

Graduate School of International Relations

Educational Missions

The Graduate School of International Relations (GSIR) is committed to excellence in graduate training. The GSIR's general mission is to produce scholars of international relations who can contribute to the better understanding of global problems, and professionals in various fields who possess the knowledge and skills to solve problems in the international community.

Master's Program

The Graduate School of International Relations' MA program is committed to educating graduate students who wish to pursue advanced work in the international arena and also those who wish to prepare for PhD study. With its coursework and thesis, the MA program offers graduate training where students gain deep insights on international issues, the capacity to analyze complex issues of global governance, and advanced knowledge to promote international cooperation.

Doctoral Program

The Graduate School of International Relations' Doctoral Program is devoted to postgraduate education for students who pursue careers as researchers both overseas and in Japan. To this end, the program strives to provide students with a research environment where they can develop a global intellectual network and innovative scholarship in the field of international relations.

Admission Policies

Master's Program

The Graduate School of International Relations' MA Program welcomes applicants who seek to advance their knowledge in international relations by pursuing careers in fields such as academics, research, journalism, international organizations, and private and government sectors both overseas and in Japan.

Doctoral Program

The Graduate School of International Relations' Doctoral Program welcomes applicants who pursue innovative scholarship in the field of international relations with their independent research activities. All students admitted to the program are expected to earn a PhD degree successfully and advance in academic/professional careers with a broad understanding of international relations, specialized expertise in selected issues, and competence in related disciplines.

Graduate School of International Relations

M.A. Program in International Relations GLOBAL COOPERATION PROGRAM

APPLICATION GUIDELINES for Admission Fall 2012

In the Global Cooperation Program all courses are taught in English, thereby guaranteeing a choice for students who wish to earn a master's degree without prior knowledge of Japanese. This Program provides a broad interdisciplinary perspective on international cooperation.

Change of graduate school or program after application is not permitted.

I. Major, Degree, Enrollment Capacity, Number of Recruits

Major	Degree	Enrollment Capacity	Number of Recruits
International Relations	Master's Degree	60*	Around 10

*This number includes students admitted through other admission methods.

II. Requirements for Application

Applicants must satisfy one of the following criteria:

- (1) Persons who have completed a 16-year program at an overseas schools or who are expected to complete such a program before being enrolled in the graduate school. (Persons who have completed a 4-year bachelor degree program at an overseas school or who are expected to complete such a program before being enrolled in the graduate school.)
- (2) Persons who have completed a 15-year program at overseas schools or who are expected to complete such a program before being enrolled in the graduate school. (Persons who have completed a 3-year bachelor degree program at an overseas school or who are expected to complete such a program before being enrolled in the graduate school.)
- (3) Persons who have completed a 16-year program of an overseas school by taking its correspondence course in Japan or who are expected to complete such a program before being enrolled in the graduate school.
- (4) Persons who have completed the program of an overseas school in Japan that is recognized as being equivalent to an overseas university by the Minister of Education, Culture, Sports, Science and Technology or who are expected to complete such a program before being enrolled in the graduate school.
- (5) Persons who have graduated or expect to graduate from a Japanese university as an international student.
- (6) 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 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.

*Applicants who expect to graduate but are not able to satisfy any of the above requirements by September 25, 2012, will have their admission cancelled.

III. Screening Method

Admission will be based upon screening all submitted documents. (Applicants may be interviewed if necessary)

IV. Procedures

1. Application Fee: 35,000 yen

2. Required Documents:

Applicants should submit the following required documents after paying the application fee. Please write "Application for the GCP, Graduate School of International Relations Enclosed" in red ink on the envelope of the application packet. Send by registered mail.

1) Application Form for Graduate Admission at Ritsumeikan University (prescribed Form GS A). Your name and date of birth should be exactly the same as that printed on your resident card, passport or alien registration card. If you are a non-Japanese applicant and wish to use your common name after admission, write the same common name as written on your alien registration card. In the event that the content of the application is not based on facts or any dishonesty has been found in the application, the applicant will be disqualified from admission.

