

# SKP (Study in Kansai Program)

## Student Exchange Program, Ritsumeikan University

### 2026 Spring Semester **Application Guidelines**

Please be sure to review the following information carefully before submitting your application for the SKP 2026 Spring Semester. If you have any questions, please contact the exchange coordinator at your home university as early as possible after the application period has started.

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## 01. Schedule

\*All times shown are in Japan Standard Time (JST). Schedule is subject to change.

	Spring Semester	Fall Semester
<b>Start Date for Application Acceptance</b>	Friday, October 3, 2025 10:00 AM	
<b>Application Submission Deadline</b>	<b>Tuesday, November 4, 2025</b> <b>9:00 AM</b>	
<b>Announcement of Application Results</b>	By Late December, 2025	
<b>(Self-Sponsored Students) Program Fee Payment Deadline*<sup>1</sup></b>	By Early January, 2026	
<b>Health Registration Form Deadline</b>	Mid-January, 2026	
<b>COE (Certificate of Eligibility) Sent Out*<sup>2</sup></b>	Mid-February, 2026	
<b>Announcement of Housing/Scholarship Results*<sup>3</sup></b>	End-February, 2026	
<b>Arrival in Japan</b>	Early to Mid-March, 2026	
<b>Orientation Begins</b>	Early to Mid-March, 2026	
<b>Start of the Semester</b>	April 1, 2026	September 26, 2025
<b>Classes Begin *<sup>4</sup></b>	April 6, 2026	September 26, 2025
<b>Program Ends</b>	July 31, 2026	January 31, 2027
<b>End of the Semester</b>	September 25, 2026	March 31, 2027
<b>Academic Transcripts Issued</b>	After September 26, 2026	After April 1, 2027
<b>Academic Transcripts Sent Out*<sup>5</sup></b>	Early October, 2026	Mid-April, 2027

\*<sup>1</sup> Successful self-sponsored students from partner universities are required to make a full, one-time payment of the program fee within two weeks from the announcement of acceptance. Please note that installment payments are not accepted. Failure to complete the payment by the deadline may be regarded as withdrawal and result in the cancellation of the student's eligibility to participate in the program. In case of withdrawal, the refund will only be given if the applicant notifies the SKP Staff of their decision by the withdrawal deadline (**March 31, 2026**) set before the start of the semester.

\*<sup>2</sup> This date may change depending on the COE issuance status at the Immigration Services Agency of Japan. Once the COEs have been issued, Ritsumeikan University will send to accepted students and their home universities via email. As soon as you receive the COE, please submit your COE, Certificate of Scheduled enrolment, passport, and other required documents to your nearest Japanese embassy or consulate to apply for a student visa.

\*<sup>3</sup> The RUSSES Scholarship Scheme may be concluded at the end of 2026 Fall semester.

\*<sup>4</sup> Extensions to the exchange period will not be accepted once you are enrolled in the SKP program. It is important to apply for the correct admission cycle and choose the appropriate exchange period when submitting your application.

\*<sup>5</sup> Ritsumeikan University **DOES NOT issue digital transcripts, and transcript data cannot be sent via email.** For students enrolled for a full academic year, academic transcripts for the entire study period will be issued only after the second semester ends. If you need a transcript after one semester, students must purchase their own transcript and send it to their home universities. Students from partner universities will receive one English transcript sent to their home university free of charge. Students who need an additional transcript for personal use must apply and purchase it through the Alumni Association website. (Details will be provided after arrival.)

## 02. Pre-Application Preparation

### (1) Confirm Application Requirements

There are 3 tracks of study in SKP. Please check the application requirements, etc., for each track.

Track	<a href="#">Regular Courses in Japanese (RCJ)</a>	<a href="#">Intensive Japanese Language (IJL)</a>	<a href="#">Regular Courses in English (RCE)</a>
Course List	<a href="#">Course Lists From Previous Semesters</a> <sup>1</sup>		
Application Requirements	<p>Applicants must meet both a) and b):</p> <p>a) Must be a student at a partner university that has an active exchange agreement with Ritsumeikan University and must be officially nominated by their home institution</p> <p>b) Must be currently enrolled in an undergraduate or graduate program at their home institution and must have successfully completed at least one full academic year of undergraduate study prior to the start of the exchange period</p>		
Academic Requirements	The standard required GPA is 3.0 on a 4.0 scale (“B average”) or equivalent. If the exchange agreement specifies particular academic requirements, students must meet those requirements as outlined in the agreement.		
Language of Instruction	Japanese	Japanese (primarily)	English
Language Requirements	Must have passed the N1 level of the JLPT (Japanese Language Proficiency Test) or achieved an equivalent score on the Examination for Japanese University Admission for International Students (EJU). <sup>2</sup>	<p>Japanese language proficiency is not required, but those who have not studied Japanese before should be able to communicate in English on a basic level.</p> <p>Applicants that wish to take courses in English must meet the same language requirements as RCE applicants.<sup>2/3</sup></p>	Must be either a native speaker of English or have a minimum English proficiency test score of TOEFL® iBT 68/ PBT 520, CEFR B2, or IELTS 6.0 (or other score indicating an equivalent proficiency level). <sup>2</sup>
Campus	<a href="#">Kinugasa Campus (Kyoto Prefecture)</a> <a href="#">Osaka Ibaraki Campus (Osaka Prefecture)</a> <a href="#">Biwako-Kusatsu Campus (Shiga Prefecture)</a>	<a href="#">Kinugasa Campus (Kyoto Prefecture)</a>	<a href="#">Kinugasa Campus (Kyoto Prefecture)</a> <a href="#">Osaka Ibaraki Campus (Osaka Prefecture)</a> <a href="#">Biwako-Kusatsu Campus (Shiga Prefecture)</a>
Study Period	Half year (1 semester) or full year (2 semesters) <sup>4</sup>		

<sup>1</sup>The course lists for the Spring Semester will be finalized in March, and those for the Fall Semester will be finalized in September. They will be distributed at the start of the course registration period. Course offerings vary by semester. **Some courses offered on each track have limited seats. If applications exceed the limit, registration will be decided by lottery.** Please note that you may not be able to take your desired courses.

