

**Application Guidelines
for 2025 Academic Year Fall Departure
AU-DUDP <1st Round>
(Program Edition)**

The International Center of Ritsumeikan University is accepting applications for AY 2025 Fall Departure Ritsumeikan University–American University Dual Undergraduate Degree Program (AU-DUDP) as follows.

*Please read this guideline and the “Application Guidelines for 2025 Academic Year Fall Departure Long-Term Study Abroad Program (Common Edition)” carefully before submitting your application.

*This guideline is called “Program Edition” and the other guideline is called “Common Edition.”

Program Name	Language	Country/ Area	Housing	No. of Participants	Expected Period of Study Abroad
AU-DUDP	English	Washington D.C., USA	1 st year: dormitory 2 nd year: dormitory, apartment Arranged by Student	13	August, 2025 ~ August, 2027

October, 2024
Ritsumeikan University International Center

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1. APPLICATION·APPLICATION PERIOD·CONTACT INFORMATION

【Application Period】

Friday October 18th 2024 (10:00 am)~Thursday October 24th 2024 (5:00 pm) (JST)

*Please refer to “5. SCREENING · HOW TO APPLY” for more information.
No late submission is accepted.

【How to Apply】Online Application

The URL for the application web form, which can be accessed only during the “Application Period” mentioned above, will be published in the “AU-DUDP” page of the International Center web page below.

<https://global.support.ritsumei.ac.jp/hc/en-us/sections/32977614210323-Application-Guidelines-etc>

【Others】

- Please start preparing all necessary documents well in advance. No late submission will be accepted.
- Please read this guideline as well as application requirements (especially details in remarks) carefully.
- If you have any questions regarding Exchange program, please contact us using Contact form: <https://global.support.ritsumei.ac.jp/hc/en-us>
Question regarding submitted application and application status will not be answered.

2. PROGRAM INFORMATION

Program Name	Ritsumeikan University–American University Dual Undergraduate Degree Program (AU–DUDP)
Program Aims and Objectives	To study specialized fields with advanced foreign language skills
Language	English
Country/Area	Washington D.C., USA
Date/Duration	For approximately 2 years from Mid of Aug, 2025

〈Program Description〉

AU–DUDP started back in 1994. This program allows students to study at Ritsumeikan University (RU) in Kyoto for 2 years and at American University (AU) in Washington, D.C. for 2 years, earning two Bachelor Degrees.

- RU students will start their studies at AU from 2nd year Fall semester and complete at least 80 credits while studying there for minimum of 2 years (The number of required credits at AU will differ depending on students' school or college at AU).
 - Up to 40 credits earned at AU will be transferred to RU's credits upon returning and students will take the rest of required credits to graduate from RU. It is possible to apply for internship programs at local international organization, global company, Japanese–affiliated company including media related company etc. or study abroad program offered by AU.
 - Students need to work very hard since they will be taking classes with local degree–seeking students and obtaining two degrees in a short period of time; however, they will be able to build a foundation to be active globally in the future.
- * Study abroad period may exceed 2 years depending on the college/school and academic standing at AU.
- * It may take more than 5 years to graduate both universities.
- * At Kogod School of Business and School of Communication, students most likely need to obtain more credits compared to other colleges/schools and it may not be possible to earn required amount of credits in 2 years at AU. If you wish to study at either of these schools, please keep in mind that it can take more than 5 years to graduate from both universities.

Housing	dormitory, apartment
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<p>Application Requirements *Please also make sure to check “5. Application Requirements & Screening Process”</p>	<p>1. Applicants must meet all the following requirements; *1 1st year students in College of Law / Social Science (*2) / International Relations (Department of International Relations only) / Policy Science / Letter / Business Administration / Economics.</p> <p>2. TOEFL iBT® test 85 or higher (sub scores for each section should be 20 or higher), or IELTS 6.5 or higher (sub scores for each section should be 6.0 or higher)</p> <p>3. A cumulative GPA of 3.0 or above (*3). 4.0 is preferred.</p> <p>*1. After being selected by RU, candidates need to submit application documents to American University at the end of April 2025. AU admissions office will decide their admission based on these documents.</p> <p>*2. Students in Social Science cannot take a qualification course</p> <p>*3. If selected candidates are not able to keep a cumulative GPA of 3.0 or above until 2025 Spring semester, they may be withdrawn from the program.</p> <p><English Scores> * For TOEFL iBT®, only Test Date (including Home Edition) scores are accepted. MyBest TM scores are not accepted. * For IELTS, IELTS Indicator is also accepted. The One Skill Retake is not acceptable.</p> <p><2024 Fall Semester (For September admitted 1st year students)> If students who have admitted in 2024 Fall pass the internal screenings for DUDP, they will be on conditional status; they will officially become candidates once they obtained the required cumulative GPA in 2024 Fall Semester and submit the transcript to the International Center. * Please note that students are required to submit high school transcript when they apply for this program.</p>
<p>Student Status while abroad</p>	<p>2025 Fall: "Study Abroad", 2026 Spring: "Study Abroad" 2026 Fall: "Study Abroad", 2027 Spring: "Study Abroad" *Study abroad period may exceed two years depending on students’ academic standing and their school/college at AU.</p>
<p>Grading, Credits</p>	<p>· Students need to earn about 90 credits at RU and over 80 credits at AU. The minimum number of required credits differs depending on their college/school at AU.</p>

