

Application Guidelines for 2025 Academic Year Fall Departure Student Exchange Programs <2nd Round> (Program Edition)

The International Center of Ritsumeikan University is accepting applications for AY 2025 Fall Departure Student Exchange Programs 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
Student Exchange Program	English	Central and North America, Europe, Asia, Africa	Dormitory, Apartment, or Homestay *Arranged by Student	Please check the “Application Requirements”	(1 Academic year) August–October 2025 ~ April–July 2026 (1 Semester) August–October 2025 ~ December 2025, January–February 2026 *It differs for each host institution.
	Spanish	Spain Mexico			
	German	Germany, Switzerland			
	French	France			
	Italian	Italy			
	Chinese	China Taiwan			

*You can choose up to 5 institutions for Student Exchange Program.

December, 2024
Ritsumeikan University International Center

TABLE OF CONTENTS (PROGRAM EDITION)

1. APPLICATION・APPLICATION PERIOD・CONTACT INFORMATION	1
2. PROGRAM INFORMATION	2
3. SCHEDULE	6
4. REGARDING APPLICATIONS FOR STUDY ABROAD PROGRAMS	8
5. SCREENING・HOW TO APPLY	10

1. APPLICATION・APPLICATION PERIOD・CONTACT INFORMATION

【Application Period】

Wednesday January 8th 2025 (10:00 am) ~ Tuesday January 14th 2025 (3:00 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 "Application Guidelines, etc (Student Exchange Program)" page of the International Center web page below.

<https://global.support.ritsumei.ac.jp/hc/en-us/articles/19055465074835-Application-Guidelines-etc-Student-Exchange-Program>

【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	Fall Departure Student Exchange Program
Program Aims and Objectives	To study specialized fields with advanced foreign language skills
Language	English, Spanish, German, French, Italian, Chinese
Country/Area	(English) North and Central America/Europe/Asia/Africa (Spanish) Spain/Mexico (German) Germany/Switzerland (French) France (Italian) Italy (Chinese) China/Taiwan
Date/Duration	From an orientation until the end of final examinations at the host institution. The actual duration differs for each host institution. Applicants should refer to the academic calendar of the host institution for specific dates.
Program Description	<p>This program provides students with an opportunity to study abroad at one of Ritsumeikan University's student exchange partner institutions for one semester or one academic year.</p> <p>Students will take subjects related to their major field of study or those of interest. If the students' language abilities are not at the level required by the host institution, they may not be able to take their intended courses or will need to study in a special language course. This case applies especially to students who will study abroad in countries where the native language is not English.</p> <p>★Basic study plan of the program <If you are planning to study in English> Study subjects in fields related to your interests Students may have to take language courses or be subject to certain course restrictions depending on TOEFL iBT® test /IELTS scores.</p> <p><If you are planning to study in the languages other than English> Study to improve language skills as well as to study subjects in fields related to your interests. Often students study the language intensively in the 1st semester, and if they meet the language requirements, they will be able to study academic courses of their interest in the 2nd semester. However, if they do not meet such requirements, they may continue studying the language in the 2nd semester. (At some institutions, language courses may require additional fees.)</p>

Number of Students Being Recruited	Differs for each institution. Please check “Application Requirements.”
Housing	Dormitory, apartment, or homestay (students are responsible for their own housing arrangements)
Application requirements *Please also make sure to check “5.SCREENING, HOW TO APPLY”.	<p>Differ for each institution. Please check "Application Requirements." Graduate students, students whose nationality is other than Japanese, or whose intended language of study is the same as their first language, must contact the International Center (Request Form: https://global.support.ritsumei.ac.jp/hc/en-us) before the application period starts. Without prior consultation, your application will not be accepted.</p> <p>*For TOEFL iBT®, only scores from a single test date (Test Date scores) are accepted. MyBest™ and Home Edition (former name: Special Home Edition) scores are not accepted.</p> <p>*For IELTS, only official IELTS Academic test score reports of paper-based IELTS and computer-delivered IELTS are accepted. Scores from IELTS Indicator or obtained through the One Skill Retake are not be accepted.</p> <p><Other Important Notes></p> <p>Because of the curriculum, careful consideration is needed when students of the College of Liberal Arts are participating in the study abroad program. GLA students must consult with the GLA college office before considering participation in the program.</p>
Student registry status while abroad	One semester study: 2025 Fall: “Study Abroad” 2026 Spring: “Currently Enrolled” One academic year study: 2025 Fall: “Study Abroad” 2026 Spring: “Study Abroad”
Grading, Credits	Students take academic courses held at the host institution. Students can apply for a transfer of the credits earned at their host institution after returning to Japan. Please check “2. STUDENT REGISTRY, COURSE ENROLLMENT, CREDITS” in the “Common Edition” for detailed information.
Program Fee *Please also make sure to check “4. REGARDING	Students do not need to pay any tuition to the host institution but must keep paying regular tuition to Ritsumeikan while studying abroad. Other costs such as airfare, accommodation fees, personal expenses, and tuition for language or special courses at the host institution will all need to be paid by students. Students are also