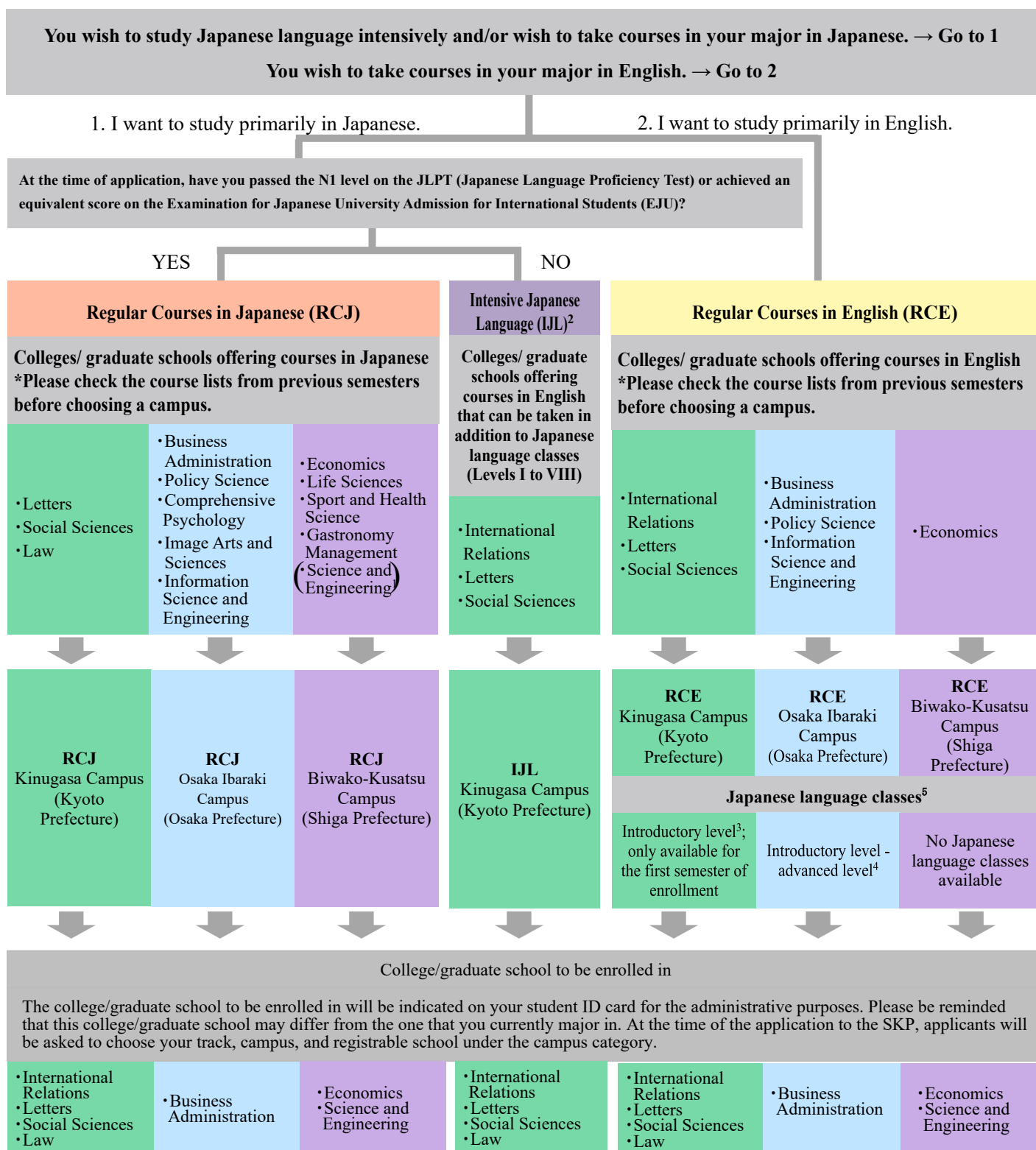
<sup>2</sup>Verification of the relevant language proficiency test score **must** be submitted at the time of application. RU does not accept the TOEFL iBT® Home Edition, the TOEFL® Essentials™, or the TOEFL® ITP. RU only accepts TOEFL® iBT scores from a single test date, not MyBest® scores.

<sup>3</sup> IJL applicants are only permitted to register for English-taught courses upon submission of the required English language proficiency certificate at the time of application. Certificates submitted after the application will not be accepted.

<sup>4</sup>**After applying to the program, it is not permitted to extend the study period from one semester to two semesters.**

## (2) [Important] Confirm the Study Tracks, Colleges/ Graduate Schools Offering Courses, and Campuses

As shown in the table in [\(1\) Confirm Application Requirements](#), you will need to select a track and campus based on your desired language of instruction as well as for the courses you wish to take in SKP. Use the chart below to confirm which tracks and colleges or graduate schools offer courses. To help you decide which track and campus to apply for, please also refer to [the course lists from previous semesters](#) for each option.



**<REFERENCE>****1. Courses in the College/Graduate School of Science and Engineering**

Course lists are not provided for the College of Science and Engineering/ Graduate School of Science and Engineering. Students interested in these courses must undergo a screening process to verify their academic background.

**2. Japanese Placement for IJL Students**

IJL students with prior Japanese study must take the Ritsumeikan Online Japanese Placement Test (ROJPT) before the start of the semester. Based on the results, they will be placed at the appropriate IJL class level. Students in Japanese Levels VII and VIII can take liberal arts and specialized courses in Japanese.

**3. RCE Japanese classes at Kinugasa Campus (Elementary Level Only)**

**【All Students】** **Indicate whether or not you wish to take Japanese classes when applying for SKP. You CANNOT request them after the application submission. Please answer carefully.** If approved, you can decide to enroll during the course registration. Enrollment is limited, and placement in classes is not guaranteed.

**【One-Year Students】** May take Japanese classes only during the first semester, if approved.

**【Students with Prior Japanese Study】** Must take the Japanese Placement Test (ROJPT) before arrival. Eligibility depends on test results, experience and availability. If your Japanese level does not match the level set, you may not be allowed to enroll.

