Application for Admission — Ritsumeikan University
Study in Kyoto Program — Intensive Japanese Language Track

Please read the following explanations carefully before filling out the application:

Application Forms
Please be sure you are using the most recent application forms available for download from the SKP website. **Do not print the application two-sided or submit two-sided documents. Do not use staples** with any application documents.

Track of Study
There are three tracks of study within the Study in Kyoto Program: the Intensive Japanese Language Track (IJL), the Japan and World Perspectives Track (JWP), and the Business Track. Please be sure you are using the appropriate application forms for the track you are intending to apply for. For information regarding enrollment restrictions, please see the Study in Kyoto Program website or pamphlet.

Details Regarding Required Items:

- Please type or fill out all fields on all pages of the application **in block letters using a ball-point pen.**
- All students should submit the Personal Statement in Japanese if they have had previous formal training in the Japanese language. It is highly recommended that students with a lower Japanese proficiency level also submit the Personal Statement in English so that we can better understand your character, motivation, and aspirations for study abroad in Japan.
- Please have your professors submit the Letter of Recommendation and Statement of Japanese Language Proficiency in a signed and sealed envelope.
- Statement of Financial Support: All students **must** submit this form. Please be sure to fill out **all sections** of the form, providing a total monthly budget and the source of funding for this budget. Please be sure you have budgeted an appropriate amount. Applicants without sufficient funding risk having their application for a student visa denied.
- Supporting Financial Documents: Please submit documentation certifying you or your sponsor's ability to cover the costs you have budgeted for your time in Japan such as a bank statement, loan statement, etc. If you are receiving a scholarship please also submit documents verifying any financial scholarship awards received for study in Japan.
- Please sign and date the Declaration and Pledge after completing the checklist on page 12. Students from partner universities must also have their exchange coordinator sign the form to verify that the application is complete. Unsigned applications will not be accepted.
- Certificate of Enrollment from the institution you are presently attending verifying your enrollment status. If you are no longer enrolled in a university, please submit certification of full-time employment stating position and term of employment.
- Official transcript of grades from the institution(s) you have attended, currently or in the past.
- Photocopies of JLPT or TOEFL® score results, if applicable.
- Scholarship Application, if applicable. Please note that scholarships are only available to students from universities sharing an Agreement for Student Exchange with RU. All scholarship documents submitted must be original.
- Certificate of Health on the form provided by RU. This document must include the physician's name, address, signature, and institutional stamp, and be taken within three (3) months of the application deadline.
- Passport Photocopy: Please include a photocopy of 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 the SKP program. If you do not already have your passport, please begin the application process immediately.
- Photographs (4): In addition to the photograph affixed to your application, you are required to submit three (3) of the same official ID-style photograph (3cm x 4cm) with your name written on the back of each one. Photos must be on glossy photo paper, exactly 3cm across and 4cm tall, and taken within the last six (6) months. Photos should have a white background and should show the entire head with room to spare above the head, below the chin, and to the sides of the face. Photos may be black and white or color.

Note: Submitting an incomplete application may cause a delay in your acceptance and in the issuance of documents required to apply for a student visa.

If you have any questions regarding the application, please contact the SKP staff at skp@st.ritsumei.ac.jp

Application for Admission
Ritsumeikan University
Study in Kyoto Program:
Intensive Japanese Language Track

(3 cm)

(4 cm)

Attach 3cm x 4cm I.D. Photo Here (please affix with glue)

Please indicate the semester you wish to begin study at Ritsumeikan:

☐ Spring (April) ☐ Fall (September)

Period of enrollment:

☐ One Semester ☐ Two Semesters (Full Year)

Are you a partner university exchange student?

☐ Yes* ☐ No (Note: You may only enroll in the IJL Track)

*If we are unable to accept you as an Intensive Japanese Language student, would you like to be considered for SKP – Japan and World Perspectives Track?

