



## SKP (Study in Kansai Program)

### Student Exchange Program, Ritsumeikan University

#### 2026 Fall Semester Nomination Guidelines

Please be sure to review the following information carefully before submitting your nomination for the SKP 2026 Fall Semester. If you have any questions, please contact the SKP staff ([skp@st.ritsumei.ac.jp](mailto:skp@st.ritsumei.ac.jp)) as soon as possible after the nomination period has started.

#### Table of Contents

<b>01. Schedule</b> .....	2
<b>02. Pre-Application Preparation</b> .....	4
(0) Changes from the 2026 Spring Semester .....	4
(1) Confirm Application Requirements .....	5
(2) [Important] Confirm the Study Tracks, Colleges/ Graduate Schools Offering Courses, and Campuses .....	7
(3) Pre-Application Consultation Service.....	10
<b>03. Nomination Submission</b> .....	11
STEP 1: Pre-Nomination Preparation .....	11
STEP 2: Fill Out the Nomination Form.....	11
STEP 3: Important Points to Note When Entering Information .....	12
STEP 4: Submit the Nomination Form.....	17

## 01. Schedule

\*All times shown are in Japan Standard Time (JST). Schedule is subject to change.

	Fall Semester	Spring Semester
Start Date for Nomination Acceptance	Friday, February 27	
Nomination Submission Deadline	<b>Tuesday, March 24 9:00 AM</b>	
Application / COE Form Start Date	Monday, March 9 10:00 AM	
Application / COE Form Submission Deadline	<b>Wednesday, April 1 9:00 AM</b>	
Announcement of Application Results	By Late June	
(Self-Sponsored Students) Program Fee Payment Deadline* <sup>1</sup>	By Early July	
Health Registration Form Deadline	By Early July	
Announcement of Housing/Scholarship Results* <sup>2</sup>	Late July	
COE (Certificate of Eligibility) Sent Out* <sup>3</sup>	Early August	
Arrival in Japan	Early September	
Orientation Begins	Early September	
Start of the Semester	September 26	April 1, 2027
Classes Begin* <sup>4</sup>	September 28	April 5, 2027
Program Ends	January 31, 2027	July 31, 2027
End of the Semester	March 31, 2027	September 25, 2027
Academic Transcripts Issued	After April 1, 2027	After September 26, 2027
Academic Transcripts Sent Out* <sup>5</sup>	Mid-April, 2027	Early October, 2027

\*1 Successful self-sponsored students from partner universities are required to make a full, one-time payment of the program fee within two weeks from the announcement of acceptance. Please note that installment payments are not accepted. Failure to complete the payment by the deadline may be regarded as withdrawal and result in the cancellation of the student's eligibility to participate in the program. In case of withdrawal, the refund will only be given if the applicant notifies the SKP Staff of their decision by the withdrawal deadline (**September 25, 2026**) set before the start of the semester.

\*2 The RUSSES Scholarship Scheme may be concluded at the end of 2026 Fall semester.

\*3 This date may change depending on the COE issuance status at the Immigration Services Agency of Japan. Once the COEs have been issued, Ritsumeikan University will send to accepted students and their home universities via email. As soon as you receive the COE, please submit your COE, Certificate of Scheduled enrolment, passport, and other required documents to your nearest Japanese embassy or consulate to apply for a student visa.

\*4 Extending the study period after application (e.g., changing from one semester to two semesters) is not permitted. Please ensure that students develop a thorough and well-considered study plan prior to submitting your application. Submitting consecutive applications for each semester is also not allowed. (Ex. If students are accepted for one semester in Spring 2026, they cannot apply again for one semester for Fall 2026. They must apply as a one-year student from Spring 2026.)

\*5 Ritsumeikan University **DOES NOT issue digital transcripts, and transcript data cannot be sent via email.** For students enrolled for a full academic year, academic transcripts for the entire study period will be issued only after the second semester ends. If you need a transcript after one semester, students must purchase their own transcript and send it to their home universities. Students from partner universities will receive one English transcript sent to their home university free of charge. Students who need an additional transcript for personal use must apply and purchase it through the Alumni Association website. (Details will be provided after arrival.)

## 02. Pre-Application Preparation

### (0) Changes from the 2026 Spring Semester

- **No Extension of Study Period**

Extending the study period after application (e.g., changing from one semester to two semesters) is not permitted. Please ensure that students develop a thorough and well-considered study plan prior to submitting your application. Submitting consecutive applications for each semester is also not allowed. (Ex. If students are accepted for one semester in Spring 2026, they cannot apply again for one semester for Fall 2026. They must apply as a one year student from Spring 2026.)

- **Certificate of Eligibility (COE) Web Form**

Applicants are required to submit a separate COE Web Form in addition to the online application.

The URL for the COE application form will be sent by email together with each applicant's ID and password. Please ensure that the COE Web Form is submitted by the same deadline as the online application.