**【Students with JLPT N4 or Higher】** Not eligible

**【Students with No Prior Japanese Study】** Enrollment is limited. If there are too many applicants, a lottery may be held.

**4. RCE Japanese classes at OIC Campus (Elementary to Advanced)**

**【All Students】** **Indicate whether or not you wish to take Japanese classes when applying for SKP. You CANNOT request them later after the application submission. Please answer carefully.** If approved, you can decide to enroll during the course registration. Enrollment is limited, and placement in classes is not guaranteed. The number of available spots may vary each semester as these classes are also open to non-SKP students. Some classes are held jointly with degree-seeking students and follow the curriculum of each faculty, requiring a significant amount of self-study including preparation and review.

**【Students with Prior Japanese Study】** Must take the Japanese Placement Test (ROJPT) before arrival and undergo on interview after arrival. Eligibility depends on test results and availability.

**【Students with No Prior Japanese Study】** Enrollment is limited. If there are too many applicants, a lottery may be held.

**5. Campus Restriction on Japanese Classes**

You can only take RCE Japanese classes at your home campus.

## &lt;IMPORTANT NOTES&gt;

- **SKP students can select courses only from the course lists for each track and campus distributed at the beginning of the course registration period. Students cannot choose from the full list of courses offered to regular students. Research guidance is not provided to SKP students.**
- Undergraduate students can only choose courses from the SKP course list designated for undergraduates. Graduate students can register for courses from both undergraduate and graduate SKP course lists.
- International students are required by Japanese law to attend a minimum of 10 hours of classes per week. Since one class session lasts for 95 minutes at Ritsumeikan University, **you must take at least 7 class sessions of classes per week. You can register up to a maximum of 20 credits per semester, including Japanese classes.**
- Some courses have an enrollment limit. If oversubscribed, a lottery will be held. For such, **we cannot guarantee a seat for particular courses and all your desired courses.**
- SKP students can generally choose courses offered at their home campus. If space is available, students may apply for courses at other campuses. However, since the priority is given to students from home campus, the enrollment is not guaranteed. Additionally, travel between campuses takes approximately 1 hour and 30 minutes, so course registrations that do not allow sufficient travel time will not be approved. **Students should carefully review the course lists from previous semesters and choose their campus carefully.**
- IJL track Japanese Language Courses require significant self-study. IJL students willing to take courses offered in English on top of the pre-fixed IJL Japanese Language Courses are advised that they have a flexible study plan. **IJL students may register for up to two (2) English courses.** However, since RCE students have priority, IJL students may not be able to register for their preferred courses in English.
- For questions or concerns, please first refer to [\[SKP\] LINK for Application Guidelines FAQ](#)
- As of April 2024, Ritsumeikan University has relocated the College and Graduate School of Imaging Arts and Sciences on the Kinugasa Campus (Kyoto City, Kyoto Prefecture) and the College and Graduate School of Information Science and Technology on the Biwako-Kusatsu Campus (Kusatsu City, Shiga Prefecture) to the Osaka Ibaraki Campus (Ibaraki City, Osaka). Please be reminded of the campus relocation when choosing the study track/campus as well as when checking the course list from previous semesters.
- Class hours have been changed from AY 2025 Spring. Each class session is now 95 minutes long, and there are 14 session weeks per semester. For more details, please refer to the page below.  
[Changes in Class Hours from AY2025 | Ritsumeikan University](#)

### (3) Pre-Application Consultation Service

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Students who are unsure about applying to SKP for any of the following reasons can consult with the “Pre-Application Consultation Service” by e-mail before applying.

**The pre-application consultation does not affect any decisions regarding program acceptance.**

E.g.,

- You are diagnosed with an illness or have a disability.
- You need to continuously take medication or require continuous medical treatment.
- Based on your diagnosed illness or disability, you have consulted with individual teaching staff at your home university regarding support and accommodations.
- You have applied to receive reasonable accommodation at your home university based on your diagnosed illness or disability.
- You are diagnosed with an illness or have a disability but have no experience of seeking special assistance or accommodations.
- You have no diagnosed illnesses, disabilities, etc., but have significant anxiety about studying and student life.

\*Please also refer to [\[Reference Materials\]](#).

The Pre-Application Consultation Service will provide the following information to the extent possible.

- Support and accommodations for studying at Ritsumeikan University
- What to prepare for coming to Japan
- Student life at Ritsumeikan University (medical, professional support, residence, meals, etc.)

**Pre-Application Consultation:** [prejapan@st.ritsumei.ac.jp](mailto:prejapan@st.ritsumei.ac.jp)

### 03. Scholarships

SKP applicants can apply for two scholarships: the JASSO Scholarship and the RUSSES Scholarship. However, the JASSO Scholarship is only available if our program is selected by the Japan Student Services Organization (JASSO). Also, please be aware that the RUSSES Scholarship Scheme may conclude at the end of the Fall 2026 semester; however, this will not affect applicants for the Spring 2026 intake.