	<ul style="list-style-type: none"> · Ritsumeikan university will transfer a maximum of 40 credits earned at AU to fulfill the graduation requirements of Ritsumeikan. AU will transfer a maximum of 40 credits earned at Ritsumeikan university to fulfill the graduation requirements of American university.
Program Fee Please also make sure to check "4. HOW TO APPLY" on this guidance, and separate guideline, "Common Edition".	Please refer to the 'American University DUDP 2024-2026 Tuition and Fees'. Tuition for 2025 will be updated around spring time on AU website. During studying at AU, students must pay: 特別在学料(Specific Enrollment Fee): JPY 10,000 per year, 父母教育後援会費(Education Support Association Fee): JPY 10,000 per year and 学友会費 (Alumni Association Fee): JPY 5,000 per year to Ritsumeikan University while students' student status is "Study Abroad".
Scholarship	<Scholarship offered by American University> 30% of the tuition will be deducted from the tuition at American University each semester/session. In order to obtain this scholarship, students need to keep a cumulative GPA of 3.0 or above from Spring semester in the 1st year of study abroad (2nd semester of study abroad). American University will evaluate each semester/session.
Number of Students Being Recruited	13
Pre-departure Training Sessions	Selected candidates must take 2 specified English courses in 2025 Spring Semester. *Taking these courses is mandatory. *If students fail (Grade with "F") any of the 2 English courses, show inappropriate behavior during the classes or have poor attendance in the classes, their participation in this program will be cancelled. *Detailed information (the course category, registration etc.) will be provided at an orientation session for selected candidates.
Guidance Session (Before Departure)	<ul style="list-style-type: none"> · 1st guidance for successful candidates, · 2nd guidance for visa application, Pre-departure orientation and others
Follow-up Sessions	None
Follow-up Training	None

Others	*After selected by RU, candidates need to submit application documents to American University at the end of April 2025. AU admissions office will decide their admission based on documents submitted.
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3. SCHEDULE

(1) Dates and Procedures - from Application to Deadline for Withdrawal

Application Period	Friday, October 18th 2024 (10:00 am) ~Thursday, October 24th 2024 (5:00 pm) (JST)
1st Screening	Review of Application Documents
Announcement of 1st Screening Results	Tuesday, November 19th 2024 (1:00 pm) <ul style="list-style-type: none"> ·Check manaba+R (Personal Category). ·The 2nd screening will be an interview. The date, time, and location of the interview for each student will be announced with the results of the 1st screening. The interviews will be conducted online.
2nd Screening (Interview)	Saturday, November 23rd, 2024 ~ Sunday, December 1st, 2024 <Mainly scheduled on Saturdays & Sundays> Interview ※The interviews will be conducted online. <ul style="list-style-type: none"> ·Only for successful applicants of the 1st screening. ·The interview schedule cannot be changed for any reason. If you do not show up for the interview, you will be disqualified for the screening.
Announcement of 2nd Screening Results	Wednesday, December 11th, 2024 at 1:00 pm <ul style="list-style-type: none"> ·Check manaba+R (Personal Category).
Guidance Session for Successful Candidates	Wednesday, December 11th, 2024 from 6:00 pm ~ 7:00 pm (Tentative) <ul style="list-style-type: none"> ·*The guidance session will be held online and only in Japanese. ·Details will be announced together with the results of the 2nd screening. · Attendance is mandatory for all successful candidates as important information will be provided during this orientation.
Deadline for Program Fee Payment	Wednesday, December 18th, 2024 at 3:00 pm Please check the detail on “4. REGARDING APPLICATIONS FOR STUDY ABROAD PROGRAMS.”
Deadline for Withdrawal	Wednesday, December 18th, 2024 at 3:00 pm <ul style="list-style-type: none"> ·* If you withdraw after the deadline, you must pay a part or full amount of the program fees.

