



Doshisha University Exchange program

Application Form Completion Guide

<Spring 2026 Semester (April)>

 Application Deadline: Oct 24 (Fri), 2025

The above deadline is for submission to Doshisha University.

Please check your own deadline for submission to your program coordinator at your home university.

- All documents should be written/issued in Japanese or English.
- Many students take time to receive a “Health Certificate” from their doctor. Please make an appointment for the medical check up asap and be prepared to submit the prescribed form “Health Certificate” by the application deadline.
- Application documents that have been photographed or converted to PDF using a smartphone scanning app **will NOT be accepted.** When submitting your application documents in data to your program coordinator, please use the scan function of copier to create PDF.
- Application documents must be submitted to your program coordinator in order listed in the checklist.
* Direct submission from you will not be accepted.
- Please refer to the following pages for notes and common mistake.

Download the Application Pack from the following URL

■Name of the folder <For Applicant>

https://doshishaacjp-my.sharepoint.com/:f:/g/personal/ji-incmg_mail_doshisha_ac_jp/EkBmWGNzYpFGuvXRslzxTLQBCI8UKXMoqWIRvfUooEQDuA?e=aXth3z

★	プログラムガイド 2026年春学期_Program Guide for Spring 2026
01.	交換留学プログラム願書2026年春学期_Application for Exchange Program for Spring 2026
02.	志望理由書_Motivation letter (GEMとNichibunは別様式_Separate format for GEM and Nichibun)
03.	日本語能力認定書_Proficiency in Japanese
04.	(Only GEM applicants) English Language certificate
05.	健康診断書_Health Certificate
06.	COE申請書に必要な情報_Information for the “Certificate of Eligibility (CoE)” application
07.	経費支弁書_Statement of expenses payment
08.	奨学金_学生ローン証明書_Certificate of scholarship/student loan
09-1.	寮リスト_List of dormitories for 2026
09-2.	各寮の情報_Information on each dormitory
09-3.	寮申請書_Accommodation application form 2026
10-1.	JASSO奨学金について_Regarding JASSO Scholarship
10-2.	JASSO奨学金申請書_JASSO Scholarship Application Form
11.	チェックリスト_Check List

For GEM applicants whose native language is English)]: All GEM applicants including native English speakers need to submit the form “04. (Only GEM applicants) English Language Certificate” (there is a place to ☒ "the student is a native English speaker".)

Application Form

【Page 1】

- Please be sure to check both [GEM courses](#) and [Nichibun courses](#) and understand the language requirements and course restrictions of each before making your selection. Please note that module changes are not allowed after the application deadline.
*Please read carefully the "★ Program Guide" in the application pack.
- Please be sure to affix your photo in the designated area.
*You are not the only applicant. I ask your cooperation so that I don't mix up your application or photo with other applicants.
- Your name in Katakana is required for the purpose of making your student ID card. (If you are a GEM applicant and have not studied Japanese before and cannot think of it yourself, please ask a faculty member or friend to help you.)

【Page 2】

◆ Experience of Japanese language study

Nichibun Applicants	GEM Applicants
Mandatory	Japanese language study experience only
<ul style="list-style-type: none">➤ Please calculate and enter the length of Japanese language study and <u>the total hours of study</u> at each institution (such as high school, college, self-study, etc.) until the end of March 2026, when you will begin your exchange program at Doshisha University. *For example, if you are studying Japanese language at your home university, consider how many hours per class, how many classes per week, how many classes per semester, and how many years you are and will be taking these classes until the end of March 2026 etc. and do the calculations. *For example, if you enter "10 credit hours," I don't know how many hours those 10 credits are. Please be sure to calculate and write <u>the total number of study hours</u>.	

◆ Educational Background

- Please list all educational institutions (Name, Country, Year and Month of enter & graduation/dropping etc.) have attended, regardless of whether you graduated or dropped out.
- Please also list the current university.

Application Form

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- If you need any academic study support because of disability or disease, please write the details and submit the following documents.
<Necessary documents>
 - Doctor's note etc.
 - Documents from your home university regarding the support you are currently receiving.

**Please note that we might not be able to provide you the same level of support as your home university, because there are differences in laws and welfare services between your home country and Japan.*
- The top half of "Pledge" must be completed by you.
Your email address should be the email address which you would like me to contact you. I will send you important emails such as questions about your application documents, request for additional documents, and notification of acceptance.
(Unless you have a specific preference, recommend that you use the same email address provided by your home university at the time of nomination.
(Please check with your program coordinator.)
- After entering your email address, please print the form, fill in the date and sign it by hand.
Then ask your program coordinator to complete the bottom half.
- The bottom half of "Pledge" must be completed by your program coordinator. Please ask your program coordinator to complete this section before submitting all your application documents to Doshisha University. (Often left blank)

The image shows the '誓約 Pledge' section of an application form. A red oval highlights the top half, which is to be completed by the applicant. A blue oval highlights the bottom half, which is to be completed by the program coordinator. Red arrows point from the instructions to these sections.