	JASSO Scholarship	RUSSES Scholarship
<b>Outline</b>	The Japan Student Services Organization (JASSO) provides this scholarship to exchange students through Ritsumeikan University, and applicants are screened by Ritsumeikan University.	Ritsumeikan University provides this scholarship to exchange students, and applicants are screened by Ritsumeikan University.
<b>Monthly Stipend</b>	80,000 yen	40,000 yen
<b>Period</b>	One semester (4 months) or two semesters (10 months) The funding will start from April for Spring Semester/ from October for Fall Semester.	
<b>Eligibility</b>	<p><b>Exchange students from partner universities</b> that will reside in Japan under a student visa while participating in SKP</p> <p>Students who stay enrolled at Ritsumeikan University and participate in the SKP until the Program End can apply. Therefore, students who have the possibility of leaving the program and departing the country midway or departing before the university's designated final scholarship disbursement date (Spring Semester: around July 27, Fall Semester: around January 20) cannot apply. If you leave the program while it is still ongoing, you may be required to refund the entire amount of the scholarship received up to that point.</p>	<p><b>Both exchange students and self-sponsored students</b> that will reside in Japan under a student visa while participating in SKP.</p> <p><i>*Students that receive scholarships of 80,000 yen or more per month during their study period in Japan are eligible to apply.</i></p>
<b>Application Process</b>	<p>Complete all required sections of the "Scholarship Application" in the SKP Application Form.</p> <p><i>*Students can only apply for scholarships at the time of program application.</i></p>	
<b>Ineligible Students</b>	<p>a) <b>Students who are receiving any other scholarship(s) that total over 80,000 yen/month*<sup>1</sup> during their study period in Japan</b></p> <p>b) Students with a GPA below 2.3 on JASSO's 3.0 scale</p> <p>c) Students with Japanese citizenship, including those with dual citizenship</p> <p>d) Students with a Japanese visa other than the student visa</p> <p>e) Students who cannot submit an official transcript with all required information</p> <p><i>*<sup>1</sup> If students receiving other scholarship(s) that total to over 80,000 yen/month are accepted for JASSO, they are to withdraw from the JASSO scholarship. In case they continue to receive the JASSO stipend despite this, the stipend will be suspended, and they must return it. In addition, future students from the same partner institution may be ineligible for JASSO.</i></p>	<p>a) Students with Japanese citizenship, including those with dual citizenship</p> <p>b) Students with a Japanese visa other than the student visa</p> <p>c) Students who cannot submit an official transcript with all required information</p>

<p><b>Important Notes</b></p>	<ul style="list-style-type: none"> <li>● <b>Please provide accurate and truthful information regarding your Scholarship and Financial Support Information. Submitting false or misleading information may result in disqualification from receiving scholarships.</b></li> <li>● Scholarship preference cannot be selected. JASSO and RUSSES applications are reviewed together, and <b>only selected applicants will be notified.</b></li> <li>● You cannot receive the JASSO Scholarship if you receive other scholarships totaling over 80,000 yen/month during your SKP period. However, you may still qualify for the RUSSES Scholarship.</li> <li>● Students cannot receive both the JASSO and RUSSES scholarships.</li> <li>● Scholarship applications must be submitted with the SKP application and are not accepted by semester, even for one-year students.</li> <li>● <b>Scholarships are competitive and not all applicants will be selected. Screening is based on multiple criteria, and details may vary each year.</b></li> <li>● Inquiries regarding the screening procedures cannot be answered.</li> <li>● JASSO and RUSSES Scholarship cannot be used as financial proof for your Certificate of Eligibility.</li> <li>● Scholarship terms and availability are subject to change.</li> </ul>
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## 04. SKP Application Submission

### Submission Period:

Start: Friday, October 3, 2025, 10:00 AM JST

Deadline: **Tuesday, November 4, 2025, 9:00 AM JST**

### Important Notes

- All application procedures must be completed online.
- **Applications containing plagiarized, third-party, or AI-generated content will be invalid.**
- Please fill in all the required information and **upload complete and accurate documents.** **Incomplete documents or applications will not be accepted.**
- **After submission, the application details (e.g., Study Track, Campus, Participation Period, etc.) generally CANNOT be changed.**
- **Please submit your application ON TIME. Late submissions will not be accepted.**
- You can save your application at any time and resume it later.

### Document Guidelines

- **Please upload all the application documents in digital format.**
- **All documents must be written either in Japanese or English. If a document is written in another language, please attach a Japanese or English translation of the required sections. You may translate it yourself. Documents without a Japanese or English translations will not be accepted.**

### Login Info & Pre-filled information

- The application link and student's user ID password will be sent to the email address registered by your home university's exchange coordinator. They should be sent within a week after the nomination submission. Please confirm with your coordinator when your nomination has been completed.
- If you have any questions, please first consult with your home university's exchange coordinator. If further assistance is needed, please have them contact SKP Staff directly.
- Some sections of your application form are pre-filled by your home university's exchange coordinator. Please be sure to check carefully as some information cannot be edited. If there are any errors in the pre-filled information, please immediately contact your exchange coordinator at your university and SKP staff. In such a case, a new nomination using a different email address is required.

## Application Documents and Information Checklist

On the following pages, you will find descriptions of application documents and checklists for **application sections that require special attention** when filling them

out. Also, the number preceding each section (e.g., 26. Certificate of English Proficiency) should correspond to the number on the application form.

### Basic Information 基本情報

The following sections are pre-filled. Please be sure to check all information is correct. If incorrect information cannot be edited, please contact your home university's exchange coordinator and the SKP staff immediately.

- ☐ Step1-4. SKP Participation Period
- ☐ Step1-5. Language on Which Program Participation is Based (Primarily Japanese/ Primarily English)
- ☐ Step1-6. Study Track
- ☐ Step1-7. Campus

### ◆ Track/Campus check [required]

*Note: Please check whether the Track/Campus selected by your home university coordinator matches the one you selected in the Track/Campus Check. If your preferred study track and/or campus differ from those entered through your home university's nomination, please contact the exchange coordinator at your university. If you wish to change your desired track and/or campus, approval from your home university is required. If your university agrees to the change, please ask your home university's exchange coordinator to inform the SKP Staff of your request to change the study track and/or campus.*

### ◆ Personal Information

#### Step1-6. Name in English

- ☐ Have you replaced any special characters (e.g., umlauts, accent marks, etc.) with alphabetic characters?
- ☐ Have you entered the information exactly as it appears in your passport?

#### Step1-12. Mailing Address

- ☐ Have you entered the address where you will reside until the start of the program?

#### Step1-13. Emergency Contact

- ☐ Have you filled in all the fields, including the emergency contact's address, phone number, or email address that can be reached during the program?

## ◆ Current Enrollment Information

### Step1-16. College/ Graduate School to Be Enrolled in at the Start of SKP

The college/ graduate school you can choose depends on the track and campus you have selected.

- ☐ Have you checked the chart in [\(2\) Confirm the Study Tracks, Colleges/ Graduate Schools Offering Courses, and Campuses](#) and confirmed your track and campus?

