

Ryukoku University Exchange Application Procedures (Spring 2025 Entry)

Dear Partners,

Please read the following if you would like to send your students to Kyoto for our next scheduled intake [Semester 1 (Spring): April 2025]. Kindly ensure that all documents are new downloads (not for former intake periods) and are prepared carefully to avoid any delays or unnecessary hassles. ALL students must be nominated by our prescribed Nomination Form by October 31st (Thursday). Applications for Spring 2025 will be accepted through our online system. Please send the documents according to the guidelines below.

IMPORTANT LINKS AND PROCEDURES

[STEP ONE] NOMINATION FORM (to be filled in by the Home University)

Deadline: October 31st (Thursday) 23:59 JAPAN TIME

The deadline for the application form follows in November, but **we are only able to accept the documents of students who have been nominated first.**

URL: https://www17.webcas.net/form/pub/intl_ryukoku/recommendation



[STEP TWO] APPLICATION FORM (to be filled in by the Nominated Student)

Deadline: November 10th (Sunday) 23:59 JAPAN TIME

(1) All Nominated Students should thoroughly read the Exchange Student Application Guide in the language they are most comfortable with ([Japanese](#), [English](#), or [Chinese](#)).

(2) After reading the Guide, the Nominated Students are asked to access the following link on their own, to fill out their basic information.

URL: https://www17.webcas.net/form/pub/intl_ryukoku/ex_entry



[STEP THREE] DOWNLOAD OF REQUIRED FORMS

REQUIRED FORMS (to be downloaded and filled out by the NOMINATED STUDENT and others, as indicated)

(1) All Nominated Students will download our required forms from the following link.

(2) The Home University Coordinator are requested to compile the forms upon completion.

URL for *downloading* required forms: https://intl.ryukoku.ac.jp/english/html/s_exchange_02.html



[STEP FOUR] UPLOAD OF COMPLETED REQUIRED FORMS

REQUIRED FORMS are uploaded to our system by the HOME UNIVERSITY through the page at the following link.

Deadline: November 10th (Sunday) 23:59 JAPAN TIME

Upload Portal URL: https://www17.webcas.net/form/pub/intl_ryukoku/upload



The deadline for us to receive all [REQUIRED FORMS] and the data in the Nominated Student's [APPLICATION FORM] is November 10th (Sunday) 23:59 JAPAN TIME. After this date, the online system will no longer be available. We must receive all documents for the student's application to be considered.

IMPORTANT NOTES

◆ Upload Size

All documents not including photographs must be 1MB or smaller.

All files including photos (Dormitory Application Form, ID Photo) must be 2MB or smaller.

◆ Photo Style

Required Format: JPEG, JPG, or PNG (Other formats will not be accepted)

Photos must be in the style of an official passport/ID photo. It 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. Students should take care to follow all standards, including blank background, no shadows, etc.

(Sample 1: <https://www.seikatubunka.metro.tokyo.lg.jp/passport/documents/files/0000000418/sampleari.pdf>)

(Sample 2: <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos/photo-examples.html>)

◆ Certificate of Eligibility

All Certificate of Eligibility Application forms must be received in **Excel format (PDF format will not be accepted)**. When uploading the form, please ensure that all three sheets to be filled out by the student are enclosed.

GENERAL TIMEFRAME

Initial screening of documents ⇒ Documents are sent to Faculties/Graduate Schools ⇒ One month after application deadline, Partners are notified of conditional acceptance ⇒ Certificate of Eligibility applications submitted to Immigration (issuance takes approx. one month) ⇒ Documents for Student Visa sent to Home Universities ⇒ Students apply for visa at closest Japanese embassy ⇒ Students arrive in Japan.

Other Inquiries: Please contact our Inbound Team at [inbound.r-globe@ad.ryukoku.ac.jp].