- **Required Documents**

The following documents are no longer required:

- Letter of Recommendation
- Statement of Intent for Scholarship Application (for applicants to JASSO or RUSSES scholarships)
- The Personal Statement no longer needs to be handwritten. Please type the statement and submit it in PDF format.

- **Language Requirement**

Beginning with the 2026 Fall Semester, the language requirements have been revised. Please refer to the document below for details: <https://en.ritsumeikan.ac.jp/skp/apply/pdf/LanguageRequirementsENG.pdf>

- **RUSSES Scholarship**

The RUSSES Scholarship, which was originally scheduled to conclude earlier, has now been extended until the end of the Fall 2026 semester.

Please note that:

- The scholarship scheme may change starting from Spring 2027.
- For students beginning their study in the Fall 2026 Semester and planning a one-year stay, the scholarship will be provided only until March 2027.
- In addition to the above policies regarding the RUSSES Scholarship, please be aware that neither the JASSO Scholarship nor the RUSSES Scholarship is guaranteed. Depending on the academic year, semester, and selection results, it is possible that no scholarships will be awarded.

## (1) Confirm Application Requirements

There are 3 tracks of study in SKP. Please check the application requirements, etc., for each track

Track	<a href="#">Regular Courses in Japanese (RCJ)</a>	<a href="#">Intensive Japanese Language (IJL)</a>	<a href="#">Regular Courses in English (RCE)</a>
Course List	<a href="#">Course Lists from Previous Semesters</a> <sup>1</sup>		
Enrollment Requirements	Applicants must meet both a) and b): a) Must be a student at a partner university that has an active exchange agreement with Ritsumeikan University and must be officially nominated by their home institution b) Must be currently enrolled in an undergraduate or graduate program at their home institution and must have successfully completed at least one full academic year of undergraduate study prior to the start of the exchange period		
Academic Requirements	The standard required GPA is 3.0 on a 4.0 scale (“B average”) or equivalent. If the exchange agreement specifies particular academic requirements, students must meet those requirements as outlined in the agreement.		
Language of Instruction	Japanese	Japanese (primarily)	English
Language Requirements	JLPT N1 or EJU Japanese (Reading Comprehension, Listening, and Listening-Reading Comprehension): 280 or above, and Japanese (Writing): 35 or above <sup>2</sup>	Japanese language proficiency is not required, but those who have not studied Japanese before should be able to communicate in English on a basic level.  Applicants that wish to take courses in English must meet the same language requirements as RCE applicants. <sup>2/3</sup>	<i>Applicants must either meet the score waiver criteria<sup>2</sup> or submit one of the following minimum English test scores<sup>2</sup>:</i> TOEFL iBT: 76 (New scoring system: TOEFL iBT 4.0) IELTS Academic: 6.0 Cambridge B2 First: 170 Cambridge C1 Advanced: 170 Duolingo English Test: 100
Campus	<a href="#">Kinugasa Campus (Kyoto Prefecture)</a>	<a href="#">Kinugasa Campus (Kyoto Prefecture)</a>	<a href="#">Kinugasa Campus (Kyoto Prefecture)</a>
	<a href="#">Osaka Ibaraki Campus (Osaka Prefecture)</a>		<a href="#">Osaka Ibaraki Campus (Osaka Prefecture)</a>
	<a href="#">Biwako-Kusatsu Campus (Shiga Prefecture)</a>		<a href="#">Biwako-Kusatsu Campus (Shiga Prefecture)</a>
Study Period	Half year (1 semester) or full year (2 semesters) <sup>4</sup>		

<sup>1</sup>The course lists for the Spring Semester will be finalized in March, and those for the Fall Semester will be finalized in September. They will be distributed at the start of the course registration period. Course offerings vary by semester. **Some courses offered on each track have limited seats. If applications exceed the limit, registration will be decided by lottery. Please note that you may not be able to take your desired courses.**

<sup>2</sup>Verification of the relevant language proficiency test score **must** be submitted at the time of application. The following tests/scores are NOT accepted: TOEFL iBT® Home Edition, TOEFL® Essentials™, TOEFL iBT® MyBest® Score (only scores from a single test date are valid), IELTS Online, IELTS One Skill Retake, TOEIC® IP Test, and other institutional tests.

**Submission of an English proficiency test score may be waived if the applicant meets any of the following conditions. The home university’s coordinator must indicate this at the time of nomination.**

- The applicant is enrolled in an academic program at their home institution that is conducted entirely in English.
- The applicant holds citizenship of, or has completed (or is expected to complete) an undergraduate or graduate program in one of the following countries:

**United States, United Kingdom, American Samoa, Australia, Botswana, Canada (excluding Quebec), Fiji, Ghana, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, New Zealand, Nigeria, Papua New Guinea, Samoa, Singapore, Solomon Islands, South Africa, Tonga, Trinidad and Tobago, Zambia, Zimbabwe**

• The applicant is a citizen of one of the countries listed above and who has completed at least one full-time academic year (or the equivalent) of upper-secondary or secondary education (equivalent to Year 11 or Year 12) conducted in English at an accredited institution within those countries.

