

Ryukoku University Exchange Application Documents and Procedures (**Fall 2022 Entry**)



Dear Partners, please read the following if you would like to send your students to Kyoto for our next scheduled intake [**Semester 2 (Fall): September 2022**]. Kindly ensure that all documents are new downloads (*not for former intake periods*) and are prepared by your student(s) carefully and thoroughly to avoid any delays or unnecessary hassles.

There are many uncertainties due to the current world circumstances. It is our most sincere wish that we will have the ability to welcome your students in the Fall Semester. Therefore, we are sending this email to you in an effort to carry out our regular procedures. We deeply apologize for any uncertainty, but we would like to thank you very much for your warm understanding.

As some of you have already been notified, **ALL students who plan to submit must be nominated by our prescribed Nomination Form by April 30th, even if the students had been nominated in a previous semester and were not able to come to Kyoto due to the pandemic.** A nomination signifies from whom we can expect to receive materials for the next intake. Furthermore, **Fall 2022 applications will only be accepted by email. Please send the documents according to the guidelines below, to our Inbound Staff at: (inbound.r-globe@ad.ryukoku.ac.jp).** Please note below the required [**Document Format**] and [**E-mail Subject Title**] to ensure that the documents are received on our side with no problem. Our office can be contacted by the Home University regarding any inquiries about the process, which our materials do not answer.



(2) Link to Required Documents:

Please find all required documents at the link: http://intl.ryukoku.ac.jp/english/html/s_exchange_02.html

All students should be sure to read the [Exchange Student Application Guide](#) in the language that they are most comfortable with (Japanese, English, or Chinese). Thank you in advance for assisting us by making a specific point of requesting that they do.

All materials on the checklist (top page of the Application Form) are required. Please ask your students to pay careful attention when preparing the materials. All listed documents should be included in a zip file with the Student's name, and **in the order of the checklist**. We must receive all necessary documents for the student's application to be considered.

Please send the documents as follows:

(1) **In one Zip file per student**, labeled with the Home University Name and Student's Full Name.

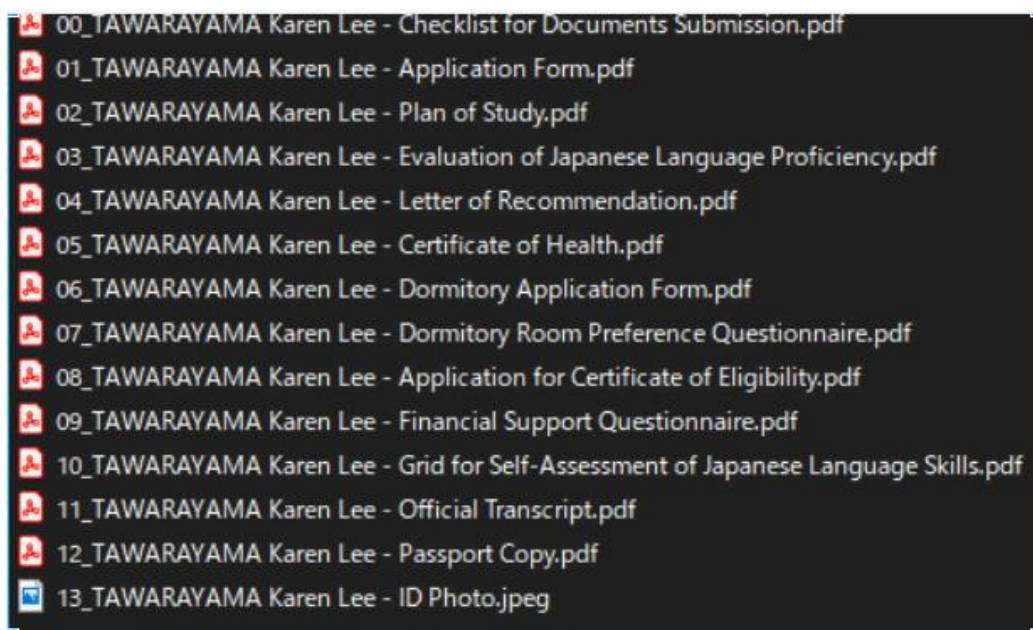
Ex. [Ryukoku University] TAWARAYAMA Karen

(2) All documents in the Zip file should be in **PDF form and in the order of the [Checklist for Documents Submission]**. (the ID Photo can be in JPEG format, but we are not able to accept any other formats)

(3) **Please label each file within the Zip folder** with the **Name and File Contents** (i.e. Application Form, Letter of Recommendation, etc.). This is essential for us to be able to manage the documents swiftly and efficiently. Thank you very much for your cooperation.

(4) We must receive all necessary documents for the student's application to be considered.