☐ Yes ☐ No

PERSONAL INFORMATION (All Fields Required)

Name (as shown in your passport)	**Family Name**	**First Name**	**Middle/ Other**

Name in Katakana: ﾌﾘｶﾞﾅ (必ず記入)：	漢字表記があれば必ず記入：

Date of Birth	**Marital Status**	**Gender**
Year Month Day	☐ Married ☐ Single	☐ Male ☐ Female
Place of Birth	**Nationality**	**Home City**
State/Province City		

Mailing Address (valid until start of program)	（ローマ字で記入）	Tel: +country code – area code – phone number
Line 1	Postcode	E-mail:
Line 2	Country	Valid until:
Permanent Address （ローマ字で記入）		Tel: +country code – area code – phone number
Line 1	Postcode	E-mail:
Line 2	Country	Valid until:
Emergency Contact （ローマ字で記入）		Tel: +country code – area code – phone number
		E-mail:
Name:		Relationship:

EDUCATIONAL DATA

SCHOOL AND UNIVERSITY RECORD

List all college(s) and/or university(ies) you have attended or are currently attending, beginning with the most recent. Please include an official transcript and Certificate of Enrollment from the institution you are currently attending.

Institution	Location	Area of Study/Major	Faculty	Period of Study
				(from - to)
				(from - to)
				(from - to)

Please indicate the level and year of study you will be undertaking at the time the Study in Kyoto Program starts (2014 April).

University Level (check one): ☐ Undergraduate ☐ Graduate ☐ I will have already graduated from university

Year Level (check one): ☐1st ☐ 2nd ☐ 3rd ☐ 4th ☐ Other:_____

How many years in total will you have been in school at the time the Study in Kyoto Program starts? (from elementary school to university)

_____ Years

e.g. 12 (Elementary to high school) + 2 (University) = 14 years

When is your (expected) date of graduation from your home university? _____(Year) _____(Month)

JAPANESE LANGUAGE COURSES COMPLETED OR IN PROGRESS

List the following information for each formal Japanese language course you will have completed by the time the Study in Kyoto Program starts. (Please continue on a separate sheet if necessary.)

CLASS NAME	CLASSROOM HOURS	FROM – TO	GRADE	INSTITUTION
Ex: Japanese 101/A	100	Sep 07 – April 08	A-/3.5	University of _____
	TOTAL HOURS:	TOTAL MONTHS:		

Please list the textbooks you have used, including the chapters or sections of each textbook you have completed. (Please continue on a separate sheet if necessary.)

_____
_____
_____
_____

JAPANESE LANGUAGE PROFICIENCY SELF ASSESMENT

Please check the appropriate boxes to indicate your Japanese language proficiency.

	None	Beginner (JLPT N5/N4)	Intermediate (JLPT N3/N2)	Advanced (JLPT N1)
Speaking Ability				
Listening Ability				
Reading Ability				
Writing Ability				

Kanji Ability
How many kanji can you read? _____ How many kanji can you write? _____

JAPANESE LANGUAGE PROFICIENCY TEST (JLPT) (if you have taken and passed the exam)
*Please include a copy of your test results with your application.

Old Test Format (please indicate your test score in the parenthesis)
☐ Level 1 (_____) ☐ Level 2 (_____) ☐ Level 3 (_____) ☐ Level 4 (_____)

New Test Format (please indicate your test score in the parenthesis)
☐ Level N1(_____) ☐ Level N2 (_____) ☐ Level N3 (_____) ☐ Level N4 (_____) ☐ Level N5 (_____)

ENGLISH LANGUAGE PROFICIENCY

Non-native speakers of English wishing to take any courses in English, including JWP and Business Track courses, must include their TOEFL® score. A score of iBT 68/PBT 520 or higher (or its equivalent) is required.
TOEFL® SCORE: _____ Test Type (circle one): IBT・PBT・Other:_____
Test Date:____/____/_____
*Test must be taken within one year of application. Please include a copy of your test results with your application.

STUDENT VISA

Please indicate the location of the Japanese consulate or embassy where you plan to apply for your student visa if and when accepted into the program. Please note that you can not apply for a student visa from within Japan.