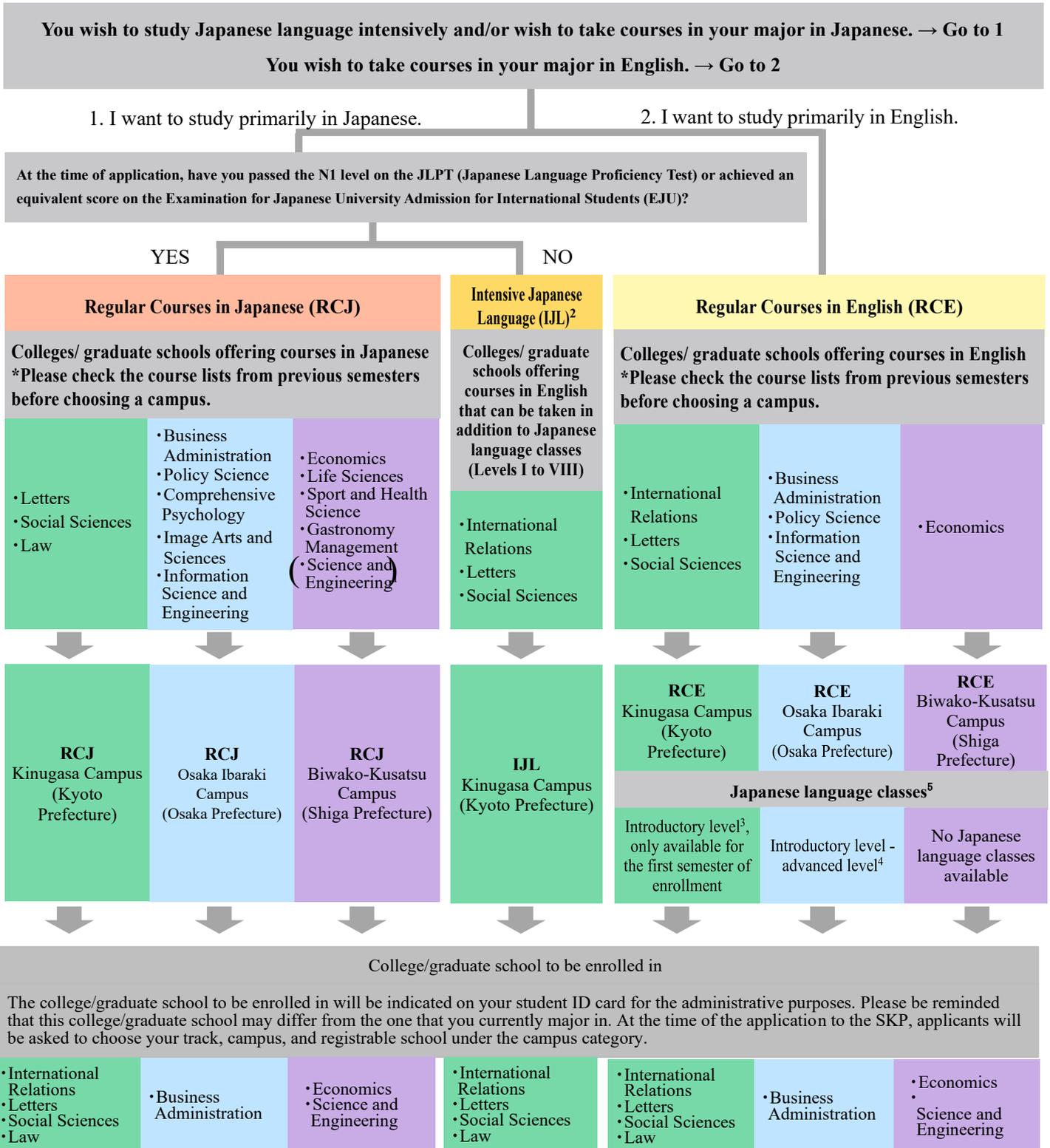
• If a student exchange agreement includes special provisions regarding English proficiency, the applicant must submit the documents specified in the agreement.

<sup>3</sup> IJL applicants are only permitted to register for English-taught courses upon submission of the required English language proficiency certificate at the time of application. Certificates submitted after the application will not be accepted.

<sup>4</sup> **After applying to the program, it is not permitted to extend the study period from one semester to two semesters.**

## (2) [Important] Confirm the Study Tracks, Colleges/ Graduate Schools Offering Courses, and Campuses

As shown in the table in (1) Confirm Application Requirements, you will need to select the student's track(s) and campus(es) based on their desired language of instruction as well as for the courses they wish to take in SKP. Students should use the chart below to confirm which tracks and colleges/ graduate schools offer courses. To help them decide which track and campus to apply for, please also refer to [the course lists from previous semesters](#) for each option. **Please be sure to confirm the students' application details before submitting the nomination.**



<REFERENCE>

1. **Courses in the College/Graduate School of Science and Engineering for RCJ students**

Course lists are not provided for the College of Science and Engineering/ Graduate School of Science and Engineering. Students interested in these courses must undergo a screening process to verify their academic background.