(2) Important Dates for Successful Candidates *This schedule is subject to change.

The following guidance sessions will be held. You must participate in all sessions. Please arrange your schedule accordingly in advance.

Guidance Sessions	<p>【February, 2025】 ・2nd Guidance Session for Successful Candidates</p> <p>【April, 2025】 ・Guidance session for visa application (only for applicable)</p> <p>【June-July, 2025】 ・Health management guidance ・Risk management and Mental Health guidance</p> <p>【Middle of July, 2025】 ・Pre-departure guidance session</p>
Program begins	August, 2025
Post Program Guidance session	Post Program Guidance sessions may be held after the study abroad program. Even if the Guidance sessions are not held, reflect on your study abroad and continue learning and improving your skills.

4. REGARDING APPLICATIONS FOR STUDY ABROAD PROGRAMS

Please check the information below before you apply to the study abroad program.

Program Reports written by past participants

Program reports written by past participants of each program are available on the International Center's website.

<https://www.ritsumei.ac.jp/studyabroad/program/univ/advanced/program02.html/>

(only in Japanese)

Participation in other study abroad programs

Students who have already been accepted to participate in other study abroad programs mentioned below cannot apply for any of the programs listed in this Application Guideline unless the students withdraw from the previously accepted program.

- ・2025 Academic Year Spring Departure Long-Term Study Abroad Programs
- ・2025 Academic Year Spring Departure One Semester Study Abroad Programs

*Please also refer to the “Common Edition”.

Documents must be prepared

Documents that do not need to be submitted at the time of application, but must be prepared

(1) Photocopy of Passport

- 1) Please submit a photocopy of your passport (photo ID page)

The place and date of submission will be announced at the Guidance Session for Successful Candidates.

- 2) You can apply without a passport, but make sure to have it ready before the Guidance Session for Successful Candidates.

- 3) Make sure to renew your passport if it is set to expire during the program.

- 4) To students who have more than one nationality

①If you were born in the country where you will study abroad or

②If your nationality is of the country where you will study abroad, please make sure to report this to International Center when submitting a photocopy of your passports.

*Please refer to “1. APPLICATION·APPLICATION PERIOD·CONTACT INFORMATION” for the contact information.

Program Fee

Successful candidates must pay a part of or the full amount of required program fees by each specified deadline. Required fees may vary by period of study abroad. The detail would be announced in the Guidance Session for Successful Candidates.

Name of Program	Program Fee	How to pay
AU-DUDP	64,000 JPY	Will be announced at the Guidance Session for Successful Candidates

5. SCREENING, HOW TO APPLY

Screening Process (Criteria)

<u>1st screening</u> Application documents	Application Report	<ol style="list-style-type: none"> 1. Clarity and persuasiveness of the purpose of participating in the program 2. Clarity and persuasiveness of the study plan/theme during the program 3. Clarity of the reason for why you would like to do what you write in your application report besides curricular studies at your host institution 4. Clarity and persuasiveness of your study and career plans after returning to Japan 5. Language skills (Q.2)
	Grades	Grades at Ritsumeikan
	Language proficiency	Score on official language exams
<u>2nd screening</u> Interview	<ol style="list-style-type: none"> 1. Reason why you, as a student, would like to participate in the program 2. Clarity of the study plan 3. Communication skills 4. Language skills 5. Overall 	

Application Process

(1) Online Application

Please access the URL/QR code indicated in “1. APPLICATION·APPLICATION PERIOD·CONTACT INFORMATION”, upload and submit all the required documents. Please read the “Notes” below carefully before applying.

- A RAINBOW-ID and password are required to access the Online Application Portal.
- It is recommended to use a PC. If you use a Mac, please use Chrome, not Safari.
- Please be sure to have enough time to complete your online application, as the network may be busy or slow due to concentrated access to the server on the last day of the application period.
- It is a one-time application. Please thoroughly check your application for any errors and missing information/documents before submitting it.
- We will not accept any applications after the deadline, even if the delay is due to network system problems or any other reasons. Please allow enough time to submit your application. Please note that you will not be able to access the online application form or submit your application after the deadline.
- If you would like to receive a confirmation email of your submission, please check the

box “send me an email receipt of my responses” right above the submission button, then submit your application.