APPLICATIONS FOR STUDY ABROAD PROGRAMS” and the “Common Edition.”	<p>required to purchase the university-designated overseas travel insurance and risk management service in order to participate in the program.</p> <p>【Note】 Student must keep paying regular tuition to Ritsumeikan while studying abroad (Please check the “Common Edition” for detailed information).</p>
<p>Scholarship *Please also make sure to check the “Common Edition.”</p>	<p>Ritsumeikan University Study Abroad Challenge Scholarship (hereinafter Challenge Scholarship)</p> <p>The amount awarded for the scholarship varies depending on the period and the country/region that the student studies. 1 semester : 150,000 ~ 250,000 JPY 1 academic year : 200,000 ~ 300,000 JPY</p> <p>Please refer to “4. STUDY ABROAD SCHOLARSHIPS” in the “Common Edition” for details of “Ritsumeikan University Study Abroad Support Scholarship” or other scholarships. The scholarship is scheduled to be paid into Japanese bank account at the end of the second month following receipt of the Arrival Report. (e.g., submitted the Arrival Report on August 10, 2025 → paid at the end of October 2025)</p> <p>For the details of the JASSO Study Abroad Support System (Scholarship for study abroad at partner institutions), please enquire at the International Center. *Please note that only Japanese nationals and Special Permanent Residents of Japan will be eligible to apply for this scholarship.</p>
Guidance sessions (Before Departure)	Several guidance sessions will be held regarding the program such as the orientation for successful candidates, orientation for visa application, and pre-departure guidance sessions. Attendance is mandatory for all successful candidates.
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.
Others	<ul style="list-style-type: none"> • The application requirements are set by each institution at the time of publication of the application guidelines. <u>The language requirements may change without prior notice after the internal application period.</u> • Even if the submission of the official score of the language test is not required at the time of the internal screening at Ritsumeikan,

	<p>students are strongly encouraged to take such tests to enhance their opportunities during the program period. Please continuously brush up on your language skills in order to successfully follow lectures at the host institution.</p> <ul style="list-style-type: none"> • <u>Some institutions may only permit students to take language courses or may require language courses to be taken alongside academic courses depending on the students' language level.</u> Some language courses require additional fees. • This screening among Ritsumeikan University is to select student exchange nominees for host institutions. <u>The final decision to accept an exchange student is left to the host institutions.</u> In order to become an exchange student officially, after being selected as nominees, students are required to submit applications and be accepted by host institutions. There are some cases that additional language evaluations such as online language tests or interviews may be held by host institutions when applying. • <u>If students do not have the required GPA when they start the program, they may lose their eligibility for the program.</u> • <u>Students are responsible for their application to the host institution, housing arrangement, flights arrangement, course registration, and other required preparation.</u> Especially in city areas, it is difficult to secure a place to stay, and there are often cases where people temporarily stay at a hotel or other accommodation while they search for a place to stay after arriving at host institution. They must make sure to complete the required process by the deadlines. • Students are required to apply for the necessary visa to participate in the program through the university designated visa agency (JACC Overseas Corporation). Visa application may cost in some cases approximately JPY200,000. <u>If the destination country does not allow an agency to apply for the visa on the students' behalf, students need to apply for their visa on their own.</u> • <u>In addition to the overseas travel insurance designated by Ritsumeikan University (JPY141,330 for 10 months in 2024), students may be required to purchase local health insurance depending on the policy of the host institution (some cases in USA: JPY 400,000).</u> • <u>Some universities may require a bank balance certificate for admission screening and other procedures (approximately US\$13,000 – 35,000)</u> *Please note that the amount of money that needs to be certified changes every year.
--	---

	<ul style="list-style-type: none"> Students will gain valuable experiences while studying and living in a foreign country; however, they may face difficulties and stress. In most cases, it is the students' responsibility to deal with problems. Students need to be responsible for their own actions. <p><ref.></p> <ul style="list-style-type: none"> Reports from students who previously participated in the exchange program are available on the International Center webpage. https://global.support.ritsumeai.ac.jp/hc/en-us/articles/19055465074835-Application-Guidelines-etc-Student-Exchange-Program
--	--