2. **Japanese Placement for IJL Students**

IJL students with prior Japanese study must take the Ritsumeikan Online Japanese Placement Test (ROJPT) before the start of the semester. Based on the results, they will be placed at the appropriate IJL class level. Students in Japanese Levels VII and VIII can take liberal arts and specialized courses in Japanese.

3. **RCE Japanese classes at Kinugasa Campus (Elementary Level Only)**

**【All Students】** Indicate whether or not you wish to take Japanese classes when applying for SKP. **You CANNOT request them after the application submission. Please answer carefully.** If approved, you can decide to enroll during the course registration. Enrollment is limited, and placement in classes is not guaranteed.

**【One-Year Students】** May take Japanese classes only during the first semester, if approved.

**【Students with Prior Japanese Study】** Must take the Japanese Placement Test (ROJPT) before arrival. **Eligibility depends on test results, experience and availability. If your Japanese level does not match the level set, you may not be allowed to enroll.**

**【Students with JLPT N4 or Higher】** Not eligible

**【Students with No Prior Japanese Study】** Enrollment is limited. If there are too many applicants, a lottery may be held.

4. **RCE Japanese classes at OIC Campus (Elementary to Advanced)**

**【All Students】** Indicate whether or not you wish to take Japanese classes when applying for SKP. **You CANNOT request them later after the application submission. Please answer carefully.** If approved, you can decide to enroll during the course registration. Enrollment is limited, and placement in classes is not guaranteed. The number of available spots may vary each semester as these classes are also open to non-SKP students. Some classes are held jointly with degree-seeking students and follow the curriculum of each faculty, requiring a significant amount of self-study including preparation and review.

**【Students with Prior Japanese Study】** Must take the Japanese Placement Test (ROJPT) before arrival and undergo an interview after arrival. **Eligibility depends on test results and availability.**

**【Students with No Prior Japanese Study】** Enrollment is limited. If there are too many applicants, a lottery may be held.

5. **Campus Restriction on Japanese Classes**

You can only take RCE Japanese classes at your home campus.

## &lt;IMPORTANT NOTES&gt;

- **SKP students can select courses only from the course lists for each track and campus distributed at the beginning of the course registration period. Students cannot choose from the full list of courses offered to regular students. Research guidance is not provided to SKP students.**
- Undergraduate students can only choose courses from the SKP course list designated for undergraduates. Graduate students can register for courses from both undergraduate and graduate SKP course lists.
- International students are required by Japanese law to attend a minimum of 10 hours of classes per week. Since one class session lasts for 95 minutes at Ritsumeikan University, **you must take at least 7 class sessions of classes per week. You can register up to a maximum of 20 credits per semester, including Japanese classes.**
- Some courses have an enrollment limit. If oversubscribed, a lottery will be held. For such, **we cannot guarantee a seat for particular courses and all your desired courses.**
- SKP students can generally choose courses offered at their home campus. If space is available, students may apply for courses at other campuses. However, since the priority is given to students from home campus, enrollment is not guaranteed. Additionally, travel between campuses takes approximately 1 hour and 30 minutes, so course registrations that do not allow sufficient travel time will not be approved. **Students should carefully review the course lists from previous semesters and choose their campus carefully.**
- IJL track Japanese Language Courses require significant self-study. IJL students willing to take courses offered in English on top of the pre-fixed IJL Japanese Language Courses are advised that they have a flexible study plan. **IJL students may register for up to two (2) English courses.** However, since RCE students have priority, IJL students may not be able to register for their preferred courses in English.
- For questions or concerns, please first refer to [【SKP】 LINK for Application Guidelines FAQ](#)
- At Ritsumeikan University, each class session is 95 minutes long, and each semester consists of 14 weeks (14 class meetings). For more details, please refer to the following page:  
[Changes in Class Hours from AY2025 | Ritsumeikan University](#)
- Courses offered by the College of Design and Art, opening in April 2026, will not be available to SKP students for the time being.

### (3) Pre-Application Consultation Service

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Students who are unsure about applying to SKP for any of the following reasons can consult with the “Pre-Application Consultation Service” by e-mail before applying.

**The pre-application consultation does not affect any decisions regarding program acceptance.**

E.g.,

- You are diagnosed with an illness or have a disability.
- You need to continuously take medication or require continuous medical treatment.
- Based on your diagnosed illness or disability, you have consulted at your home university regarding support and accommodations.
- You have applied to receive reasonable accommodation at your home university based on your diagnosed illness or disability.
- You are diagnosed with an illness or have a disability but have no experience of seeking special assistance or accommodation.
- You have no diagnosed illnesses, disabilities, etc., but have significant anxiety about studying and student life.