·You can download a copy of your completed application form in PDF if you click the button “Print or get PDF of answers” on the screen after submission.

(2) System requirements for online application

Please use PC for your application, not smart phone or tablet, as the latter might cause problems in entering information both online and in PDF forms.

(3) Required Documents for Application

You need to upload documents indicated below so please prepare these documents beforehand. Also, please check (4) How to Create Application documents / Important Notes when you prepare documents.

- Documents marked with (※): Please download the format from the URL which is indicated in “1. APPLICATION・APPLICATION PERIOD・CONTACT INFORMATION” and fill out the form.

No.	Name of Documents	Others
①	Application Report (※)	Please upload it as a Word (.docx) file. File name must be “1_report”.
②	PDF Scan of Language Proficiency Test Results (A4-size)	Please upload it as a PDF (.pdf) file. File name must be “2_testscore”.
③	Credit Earning State	Please upload it as a PDF (.pdf) file. File name must be “3_credit”.
④	Course Registration and Grade List	Please upload it as a PDF (.pdf) file. File name must be “4_courses”.
⑤	GPA List	Please upload it as a PDF (.pdf) file. File name must be “5_GPA”.

(4) How to Create Application documents / Important Notes

No.	Name of document
①	Application Report
	<p>【Important Notes for creating an application report】</p> <ol style="list-style-type: none"> 1. When creating reports, make sure to follow the instructions for each question. 2. Reports must be written by the applicant. 3. You can download the prescribed format from the International Center’s website “Application Guideline” page.

【Q.1】

Please cover the following four topics when answering the question in your report (in English).

1. Purpose and goal of participating in the program
2. Theme(s)/Subject(s) you would like to learn
3. What you would like to do besides curricular studies while abroad
4. Study and career plan after studying abroad

★Format

·Your answer must be between 400–600 words.

※Notes

·Make sure to include all the four points instructed in Q.1, and write in the designated format.

【Q.2】

Please write about “Preparation for study at your host institution and what you would like to do besides academic studies at your host institution.”

★Format

·Your answer must be in English.

·Your answer must be in one page.

②

PDF Scan of Language Proficiency Test Results *A4-size

<Programs that require Language Proficiency Test Results>

·Please make sure to check the application requirements for each program indicated in “2. PROGRAM INFORMATION.”

<Notes before submission>

·Please make sure that all scores, candidate/appointment number, date issued(or date of examination), name, and date of birth are completely included in the PDF.

(If the pages are cut off in the middle and cannot be verified as yours will not be accepted.)

·For TOEFL iBT®, MyBest scores are not acceptable.

·For IELTS, scores obtained through the One Skill Retake are not acceptable.

·Only valid proficiency test scores are accepted. (e.g., The TOEFL® Test score is valid for two years from the date of the exam)

<Proficiency Test Results posted online>

·A printout of proficiency test results posted online is acceptable.

·Please make sure that all scores, candidate/appointment number, date issued(or date of examination), name, and date of birth are completely included in the PDF

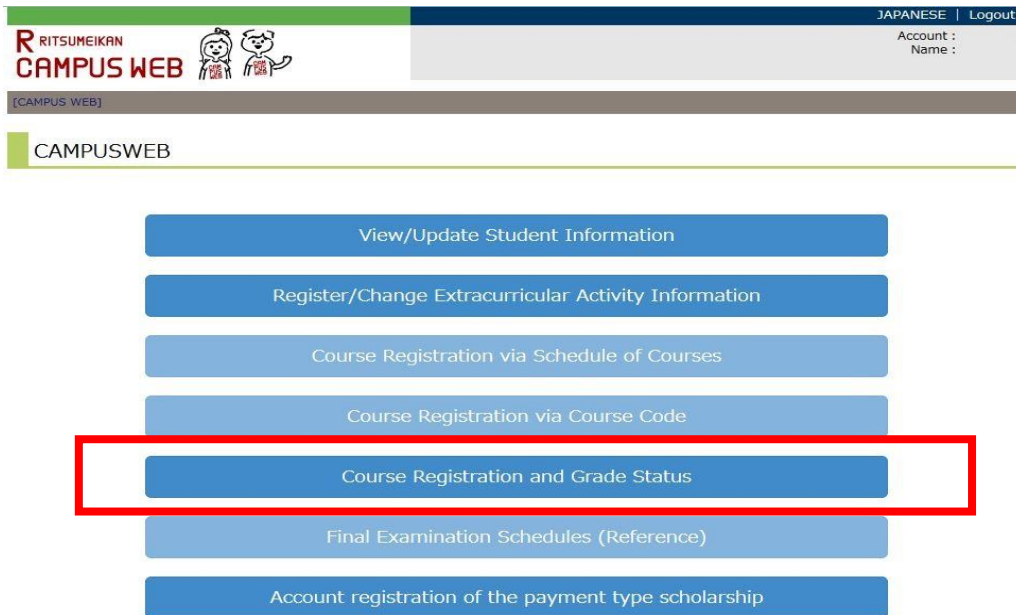
- ③ Credit Earning State
- ④ Course Registration and Grade List
- ⑤ GPA List