3. SCHEDULE

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

Application Period	Wednesday, January 8th 2025 (10:00 am) ~ Tuesday, January 14th 2025 (3:00 pm) (JST)
1st Screening	Review of Application Documents
Announcement of 1st Screening Results	Tuesday, January 28th 2025 (12:30 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, February 1st, 2025 ~ Wednesday, February 5th, 2025 <Mainly scheduled on weekdays> 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. (Student Exchange Program only) Even if you apply in multiple languages for the exchange program, the 2nd screening (the interview screening) will be conducted in only one language. The language to proceed to the interview screening will be decided based on the result of the 1st screening (the document screening).
Announcement of 2nd Screening Results	Wednesday, February 19th, 2025 at 12:30 pm <ul style="list-style-type: none"> Check manaba+R (Personal Category).
Guidance Session for Successful Candidates	Thursday, February 20th, 2025 from 1:00 pm ~ 3:00 pm (Tentative) *The guidance session will be held online and only in Japanese.

	<ul style="list-style-type: none"> 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, February 26th, 2025 at 3:00 pm Please check the detail on “4. REGARDING APPLICATIONS FOR STUDY ABROAD PROGRAMS.”
Deadline for Withdrawal	Wednesday, February 26th, 2025 at 3:00 pm * 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	【February, 2025】 <ul style="list-style-type: none"> 2nd Guidance Session for Successful Candidates 【March and April, 2025】 <ul style="list-style-type: none"> Guidance session for visa application (only for applicable) 【June–July, 2025】 <ul style="list-style-type: none"> Health management guidance Risk management and Mental Health guidance 【Middle of July, 2025】 <ul style="list-style-type: none"> Pre-departure guidance session
Program begins	August–October, 2025 (It differs from each institution.)
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.

Exchange Program Online Information Session (only in Japanese)

There is an information session before the application period. Please feel free to join to know more about program and application process.

	Time/Date	ZOOM URL
Exchange Program (Fall Departure.)	Friday, December 20 th , 2025 12:20~12:50	https://ritsumei-ac-jp.zoom.us/join/9055465074835

Program Reports written by past participants

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

<https://global.support.ritsumei.ac.jp/hc/en-us/articles/19055465074835-Application-Guidelines-etc-Student-Exchange-Program>

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
- 2025 Academic Year Fall Departure Long-term Study Abroad Programs (1st round)
- (Programs other than Student Exchange Program and PBL program) the same program you have participated in the previous years

*Please also refer to the “Common Edition”.

【Other Points to Keep in Mind】

(Student Exchange Program only) Those who participated in the exchange program in the past years can apply for the exchange program again. However, if you are applying to the same host institution again, please be sure to consult with the International Center before the application period starts, since you may not be able to apply to the same host institution more than once.

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
 - ① If you were born in the country where you will study abroad or
 - ② If 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 “I. 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	Period of study abroad	Program Fee	How to pay
Fall Departure Student Exchange Program	One Semester	24,000 JPY	Will be announced at the Guidance Session for Successful Candidates
	One Academic year	37,000 JPY	

5. SCREENING, HOW TO APPLY

Screening Process (Criteria)

<u>1st screening</u> Application documents	Study Plan	<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 “I. APPLICATION・APPLICATION PERIOD・CONTACT INFORMATION” and fill out the form.

No.	Name of Documents	Others
①	Study Plan (※)	Please upload it as a PDF (.pdf) file. File name must be “1_studyplan”.
②	Application Report (※)	Please upload it as a Word (.docx) file. File name must be “2_report”.
③	PDF Scan of Language Proficiency Test Results (A4-size) <u>If you are applying for an institution requiring a certain language proficiency level, make sure to submit the required score. Even if not, you are encouraged to submit a language test score.</u>	Please upload it as a PDF (.pdf) file. File name must be “3_testscore”.
④	Credit Earning State	Please upload it as a PDF (.pdf) file. File name must be “4_credit”.
⑤	Course Registration and Grade List	Please upload it as a PDF (.pdf) file. File name must be “5_courses”.
⑥	GPA List	Please upload it as a PDF (.pdf) file. File name must be “6_GPA”.