\*Please also refer to [\[Reference Materials\]](#).

The Pre-Application Consultation Service will provide the following information to the extent possible.

- Support and accommodations for studying at Ritsumeikan University
- What to prepare for coming to Japan
- Student life at Ritsumeikan University (medical, professional support, residence, meals, etc.)

**Pre-Application Consultation:** [prejapan@st.ritsumei.ac.jp](mailto:prejapan@st.ritsumei.ac.jp)

### 03. Nomination Submission

#### STEP 1: Pre-Nomination Preparation

Please send the following [Application Guidelines] to students who intend to apply and advise them to review their desired track and campus, required application documents, and all application procedures.

[Application Guidelines]

[https://en.ritsumeikai.ac.jp/skp/apply/pdf/Application\\_Guidelines\\_ENG.pdf](https://en.ritsumeikai.ac.jp/skp/apply/pdf/Application_Guidelines_ENG.pdf)

Some of the application documents take time to prepare, such as official academic transcripts and certificate of enrollment. The Application Guidelines contain detailed information and important notes regarding the required documents and scholarships. Please make sure to review them carefully and advise your students to begin preparing the necessary documents as early as possible.

**Please note that late submissions and resubmissions of incomplete documents or details after the deadline will not be accepted under any circumstances. All applications must be completed by the stated deadline.**

#### STEP 2: Fill Out the Nomination Form

Nomination Period:

Start: Friday, February 27 (JST)

Deadline: **Tuesday, March 24, 9:00 AM**

- Please enter the number of applicants and student information in the [Nomination Form] below. If you would like to confirm the number of students we can accept, please contact the SKP staff in advance.
- Before submitting your nomination(s), please click the “Print” button on the confirmation page and keep a copy of the nomination details for your records.

[Nomination Form]:

[https://ritsumeikan.sakura.ne.jp/index.php?program\\_pk=1771997381&type=2](https://ritsumeikan.sakura.ne.jp/index.php?program_pk=1771997381&type=2)

- ※ **Before submitting your nomination(s), please make sure to review all application details with the student(s), especially their study track, campus, and study period, to ensure that the information is accurate.**
- ※ **After the nomination has been submitted, the nomination details (e.g., Study Track, Campus, Participation Period, etc.) cannot be changed.**

### STEP 3: Important Points to Note When Entering Information

The following notes explain the items that require special attention when entering nomination information. Please be sure to review them carefully before completing the form.

<p><b>Student's Name in English</b> <span style="background-color: red; color: white; border-radius: 50%; padding: 2px;">Required 必須</span></p> <p>学生の氏名 (ローマ字表記)</p>	<p><b>Last Name</b> 姓</p> <input type="text"/>	<p>The credentials (ID/PW) for the online Application Form and the COE Web Application Form will be sent to the email address entered here. Please make sure to reconfirm that the correct email address has been provided.</p>
<p><b>Middle Name</b></p> <p>ミドルネーム</p>	<p><b>Name in Alphabet</b></p> <input type="text"/>	
<p><b>Student's Email Address</b> <span style="background-color: red; color: white; border-radius: 50%; padding: 2px;">Required 必須</span></p> <p>学生のメールアドレス</p>	<input type="text"/> <p>For confirmation, please re-enter the email address. 確認のためにもう一度ご入力ください。</p> <input type="text"/>	
<p><b>Enrollment Status During SKP</b> <span style="background-color: red; color: white; border-radius: 50%; padding: 2px;">Required 必須</span></p> <p>学生の申請状況</p>	<p><input type="radio"/> Exchange student (New Nominee) / 交換留学生 (新規申請者)</p> <p><input type="radio"/> Self-sponsored student / 私費留学生</p>	
<p><b>Checklist Before Nomination Submission</b> <span style="background-color: red; color: white; border-radius: 50%; padding: 2px;">Required 必須</span></p> <p>ノミネーション提出前の確認項目</p>	<p>Please review the following points and check all the boxes below. 以下の項目を確認し、すべてチェックしてください。</p> <p><input type="checkbox"/> I have reviewed <b>past course lists</b> for each campus for the student to apply to. I understand that some courses on each track have prerequisites and that some courses are only available at certain campuses. 各トラックおよびキャンパスの過去の履修科目を確認し、その履修条件やキャンパスごとの開講状況を確認した。これらの科目には定員があるため、必ず履修可能なキャンパスを確認した。</p> <p><input type="checkbox"/> I have selected the track and campus based on the student's desired language of instruction and courses. (Please refer to <b>the chart</b> for track and campus selection.) 学生が希望する教授言語、履修科目に沿ってトラック・キャンパスを選択した。(トラック・キャンパス選択については<b>チャート</b>を参照)</p> <p><input type="checkbox"/> I have confirmed that the student meets the score waiver or language requirements for the selected track. 学生が選択したトラックにおけるスコア免除条件または語学要件を満たしていることを確認した。</p> <p><input type="checkbox"/> I understand that once the nomination has been submitted, no changes can be made to the student's track, campus affiliation, or study period. ノミネーション提出後は学生のトラック、所属キャンパス、留学期間の変更ができないことを理解した。</p> <p><input type="checkbox"/> I will review all application information and documents, including the selected track and campus, to ensure they are complete and accurate before the student submits the application. 学生がアプリケーションを提出する前に、選択されたトラックや書類に不備がなく、正確であることを確認する。</p> <p><input type="checkbox"/> I understand that the student agrees to <b>the pledge</b> and will comply with Ritsumeikan University's rules. Should the student violate any of the rules during the study period, the student will be responsible for the consequences. 学生が<b>誓約書</b>に同意し、立命館大学在学中にその事項を遵守する。学生が規則に違反した場合、立命館大学と協議し、学生に適切な処置を講ずる。</p>	
<p><b>SKP Participation Period</b> <span style="background-color: red; color: white; border-radius: 50%; padding: 2px;">Required 必須</span></p> <p>プログラム参加希望期間</p>	<p><input type="radio"/> Half year (1 semester) / 半年 (1 セメスター)</p> <p><input type="radio"/> Full year (2 semesters) / 1年間 (2 セメスター)</p>	

