

SKP (Study in Kansai Program)

Student Exchange Program, Ritsumeikan University

2027 Spring Semester **Application Guidelines**

Please be sure to review the following information carefully before submitting your application. If you have any questions, please contact the exchange coordinator at your home university as early as possible once the application period starts.

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01. Schedule

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

	Spring Semester	Fall Semester
Start Date for Application	Friday, October 2, 2026 10:00 AM	
Application Submission Deadline	Monday, November 2, 2026 9:00 AM	
COE (Certificate of Eligibility) Application Procedure	Early November to Early December (Details to follow from the administrative scrivener)	
Announcement of Application Results	By Late December	
(All Students) SKP Student Support Fee Payment Deadline* ¹	By Early January, 2027	
(Self-Sponsored Students) Tuition Fee Payment Deadline* ²	By Early January	
Health Registration Form Deadline	Mid-January	
COE (Certificate of Eligibility) Sent Out* ³	Mid-February	
Announcement of Housing/Scholarship Results* ⁴	End-February	
Arrival in Japan	Early to Mid-March	
Orientation Begins	Early to Mid-March	
Start of the Semester	April 1	September 26, 2027
Classes Begin * ⁵	April 7	September 27
Program Ends	July 31	January 31, 2028
End of the Semester	September 25	March 31
Academic Transcripts Issued	After September 26	After April 1
Academic Transcripts Sent Out* ⁶	Early October	Mid-April

*¹ For details, please refer to “(0) Changes from the 2026 Fall Semester”.

*² Successful self-sponsored students from partner universities are required to make a full, one-time payment of the tuition fee within two weeks from the announcement of acceptance. Please note that installment payments are not accepted. Payment must be made through Convera, the university's designated international payment service. 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, 2027**) set before the start of the semester.

*³ This date may change depending on the COE issuance status at the Immigration Services Agency of Japan. Once the COEs have been issued, they will be sent to accepted students by email by the administrative scrivener corporation appointed by Ritsumeikan University.

*⁴ The JASSO Scholarship is available only if the program is selected for funding by the Japan Student Services Organization (JASSO). In addition, the RUSSES Scholarship Program will end at the conclusion of the Fall 2026 semester. The JASSO Scholarship is not guaranteed and may not be awarded depending on the academic year, semester, and selection results.

*⁵ Extension of the study period after application (e.g., changing from one semester to two semesters) is not permitted. Students are expected to develop a thorough and well-considered study plan before applying. Consecutive semester applications are also not accepted. For example, students accepted for one semester in Spring 2027 may not apply again for one semester in Fall 2027. Students wishing to study for one academic year must apply as one-year students from the outset. Extensions after enrollment in the SKP Program will not be approved. Applicants are responsible for selecting the correct starting semester and intended study period at the time of application.

*⁶ Ritsumeikan University **DOES NOT issue digital transcripts, and transcript data cannot be sent via email.** Upon completion of the program, one official English transcript will be sent directly to the student's home university free of charge. For students enrolled for a full academic year, academic transcripts for the entire study period will be issued only after the second semester ends. Students who require a transcript after one semester must purchase an official transcript and arrange for it to be sent to their home university by themselves. Students requiring additional transcripts for personal use must apply and purchase them through the Alumni Association website. Further details will be provided after arrival.

02. Pre-Application Preparation

(0) Changes from the 2026 Fall Semester

● Language Requirement

Beginning with the 2026 Fall Semester, the language requirements have been revised. Please refer to the document for details:

<https://en.ritsumei.ac.jp/skp/apply/pdf/LanguageRequirementsENG.pdf>

● Scholarships

Please note that the application form still contains information about the RUSSES Scholarship. However, the RUSSES Scholarship Program will end at the conclusion of the Fall 2026 semester and will not be offered from the Spring 2027 semester onward. Students may apply for the JASSO Scholarship; however, it is available only if the program is selected for funding by the Japan Student Services Organization (JASSO). Please note that the JASSO Scholarship is not guaranteed and may not be awarded depending on the academic year, semester, funding availability, and selection results.