*Note: SKP students can select courses only from the course list provided for their track and campus at the beginning of course registration. You may not be able to take all the courses you chose.*

### Step1-18. When is/was your (expected) date of graduation from your university?

- ☐ Does the information you entered match the graduation date listed on your certificate of enrollment?
- ☐ Have you checked that receiving your academic transcript during the time period listed in [01. Schedule](#) will not affect your graduation at your home university?

*Note: Ritsumeikan University does not issue digital transcripts, and transcript data cannot be sent via mail.*

## ◆ English Language Proficiency

### Step1-26. Certificate of English Proficiency [\[required only if applicable\]](#)

If you wish to take courses offered in English in the RCE or IJL tracks, you must verify that you have the minimum required English proficiency (i.e., minimum score of TOEFL® iBT 68/ PBT 520, CEFR B2, or IELTS 6.0 (or other score indicating an equivalent proficiency level). RU does not accept the TOEFL iBT® Home Edition, the TOEFL® Essentials™, or the TOEFL® ITP. RU only accepts TOEFL® iBT scores from a single test date, not MyBest® scores.

- ☐ Have you uploaded a certificate with a score that meets the criteria?

*Note: IJL applicants who wish to register for English-taught courses will only be allowed to do so if they submit the required English language proficiency certificate at the time of application.*

## **Japanese Language Education Background (Including Any Studies in Progress)**

日本語学習歴について（学習途中のものも含む）

## ◆ Japanese Language Education Background

### Step2-4. Current Japanese Language Proficiency [\[required only if applicable\]](#)

- ☐ (For RCJ track applicants) Have you uploaded JLPT N1 or equivalent score from EJU?

*Note: If you have a certificate of Japanese language proficiency, please submit it. For those who have selected the RCJ track, submission of a JLPT N1 or equivalent EJU score certificate is mandatory.*

### Step2-6. Your wish to take Japanese classes [\[required for RCJ Students at KIC and OIC\]](#)

- ☐ Have you read the information about Japanese classes (refer to [\(2\) Confirm the Study Tracks, Colleges/ Graduate Schools Offering Courses, and Campuses](#). \*particularly 3&4) and understood the details?

*Note: You must indicate your wish to take Japanese classes when applying. You **CANNOT** request them later. Enrollment is limited and not guaranteed.*

## Personal Statement 志望理由

*Please summarize the key reasons for choosing Ritsumeikan University's Study in Kansai program and your learning objectives and be sure to submit your Personal Statement in either English or Japanese.*

◆ **Personal Statement** [RCE: in English/ RCJ: in Japanese/ IJL: in English or Japanese]

- ☐ Have you confirmed that your statement of purpose in Japanese is approximately 700 characters long?
- ☐ Have you confirmed the statement of purpose in English is within 700 words?
- ☐ Have you checked the features and the course list from previous semesters for the study track and written the statement?

*Note: IJL applicants can submit it either in Japanese or English. Choose the language you are most comfortable with.*

## Scholarship and Financial Support Information 奨学金・経費支弁

- ☐ Have you checked the application requirements and details shown in [03. Scholarships](#)?

**Step4-4. Are you planning to apply for or receive any scholarships other than those through Ritsumeikan University (i.e., JASSO or RUSSES) during your intended SKP participation period?**

*Note: Scholarships here include the ones that you can apply/receive for the purpose of studying abroad (Scholarship/Grant/Finance Award/etc.) However, financial support for travel fees, loan-type financial aid which require repayment, and student loans are not subject.*

- ☐ If you will apply for scholarships outside of Ritsumeikan University at a later date and have not been selected yet, have you selected one of the following statuses as applicable?
  - I am (going to be) receiving other scholarship(s)
  - I am going to apply for other scholarship(s) (the amount has been determined.)
  - I am going to apply for other scholarship(s) (the amount has not been fixed yet.)

**Step4-5. Scholarship Already Determined to Be Received or Intending to Apply for During Intended SKP Participation Period (monthly amount • Japanese Yen)**

- ☐ If you have already been awarded a scholarship or plan to apply for one with a fixed amount during your intended SKP participation period, have you converted the monthly amount into Japanese yen? (Divide the total amount by 6 months for 1-semester study period application/ by 12 months for 1-year study period application)

**< Common Mistakes >**

- Entering the amount of a scholarship you are receiving now, but not during your SKP period.
- Not converting the amount into Japanese yen.
- Entering the total amount instead of the monthly amount.
- Including JASSO or RUSSES Scholarship.
- Including travel support, loan-type aid which require repayment, or student loans in the monthly amount.

**Step4-9. Expected Issue Date of Scholarship Award Letter(s)**

- ☐ If the certificate verifying the scholarship you will receive during your intended SKP participation period has not yet been issued, have you indicated when it is expected to be issued?

*Note: If you are selected for other scholarship(s) after the SKP application deadline, and the total amount exceeds 80,000 yen per month, notify the SKP staff by sending a copy of your scholarship award letter/ certificate in a password protected pdf file to [skp@st.ritsumei.ac.jp](mailto:skp@st.ritsumei.ac.jp).*

**Step4-10. Confirmation regarding Scholarship Application [required only if applicable]**

*Note: If you are selected for other scholarship(s) totaling more than 80,000 yen per month during your intended SKP participation period, you will no longer be eligible for JASSO scholarship. If you are selected for other scholarship(s) after being accepted for JASSO, you must withdraw from the JASSO scholarship. **If you fail to report your ineligibility and you continue to receive the JASSO stipend while receiving the other scholarship(s), the stipend will be suspended, and you will be required to return the full amount. In addition, your status as an international student at Ritsumeikan University may be revoked.***

**Other Application Materials** その他申請書類
**Step5-1. Academic Transcript [required]**

- ☐ Have you submitted an official academic transcript?
- ☐ Does the academic transcript contain the following 1-3 information?
1. Explanation of the grading system (e.g., A, B, C, etc.)
  2. Failing grade (F) in any courses are included
  3. Number of credits, academic year, and semester are listed for each course
- ☐ Have you included your most recent transcript showing all grades earned at your current undergraduate or graduate program? If you are in your first year of graduate school, you must also submit your undergraduate transcript.
- ☐ **If the official transcript is not in English, have you included an English or Japanese translation along with the original document?**

**< Common Mistakes >**

- The items 1, 2, and 3 listed above are not included.
- The document is not the most recent academic transcript.
- The official transcript is not in English, and no English or Japanese translation is provided.

