>You will receive the stipend only for the period you originally applied for. If you shorten your study period, you will only get the stipend until you leave Japan.</li> </ul>
	<b>Language Proficiency Verification (if applicable)</b>	<ul style="list-style-type: none"> <li>Please submit JLPT or English language proficiency test (TOEFL®, IELTS etc.) score results, if applicable.</li> </ul>
	<b>Statement of Japanese Language Proficiency (if applicable)</b>	<ul style="list-style-type: none"> <li>Applicants with Japanese learning experience that wish to take language courses should submit the <a href="#">Statement of Japanese Language Proficiency</a>.</li> <li>The document must be completed and signed by a Japanese language instructor different from the individual providing your Letter of Recommendation. Also, the signature must be either a hand-written or official digital signature. If your instructor cannot sign the document due to campus closure, please have them send the document directly to <a href="mailto:skp@st.ritsumeji.ac.jp">skp@st.ritsumeji.ac.jp</a> and upload a document explaining this in its place.</li> </ul>
	<b>Statement of Financial Support (if applicable)</b>	<ul style="list-style-type: none"> <li>Please submit the <a href="#">Statement of Financial Support</a> unless you are financially sponsoring yourself.</li> <li><b>Applicants without sufficient funding may not be issued a student visa.</b></li> </ul>
	<b>Medical Information &amp; Certificate (if applicable)</b>	<ul style="list-style-type: none"> <li>If you have any ongoing care or treatment, please have your physician provide details on the <a href="#">Medical Information &amp; Certificate</a> and upload it to the SKP Application Form.</li> </ul>
	<b>Official University Document Regarding Special Needs (if applicable)</b>	<ul style="list-style-type: none"> <li>If you are currently receiving any support in academics and/or in everyday life, please upload a medical certificate as well as an official document from your university that confirms and explains the kind of support you are receiving.</li> <li>Arrangements will be made as best as possible to support you at Ritsumeikan University. However, please understand the support may not be the same as that received at your home university.</li> </ul>

<b>Notes</b>	<ul style="list-style-type: none"> <li>● After submitting your application, you will receive confirmation of your application by email. If you do not receive confirmation after 24 hours, the application process may not have been completed, so please contact the SKP staff.</li> <li>● Applications without all required uploaded materials as well as incomplete applications will not be screened. Also, please be aware that generally applicants will not be contacted regarding unsubmitted documentation.</li> <li>● Most communications from the SKP staff will be by email. Please check your email regularly as we may ask you for further information or documents.</li> <li>● Other information such as the Pre-arrival Guide, housing information and scholarship application results will be sent after the application results are announced.</li> <li>● Each participant will be enrolled in one of RU's colleges/graduate schools according to their present or graduated faculty. Please note that Ritsumeikan reserves the right to make final decisions regarding enrollment.</li> <li>● If you have any questions regarding the application, please contact your exchange coordinator first who may then forward your inquiries to the SKP staff at <a href="mailto:skp@st.ritsumei.ac.jp">skp@st.ritsumei.ac.jp</a>.</li> <li>● Should any issues arise regarding your application, we will contact your university. However, in some cases, we may contact you directly regarding further information or documents.</li> </ul>
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## 5. Scholarships

	JASSO Scholarship	RUSSES Scholarship
<b>Overview</b>	<ul style="list-style-type: none"> <li>● This scholarship is offered by the Japan Student Services Organization (JASSO) to exchange students.</li> <li>● Applicants are screened by Ritsumeikan.</li> </ul>	<ul style="list-style-type: none"> <li>● This scholarship is offered by Ritsumeikan University to students who will be enrolled in the Study in Kyoto Program.</li> <li>● Applicants are screened by Ritsumeikan.</li> </ul>
<b>Monthly Stipend</b>	80,000 JPY	40,000 JPY
<b>Period</b>	1 semester (4 months) or 2 semesters (10 months)	
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>● <b>Partner university exchange students</b> that will reside in Japan under a student visa while participating in SKP are eligible to apply.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Partner university exchange students</b> that will reside in Japan under a student visa while participating in SKP are eligible to apply.</li> <li>● Students that will be receiving scholarships from their home university are eligible to apply.</li> <li>● This scholarship cannot be combined with the JASSO scholarship.</li> </ul>
<b>Application Process</b>	<b>Complete all required sections of the "Application for Scholarship" in the SKP Application Form.</b>	



<p><b>Ineligible Students</b></p>	<p>a) Students who are receiving any other scholarship that amounts to more than 80,000 yen per month during their study period in Japan</p> <p>b) Students who have studied in Japan previously while receiving a scholarship provided by JASSO</p> <p>c) Students with a GPA less than 2.3 on JASSO's 3.0 scale</p> <p>d) Students with Japanese citizenship, including those with dual citizenship</p> <p>e) Students with a visa other than the student visa</p> <p>f) Students who cannot submit an official transcript with the required information</p>	<p>a) Students with Japanese citizenship, including those with dual citizenship</p> <p>b) Students with a visa other than the student visa</p> <p>c) Students who cannot submit an official transcript with the required information</p>
<p><b>Important Notes</b></p>	<ul style="list-style-type: none"> <li>● Applications without the "Statement of Intent for Scholarship" 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.</li> <li>● Scholarship details may change for each year.</li> <li>● Inquiries regarding screening procedures cannot be answered.</li> </ul>	