(4) How to Create Application documents / Important Notes

No.	Name of document																									
①	Study Plan <p>Check the website of the selected institutions and reports by former program participants, and write the reason you selected each institution and list all the courses you intend to take (from the course list).</p> <p>If you cannot find the course lists, you can consult with the International Center before applying.</p> <p>【Important】</p> <p>A study Plan is used for students to build their academic plans at their host institution and Ritsumeikan University to assess applicants as part of the screening process.</p> <p>However, submission of this document does not guarantee course availability at the time of course registration.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 2px;">Institution Name #1</td><td colspan="2"></td></tr> <tr> <td style="padding: 2px;">Why do you want to study at this institution?</td><td colspan="2"></td></tr> <tr> <td style="padding: 2px;"></td><td style="text-align: center; padding: 2px;">English</td><td style="text-align: center; padding: 2px;">Languages other than English</td></tr> <tr> <td style="padding: 2px;">Study Plan by language of study</td><td style="padding: 2px;"> Please check one of the boxes below. <input type="checkbox"/> Planning to take regular academic courses only <input type="checkbox"/> Planning to take language courses as well because of not achieving the requirement to take regular courses </td><td style="padding: 2px;"> Please check one of the boxes below. <input type="checkbox"/> <Option 1> Planning to take regular academic courses only <input type="checkbox"/> <Option 2> Planning to take both regular academic courses and language courses <input type="checkbox"/> <Option 3> Planning to take language courses only </td></tr> <tr> <td style="padding: 2px;">Intended course list</td><td colspan="2" style="padding: 2px;"> ● Intended <u>Regular Academic Courses</u> *If the language of study is English, filling in this form is mandatory. If the language of study is other than English, filling in this form is required only if you selected <Option 1> or <Option 2> above. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%; padding: 2px;">Course Code</th><th style="padding: 2px;">Course Title</th></tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </tbody> </table> </td></tr> </table> </div> <p>【How to fill out a Study Plan】</p> <p>You can download the prescribed format from the International Center's website "Application Guideline" page.</p>	Institution Name #1			Why do you want to study at this institution?				English	Languages other than English	Study Plan by language of study	Please check one of the boxes below. <input type="checkbox"/> Planning to take regular academic courses only <input type="checkbox"/> Planning to take language courses as well because of not achieving the requirement to take regular courses	Please check one of the boxes below. <input type="checkbox"/> <Option 1> Planning to take regular academic courses only <input type="checkbox"/> <Option 2> Planning to take both regular academic courses and language courses <input type="checkbox"/> <Option 3> Planning to take language courses only	Intended course list	● Intended <u>Regular Academic Courses</u> *If the language of study is English, filling in this form is mandatory. If the language of study is other than English, filling in this form is required only if you selected <Option 1> or <Option 2> above. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%; padding: 2px;">Course Code</th><th style="padding: 2px;">Course Title</th></tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </tbody> </table>		Course Code	Course Title								
Institution Name #1																										
Why do you want to study at this institution?																										
	English	Languages other than English																								
Study Plan by language of study	Please check one of the boxes below. <input type="checkbox"/> Planning to take regular academic courses only <input type="checkbox"/> Planning to take language courses as well because of not achieving the requirement to take regular courses	Please check one of the boxes below. <input type="checkbox"/> <Option 1> Planning to take regular academic courses only <input type="checkbox"/> <Option 2> Planning to take both regular academic courses and language courses <input type="checkbox"/> <Option 3> Planning to take language courses only																								
Intended course list	● Intended <u>Regular Academic Courses</u> *If the language of study is English, filling in this form is mandatory. If the language of study is other than English, filling in this form is required only if you selected <Option 1> or <Option 2> above. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%; padding: 2px;">Course Code</th><th style="padding: 2px;">Course Title</th></tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </tbody> </table>		Course Code	Course Title																						
Course Code	Course Title																									

Section	Instruction
Institution Name	Write the name of the institution of your choice. You can select up to five institutions in order of your preference. It is possible that certain universities get more applications than others for multiple reasons, including the country/area and/or application requirements. It is recommended to select more universities if your purpose of studying abroad can be achieved and your intended courses can be taken at those universities.
Why do you want to study at this institution?	State the reason why you would like to study at the selected institution.
Study Plan by language of study	Please check one of the boxes.
Intended Academic Courses	Based on the reason stated in the section above and your goals of studying abroad, select up to 4 courses you would like to mainly study at the selected institution and write the title of the courses. Write the course codes of the selected courses. Leave the section of "Course Code" blank if the information is not available. *Write down the English translation if the course titles are not in English.