**Step5-2. Certificate of Enrollment, Document Verifying Enrollment at Your Current University, or Graduation Certificate [required]**

- ☐ Have you submitted an official certificate of enrollment from the university you are currently attending? If you have already graduated, have you submitted your certificate of graduation?
- ☐ If you are currently enrolled in an undergraduate or graduate program, will you remain enrolled at your home university long enough to ensure that credits transfer will not be affected?
- ☐ If you are currently on a leave of absence, have you submitted a certificate that proves this? Please be reminded that students must remain enrolled at their university while participating in the program.

**Step5-3. ID Style Photo [required]**

- ☐ Have you uploaded a photo that was taken within the last 3 months?
- ☐ Is the uploaded data in JPG format? Please be reminded that JPEG format is unacceptable.

**Step5-4. Declaration and Pledge [required]**

*Note: Please ask your university coordinator to review your entire SKP application, upload the digital signature, and click the “Save and Continue” button to ensure their signature is properly saved. If your coordinator cannot sign before the application deadline due to a university closure etc., please upload a written explanation in place of the coordinator's signature and email us at [skp@st.ritsumei.ac.jp](mailto:skp@st.ritsumei.ac.jp).*

**Housing Preference Survey** 入寮希望調査

- ☐ Have you checked the important notes regarding the International Houses (I-Houses)?
- ☐ Have you carefully read and checked the guidebooks for the I-House(s) where you wish to live on the campus that you wish to apply for?

I-House Information

[Kinugasa Campus](#)

[Osaka Ibaraki Campus](#)

[Biwako-Kusatsu Campus](#)

*Note: The official housing application must be submitted after the announcement of admission results. If you wish to apply for International Houses (I-House), please carefully read the materials distributed at the time of the announcement and make sure to submit your housing application accordingly.*

**Confirmation of Application Information** 申請情報の確認

- ☐ Have you checked all your application details on the Confirmation of Application Information page?
- ☐ Have you saved the confirmation page as a PDF?
- ☐ After above, have you clicked “Submit” to complete your application?

*Note: Your coordinator must check your application before submission.*

**After submission**

- Once you submit your application form, you will receive a submission completion email within 24 hours. If you do not receive it within 24 hours, your application may not be complete. Please contact SKP staff in this case.
- SKP staff may contact you to confirm your application, so please check your email regularly.
- For the schedule following application submission, please refer to **01. Schedule**. We will provide detailed information on the next steps to follow. If you are accepted, please make sure to check this information carefully.
- If there are any questions regarding the submitted application documents, the SKP staff will generally contact your home university's exchange coordinator. However, if additional documents are required, the applicant may be contacted via email directly.

## 05. Certificate of Eligibility (COE) Application Submission

### Submission Period:

Start: Friday, October 3, 2025, 10:00 AM JST

Deadline: **Tuesday, November 4, 2025, 9:00 AM JST**

### Important Notes

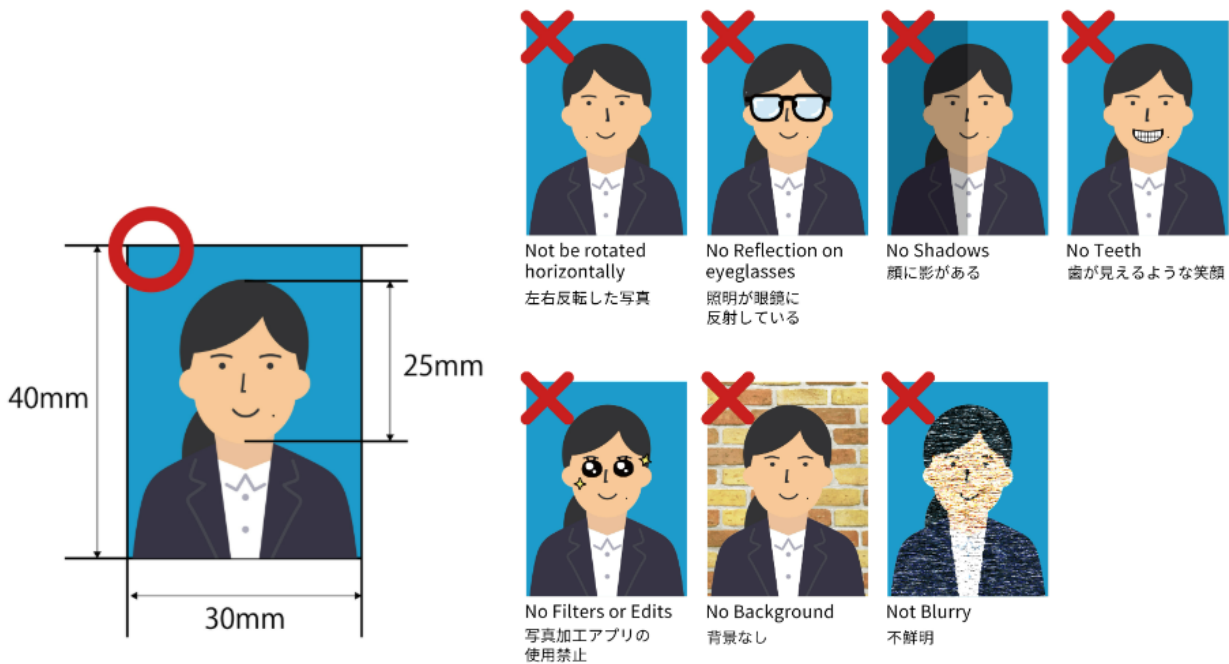
- The COE application is submitted to the Immigration Services Agency of Japan as a preliminary step before obtaining a Japanese visa at a Japanese embassy or consulate.
- **All information provided must be accurate and truthful. False information may result in denial.**
- **Late or incomplete applications will not be accepted.**
- Due to stricter screening, additional documents may be requested by the Immigration Services Agency. Ritsumeikan University may contact you to verify your submitted information. Check your email regularly for updates and requests.
- Ritsumeikan University is not responsible for the duration or outcome of the COE review process.
- **Submission of the COE form is required for all applicants, including those with Japanese citizenship or a Japanese residence card to confirm your financial support. If you have a Japanese residence card, please send us the copy of your residence card by email to [skp@st.ritsumei.ac.jp](mailto:skp@st.ritsumei.ac.jp).**
- For more information on visa application, please check the [Immigration Services Agency of Japan's website](#).