● Changes to the COE (Certificate of Eligibility) Application Process

Applicants must submit a separate COE (Certificate of Eligibility) Application Form in addition to their program application. Starting from Spring 2027, COE applications will be processed through an administrative scrivener corporation appointed by the university. Applicants are required to submit the necessary information through a web form that will be provided separately by the administrative scrivener corporation at a later date. For details, please refer to "05. Certificate of Eligibility (COE) Application Submission"

● Establishment and Collection of the SKP Student Support Fee (Applicable to All SKP Students)

Starting from Spring 2027, all SKP students, including both exchange and self-sponsored students, will be required to pay the SKP Student Support Fee (JPY 50,000). The fee will be used to cover various services and support provided to SKP students, including the following:

- Medical assistance and emergency support services required for SKP students
- Enrollment in university-designated insurance plans, including Gakkensai (Personal Accident Insurance for Students Pursuing Education and Research) and Gakkenbai (Liability Insurance Coupled with Gakkensai)
- Application and administrative fees related to immigration procedures, including the Certificate of Eligibility (COE)
- SKP programs, activities, and events
- Other expenses deemed necessary by the university to support SKP students

* All students are required to make a full, one-time payment of the SKP Student Support Fee within two weeks from the announcement of acceptance. Payment must be made through Convera, the university's designated international payment service. 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, 2027**) set before the start of the semester. Please note that any refund will be issued after deducting the bank transfer fees incurred by the university.

* Costs for government or local government programs (e.g., Japan's National Health Insurance), as well as insurance plans or services chosen by the student (e.g., University Co-op), are not included. Students are responsible for enrolling in and paying for these separately after arriving in Japan. Further details will be provided upon admission and during orientation.

(1) [Important] Select a Study Track and Campus, and Confirm Available Colleges/ Graduate Schools

In SKP Program, applicants must select a study track and campus based on the language of instruction and academic field of the courses they wish to take. First, refer to the chart below to identify the colleges and graduate schools available under each track. Then, review the past [course lists from previous semesters](#) and select the track and campus that best matches the applicant's academic interests and study plan.

You wish to study Japanese language intensively and/or wish to take courses in your major in Japanese. → Go to 1

You wish to take courses in your major in English. → Go to 2

※ Please refer to “(2) Confirm Application Requirements” for the language requirements of each track.

1. I want to study primarily in Japanese.

2. I want to study primarily in English.

At the time of application, have you passed the N1 level on the JLPT (Japanese Language Proficiency Test) or achieved an equivalent score on the Examination for Japanese University Admission for International Students (EJU)?

YES

NO

Regular Courses in Japanese (RCJ)

Colleges/ graduate schools offering courses in Japanese
*Please check the course lists from previous semesters before choosing a campus.

• Letters • Social Sciences • Law	• Business Administration • Policy Science • Comprehensive Psychology • Image Arts and Sciences • Information Science and Engineering	• Economics • Life Sciences • Sport and Health Science • Gastronomy Management (Science and Engineering)
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Intensive Japanese Language (IJL)²

Colleges/ graduate schools offering courses in English that can be taken in addition to Japanese language classes (Levels I to VIII)

• International Relations
• Letters
• Social Sciences

Regular Courses in English (RCE)

Colleges/ graduate schools offering courses in English
*Please check the course lists from previous semesters before choosing a campus.

• International Relations • Letters • Social Sciences	• Business Administration • Policy Science • Information Science and Engineering	• Economics
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RCJ Kinugasa Campus (Kyoto Prefecture)	RCJ Osaka Ibaraki Campus (Osaka Prefecture)	RCJ Biwako-Kusatsu Campus (Shiga Prefecture)
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IJL Kinugasa Campus (Kyoto Prefecture)

RCE Kinugasa Campus (Kyoto Prefecture)	RCE Osaka Ibaraki Campus (Osaka Prefecture)	RCE Biwako-Kusatsu Campus (Shiga Prefecture)
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Japanese language classes⁵

Introductory level ³ ; only available for the first semester of enrollment	Introductory level - advanced level ⁴	No Japanese language classes available
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College/graduate school to be enrolled in

The college/graduate school to be enrolled in will be indicated on your student ID card for administrative purposes. Please be reminded that this college/graduate school may differ from the one that you currently major in. At the time of the application to SKP, applicants will be asked to choose your track, campus, and registrable school under the campus category.