Country	State/Province	City

Have you been to Japan before? ☐ No ☐ Yes → How many times? _____

If yes, what were the dates of your most recent visit to Japan? (**please use exact dates**)

1) from:_____(yyyy/mm/dd) to:_____(yyyy/mm/dd)

Please provide details of any immediate family, if any, who will be travelling with you to Japan. _____

Please provide details of any other immediate family residing in Japan, if applicable.

Name	Relationship	Date of Birth (y/m/d)	Nationality	Residing with Applicant	Place of Employment	Status of Residence

COLLEGE OF ENROLLMENT

Each participant will be enrolled into one of the following colleges, usually according to their preference. Please see the Study in Kyoto Program website for more information on colleges at Ritsumeikan. Graduate-level applicants will be enrolled in the college or graduate school that most closely corresponds to their desired college of enrollment. Ritsumeikan reserves the right to make final decisions regarding enrollment.

Are you: (1) An undergraduate student? ☐ (2) A graduate student? ☐ (3) Other (please specify:_____)

Please place a check in the box next to the college of your choice (please select only one college):

Kinugasa Campus

☐ College of Law
☐ College of Social Sciences
☐ College of International Relations
☐ College of Policy Science
☐ College of Letters
☐ College of Image Arts and Sciences
☐ Graduate School of Science for Human Services*
☐ Graduate School of Language Education & Information Science*
☐ Graduate School of Core Ethics & Frontier Sciences*

*Only graduate students can enroll in these colleges.

Biwako-Kusatsu Campus (BKC)**

☐ College of Economics
☐ College of Business Administration
☐ College of Science and Engineering
☐ College of Information Science & Engineering
☐ College of Life Sciences
☐ Graduate School of Technology Management*

**BKC is located in Shiga prefecture and is about ninety-minutes from Kinugasa campus by public transportation.

HEALTH STATUS

Please provide details regarding any current or past medical conditions (physical and psychological) or learning disabilities, including treatment, prescriptions taken, etc. Please be as detailed as possible.

Note: Information provided here will be used to ensure that we can provide the support necessary for a safe and healthy study abroad experience.

1. Do you or have you had any medical conditions or learning disabilities? ☐ No ☐ Yes
2. Do you or have you taken any prescription medication? ☐ No ☐ Yes
3. Details regarding your condition, treatment, and medication including any special accommodations you may require:

※ PERSONAL STATEMENT IN ENGLISH (RECOMMENDED*) ※

Please include a typed, one (1) page essay in English (no longer than 500 words) stating why you wish to participate in the Study in Kyoto Program, including details of any field other than the Japanese language studies you wish to undertake, what you expect to gain from the program, and how it relates to your future plans. You must write this essay without assistance from others. Admission may be nullified if it is later discovered that assistance was received.

**While the personal statement in English is not required, it is highly recommended for students with lower Japanese ability so that we may gain a better understanding of your character, motivation, and aspirations for study abroad in Japan.*

※ PERSONAL STATEMENT IN JAPANESE (REQUIRED*) ※

Intensive Japanese Language Track

Please use this form to write an essay in Japanese (600 - 700 characters) in your own handwriting stating why you wish to participate in the Study in Kyoto Program, including details of any field other than the Japanese language studies you wish to undertake, what you expect to gain from the program, and how it relates to your future plans. Please write left to right, top to bottom, and attach an additional sheet if necessary. You must write this essay without assistance from others. Admission may be nullified if it is later discovered that assistance was received.

**If you feel you can not write an essay in Japanese meeting these requirements, please contact the SKP program staff.*

↑*Start here and write this direction →*

100

200

300

400

500

600

700

※ LETTER OF RECOMMENDATION ※

(To be completed by a professor, public servant, or business official other than the person providing your Statement of Japanese Language Proficiency. Those students who are currently enrolled in a college/university must obtain a letter of recommendation from a professor. Letters from other students, friends, or relatives are not acceptable.)

PLEASE TYPE OR PRINT. If you decide not to use this form, please be sure to address each of the questions below and include the requested contact details.