誓約 Pledge
<出願者 Applicant>
◆募集要項を熟読し、申請書に虚偽の記載がないことを誓約します。
I have read the application guidelines carefully and pledge that there are no false statements in the application.

日付 _____ 出願者署名 _____
Date _____ Signature of applicant _____

出願者 e-mail address _____
E-mail address of applicant _____
(出願期間中、同志社大学との連絡に使用したいメールアドレスを明記してください。)
(Please provide a clear e-mail address that will be used to communicate with Doshisha University during the application period.)

<在籍大学担当者 Program Coordinator>
◆交換留学出願にかかる全ての書類に記載の情報を確認し、出願者が記入した情報は事実と相違のないことを保証します。
I certify that all information given in the application for the exchange program is true and correct.

日付 _____ 派遣元大学担当者署名 _____
Date _____ Signature of home university administrative staff _____

オフィス緊急連絡先 Emergency contact information of the administrative office
緊急時には、下に記載された出願者 e-mail address に直接連絡することがあります。また、学生個人から許可を得る前に、下に記載されたオフィス緊急連絡先に連絡する場合があります。
(In case of emergency, we may contact your e-mail address directly and contact the administrative office of your home university without your permission.)

Email address: _____ TEL: _____

Motivation Letter

Nichibun Applicants

- This is to assess your current Japanese language level in advance, so please handwrite in Japanese by yourself, at least half of the form.
- Please be specific about what you would like to study in the Nichibun. When filling out the form, please carefully review the information of the exchange program and courses to ensure that the Nichibun meets your objectives.
- You may use a dictionary but please DO NOT ask your teachers or advanced Japanese language students to proofread your work or use a translation site.

GEM Applicants

- Please type more than half of the designated form, approximately more than 300 words in English. (Handwriting is not acceptable.)
- Please be sure to check in advance whether the courses offered by GEM are appropriate for your reasons for applying. You are able to take up to 3 Nichibun courses but you will take mainly GEM courses in English. Please note that GEM doesn't cover Engineering and Science (STEM) courses.

Proficiency in Japanese

Nichibun Applicants

Mandatory

- In principle, please ask a faculty member currently working at your home university to complete the form
 - If you have JLPT score, please submit a copy as a support document.

GEM Applicants

Japanese language study experience only

(Only GEM applicants) English Language certificate

- Please ask staff at your home university to complete the form.
- **Native English speakers also need to submit this form.**
Please ☒ “☐ The student is a native English speaker” in the form.

List & Application Form for Accommodation

- **If you DO NOT need a room at Doshisha University dormitory**, please ☒ “☐ Not Required” at the top of the form and complete 1~5, and submit the form.

- **If you NEED a room at Doshisha University dormitory**, although it cannot be guaranteed, a single room will be provided.
*There are 4 mixed dorms for men and women, 4 dorms for women and 1 dorm for men. Monthly rent and necessary expenses (such as utilities) differ depending on the dorm, so please check the list carefully.

In principal, changes will not be accepted after the dorm has been assigned.

- **Female students** should choose between the mixed dorms and the women's dorms (8 dorms in total) and list at least 6th choice. You may list up to 7th choice outside the column if you have.
- **Male students** should choose between the mixed dorms and men's dorm (5 dorms in total) and list at least 5th choice.
- **Other students**, if you need help choosing dorms, please contact me at ji-incmg@mail.doshisha.ac.jp
- **All students**: If you choose “Chrysanthemum” or/and “CASA LOMA” as one of your preferred dormitories, please indicate your preferred room type next to the dorm name (e.g., (only) “Standard” or (only) “Deluxe” or “1st Standard & 2nd Deluxe”).
- Please note that there are no refunds if you cancel the rental futon set (12,650JPY(with tax)) during the rental period.
- Rent and rental futon set are paid after arrival in Japan; there are no payments prior to your arrival.
(How to pay the rent and the rental futon set will be instructed at the time of move-in or/and at the dorm orientation.)

交換留学生用(For exchange students)

同志社大学留学生宿舍申込書(2025年度)

Accommodation application form for international students (2025)

寮が不要な場合は、“☐ 不要”に✓を入れ、1~5を記入して提出してください。

If you don't need a dormitory, please ✓ “☐ Not Required” and complete 1 – 5 and submit this form.