• International Relations • Letters • Social Sciences • Law	• Business Administration	• Economics • Science and Engineering	• International Relations • Letters • Social Sciences • Law	• International Relations • Letters • Social Sciences • Law	• Business Administration	• Economics • Science and Engineering
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<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.

<IMPORTANT NOTES>

- **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. As each class period lasts for 95 minutes at Ritsumeikan University, **students must take at least 7 class sessions 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, 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](#)
- At Ritsumeikan University, each class session is 95 minutes long, and each semester consists of 14 weeks (14 class meetings). For more details, please refer to the following page:
[Changes in Class Hours from AY2025 | Ritsumeikan University](#)
- Courses offered by the College of Design and Art, opening in April 2026, will not be available to SKP students for the time being.

(2) Confirm Application Requirements

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

Track	Regular Courses in Japanese (RCJ)	Intensive Japanese Language (IJL)	Regular Courses in English (RCE)
Course List	Course Lists From Previous Semesters ¹		
Enrollment Requirements	Applicants must meet both a) and b): 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 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		
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	JLPT N1 or EJU Japanese (Reading Comprehension, Listening, and Listening-Reading Comprehension): 280 or above, and Japanese (Writing): 35 or above ²	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. Applicants that wish to take courses in English must meet the same language requirements as RCE applicants.^{2/3}	<u>Applicants must either meet the score waiver criteria² or submit one of the following minimum English test scores²:</u> TOEFL iBT: 76 (New scoring system: TOEFL iBT 4.0) IELTS Academic: 6.0 Cambridge B2 First: 170 Cambridge C1 Advanced: 170 Duolingo English Test: 100
Campus	Kinugasa Campus (Kyoto Prefecture) Osaka Ibaraki Campus (Osaka Prefecture) Biwako-Kusatsu Campus (Shiga Prefecture)	Kinugasa Campus (Kyoto Prefecture)	Kinugasa Campus (Kyoto Prefecture) Osaka Ibaraki Campus (Osaka Prefecture) Biwako-Kusatsu Campus (Shiga Prefecture)
Study Period	Half year (1 semester) or full year (2 semesters) ⁴		

¹The 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. Please note that past course lists are provided for reference only, and 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.

²Verification of the relevant language proficiency test score **must** be submitted at the time of application. The following tests/scores are NOT accepted: TOEFL iBT® Home Edition, TOEFL® Essentials™, TOEFL iBT® MyBest® Score (only scores from a single test date are valid), IELTS Online, IELTS One Skill Retake, TOEIC® IP Test, and other institutional tests.

Submission of an English proficiency test score may be waived if the applicant meets any of the following conditions. The home university's coordinator must indicate this at the time of nomination.

- The applicant is enrolled in an academic program at their home institution that is conducted entirely in English.
- The applicant holds citizenship of, or has completed (or is expected to complete) an undergraduate or graduate program in one of the

following countries:

United States, United Kingdom, American Samoa, Australia, Botswana, Canada (excluding Quebec), Fiji, Ghana, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, New Zealand, Nigeria, Papua New Guinea, Samoa, Singapore, Solomon Islands, South Africa, Tonga, Trinidad and Tobago, Zambia, Zimbabwe

- The applicant is a citizen of one of the countries listed above and who has completed at least one full-time academic year (or the equivalent) of upper-secondary or secondary education (equivalent to Year 11 or Year 12) conducted in English at an accredited institution within those countries.
- If a student exchange agreement includes special provisions regarding English proficiency, the applicant must submit the documents specified in the agreement.