Please check all the boxes after reviewing each item.

**Self-sponsored students** are required to make full, one-time payment of the program fee within two weeks from the announcement of acceptance. The installment payments are not accepted. If the payment is to be made by the home university and any additional procedures or documents are required in advance, please inform us promptly after submitting the nomination.

Please confirm the program duration with the student and select the correct participation period. **Extensions to the exchange period will NOT be accepted once the application has been submitted.**

<b>Language on Which Program Participation is Based (Japanese Basis/ English Basis)</b> プログラム参加希望言語 (主に日本語 / 主に英語)	<b>Required 必須</b>	<input type="radio"/> <b>[Japanese Basis / 主に日本語]</b> Student wants to study Japanese language intensively and/or take courses in their major in Japanese. 日本語を集中的に勉強したい/日本語で自分の専攻科目等を履修したい。
<b>Study Track</b> 参加希望トラック	<b>Required 必須</b>	A confirmation chart for campus selection is <a href="#">here</a> . キャンパス選択のための確認用チャートは <a href="#">こちら</a> 。 <input type="radio"/> Intensive Japanese Language (IJL) <input type="radio"/> Regular Courses in English (RCE) <input type="radio"/> Regular Courses in Japanese (RCJ)

Please confirm with the student their preferred language of instruction for the program and select the corresponding option.

Review the [chart](#) on p.7 of these Guidelines with the student and select the appropriate study track.

- Selected [Japanese Basis], but the student does not have a Japanese proficiency test score equivalent to JLPT N1 --- (IJL)
- Selected [English Basis], and the student meets the language requirements for RCE ----- (RCE)
- Selected [Japanese Basis], and the student has a Japanese proficiency test score equivalent to JLPT N1 ----- (RCJ)

<b>Campus</b> 参加希望キャンパス	<b>Required 必須</b>	<ul style="list-style-type: none"> <li>In order for students to decide on a campus, they need to check the course lists from previous semesters for each track/campus and see what courses are available in each track/campus combination. Be sure to check that the student's track and campus selections fit with what they want to study.</li> <li>Please note that you will not be able to change the selected track and campus after submitting your nomination.</li> </ul> <p><u>Course Lists From Previous Semesters</u></p> <ul style="list-style-type: none"> <li>学生が参加キャンパスを決定するには各トラック・キャンパスの過去の科目リストで、トラック・キャンパスの組み合わせでどのような科目を履修できるのかを確認する必要があります。学生が希望する履修内容に合ったトラック・キャンパスが正しく選択されていることを、必ず確認してください。</li> <li>登録申請提出後、選択したトラックおよびキャンパスを変更することはできませんのでご注意ください。</li> </ul> <p><u>各キャンパス・トラック別の過去の科目リスト</u></p> <ul style="list-style-type: none"> <li><input type="radio"/> Kinugasa Campus (Kyoto Prefecture) / 衣笠キャンパス (京都)</li> <li><input type="radio"/> Osaka Ibaraki Campus (Osaka Prefecture) / 大阪いばらきキャンパス (大阪)</li> <li><input type="radio"/> Biwako-Kusatsu Campus (Shiga Prefecture) / びわこ・くさつキャンパス (滋賀)</li> </ul>
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Review the [chart](#) on p7. of these Guidelines and the [Course Lists From Previous Semesters](#) with the student and select the appropriate campus.