_____ has applied for admission to the Study in Kyoto Program at Ritsumeikan University in Kyoto, Japan. It is important that Ritsumeikan University knows as much as possible about the applicant's academic capacity and flexibility in adjusting to life in another culture. The applicant will be expected to interact with Japanese students and faculty in the promotion of international exchange and study. Any information you provide will be used solely for admission purposes, and will remain confidential.

Please complete this form in either English or Japanese and return it to the applicant in a sealed envelope with your signature across the flap. Please feel free to continue on a separate page if necessary. Thank you for your cooperation.

(1) How long have you known the applicant, and in what capacity?

(2) What special qualities does the applicant possess?

(3) In what areas does the applicant need improvement?

(4) In what way do you think the applicant will benefit from his/her experience at Ritsumeikan University?

(5) Study in Kyoto Program students will be required to participate in classes and cultural exchange activities that will require a strong degree of maturity and flexibility. How well has the applicant displayed these qualities, and how does he/she interact with others?

(6) Are there any matters you feel we should know about the applicant?

Contact Details:

Name (please print): _____

Title and Name of Place of Employment: _____

Address: _____

_____

Tel #: _____ E-mail: _____

Signature: _____ Date: _____

※ STATEMENT OF JAPANESE LANGUAGE PROFICIENCY ※

(To be completed by a Japanese Language Instructor who is not the person providing your Letter of Recommendation. Please type or print.)

_____ has applied for admission to the Study in Kyoto Program at Ritsumeikan University in Kyoto, Japan. It is important that we know as much as possible about his/her Japanese language proficiency. The curriculum of the Study in Kyoto Program ranges from introductory to advanced; however, those with suitable proficiency may take courses offered in the four-year international student and regular undergraduate/graduate curricula.

We would greatly appreciate your cooperation in providing us with detailed information regarding the applicant's Japanese language proficiency and studying capability. Any information you provide will be used solely for admission purposes, and will remain confidential. Please complete this form in either English or Japanese, and return it to the applicant in a sealed envelope with your signature across the flap. Please feel free to continue on a separate page if necessary. Thank you for your cooperation.

Please indicate the course(s) you have taught the applicant:

Course	Text	Total Number of Course Hours

Please check the appropriate box to indicate the applicant's Japanese language proficiency as compared to other students in your course:

	Excellent	Good	Fair	Poor
Speaking Ability				
Listening Ability				
Reading Ability				
Writing Ability				

(1) How long have you known the applicant?

(2) What academic strengths does the applicant possess?

(3) What academic weaknesses does the applicant have? (If the applicant has no weaknesses, please write N/A.)

(4) In what areas does the applicant need improvement? (If there is no need for improvement, please write N/A.)

Other Remarks:

以下の項目のうち履修済みの場合は○、未履修の場合は×を記入して下さい。

（N= 名詞, V=動詞, A=形容詞）

課	項　目	○/X	課	項　目	○/X
1	N は Nです／ですか。はい、Nです ／いいえ、N じゃありません。 N の N		16	～と思います。 ～そうです。（伝聞）	
2	こ・そ・あ・ど		17	V（現在形）とき、V ます／ました。 V（過去形）とき、V ます／ました。	
3	V ます／ません。 V ました　　／ませんでした。		18	V てもいいです／てはいけません。 V なければなりません。 V なくてもいいです。	
4	～で（場所） どこで		19	可能動詞	
5	～へ行きます／来ます。 V ませんか／Vましょう。		20	自動詞・他動詞　～が V（自動詞）ています。 ～を V（他動詞）ておきます。	
6	A い N　　A な N A い／くないです。 Aです／じゃありません。		21	V（意向形）と思っています。 V つもりです。 ～んです。	
7	～に N があります／います。		22	たら・なら（仮定・条件）	
8	～が好きです。 ～がほしいです。 ～V たいです。		23	と・ば（仮定・条件）	
9	N は N より～。 N は N ほど～（ない）。 N と N とどちらが～。		24	A ようです。　（様態） V そうです。　（様態） N のようです。（比況）	
10	やります・もらいます （本動詞として）		25	～ようです。　（推量） ～らしいです。（推量） ～はずです。	
11	V て		26	やります・もらいます（複合動詞として）	
12	V ています V ながら、V。		27	～ので、～。　（理由） ～ために、～。（原因）	
13	V ない		28	受け身	
14	V の辞書形		29	使役・使役受け身	
15	V たことがあります。 V たり、V たりします		30	尊敬語	