³ 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.

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

(3) Pre-Application Consultation Service

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 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 accommodation.
- 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: skp@st.ritsumei.ac.jp

03. Scholarships

SKP applicants may apply for the JASSO Scholarship. However, the JASSO Scholarship is available only if the program is selected for funding by the Japan Student Services Organization (JASSO). **Please note that although information about the RUSSES Scholarship is still included in the application form, the RUSSES Scholarship Program will end at the conclusion of the Fall 2026 semester and will not be offered from the Spring 2027 semester onward.**

Please note that the JASSO Scholarship is not guaranteed. Depending on the academic year, semester, availability of funding, and selection results, no scholarship may be awarded.

	JASSO Scholarship
Outline	The Japan Student Services Organization (JASSO) provides this scholarship to exchange students through Ritsumeikan University, and applicants are screened by Ritsumeikan University.
Monthly Stipend	80,000 yen
Period	One semester (4 months) or two semesters (10 months) The funding will start from April for Spring Semester/ from October for Fall Semester.
Eligibility	Exchange students from partner universities that will reside in Japan under a student visa while participating in SKP 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.
Application Process	Complete all required sections of the "Scholarship Application" in the SKP Application Form. <i>*Students can only apply for scholarships at the time of program application.</i>
Ineligible Students	a) Students who are receiving any other scholarship(s) that total over 80,000 yen/month* during their study period in Japan b) Students with a GPA below 2.3 on JASSO's 3.0 scale c) Students with Japanese citizenship, including those with dual citizenship d) Students with a Japanese visa other than the student visa e) Students who cannot submit an official transcript with all required information <i>* Students who receive other scholarships totaling more than JPY 80,000 per month are required to decline the JASSO Scholarship.</i>

Important Notes	● Please provide accurate and truthful information regarding any scholarships you are expected to receive or have applied for, as well as any financial support you receive from family or others. Submitting false or misleading information may result in disqualification from receiving scholarships. ● Only selected applicants will be notified. ● You cannot receive the JASSO Scholarship if you receive other scholarships totaling over 80,000 yen/month during your SKP period. ● If you receive any other scholarship(s) with a total monthly value exceeding JPY 80,000, you must withdraw from the JASSO Scholarship. If you continue to receive the JASSO Scholarship without completing the withdrawal procedure, the following measures may be taken: 1. Your scholarship may be suspended and repayment may be required. 2. Students from your home institution may become ineligible to apply for JASSO Scholarships in the future. 3. Your status as an international student at Ritsumeikan University may be revoked. ● Scholarship applications must be submitted with the SKP application and are not accepted by semester, even for one-year students. ● Scholarships are competitive and not all applicants will be selected. Screening is based on multiple criteria, and details may vary each year. ● Inquiries regarding the screening procedures cannot be answered. ● JASSO Scholarship cannot be used as financial proof for your Certificate of Eligibility. ● The scholarship scheme, terms and availability are subject to change.
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04. SKP Application Submission

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.) 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 as digital files in either PDF or JPG 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

- The application link and student's 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.
- **The ID and password for the application system will be sent by email from skp@ritsumeikan.sakura.ne.jp. Please check your email security settings in advance to ensure that you receive messages from this address and be sure to check your spam/junk folder as well.**
- 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.
- **Please keep a record of the email address used to log in to the application form, as it will be used for future communications and various administrative procedures throughout the program.**

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.

- ☐ Step1-5. SKP Participation Period
- ☐ Step1-6. Language on Which Program Participation is Based
(Primarily Japanese/ Primarily English)
- ☐ Step1-7. Study Track
- ☐ Step1-8. Campus

◆ Track/Campus check

Note: Please make sure that the track and campus selected by your home university coordinator matches the track and campus you selected yourself. If they do not match your preferred track and campus, please contact your home university coordinator. Any changes require approval from your home university. If the change is approved, please ask your home university coordinator to inform the SKP staff of the requested change.

◆ 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 your name exactly as it appears in the Machine-Readable Zone (MRZ) of your passport?