<u>Campus</u>	<u>Available Tracks at the Campus</u>
<input type="radio"/> Kinugasa Campus (Kyoto Prefecture) -----	IJL / RCE / RCJ
<input type="radio"/> Osaka Ibaraki Campus (Osaka Prefecture) -----	RCE / RCJ
<input type="radio"/> Biwako-Kusatsu Campus (Shiga Prefecture) -----	RCE / RCJ

## Academic Criteria

Required 必須

## 成績基準

If option ① in (1) applies, proceed to (2).

If option ② in (1) applies, proceed to (3).

If option ③ in (1) applies, proceed to (4).

Sections (4) and (5) are mandatory for all.

Please click the checkbox after confirming the information in section (6).

(1) Is there a description of academic criteria in the Agreement for Student Exchange? / 協定書に成績基準が記載されていますか。

- ① Yes. Academic Criteria are stated in our Agreement (e.g. a cumulative GPA of 3.0/4.0, etc.).  
はい、成績基準が明確に記載されています。(GPA3.0/4.0など)
- ② Yes, but the academic criteria are not specifically described (e.g. "Good academic standing", etc.).  
はい、ただし成績基準が明確には記載されていません (Good academic standing, etc.)
- ③ No, there is no description.  
いいえ、記載されていません。

(2) If you chose ① in (1):

Please state the academic criteria written in the Agreement.

上記(1)にて①を選択した場合:

協定書に記載されている成績基準を記入してください。

(3) If you chose ② in (1):

Does the student meet the academic standards specified in the agreement?

協定書に記載されている成績基準を満たしていますか?

- Yes / はい
- No / いいえ

(4) For all applicants:

Please enter the student's GPA according to the scale used at the home institution

全員共通:

所属大学でのGPAを記載してください。

(5) For all applicants:

Please calculate the student's overall GPA on a 4.0 scale.

全員共通:

入学以降の累積GPAを4.0スケールで記載してください。

 out of 4.0

(6) For all applicants:

The student and I confirm that the student's GPA meet the academic criteria written

in our Agreement or those required for program application

(GPA of 3.0 on a 4.0 scale ("B average")).

全員共通:

協定書に記載されている成績基準もしくはSKPプログラム参加にあたっての成績基準

(GPA 3.0/4.0 (B average) 以上) を満たしていることを確認しました。

**Confirmation of Transcripts Shipping Schedule** Required 必須

成績証明書発送時期についての確認

Please review the information below and confirm that transcripts arriving at your institution according to the provided schedule will not affect the student's ability to graduate. If you have any questions, please contact us at [skp@st.ritsumei.ac.jp](mailto:skp@st.ritsumei.ac.jp) before submitting your nomination.

下記スケジュールをご参考のうえ、所属大学での成績証明書の受取時期が学生の卒業に影響しないかどうか、ご確認ください。質問がある場合はノミネーションの申請を行う前に、[skp@st.ritsumei.ac.jp](mailto:skp@st.ritsumei.ac.jp) までお問い合わせください。

**Program Schedule (Tentative) / プログラムスケジュール (予定)**

	Spring Semester (April – July) 春semester (4月 – 7月)	Fall Semester (September – January) 秋semester (9月 – 1月)
Start of the Semester semester開始	April 1 4月1日	September 26 9月26日
Program Ends プログラム終了	Around July 31 7月31日頃	Around January 31 (the following year) 1月31日頃 (翌年)
End of the Semester semester終了	September 25 9月25日	March 31 (the following year) 3月31日 (翌年)
Transcripts Issued 成績証明書発行	After September 26 9月26日以降	After April 1 (the following year) 4月1日 (翌年) 以降
Transcripts Sent Out 成績証明書発送時期	Early October 10月上旬	Mid-April (the following year) 4月中旬 (翌年)

**<IMPORTANT>**

- Please note that Ritsumeikan University does not issue electronic transcripts. Also, transcript data cannot be sent via email.
- Spring Semester academic transcripts (April – July) will be issued after September 26. Fall Semester academic transcripts (September – January) will be issued after April 1.
- For students who participate for a full year (two semesters), a transcript containing the grades for both semesters will be issued and sent out after the end of the second semester. If a student needs a transcript issued after the end of the first semester, they must purchase it at the designated campus office.

After the program, one official English transcript will be sent to the home university of students from partner institutions.

**<注視点>**

- 立命館大学では電子証明書の発行を行っていません。また成績証明書のデータをメールで送付することはできません。
- 成績証明書は、春semester分は9月26日以降、秋semester分は4月1日以降に発行されます。
- 学籍期間1年(2semester)の学生へは、2semester終了後に全学籍期間分の成績証明書を発送します。1semester終了後、成績証明書が必要な場合は、学生が購入する必要があります。
- プログラム終了後、協定校から参加している学生の成績証明書(英語)を1通、所属大学宛に送付します。

**The student and I confirm that the time of academic transcript issuance/delivery will not affect the student's date of graduation.**

成績証明書の発行・発送時期が注視点を確認し、学生の卒業時期に影響しないことを確認しました。

Please confirm with the student that their expected graduation date is after the program completion date.