【Important Notes for Selecting Courses】

In most cases, except for some courses referred to in "Remarks" in the Application Requirements, you can choose any courses of interest offered at a host institution, regardless of your major and faculty at Ritsumeikan University; however, you cannot always register courses of your first choice due to limited seats, the sudden cancellation of courses, etc.

It is very important to consider in advance, whether your purpose and goal of studying abroad can be achieved at the institution even if you cannot take certain courses that you wish to take. It is important to select alternative courses in addition to your first options, and make sure that there are enough courses to choose from when selecting a host institution.

Referring to the "Remarks" field in the Application Requirements, please check if you are qualified to take the courses you are selecting in terms of the following three points.

After confirming the restrictions and prerequisites of each selected course, please be sure to check the box ☒ at the top of the Study Plan.

	<p>① If courses are open to exchange students</p> <p><u>e.g.</u></p> <ul style="list-style-type: none"> ● In most cases, courses in Medicine and Dentistry are not open to exchange students ● At some institutions, you cannot take Psychology or Law courses if you are not majoring in those subjects at Ritsumeikan <p>② If you meet the language requirement</p> <ul style="list-style-type: none"> ● Even if courses are open to exchange students, some courses require higher language scores. At some institutions, the language requirement differs for each department. Please carefully check what department/faculty offers the courses you are selecting and the faculty-specific minimum language requirement. Please also refer to “Remarks” and the cover page of the Application Requirements. <p>③ If you meet the prerequisites of the courses</p> <p>For some courses, there are prerequisites (e.g. major, background knowledge, study year, experience taking certain subjects, language requirements). Information is available in the course list of the host institution.</p> <p><u>e.g.</u></p> <ul style="list-style-type: none"> ● Taking the course “○○ I” is required before taking “○○ II” <ul style="list-style-type: none"> ※ If you are taking courses at Ritsumeikan which meet the prerequisites of the host institution's courses prior to the study abroad period, you may be able to negotiate registration for the courses without completing prerequisites at the host institution. ※ Plan your studies flexibly, considering the possibility that courses may be full or cancelled. ● Check if there are descriptions of course codes <p>Many institutions organize their courses by specific codes, which often indicate the study level of each course.</p> <p>Ex) Courses starting with 4000 and 3000 are for 3rd and 4th year students etc. Check the institution website and see if they have such descriptions on courses codes before selecting courses.</p>
②	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. (In particular, Q.2 must be answered <u>in the language of the selected program/track.</u>) 2. Reports must be written by the applicant. 3. If you are applying for multiple programs, a separate set of reports must be prepared <u>for each program.</u> If you are applying for multiple institutions in different languages for the Student Exchange Program, write a report <u>for each language.</u> Please see the examples below as well.

4. You can download the prescribed format from the International Center's website "Application Guideline" page.

【Example】

Example 1: If you apply for multiple institutions but all in the same language.

First Choice: (University of Melbourne, English)

Second Choice: (University of Sunshine Coast, English)

Third Choice: (Queensland University of Technology, English)

There are three institutions, but the language of study is only English. In this case, you submit only one application report. Please answer Q 1 in Japanese (or your native language) and Q 2 in English (language of study).

Example 2: If you apply for one institution in English and two institutions in Korean.

First Choice: (The Australian National University, English)

Second Choice: (Yonsei University, Korean)

Third Choice: (Sookmyung Women's University, Korean)

There are three institutions and two languages of study. In this case, you must submit two application reports.

In the first application report, Q 1 should be written in Japanese (or your native language). Q2 should be in English (language of study).

In the second application report, Q 1 should be Japanese (or your native language), Q2 should be in Korean (language of study).

【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

※If English is selected as the language of study for the Student Exchange Program, the reason for wanting to participate in the program should be something other than "learning English".