Name (please print): _____

Title and Name of Place of Employment: _____

Address: _____

Tel #: _____ E-mail: _____

Signature: _____ Date: _____

※ STATEMENT OF FINANCIAL SUPPORT ※

Students attending the SKP Program must provide supporting financial documentation for the estimated costs indicated below. Please attach documents verifying financial sources for savings, loans, allowance and scholarships (bank statements, an official letter from the bank indicating the account balance and account type, scholarship award letters, loan statements, etc). An official employment statement for a sponsor is also acceptable if it contains information about the sponsor's capability to bear all necessary costs. Please note that credit card statements and photo copies of ATM/credit cards or credit card statements are not acceptable forms of documentation.

If your sponsor is a government agency, organization, or other group, you must attach a letter from your sponsor that includes the terms of scholarship. If you will be sponsoring yourself using student loans, scholarships, or other funds, please fill out the form listing yourself as the sponsor, include documents verifying your financial resources, and sign the form.

Applicant Name: _____

Family First Other

Monthly Budget

Please indicate your total monthly budget and how you intend to pay for it.

Source of Funds	Type of Funds	Amount (unit: Yen)
Self	Monthly Savings/Loan/Etc	① /month
Parent/Guardian	Monthly Allowance	② /month
Scholarship (Name:)	Monthly Amount	③ /month
	Monthly Budget:	①+②+③ /month

Sponsor (To be completed by the applicant's sponsor or by the applicant in the case of self-sponsoring*)

*if you are sponsoring yourself, please list your own name, fill out the Living Expenses section, circle "self" in the Financial Sponsor section, and sign the form.

This is to certify that I acknowledge and will take full responsibility for all expenses estimated below involved with the participation in the Study in Kyoto Program to which the above mentioned individual has applied, and will provide financial support to him/her to cover these expenses for the duration of the program. The financial support will be made available from the resources indicated in the attached document(s).

Financial Sponsor

Name: _____

Family First Other

Home Address: Tel: E-mail:

Title and Name of Place of Employment:

Office Address: Tel: E-mail:

Relationship to Applicant (circle one): Parent/Guardian/ Family Member Self Other: _____

Signature: _____

Estimated Expenses for the 2014-2015 Japanese Academic Year (in Japanese Yen)

	One Semester (4 Months)	Two Semesters (10 Months)
Room*	160,000	400,000
Basic Food*	180,000	450,000
Health Insurance	9,000	18,000
Leisure Activities*	100,000	200,000
Total	449,000	1,068,000

*These expenses are estimated and subject to change. Actual expenses may vary with choice of accommodation as well as each student's spending habits.

Note: In addition to the above expenses, students from non-partner schools are responsible for paying tuition to Ritsumeikan University directly, which amounts to 366,000 yen for one semester and 732,000 yen for two semesters as of December 2012.

※ VERIFICATION OF EXPECTED GRADUATION DATE ※

Note: All students applying for the program from a partner university under an Agreement for Student Exchange must submit this form. Students applying on a self-paying basis outside of an Agreement for Student Exchange are exempt from this requirement.

This form is to be completed by the study abroad coordinator at your home university who is overseeing your application for exchange.

Exchange Coordinator:
Please confirm the following regarding your applicant. Students must be enrolled at the home university for the duration of the Study in Kyoto Program in order to be eligible for exchange. If the student's enrollment at the home university expires prior to the end of the program, they do not qualify as an exchange student under our Agreement for Student Exchange.

The information below is critical in determining the student's eligibility for the program, scholarships provided by RU, RU sponsored housing, etc. We appreciate your assistance in ensuring the smoothest possible admissions process for your student.