Step1-14. Mailing Address

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

Step1-15. 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

Step1-18. 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 [\(1\) Select Your Study Track and Campus, and Confirm Available Colleges/ Graduate Schools](#) and confirm your track and campus?

Note: SKP students may select courses only from the course lists for each track/campus that are provided at the beginning of the course registration period. You cannot choose from the full range of courses available to regular students. For administrative purposes, the College/Graduate School to which a student is assigned will be indicated on their student ID card. Please note that this assigned College/Graduate School may differ from the one in which you currently major. On OIC campus, applicants may only select the College/Graduate School of Business Administration as their affiliation. However, students will still be able to take courses offered by other Colleges/Graduate Schools.

Step1-20. 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: The issuance date of transcripts cannot be expedited. Electronic transcripts and email delivery are not available.

◆ English Language Proficiency

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

RCE applicants and IJL applicants who wish to take courses taught in English must either meet the score waiver criteria or submit one of the minimum English proficiency test scores: TOEFL iBT Test: 76 (New scoring system: TOEFL iBT 4.0), IELTS Academic: 6.0, Cambridge B2 First / C1 Advanced: 170, Duolingo English Test: 100. **English proficiency test scores other than those listed will not be accepted.**

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

Note: IJL applicants who wish to take 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 RCJ track applicants, submission of a JLPT N1 or EJU Japanese with a total score of 280 or above in Reading Comprehension, Listening, and Listening–Reading Comprehension, and a score of 35 or above in Writing is mandatory.

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

- ☐ Have you read the information about Japanese language classes (refer to [\(1\) Select Your Study Track and Campus, and Confirm Available Colleges/ Graduate Schools](#) *particularly 3&4) and understood the details?

Note: If you wish to take Japanese language classes, you must indicate your wish to take Japanese language classes at the time of your application. Requests made after submitting your application will not be accepted. Please be aware that enrollment to Japanese language courses is limited and cannot be 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

- ☐ Have you confirmed that your statement of purpose in Japanese is **between 500 and 700 characters**?
- ☐ Have you confirmed the statement of purpose in English is **between 500 and 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

Step4-1. Scholarship Application

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

Note: Although the application form still contains information about the RUSSES Scholarship, it will end at the conclusion of the Fall 2026 semester and will not be offered from the Spring 2027 semester onward.

Step4-4. Are you planning to apply for or receive any scholarships other than those through Ritsumeikan University (i.e., JASSO) 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. Please enter any scholarships that have already been approved for the period you plan to participate in SKP, as well as any scholarships you plan to apply for in the future.

- ☐ 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 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.

Other Application Materials その他申請書類

Step5-1. Academic Transcript

- ☐ 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 submitted 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

- ☐ 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 leave of absence, have you submitted a certificate that proves this? Please be reminded that students must be officially re-enrolled at their university while participating in the program.

Step5-3. Passport Copy

- ☐ If you hold multiple nationalities (including Japanese nationality), have you uploaded passports from all countries of which you are a citizen?
- ☐ Have you also uploaded any expired passports you possess?
- ☐ If you do not currently have a passport, have you uploaded a document explaining that you do not possess one at this time?

Note: Your passport information will be used to verify your name, nationality, and eligibility for an English score waiver. If you are required to apply for a Certificate of Eligibility (COE), you will need to submit your passport information again through a web form provided separately by the administrative scrivener corporation.

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 sent 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](#).
- 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.