### **Q: Please upload your ID photo in JPG format only.**

- ☐ Have you checked the photo specifications on the [Immigration Service Agency of Japan's website](#) and taken your photo in accordance with those specifications?
- ☐ Have you uploaded a photo that was taken within the last 3 months?
- ☐ Is the uploaded photo over 300 dpi?
- ☐ Is the uploaded data in JPG format?

### **< ID photo Checklist for COE application >**

- Must have been taken within 3 months and reflect your current appearance.
- Must have a plain background with no shadows.
- Must be sharp and clear (no blurring or out of focus).
- Must show you facing forward, without wearing a hat ,earbuds, or headphones.
- Must not be edited or retouched using apps or filters.
- Must show a neutral facial expression and both eyes open and no visible teeth or smile.
- Must not be mirrored or flipped due to being taken as a selfi.

**Q: Do you currently have a valid passport?**

- ☐ Yes: Is the passport valid until the end of the SKP study period?
- ☐ No: If your passport is not valid until the end of your SKP study period, or if you do not have a passport, immediately take steps to renew or obtain your passport and inform the SKP staff of this situation.

1. Submit one of the following documents to the application form.

If you are in the process of renewing your passport or planning to do so:

Please submit a copy of your current passport and a copy of your new passport application or a written statement. In the statement, please indicate that you are renewing (or planning to renew) your passport with the same name, date of birth, and gender as in your renewing passport. The COE application should be submitted using the information provided in the statement or the new passport application. If there are any changes, you will need to reapply for the COE, so please make sure the information is accurate.

If you do not have a passport:

Please submit a copy of your new passport application or a written statement. In the statement, please indicate that you are in the process of obtaining your passport with the same name, date of birth, and gender as in your obtaining passport. The COE application should be submitted using the information provided in the statement or the new passport application. If there are any changes, you will need to reapply for the COE, so please make sure the information is accurate.

2. Please send us a copy of your new passport as soon as you have it by e-mail with a password protected PDF file.

**Q: Passport**

- ☐ If there is a page with important information such as full name, etc., separate from the page with your ID photo, nationality, and name, is that additional page included in the submitted file?

- ☐ If you have entered Japan in the past, have you submitted the page(s) with the entry/exit stamps? If there are multiple pages, please merge them into one PDF file before uploading.
- ☐ (In the case of multiple citizenship) Have you upload a copy of the passport that will be used to enter Japan? If you have a Japanese passport, you must enter the country with your Japanese passport.

#### **Q: Nationality**

***Note: Japanese nationals must indicate that on the application and enter Japan with a Japanese passport, even if they have dual citizenship. There have been cases where the applicant has Japanese citizenship without being aware of it. If there is a possibility that you may have Japanese citizenship, please confirm with your family. Please note that there have been situations in the past where applicants applied with a different passport without knowing that they have Japanese citizenship, which hindered the issuance of their visa.***

#### **Q: Location of Japanese Embassy or Consulate for visa application**

*Note: As an application for visa is made by the applicant him/herself at the Japanese Embassy / Consulate General with jurisdiction over the area in which the applicant lives or those with jurisdiction over the country of which the applicant's passport is issued, applications cannot be submitted at the travel destination (i.e., Japan). For more information, please check the [Ministry of Foreign Affairs of Japan's website](#).*

#### **Q: How many times have you entered Japan?**

*Note: Even if you enter Japan via a transit (connecting flight), it will still count as an entry and must be included in your application.*

*If you hold multiple nationalities and have entered Japan with each nationality, please inform us of the number of entries for each nationality via email.*

#### **Q: Educational Background and Employment (Work) History**

*Note: Please enter your **academic or work history (including your current or most recent school) for the past five years since graduating from high school.***

#### **Uploading Financial Certificates or Scholarship Award Certificate**

**Exchange Students: You must provide proof that you can cover living expenses of approximately ¥100,000 per month.**

**- 1 semester: ¥600,000**

**- 2 semesters: ¥1,200,000**

**Self-sponsored Students: You must provide proof that you can cover not only living expenses of approximately ¥100,000 per month, but also the total program fee.**

**- 1 semester: ¥1,100,000**

**- 2 semesters: ¥2,100,000**

**Financial Certificates**

- ☐ Does the total amount shown on the financial support certificate meet the required amount?
- ☐ Is the document one of the following: a bank transaction certificate or a bank-issued certificate that indicates the account type and balance, issued under the name of the applicant or the financial supporter?

*Note: Credit card statements and investment documents (such as stocks and other securities) are not accepted as valid proof.*

*The bank name, account holder's name, account type, final balance, issue date, and other key details should be **clearly highlighted using a colored pen or marker.***

- ☐ Is a translation attached if the document is written in a language other than English or Japanese?
- ☐ Are all the forms filled out in Japanese yen?

**Scholarship Award Certificates**

- ☐ Does the total amount shown on the scholarship award certificate meet the required amount?

*Note: A certificate indicating that you will receive a grant-type scholarship during your SKP participation period is also accepted as a financial support certificate. The name of the scholarship, the recipient's name, the granting institution, and the amount of monthly support should be **clearly highlighted using a colored pen or marker.** If you are currently applying for a scholarship and cannot submit a certificate verifying the scholarship, please submit your or your financial supporter's financial certificates.*

- ☐ Is a translation attached if the document is written in a language other than English or Japanese?
- ☐ Are all the forms filled out in Japanese yen?