☐ 不要/ Not Required

1. 氏名 Your full name _____
in block letters/print 姓 Family 名 First Middle.

氏名(カタカナ)
Your name in Katakana _____
姓 Family 名 First Middle.

2. 国籍 Nationality _____ 3. 性別 Sex 男 Male 女 Female その他 Others.

4. 所属大学 Name of your home university _____

5. 留学予定期間(○をつけてください) Intended period of study (Please circle): 1学期間 One semester 2学期間 Two semesters.

6. 希望する宿舎名(宿舎の詳細情報は別紙の宿舎リストをご覧ください)



JASSO Scholarship (It is not guaranteed)

- JASSO scholarship cannot be used as your financial support for the COE application.
*Please read carefully the "Regarding JASSO scholarship" in the application pack. At present, limited financial support (JASSO scholarship) from the government makes it difficult for us to provide scholarship to participants in Doshisha University's exchange program. Please ensure that you have the necessary financial resources without JASSO scholarship during the exchange program at Doshisha University. (see "Page 8")
- Excel JASSO Scholarship application form is set up with a formula. The point calculation formula is set by JASSO's regulation.
*For the Yellow cells ("Pattern" & "Grades") in the application form, please be sure to select from the pull-down menu. (Excel formula will not work if you type directly in those yellow cells or print and handwrite the form.)
- Signature line at the bottom of the form must be completed by your home university.
So, be sure to ask your program coordinator to sign the form, as it is often not signed.
- There are no other scholarships other than JASSO that Doshisha University can offer to exchange students.

① Please select "Evaluation Pattern" from the pull-down menu first.

② In the "Course Title" & "Credits" columns, list only courses taken during the most recent 1 year for which grades and credits were awarded. (If you took a leave of absence during the last 1 year, please fill in the courses & credits for the last year, excluding the period of absence.)

③ Please select "Grades" from the pull-down menu.

【NOTE】 You cannot select "Grades" from the pull-down menu without first selection "evaluation pattern".
(The reason for this is the "Grades" options in the pull-down menu vary depending on the "evaluation pattern")

2025年春 JASSO奨学金申請書 / Spring 2025 JASSO Scholarship Application Form

あなたの情報を青色のセルに入力してください。黄色のセルはプルダウンから選択してください。
Please enter your information in the pale blue cells below. For Yellow cells, please select from pull-down menu.

申請者氏名 Name of applicant					
派遣元大学名 Name of home university					
派遣元大学での在籍学部 / 研究科 Name of enrolled faculty / School at your home university					

4段階評価 4-level evaluation (パターン1) (Pattern 1)	4段階評価 4-level evaluation (パターン2) (Pattern 2)	4段階評価 4-level evaluation (パターン3) (Pattern 3)	5段階評価 5-level evaluation (パターン4) (Pattern 4)	5段階評価 5-level evaluation (パターン5) (Pattern 5)	5段階評価 5-level evaluation (パターン6) (Pattern 6)
—	—	—	100~90	S	A
Excellent	A	100~80	89~80	A	B
Good	B	79~70	79~70	B	C
Fair	C	69~60	69~60	C	D
Fair	F	59~	59~	D	F

*成績評価パターン/Pattern (1~6)

NOTE: Only courses with credits and grades (exclude courses without credits such as "Pass")
注意: 評価・単位のあり科目のみ(「パス」などは)を記載してください。

科目名 (Course Title)	単位数 (Credits)	グレード (Grades)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

1 ページ

Passport (The expiration date must cover the duration of the exchange program)

- Please submit a color copy of the page with your photo without cutting off the left, right, top and bottom of the page.
 - *The passport number in the upper corner and the code section at the bottom, which is a series of letters and numbers, as also required.
 - *Do not make reduced copy.
 - *After copying, please make sure that all letters and numbers are clearly legible before submitting.
- If you are a dual and have Japanese citizenship, please also submit a copy of JP passport.

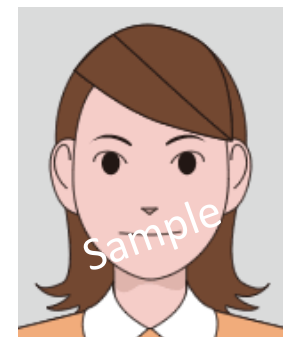


When copying, please make sure to copy the entire page as per the red line, without cutting off the top, bottom, left and right

Please make sure the photo meets all the requirements* listed in [Photo] below .

Plain Background: Do not photograph in front of patterned wallpaper, tile, or brick wall. When taking a photo indoors, please be careful not to have furniture or other objects in the photo.

Many students have been asked to resubmit their photos by the Immigration Bureau because of the above.