● You can check the supported browsers of manaba+R and Campus Web at the bottom of the “Welcome to Ritsumeikan manaba+R” page (<http://www.ritsumeikan.ac.jp/ct/>).

● The print function on a browser is not available on CAMPUS WEB. Please press “Ctrl + P” (Mac: “Command⌘ + P”) to print out the page.

● Choose PDF converter software and print in PDF files.

1) Open the CAMPUS WEB system via manaba+R, and click “Course Registration and Grade Status.”



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2) “Credit Earning State” page will appear. For ② “Course Registration and Grade” and ③ “GPA”, click each button indicated in the diagram below. Each page needs to be saved separately.

① Credit Earning State

RITSUMEIKAN CAMPUS WEB

Account : Name :

[CAMPUS WEB] > [Course Registration and Grade Status]

Credit Earning State

Student Information

Student ID Number :
 Year : Semester :
 College : Foreign Language Learning Pattern :
 First Foreign Language : Second Foreign Language :
 Required Number of Credits for Graduation : Degree Program :

Grade List], [Course Registration Errors List], [GPA List].
 In field of [Registered Credit(s)] indicate(s) Credit(s) of Applying for

Click here for
 ② Course Registration and Grade

Reload Course Registration and Grade Error message GPA

Course Category	Required	Acquired	Registered
[Graduation Requirements] - Total -	124	58	
■ General Education Courses - Total -	14	20	

*Be sure to include the "Close" button when saving the page. Even if the last page only shows the "Close" button, it must be included in your application.

② Course Registration and Grade List

RITSUMEIKAN CAMPUS WEB

Account : Name :

Course Registration and Grade List

Student Information

Student ID Number : Name :
 Year : Semester :
 College : Foreign Language Learning Pattern :
 First Foreign Language : Second Foreign Language :
 Required Number of Credits for Graduation : Degree Program :

Your Course Registration and Grade List is displayed below.
 Notes)
 *Credit(s) of Registered Course(s) is / are displayed as blank in field of [Earned AY] (including Credit(s) of Applying for Lottery-Based Course Registration).
 *Credit(s) of Applying for Lottery-Based Course Registration is / are displayed in () in field of [Credit(s)]. If your application for Lottery-Based Course Registration is approved, parentheses will not be displayed. Conversely, if your application for Lottery-Based Course registration is NOT approved, course information will not be displayed.

Reload

(Total 30 item(s))

Course Category	Course Title	Class	Instructor	Credit(s)	Grade	Academic Year	Term
Courses in General Education	IR-AS104 Introduction to Sociology	RB	HEIM STEPHANE	2	B	2016	Fall
Courses in General	IR-AS101 Introduction to Law	RB	MOUS				

*Be sure to include the "Close" button when saving the page. Even if the last page only shows the "Close" button, it must be included in your application.

③GPA

Semester GPA(s) and Cumulative GPA(s) are displayed below.