**<Notes> Scholarship Certificates for Loan-Type Scholarships**

- The Immigration Services Agency of Japan has specific requirements for certificates related to loan-type scholarships. For detailed information, please refer to the link below from the Immigration and Residence Management Agency: [To all international students \(including those wishing to study abroad; the same shall apply hereinafter\) who wish to pay their tuition fees and other expenses through loan-type scholarships, and to educational institutions that plan to accept such international students | Immigration Services Agency \(moj.go.jp\)](#)
- If you plan to submit a certificate for a loan-type scholarship, please be aware that **additional documents may be required**. Students should note that in some cases, the issuance of the Certificate of Eligibility (COE) may take longer.

## 06. [Health Registration Form] (After application results are announced)

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After application results are announced, all accepted applicants are required to submit their health information through an online form.

The living environment in Japan is very different from that of your home country. A change in living environment may result in symptoms that were not present before or may exacerbate existing symptoms. In addition, there may be situations when the treatment you received in your home country is not available in Japan, or you have to accept alternative treatment methods. Therefore, if you are currently undergoing treatment or follow-up for a major illness or surgery, please be sure to submit a medical certificate and a medical prescription in the following format.

 **Medical Certificate** ← Be sure to click here to download the most recent version

If you have an illness, disability, or other personal circumstances, you can consult with us regarding support and accommodation available for your studies at Ritsumeikan University. Please check the [\[Reference Materials\]](#) on the next page and submit the relevant documents if you wish to have a consultation for support or accommodations. The deadline for submission is **Mid-January, 2026 (Tentative)**. **Please prepare your documents and other materials so that they are submitted by the deadline.**

- Part 1: Health Information — *Required for all students*
- Part 2: Submission of Documents Related to Illness or Disability — *Optional*
- All submitted information will be treated as personal and will be destroyed upon completion of the program.
- You may consult with us at any time regarding illness and disabilities, but depending on the timing of your consultation, Ritsumeikan University may not be able to offer the support and accommodations you desire.

**[Reference Materials]**

<b>Circumstances</b>	<b>What to Expect</b>	<b>Documents to Be Submitted</b>
You are diagnosed with an illness or have a disability.	The living environment in Japan is very different from that of your home country. A change in living environment may result in symptoms that were not present before or may exacerbate existing symptoms. In addition, there may be situations when the treatment you received in your home country is not available in Japan, or you have to accept alternative treatment methods.	Medical certificate Medical prescription
You need to continuously take medication or require continuous medical treatment.		
Based on your diagnosed illness or disability, you have consulted with individual teaching staff at your home university regarding support and accommodations.	In order to receive support and accommodation at Ritsumeikan University, in principle, an application must be made at the start of the semester, and it must be approved as reasonable accommodations. Please note that what is considered reasonable accommodations will be determined based on the standards of Ritsumeikan University and the standards of Japanese higher education and may differ from what is considered reasonable accommodations in your home country or at your home university. Therefore, the reasonable accommodation that you are currently receiving in your home country or at your home university may not be approved at Ritsumeikan University.	Medical certificate Documents describing reasonable accommodations received at your home university
You have applied to receive reasonable accommodation at your home university based on your diagnosed illness or disability.		
You are diagnosed with an illness or have a disability but have no experience of seeking special assistance or accommodations.	The ways in which students learn at Ritsumeikan University is different from those in your home country or at your home university. As you adjust the ways you learn, you may encounter challenges that are not a problem in your home country or at your home university. In some cases, it may be necessary to apply for reasonable accommodations to support your study at Ritsumeikan University.	Medical certificate
You have no diagnosed illnesses, disabilities, etc., but have significant anxiety about studying and student life.	The ways of learning and campus environment are very different from those in your home country and your home university. If you feel significant anxiety about your studies or student life, we recommend that you confirm the number of credits you want to earn and what you want to achieve at Ritsumeikan University and contact us for advice.	A document describing your anxiety (free format)

**Required Application Documents**

Please refer to the list of required application documents below and check for the requirement detail in the Application Guidelines. **Incomplete documents will not be screened.**

Check	Required Item	Applicants	Contents	Format
〔 〕	Certificate of Enrollment or Graduation	All	An <u>official</u> Certificate of Enrollment from the university you are currently attending.	PDF
		Required if applicable	An <u>official</u> Certificate of Graduation from the university you have graduated.	
〔 〕	Academic transcript	All	The most recent <u>official</u> academic transcript with grading system explanation	PDF
		First year of graduate students	You must also submit the academic transcript for your undergraduate studies.	
〔 〕	Certificate of English or Japanese Language proficiency	RCE and IJL applicants who are non-native English speakers and wish to take courses in English	TOEFL® iBT 68/ PBT 520, CEFR B2, or IELTS 6.0 (or other score indicating an equivalent proficiency level). <i>TOEFL iBT® Home Edition, the TOEFL® Essentials™, or the TOEFL® ITP is not accepted. RU only accepts TOEFL® iBT scores from a single test date, not MyBest® scores.</i>	PDF
		IJL / RCE applicants	If you have a JLPT score or a score on the EJU, the certificate can be uploaded.	
		RCJ applicants	JLPT N1 or equivalent score on the EJU	
〔 〕	Passport copy	All	<b>A copy of the passport page that includes your ID photo, nationality, and full name is required.</b> If there is a separate page containing important information such as your full name, a copy of that page must also be submitted. Additionally, please provide copies of any pages with entry/exit stamps if you have previously entered Japan.	PDF  If there are multiple pages, please merge them into one PDF file before uploading.
		Applicants with dual or multiple citizenship	A copy of the passport that will be used to enter Japan. If you have a Japanese passport, you must use the Japanese passport and therefore upload a copy of the Japanese passport.	

( )	Financial Support Documents (e.g., bank balance certificate) or Scholarship Award Certificates	All	<p><b>Documents verifying that the applicant or their financial sponsor can provide sufficient funds.</b></p> <p><b>Exchange Students:</b> ¥600,000 for one semester / ¥1,200,000 for two semesters</p> <p><b>Self-sponsored Students:</b> ¥1,100,000 for one semester / ¥2,100,000 for two semesters</p>	PDF
( )	ID Photo	All	Please check the photo specifications on <a href="#">the Immigration Service Agency of Japan's Website</a> . The data must be uploaded in JPG format.	JPG