

**Ritsumeikan University Graduate School External Scholarship Based Admissions
Application Guidelines for September 2019 Enrollment
Japan International Cooperation Agency (JICA): Republic of the Union of Myanmar Long-term Training Course on Administrative Capacity Development**

The following outlines Ritsumeikan University's recruiting and application procedures for enrollment sponsored by the Japan International Cooperation Agency's (hereinafter "JICA") Republic of the Union of Myanmar Long-term Training Course on Administrative Capacity Development.

*These university admission procedures are carried out in accordance with the university's agreement with JICA.

I. Recruiting Graduate Schools, Majors/Courses, Program Levels, Recruiting Numbers

Master's Program

International Relations, Policy Science, Economics

Graduate School	Major	Level	Enrollment Limit	Number Recruited
International Relations	International Relations	Master's	60	A Few
Policy Science	Policy Science		40	A Few
Economics	Economics		50	A Few

Doctoral Program

International Relations, Policy Science, Economics

Graduate School	Major	Level	Enrollment Limit	Number Recruited
International Relations	International Relations	Doctoral	10	A Few
Policy Science	Policy Science		15	A Few
Economics	Economics		5	A Few

*Enrollment Limit includes all application methods.

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

II. Eligibility Requirements

Master's Program

Applicants must have received a recommendation for the Republic of the Union of Myanmar Long-term Training Course on Administrative Capacity Development program by JICA, and must meet at least of one of the following conditions (1 – 4) below:

- (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)
- (3) Persons who have completed (*2) a degree program of 3 years or more (5 years or more for those who would enroll in a Doctoral program in the fields of medicine, dentistry, pharmacy, or veterinary medicine) 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 believe they meet criteria (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 to determine

whether their academic ability is equal to or higher than that of a university graduate.

*Those who meet the Eligibility Requirements for application based on the “expected” award of a degree, etc... who are granted admissions will not be allowed to enroll at the university unless the “expected” degree, etc... is actually awarded to them by September 25, 2019 (it is not possible to enroll while in a state of “expected” graduation).

*In addition to the requirements above, applicants must have sufficient English language abilities to understand graduate level materials at their desired graduate school.

Doctoral Program

Applicants must have received a recommendation for the Republic of the Union of Myanmar Long-term Training Course on Administrative Capacity Development program by JICA, and must meet at least of one of the following conditions (1 – 4) below:

- (1) Persons who have been awarded a master’s degree or professional degree as defined by Japanese law, or equivalent degree, or who are expected to complete such a degree before being enrolled in the graduate school
- (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 at least 24 years of age or who will reach 24 years of age before being enrolled in the graduate school (*2)

*1 Applicants who believe they meet criteria (3), 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 to determine whether their academic ability is equal to or greater than a master's degree holder.

*2 Applicants who believe they meet criteria (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 to determine whether their academic ability is equal to a master's degree or professional degree holder.

III. Screening Method

As a rule the review is a document screening only. Additional testing such as interviews, etc... may be held, however, if determined necessary by the graduate school.

* This screening will determine admission to Ritsumeikan University’s graduate schools only. The final determination as to whether or not to award the applicant a scholarship will be determined by JICA, based on their own, separate screening of applicants.

IV. Application Procedures

1. Application Fee

Applicants are not required to pay an application fee.

*Based on our agreement regarding the Republic of the Union of Myanmar Long-term Training Course on Administrative Capacity Development, this fee will be separately charged to JICA.

2. Application Documents

- (1) Ritsumeikan University Graduate Application Sheet (university designated form)
*Please submit the application form data by email followed by the original paper version via post a.s.a.p.
- (2) Republic of the Union of Myanmar Long-term Training Course on Administrative Capacity Development application form (JICA designated form)
- (3) Records from most recent university (certificate of grades/transcripts)
*As a rule these should be original certificates or true copies certified by the original certificate issuer (university), however, copies of documents which were provided to and accepted by either JICA and confirmed to be true are also acceptable.
- (4) Official certificate of graduation or expected graduation or of program completion or expected program completion from most recent academic institution attended
*As a rule these should be original certificates or true copies certified by the original certificate issuer

(university), however, copies of documents which were provided to and accepted by either JICA and confirmed to be true are also acceptable.

- (5) Copy of passport page(s) showing name and birthdate or certified copy of family register or citizen register from home country. (Applicants in possession of a valid passport should submit the passport copy)
- (6) Copy of documentation showing objective proof of level of English language ability
 - Score report demonstrating English language proficiency (copies acceptable)
 - Applicants who cannot submit a score from a language test must submit an original, formal certificate of English language ability level, or a formal letter stating as much, issued by either their current university, or, if they have graduated, from their alma mater, or from another official public institution.
 - * Applicants who intend to submit such a certificate must consult with the Ritsumeikan University International Center at BKC in advance.

*A given document which an applicant submitted to JICA for review may be resubmitted to Ritsumeikan University if that given document meets the requirements of one of the required documents described in the list above.

3. 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, name and date of birth must be written exactly as it appears on your passport.
- (3) All application documents must be submitted together by international express mail or registered mail to the address listed at “4.” below and arrive before the application period ends.
- (4) Submitted documents will not be returned for any reason.
- (5) If it is determined that your application documents contain any deliberate falsifications or forgeries, your application will not pass the examination

4. Application Period:

Monday, June 24, 2019 – Thursday, July 4, 2019 *deadline strictly enforced

*The Ritsumeikan University Graduate Application Sheet (university designated form) must be submitted via email during the application period, after which the original hardcopy must be submitted via postal mail as soon as possible.

5. Application Mailing Address:

1) Data submission: Please submit your completed application form data to cger-bkc@st.ritsumei.ac.jp

2) Hardcopy submission: After printing, please post your original application documents to the address below.

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

Friday, July 19, 2019

* Results will be mailed to JICA.

VI. Admissions Procedures

Details regarding the procedures will be sent to JICA at the time of the notification of results.