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.	
〔 〕	Language Certificates	RCE applicants and IJL applicants who wish to take English courses but do not qualify for score waiver criteria	Please submit one of the following scores: - TOEFL® iBT Test 76 (New scoring scale: TOEFL® iBT 4.0) - IELTS Academic 6.0 - Cambridge B2 First / Cambridge C1 Advanced 170 - Duolingo English Test 100 or above	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 EJU Japanese (Reading Comprehension, Listening, and Listening-Reading Comprehension): 280 or above, and Japanese (Writing): 35 or above	
〔 〕	Personal Statement	All	A statement of purpose written in Japanese or English	PDF
〔 〕	Passport copy	All	A copy of the passport page that includes your ID photo, nationality, and full name is required. 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.	
〔 〕	Residence Card	Required if applicable	Please submit a copy of the front side of your Residence Card with all four clearly visible corners. If your card is integrated with a My Number Card, please do not submit the My Number side.	PDF

05. Certificate of Eligibility (COE) Application Submission

Student Visa Applicants

Applicants who do not hold Japanese nationality and do not possess a valid Residence Card must apply for a Certificate of Eligibility (COE) to obtain a student visa. COE applications will be processed through an administrative scrivener corporation appointed by the university. Detailed instructions will be provided separately by the administrative scrivener corporation at a later date. Please submit the required information through the designated web form.

Japanese Nationals

Japanese nationals are not required to apply for a COE. However, after the admission results are announced, you will be required to submit a family register extract (*koseki shohon*) and an ID photo for the issuance of your student ID card. Please prepare these documents in advance. **All Japanese nationals, including dual nationals, must enter Japan using a Japanese passport. Failure to do so may affect immigration procedures and participation in the program.**

Residence Card Holders

Applicants who currently hold a valid Residence Card should submit a copy of the front side of their Residence Card, with all four corners clearly visible, through the application form. Whether a Certificate of Eligibility (COE) application is required will be determined after we review your current residence status and related information, and we will contact you separately.

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

After the admission results are announced, all students are required to complete and submit the Health Information Registration Form. This procedure helps ensure that students can study at Ritsumeikan University in a safe and healthy environment and allows the university to consider any necessary medical support or academic accommodations.

Submission deadline: Mid-January (tentative)

Detailed instructions, including the submission method, will be provided separately to admitted students.

Part 1: Health Information Required for All Students

If any of the following applies to you, please submit the additional documents listed below.

Students who are currently receiving medical treatment, attending regular medical appointments, taking medication, or undergoing observation for an illness or disability, as well as students who may require special medical attention during their stay in Japan (including severe allergies).

Required Documents

-  Medical Certificate (Ritsumeikan University designated form)
- Prescription(s)

Please note that if you plan to bring medication into Japan, an Import Confirmation Certificate may be required depending on the type and quantity of medication. Further information will be provided in the Health Information Registration Form.

Part 2: Consultation Regarding Reasonable Accommodations Only for Students Requesting Accommodations

Please review the [\[Reference Materials\]](#) below and submit additional documents if any of the following situations apply to you.

Students requiring ongoing medical treatment or medication (Reference ①)

Students who are currently receiving treatment, taking medication, attending regular medical appointments, or who may require special medical care during their stay in Japan, including severe allergies.

Required Documents

-  Medical Certificate
- Prescription(s)

Students requesting academic accommodations (References ② and ③)

Students who wish to consult with Ritsumeikan University regarding academic accommodations related to a medical condition or disability should submit the following documents. Requested accommodations will be considered based on university policies and individual needs.

Required Documents

-  Medical Certificate
- Documentation of accommodations provided by your home institution
- Statement describing anticipated academic challenges (optional)

Information submitted will be treated as confidential and managed appropriately. Consultations regarding medical conditions, disabilities, or related concerns are accepted at any time; however, depending on the timing of the consultation, requested support or reasonable accommodations may not be available.

Even if you do not intend to request reasonable accommodations, please inform us through the Health Information Registration Form if you have any concerns regarding your studies or student life in Japan.

[Reference Materials]

	Circumstances	What to Expect	Documents to Be Submitted
①	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 Prescription(s)
	You need to continuously take medication or require continuous medical treatment.		
②	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 accommodation. 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 Documentation of accommodations provided by your home institution
	You have applied to receive reasonable accommodation at your home university based on your diagnosed illness or disability.		
③	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 accommodation to support your study at Ritsumeikan University.	Medical certificate A document describing any anticipated difficulties related to academic study (optional)