Photo

- Please submit a color photo in PDF or jpeg that meets the followings requirements* below.
 - Since this photo will also used for COE application, it must meet the following requirements of the Immigration Bureau (hereafter referred to as "Immigration")
 - *Taken within 3 months (Do not use the same photo as the one in passport .)
 - *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.
 - *4cm×3cm (It doesn't matter if the size is slightly larger. I will edit the photo to an appropriate size. Do not submit a photo smaller than 4cm×3cm, as the dpi will become rough when enlarge the photo.)
- If the photo doesn't meet the requirements, you may be asked to resubmit another photo by the Immigration.**

Information for the “COE” application to the Immigration Office

【Page 2】&【Page 3】

※ Students with Japanese citizenship must enter Japan with a Japanese passport. Since a student visa is not required, the following documents are not necessary.

- Education and work experience in the last 5 years: Please list your education background and work experience since high school graduation, 2021 – present
 - *For example, even if your high school graduation was in 2021, you don't need to list the “High School”.
 - *Work experience should be listed only full-time jobs. (exclude part-time jobs).
 - *For work experience, please write “Company Name” and “Occupation”. (e.g., ABC company, sales representative)

<All financial documents must be issued either in English or Japanese>

- If a financial supporter is not yourself, there are sections for the name, address, and company information of the financial supporter.
Be sure to provide phone number of the financial supporter and the phone number of the company the financial supporter works for.
Often the last few digits/letters of the phone numbers and address may be cut off when the documents is converted to PDF.
After converting to PDF, please be sure that all numbers and letters are included.
- To apply for a COE, you must prove that you have financial resources of at least 100,000 yen per month for living expenses in Japan. (One semester program: 600,000yen / One year program: 1,200,000yen)
 - *If you are paying for your own expenses, please submit a “Bank statement” showing sufficient deposit in your name.
 - *If your parents or relatives is a financial supporter, please submit a “Bank Statement” in supporter's name and “Certificate of Annual income & Employment” issued by company/employer.
(If there is more than one financial supporter, please submit documents for all of them)
 - *Ensure that the Supporter's name, Company name, Occupation, and Annual income are stated on the documents.
 - *If a financial supporter is self-employed, please submit a “TAX Certificate” of previous year instead of the certificate of annual income. If the TAX certificate doesn't indicate a company name, please also submit the “Certificate of Business Registration”.
- When submitting a “Bank Statement”, “TAX Certificate”, and/or “Business Registration”, please highlight the account holder, bank balance, company name and annual income.
 - *The format of the “Bank Statement”, and “TAX Certificate” are varies from country to country, and there are many numbers (amounts) written on them, so it may be difficult to determine which amount is a current balance or an annual income. So, please do not forget to highlight.

Information for the “COE” application to the Immigration Office

【Page 2】&【Page 3】

- If your financial support is a “Scholarship” or/and “Student Loan”, please have your home university complete the form prescribed by Doshisha University.
 - * The period of “Scholarship” and/or “Student Loan” must cover the entire period of the exchange program
 - * If the period and amount of scholarship and/or student loan is less than 100,000yen per month on the prescribed form, additional financial documents must be submitted to cover the shortfall.

Check List

- Be sure to prepare all the necessary documents by referring to the “Checklist” in the application pack.
 - If you are submitting your application documents in data to your program coordinator, be sure to submit the documents converted to PDF by scan function on a copier, not by taking photos or using a smart phone scanning app. the documents.
 - * JASSO scholarship application form may be submitted in excel and the photo may be submitted as jpeg separately from other documents.
- * If, upon receipt of your application documents, it is determined that condition of the application documents is inappropriate for an application for the exchange program, you will be asked to resubmit the application documents.

<Frequent Cases>

- Because the application documents were photographed, they are distorted, and light reflections or shadows make the text difficult to read.
 - Because the documents were scanned using a smartphone scanning app, the texts are too faint to read.
- Additionally, the documents size was reduced, making them difficult to read, and the documents are also discolored.

※ Please submit the application documents in data as close to the original as possible.

Notification of acceptance

- After checking your application documents, if I have any requests for corrections, for additional documents or questions, I will contact you either through your home university or directly depending on the content of questions and requests. Please respond ASAP.

Next step is a review by GEM or Nichibun faculty members. If the faculty members have any questions, I will contact you. Please respond ASAP.

If there is a delay in submitting additional documents, corrections, or responding to questions, the acceptance procedures may not be completed and the nomination/application may be canceled.

- **The notification of the outcome of your acceptance is scheduled in mid-Dec.** So, please check your email regularly.

【Contact】

Kimika MORI(Ms.) – Assistant Program Coordinator
Office of International Students, Doshisha University
Email: ji-incmg@mail.doshisha.ac.jp