2. Theme(s)/Subject(s) you would like to learn

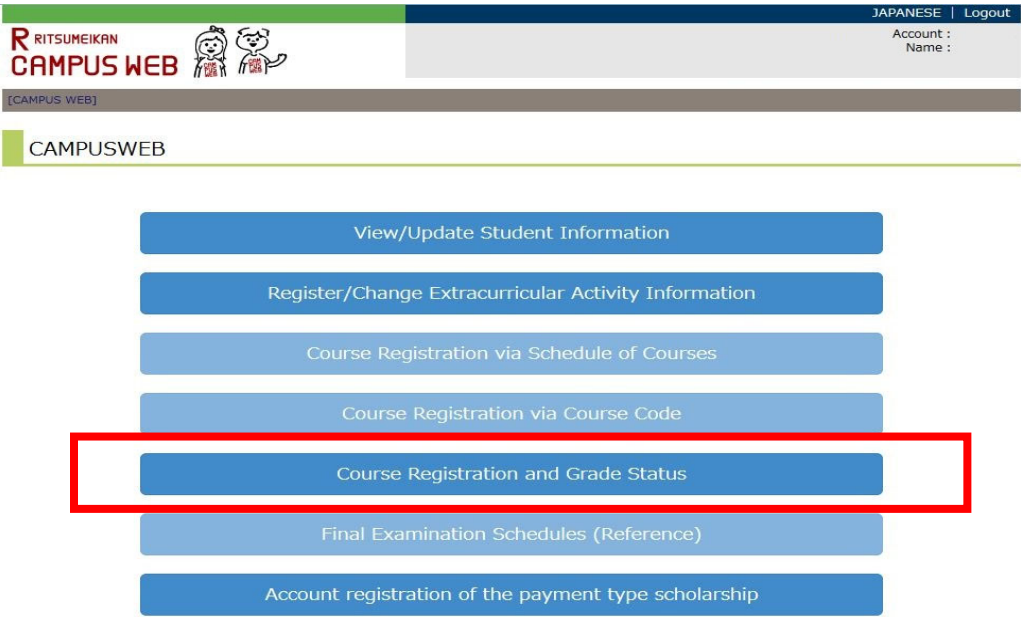
3. What you would like to do besides curricular studies while abroad

4. Study and career plan after studying abroad

★Format

•Your answer must be between 400-600 words.

	<p>※Notes</p> <ul style="list-style-type: none"> •Make sure to include all the four points instructed in Q.1, and write in the designated format. •If you are applying for the Student Exchange Program; you do not need to write a report for each institution, even if you are applying for several institutions. <p>【Q.2】</p> <p>Please write about “Preparation for study at your host institution and what you would like to do besides academic studies at your host institution.”</p> <p>★Format</p> <ul style="list-style-type: none"> •Your answer must be <u>in the language of the program/track you selected.</u> •Your answer must be <u>in one page.</u>
③	<p>PDF Scan of Language Proficiency Test Results *A4-size</p> <p><Programs that require Language Proficiency Test Results></p> <ul style="list-style-type: none"> •If you are applying for a program/institution that requires a certain level of language proficiency, make sure to submit the required score. Please make sure to check the application requirements for each program indicated in “2. PROGRAM INFORMATION.” •Submission of scores is not required if the status is specified as “Submission Not Required” on “Application Requirements of Student Exchange Program.” However, even if submission of a language score report is not required for the intended program/institution, students are encouraged to submit a language test score that they have taken as it will be taken into consideration during the 1st screening. <p><Notes before submission></p> <ul style="list-style-type: none"> •Please make sure that <u>all scores, candidate/appointment number, date issued(or date of examination), name, and date of birth are completely included in the PDF.</u> (If the pages are cut off in the middle and cannot be verified as yours will not be accepted.) •For <u>TOEFL iBT®, MyBest scores are not acceptable.</u> •For <u>IELTS, scores obtained through the One Skill Retake are not acceptable.</u> •If you have more than one score report, only submit one report per language except for the following case: You are applying for multiple programs or institutions in the Student Exchange Program or PBL Program, and you need more than one test score to prove that you meet the requirements for all the programs/ institutions. •Only valid proficiency test scores are accepted. (e.g., The TOEFL® Test score is valid for two years from the date of the exam) <p>However, for the Exchange Program, requirements on the validity of language test scores vary for each institution. Please refer to the Application Requirements for each institution.</p>

	<p><Proficiency Test Results posted online></p> <ul style="list-style-type: none"> · A printout of proficiency test results posted online is acceptable. · Please make sure that <u>all scores, candidate/appointment number, date issued(or date of examination), name, and date of birth are completely included in the PDF</u>
④	Credit Earning State
⑤	Course Registration and Grade List
⑥	GPA List
	<p>● 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.ritsumei.ac.jp/ct/).</p> <p>● The print function on a browser is not available on CAMPUS WEB. Please press “Ctrl + P” (Mac: “Command⌘ + P”) to print out the page.</p> <p>● Choose PDF converter software and print in PDF files.</p> <p>1) Open the CAMPUS WEB system via manaba+R, and click “Course Registration and Grade Status.”</p>  <p>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.</p> <p>①Credit Earning State</p>

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 :

Click here for
② Course Registration and Grade

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

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



Account :
Name :

GPA 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 :

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”

