Application for Admission — Ritsumeikan University
Study in Kyoto Program — Japan and World Perspectives or Business 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.

Please keep in mind that enrollment in the JWP Track is limited to students from universities sharing an Agreement for Student Exchange with RU. For more 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.**
- Please have your professor submit the Letter of Recommendation 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 8. 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
Japan and World Perspectives or Business Track

(3 cm)

(4 cm)

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

Please indicate which track you wish to enroll in:

☐ Business Track ☐ Japan and World Perspectives Track*

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:** Enrollment in the Japan and World Perspectives Track is limited to students from universities sharing an Agreement for Student Exchange with Ritsumeikan. If you are not from one of these universities, you may only enroll in the Intensive Japanese Language or Business Track.

PERSONAL INFORMATION (All Fields Required)

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

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)		Tel: +country code – area code – phone number
Line 1	Postcode	E-mail:
Line 2	Country	Valid until:
Permanent Address		Tel: +country code – area code – phone number
Line 1	Postcode	E-mail:
Line 2	Country	Valid until:
Emergency Contact		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.

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)

ENGLISH LANGUAGE PROFICIENCY

Non-native speakers of English 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.

JAPANESE LANGUAGE COURSES

Do you intend to take Japanese language courses while on the SKP program? ☐ Yes ☐ No

*Note: Japanese language courses are **only** available at the introductory and/or elementary level depending on your track of enrollment. Please see the SKP website and pamphlet for more details.*

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	CLASS 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 (_____)

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.

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

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 ※

Japan and World Perspectives and Business Tracks

Please include a typed, one (1) page essay in English (no longer than 500 words) stating why you wish to participate in the Japan and World Perspectives Track or Business Track of the Study in Kyoto Program. Please explain what kind of studies you would like to undertake while in Japan, what you expect to gain from the program, and how your participation in the program 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.

※ LETTER OF RECOMMENDATION ※

(To be completed by a professor, public servant, or business official. 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 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 4-5) in a signed and sealed envelope
☐	☐	Statement of Financial Support (page 6)
☐	☐	Supporting financial documents
☐	☐	Declaration and Pledge (page 8)
☐	☐	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

JWP AND BUSINESS TRACK* APPLICATIONS

Attention: Study in Kyoto Program: SKP 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

***Students from universities sharing an Agreement for Student Exchange directly with the College of Business Administration at RU who are applying to the Business Track should mail their application to the following address.**

College of Business Administration
Ritsumeikan University BKC Campus
1-1-1 Noji-higashi, Kusatsu
Shiga 525-8577, Japan
Tel: 81-77-561-3941
Fax: 81-77-561-3957
E-mail: baoffice@st.ritsumei.ac.jp