Calculation of GPA: α/β

$\alpha = 5 \times (\text{the number of A+ credits}) + 4 \times (\text{the number of A credits}) + 3 \times (\text{the number of B credits}) + 2 \times (\text{the number of C credits})$

$\beta = \text{the total number of A+, A, B, C and F credits}$

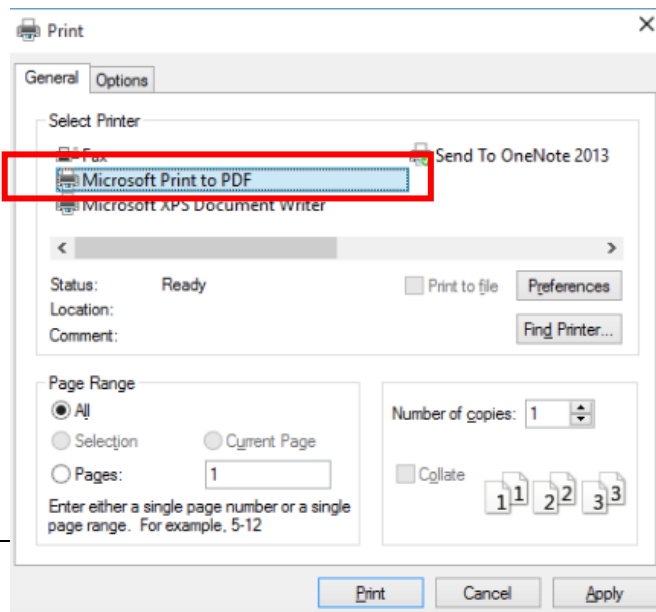
*Credits for optional subjects(which will not count towards graduation requirements) are not included in GPA calculation.

Academic Year	Term	Semester GPA	Cumulative GPA	Date of Calculation
2016	Fall Semester	3.50	3.50	2018/01/09
2017	Spring Semester	4.00		
2017	Fall Semester	3.75		

***Be sure to include the “Close” button when saving the page. Even if the last page only shows the “Close” button, it must be included in your application.**

3) Each data needs to be separately saved as a PDF file.

1. Press “Ctrl” + ”P” to print out the page.
2. Select a PDF conversion software as the printer.
3. Save each page as a separate PDF file and they need to be named as written below.
 - Credit Earning State: “4_credit”
 - Course Registration and Grade: “5_courses”
 - GPA: “6_GPA”



American University DUDP 2024-2026 Tuition and Fees

Estimation of Tuition and Cost of Living for 2 Years at American University

An increase of approximately 5-7% for each succeeding academic year should be anticipated.
The tuition is based on 2024-2026 Academic year with an increase of 5% for each succeeding year.
AY2025/26 will be posted after apring in 2025 on American University website.

【A】 <Tuition Estimate>

Semester	Fall 2024	Spring 2025	Summer 2025	Fall 2026	Spring 2027	Summer 2027	Total
Credits (Full course load)	17	17	6	17	17	6	80×2
Tuition	\$28,976	\$28,976	\$11,136	\$30,425	\$30,425	\$11,693	\$141,631
AU scholarship *1 (30% discount on tuition)	\$8,692	\$8,692	\$3,340	\$9,127	\$9,127	\$3,507	\$42,485
Payment to AU	\$20,284	\$20,284	\$7,796	\$21,298	\$21,298	\$8,186	\$99,146

*1: 30% discount on tuition will be applied each semester/session. In order to receive the scholarship in subsequent semesters, students must maintain a cumulative GPA of 3.0 or above.

*2: Students are required to complete 80 to 100 credits at AU depending on their college/school and credit acquisition status.

If students choose to study at Kogod or SOC, more than 90 credits attainment may be necessary. In that case, additional tuition will be charged.

【B】 < Cost of Living Estimates >

Housing (Double occupancy)	\$11,924 /year
Meal Plan (Based on a 175-block plan)	\$6,058/year

*Not including housing in summer term

【C】 < Additional Tuition (If Necessary) >

Additional Tuition (2024-25AY)	\$1,930/credit
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【D】 <Mandatory Fees>

(Per Semester)

Sports Center Fee	\$65
Undergraduate Student Activity Fee	\$88.5
Student Technology Fee	\$120
Metro U-Pass	\$136

(Annual)

Health Insurance	\$2,302
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(This can be waived if the student's insurance covers AU requirements)

< An Estimation of the Total Expenses for Two Years >

【A】 Total = \$99,146

【B】 Total = \$35,964

【D】 Total = \$6,242

⇒US\$141,352

Also, ¥ 2,400,000 (¥ 800,000 x 3) will be awarded as the Challenge Scholarship by Ritsumeikan University.

* The above estimation is just an example. Actual expenses vary depending on an individual academic situation.
* Students must pay 【C】 Additional Tuition(if necessary), Summer housing, Summer term meal plan, and living expenses are not included.