

Checklist

- ※ Prepare all documents according to the checklist
- ※ Application documents must be submitted through the program coordinator, direct submission from applicants is not acceptable
- ※ All documents and forms should be written or issued in Japanese or English.
- ※ **Application documents should NOT be photographed, but convert to PDF using a scanner or copier. (This is to prevent distortion and blurring of documents due to camera shake and also light reflection and shadows, etc.)**
- ※ Application documents should be submitted as one PDF, in the order listed in the check list, and not document by document

Application documents required for Doshisha exchange program

<input type="checkbox"/>	<p>※ Application form for the exchange program at Doshisha University (designated form)</p> <ul style="list-style-type: none"> - All fields must be completed and final page (3rd page) must be signed by the applicant and the program coordinator as a pledge. - If there is not enough space for the “9. Educational background”, please write on a separated paper (A4 size) and submit it together. - Be sure to attach a photo to the top page of the application forms before the submission
<input type="checkbox"/>	<p>※ Motivation Letter (designated form for students applying to Nichibun)</p> <ul style="list-style-type: none"> - <u>GEM applicants</u> must use a PC to type at least half of the on a separate A4 size sheet of paper, with a minimum of 300 words in English. (handwritten will not be accepted) - <u>Nichibun applicants</u> must write by hand in Japanese more than half of the designated form
<input type="checkbox"/>	<p>※ Proficiency in Japanese (designated form)</p> <ul style="list-style-type: none"> - Required for <u>all Nichibun applicants</u> - If you have a certificate of JLPT score, please also submit a copy as well - <u>Only GEM applicants</u> with previous Japanese language study experience - If you have a certificate of JLPT score, please also submit a copy as well
<input type="checkbox"/>	<p>※ 【Only for GEM applicants】 Self-assessment of your Japanese level (designated form)</p>
<input type="checkbox"/>	<p>※ 【Only for GEM applicants】 English language certificate (designated form)</p> <ul style="list-style-type: none"> - All GEM applicants including a native English speaker need to submit this form
<input type="checkbox"/>	<p>※ Official academic transcript</p> <ul style="list-style-type: none"> - The transcript should show all grades and credits for each subject from the first year to the latest
<input type="checkbox"/>	<p>※ Health Certificate (designated form)</p> <ul style="list-style-type: none"> - All fields must be completed by the physician in English or Japanese. - All fields are required by <u>School Health and Safety Act</u> and any of the fields cannot be omitted.
<input type="checkbox"/>	<p>※ Accommodation Application Form (designated form)</p> <ul style="list-style-type: none"> - <u>Female applicants</u>: refer to the list of accommodation and list 6 preferences - <u>Male applicants</u>: refer to the list of accommodation and list 3 preferences ※ There is no guarantee that you will be allocated to your first choice or second choice due to the limited capacity of our accommodation. ※ Dormitory cannot be changed under any circumstances once allocated.
<input type="checkbox"/>	<p>※ JASSO Scholarship Application Form: if applicants wish (designated form)</p> <ul style="list-style-type: none"> - Applicants who wish to apply. (exclude Japanese nationals) - Please read “Regarding JASSO scholarship” carefully and submit the application form
<input type="checkbox"/>	<p>※ Copy of passport (Clear copy)</p> <ul style="list-style-type: none"> - It should cover the entire period of the exchange program - Be sure to submit a clear copy that includes the bottom part of your passport, the part of your name in English alphabets that looks like a code - <u>If you hold Japanese citizenship.</u> <ul style="list-style-type: none"> ※ Please additionally submit a copy of your Japanese passport ※ Please submit an official document such as family register (戸籍謄本) that shows your name in <i>Kanji</i> ※ Please prepare a certificate of family register (戸籍謄本) and clause (附票) – No submission required (You need these when you register your address in Japan after your arrival)
<input type="checkbox"/>	<p>※ ID photo (Passport quality photo) in PDF or jpeg (DO NOT use the same photo on your passport.)</p> <ul style="list-style-type: none"> - Make sure your photos meet all of the following requirement, it is used for a COE application and a student ID card ※ The color ID photo should be taken <u>within the last 3 months</u> (* We will edit your photo to 4cm x 3cm) ※ Full front face, no hat, plain background, the top of your head, chin and both ears must be in a frame / your front hair should not cover eyes

Documents required for CoE application

- These are the documents required to apply for COE to the Immigration Bureau. Please be sure to prepare and submit all of them.
- If you hold Japanese citizenship, you must enter Japan with a Japanese passport under the guidance of Immigration Service Agency of Japan. In this case you don't need to submit the following financial documents since it is not necessary to apply for student visa.

※ The Immigration office accepts **documents for financial evidence in Japanese or English only**. If the documents are issued in other languages, be sure to submit the **full Japanese or English translation, not only some word or/and sentences** on a separate sheet with **a seal from your home university to prove the translation is correct**.

※ Applicants need to provide a document showing sufficient funds of at least 100,000JPY per month for the whole period of your study in Japan. (e.g. The documents should show at least 600,000JPY if you apply for one semester and 1,200,000JPY if you apply for one year.)

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| <input type="checkbox"/> | <p>“Certificate of Eligibility (COE)” application to the Immigration Office (designated form)</p> <ul style="list-style-type: none"> - #9: Please write <u>Country & City</u> where you are going to apply for your visa at. It should be nearest Japanese Embassy or Consulate in your current residence or born. (e.g. London, U.K.) - #15: Please calculate and write the number of “Years of Education” from the year you entered elementary school to Sep 2024, when you will begin your exchange program at Doshisha University - #19: Please fill out your educational and work history (exclude part-time jobs) for the last 5 years (2019 - present) after high school graduation - #20(2): in case your financial supporter is your relevant(s), please write both a name of company and an occupation. (e.g. ABC Limited co, Sales person) |
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| <In case the applicant is supplying the funds him-/herself > | |
| <input type="checkbox"/> | <ul style="list-style-type: none"> - Official bank statement of the applicant either in Japanese or English - Please highlight your name and the total balance |

< In case a relative of the applicant supplies the expenses > Please submit all following documents

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| <input type="checkbox"/> | <p>Prescribed form for “Statement of expenses payment”</p> <ul style="list-style-type: none"> - Filled out by the financial supporter |
| <input type="checkbox"/> | <p>Official bank statement of the financial supporter in Japanese or English</p> <ul style="list-style-type: none"> - Please highlight the financial supporter's name and the total balance |
| <input type="checkbox"/> | <p>Certificate of <u>employment</u> and <u>annual Income</u> of the financial supporter in Japanese or English issued by his/her employer</p> <ul style="list-style-type: none"> - Please highlight the financial supporter's name, employer's name and the amount of annual income. - If the financial supporter is self-employed / owner, submit the TAX certificate of the previous year and highlight the name of the financial supporter, the name of company and the yearly income |

<In case the applicant supplies the funds by a Scholarship or/and Student loan >
 Scholarship means no repayment obligation in the future
 Student Loan means repayment obligation

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| <input type="checkbox"/> | <p>Certificate of scholarship/student loan (designated form)</p> <ul style="list-style-type: none"> - The form must be completed and signed by your program coordinator or appropriate staff at your home university - The amount on the form must be <u>only living expenses</u> (exclude other than living expenses such as “Tuition fee for the home university” and “Travel expenses” etc.) - If you are receiving both scholarship and student loan, please submit a separate form for each. |
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※ After scanning the application documents, please make sure that all the letters at the top, bottom and both ends of each document are contained within the document before submitting them to your program coordinator.