Folder Content Example:





(3) Important Deadlines:

● Submission of the Nomination Form Only (the Home University submits the students' basic information by e-mail attachment): April 30th, 2022 Japan Standard Time (Prescribed Excel Document). Please send this file in Excel format to (inbound.r-globe@ad.ryukoku.ac.jp) , and make the subject of your e-mail message "[University Name] Fall 2022 Nominations". All universities who wish to nominate students must provide the Excel form required. Even if an e-mail has previously been sent regarding the nomination of students, we must receive this document.

● Application Document E-mail Submission Deadline: May 15th, 2021 Japan Standard Time. All documents must be sent directly from the Home University to our Inbound Team: (inbound.r-globe@ad.ryukoku.ac.jp) . Please make the subject of your email message "[University Name] Spring 2022 Application Documents"



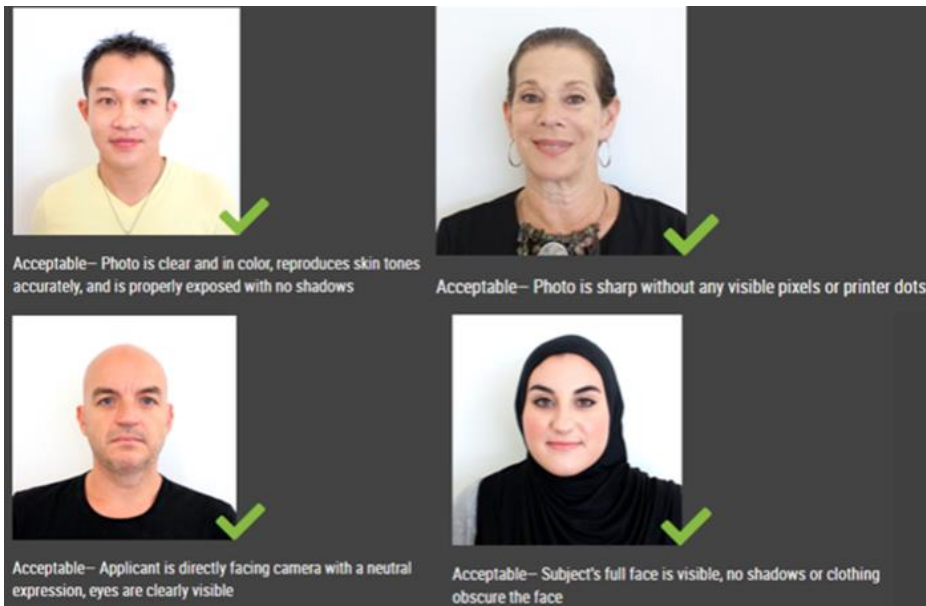
(4) Photo Style:

Please refer to the following as a style reference (The photo will be used for inter-university procedures, as well as for making an official application to the Japanese Immigration Authorities for the Certificate of Eligibility):

Reference A:

(Source: <https://www.seikatubunka.metro.tokyo.lg.jp/passport/documents/files/0000000418/samplari.pdf>)

Reference B: (Source: <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos/photo-examples.html>)





(4) Program/Faculty Selection:

On the application form, students must select ①their "Proposed Study Program" and also ② a Faculty/Graduate School (an Academic Advisor will be assigned from this Faculty, even if the student does not plan to take part in regular Faculty classes). Only students at the Masters level at their home university may belong to a Graduate School. Also, students must select the Faculty/Graduate School that fits most closely with their home university studies. If not, they will likely be asked to change their choice. Thank you very much for your understanding.

(5) General Timeframe:

- April 30th- Exchange Student Nomination Deadline (Basic Student Info by prescribed Excel form to our Inbound Team: (inbound@ad.ryukoku.ac.jp) Subject Title: "[Home University Name] Fall 2021 Nominations")
- November 15th Application Deadline (Zip Folder of PDF Documents) to our inbound team: (inbound@ad.ryukoku.ac.jp) -- **One zip folder per student**

Zip Folder Subject Title Sample: "[**Ryukoku University**] TAWARAYAMA Karen")

Zip Folder File Contents Title Sample: [**TAWARAYAMA Karen**] Letter of Recommendation, [**TAWARAYAMA Karen**] ID Photo, etc.

- Initial Screening of Documents
- Documents are sent to Faculties/Graduate Schools for approval
- Mid-End of June - Partner Universities are notified of conditional acceptance
- Certificate of Eligibility(COE) applications are submitted to the Japanese immigration authorities (issuance takes approximately one month)
- End of July/ Beginning of August: Welcome Packages sent to **Home Universities**; Students apply for their Student Visa at the closest Japanese Consulate/Embassy
- September: Students Arrive in Japan (Designated arrival dates to be announced later)



Please contact (inbound.r-globe@ad.ryukoku.ac.jp) if you have any further questions.

We look forward to having the chance to welcome your students to Kyoto in the Fall.