Ritsumeikan University does not issue electronic transcripts.

Please confirm when the academic transcript will be sent from Ritsumeikan University and whether this will affect the student's graduation or credit transfer.

Please click the checkbox after confirming the information under <IMPORTANT>.

**Confirmation of mailing address for transcripts, etc.** Required 必須

成績証明書等の発送先の住所の確認

Please enter the address for receiving the student's academic transcript and other credentials after checking the important notes below. Mailing address for courier is required. P.O. Box address cannot be registered. 下記留意事項を確認の上、成績証明書等の書類を送付する住所を入力してください。国際宅配便を利用し、P.O.Boxではなく荷物を受け取るための住所を入力してください。

**<IMPORTANT>**

- The package will be sent to your office. Please note that we will not be able to send separate packages to different campuses.
- Please be sure to check if the address you have entered is correct. If it is not, the package will not be delivered.
- In order to avoid any postal accidents, we usually send the exchange students' Academic Transcripts and other credentials to their home universities and will not send items to individual addresses. If there are any exceptional circumstances, please contact us at <skp@st.ritsumeik.ac.jp>

**<留意事項>**

- 発送先は協定校宛となります。複数のキャンパスがある場合もまとめて一つのキャンパス発送になる旨ご注意ください。
- 間違った住所を入力すると必要書類が届かないため、入力内容に不備がないか注意してください。
- 輸送時の紛失や損傷を含むトラブルを防ぐため、特別な事情がある場合を除き、個人への送付は致しかねます。事情がある場合は、skp@st.ritsumeik.ac.jpにご相談ください。

I have confirmed all the above.  
上記の留意事項を確認しました。

**Country 国名**  
 ▼

**City 都市名**

**State 州**

**Address 住所**

**Postal Code 郵便番号**

**Phone 電話番号**

Students' academic transcripts will be sent to their home university by international courier. Please click the checkbox after confirming the information under <IMPORTANT>.

Please make sure to register the mailing address for courier delivery. A P.O.Box address cannot be entered.

I hereby certify the information above is accurate.

上記の情報に間違いありません。

Date / 日付:

Name of Coordinator / 担当者名:

## Confirmation of Nomination Information ノミネーション申請情報の確認

University Name 大学名	Required 必須	Others
Coordinator Name 担当者氏名	Required 必須	SKP Staff
Coordinator Email Address 担当者メールアドレス	Required 必須	skpstaff@sample.skp.com
Total Number of Nominated Students 推薦学生人数	Required 必須	1

You can click “Back” to return and modify the input contents or “Print” to print them out. After checking the input contents, please make sure to click “Submit” to complete the form.

Postal Code 郵便番号  
603-8577

Tel 電話番号  
81 75-465-8230

is accurate.

付: 2023/10/10

Name of Coordinator / 担当者名: SKP Staff

Print 印刷

Back 前へ戻る

Submit 提出

## STEP 4: Submit the Nomination Form

- Please confirm your entered information on the Nomination Confirmation page (i.e., all nomination details).
- Save the confirmation page as a PDF.
- Finally, click “Submit” button to complete your nomination.

The following message will be displayed if you have successfully submitted the nomination form.

立命館大学 留学申請フォーム

SKP 2025 Spring Semester  
Nomination Submitted ノミネーション申請の完了

Thank you for your nomination.  
If any issues or problems are found in the submitted nomination, the SKP staff will contact you.

We will send nominated students' ID and PIV to their university coordinators' registered email addresses. The SKP staff will aim to send the email(s) within one week, so please check that you have received it. When you receive the email(s) with the student ID and password, please forward it to the student(s).

ノミネーション申請をさせていただきましたありがとうございます。  
入力内容に不備がある場合は、SKPスタッフよりご連絡いたします。

貴学担当者のメールアドレス宛に、SKPスタッフより1週間以内にノミネーションされた学生の申請用のIDとパスワードをお送りしますので、ご確認ください。また、IDとパスワードをお知らせするメールが届きましたら、早急に連絡していただくようお願いいたします。

- Students who plan to apply will need an ID and password to access the application system. Within one week after submitting the Nomination Form, we will send each applicant's ID and password, along with the URLs for the Application and COE (Certificate of Eligibility) forms, to both the coordinator at the partner institution and the nominated students.
- The email will be sent from skp@ritsumeikan.sakura.ne.jp. Please check both your own and your students' email security settings in advance to ensure that messages from this address can be received. We also recommend checking the spam or junk folder in case the email is filtered automatically.
- The email will be sent to the student email addresses entered in the Nomination Form. Please ensure that the addresses are accurate when completing the nomination. Students will not be able to access the application form after the deadline, so please remind them to submit their application on time, as late submissions cannot be accepted.