*Japanese nationals do not need to fill in boxes 6, 8, 9 and 14 in Form GSA.

2) A Certificate of Graduation or expected graduation and Certified Academic Transcript from the institution last attended. The transcript needs to have been issued within 3 months before the time of application and sealed by the president of the institution or the dean of faculty. English translation must be attached for languages other than English and Japanese.

If the applicant's name has changed and is no longer the same as what appears on his/her certificates, (s) he must submit a copy of his/her family register (or equivalent if an applicant is of a foreign nationality) to attest the change of his/her name.

3) Research Proposal (prescribed Form IR 4) in English (approximately 1,000 words). Applicants are recommended to submit a copy of their bachelor's thesis (if applicable) or term papers related to the research proposal.

4) Pledge for the Graduate School of International Relations (prescribed Form IR 5)

5) Two Letters of Recommendation (prescribed Form IR 6): Applicant must submit two recommendation letters written and sealed by their academic advisor or equivalent. If the applicant is currently working, a recommendation written by a supervisor is also acceptable.

6) Application fee of ¥35,000.

<Payments made within Japan>

If you would like to make your payment in Japan, you must first e-mail the Office of Graduate Studies at graduate-studies@st.ritsumei.ac.jp to ask for an Application Card with Transfer Request Form attached. In your e-mail, please include your name, delivery address in Japan and your e-mail address. Payment should be made through a bank transfer at a commercial or cooperative bank that offers a transfer service. (Remittance through post offices or ATMs is unacceptable) When doing so, please make sure to get bank seals on specified places on Card A, C and D and send us the Card A and B in one piece (Do not cut them off) along with other required documents. Please note that Japanese banks close at 3:00 pm daily.

<Payments made outside of Japan>

Those who would like to make their payment outside of Japan do not need to get a bank seal on their Application Card. Instead, please enclose a copy of a document certifying the completion of your payment. Payment should be made through an international bank transfer at a bank that offers an international transfer service (Remittance through ATMs or by personal check is unacceptable). The remittance amount is ¥37,500 (including ¥2,500 transfer charge) All bank fees are to be borne by the applicant.

Bank Name:	Sumitomo Mitsui Banking Corporation
Branch:	Kyoto Branch
Account:	5408448
Swift Code:	SMBCJPJT
Address of Bank:	8 Naginatahoko-cho, Shimogyo-ku, Kyoto 600-8008 Japan
Name of Payee:	Ritsumeikan University
Address of Payee:	1 Nishinokyo Togano-cho, Nakagyo-ku, Kyoto 604-8520 Japan
Purpose of Remittance:	Application Fee
Message to Payee, if any:	Your name

Please note that the above fee is nonrefundable regardless of the circumstances.

- 7) Original certificate of TOEFL® or other certified English language tests (only for those whose mother tongue is not English)
*Certificates are valid for 2 years from the date of the test and must be valid through the end of the application period.
- 8) Applicants with foreign language skills other than English are requested to submit an original certificate demonstrating competence in those language(s).

3. Application Period

Application period is between Friday, March 30 and Friday, April 13, 2012.

Applications can either be mailed or submitted in person at the Administrative Office, Faculty of International Relations (applications must be submitted no later than 17:00 on the final day for accepting applications, if submitted in person). Applications postmarked April 13, 2012 will be accepted.

4. Mailing Address for Application

Administrative Office Faculty of International Relations Ritsumeikan University 56-1, Toji-in, Kitamachi Kitaku, Kyoto, 603-8577, Japan	Office hours (excluding national and university holidays): 10:00-17:00, Monday - Friday. (Closed during lunch time) Phone: +81-75-465-1211
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V. Notification of Results

Results will be announced on the bulletin board of the Graduate School of International Relations (1st floor of Koshinkan bldg.) at 14:00 on Friday June 22 2012 and sent to the addresses written on the application form. Documents pertaining to the entrance procedures can be obtained at the administrative office by 16:00 on the notification day. (Please bring your Examination Admission Card (Card B)). They will be mailed to successful applicants at the addresses given on their applications after 16:00 of June 22 .