Student's Name: _____ **Home University:** _____

1. What level and year of study will the student be undertaking at the time the Study in Kyoto Program starts?

University Level: ☐ Undergraduate ☐ Graduate

Year Level: ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ Other:_____

2. What is the student's expected date of graduation from the home university?

Year: _____ Month: _____

I hereby certify that the information above is complete and accurate to the best of my knowledge. I understand that any discrepancies in this information could seriously affect the results of this application or the student's status while at Ritsumeikan University. Should any of this information change after submission of the application, such changes will be forwarded to Ritsumeikan University as soon as possible.

Coordinator Signature: _____ **Date:** _____

※ APPLICATION CHECKLIST ※

Partner University Students

The following documents are to be submitted by all applicants. If you will be attending Ritsumeikan under an Agreement for Student Exchange, please show your application to your study abroad advisor or exchange coordinator after you have completed the checklist. Please have them verify that you have prepared all the required documents by using the checklist below.

Exchange Coordinators: The following documents are to be submitted by all applicants. Please complete the "coordinator" section of the checklist and sign the bottom of the form to verify that your student's application is complete.

Non-partner University Students (Self-paying Students)

The following documents are to be submitted by all applicants. If you are not from a university that shares an Agreement for Student Exchange with Ritsumeikan or will be attending outside of such an agreement, please send your application to us after completing the "student" section of the checklist.

Student	Coordinator (if applicable)	Item to be Submitted (see application cover page for more details)
☐	☐	All pages of application, typed or completed in block letters using a ball point pen
☐	☐	Letter of Recommendation (pages 6-7) and Statement of Japanese Language of Proficiency (page 8-9) in signed and sealed envelopes
☐	☐	Statement of Financial Support (page 10)
☐	☐	Supporting financial documents
☐	☐	Declaration and Pledge (page 12)
☐	☐	Certificate of Enrollment or certification of full-time employment
☐	☐	Official transcript of grades from the institution(s) you have attended, currently or in the past
☐	☐	Photocopies of JLPT or TOEFL® score results, if applicable
☐	☐	Completed Certificate of Health on the form provided by Ritsumeikan University
☐	☐	Passport photocopy
☐	☐	Photographs (4)

※ DECLARATION AND PLEDGE ※

As a participant of the Study in Kyoto Program (hereinafter referred to as "Program"), I hereby pledge that:

1. For the duration of the Program, I will conduct myself with the awareness that I am a Program participant, follow the instructions given to me by Ritsumeikan University faculty, staff, and the Program coordinator, and abide by Japanese law.
2. I understand the outline and aim of the Program and I will attend all of my designated classes and activities as scheduled except in the case of illness or emergency.
3. I will abide by the rules and regulations of my residential facility.
4. I understand that violation of any of the items 1-3 above is reason for dismissal from the Program.

Note:

Dismissal from the program would result in violating the criteria of Article 7.1.2 of the Immigration Control and Refugee Recognition Act, requiring 10 or more hours of classroom time per week for the "Student" Status of Residence, forcing me to leave the country.

I hereby certify that the information provided in this application is complete and accurate to the best of my knowledge and agree to abide by the above pledge. I understand that any falsification of information or late submission could result in the cancellation of this application.

Student Signature: _____ **Date:** _____

Coordinator Signature (if applicable): _____ **Date:** _____

※ IMPORTANT INFORMATION ※

This form is to be retained by the applicant. Please do not submit it with your application.

Method of Selection
Selection will be made on the basis of the forms/documents submitted

Notification of Results
Spring (April) Semester Admission: Mid January
Fall (September) Semester Admission: Mid June

CONTACT AND APPLICATION MAILING ADDRESS

Attention: Study in Kyoto Program Application

International Center at Kinugasa Campus
Ritsumeikan University
56-1 Tojiin, Kitamachi
Kita-ku, Kyoto 603-8346, Japan
Tel: 81-75-465-8230
Fax: 81-75-465-8160
E-mail: skp@st.ritsumei.ac.jp