

BỘ GIÁO DỤC VÀ ĐÀO TẠO  
**ĐẠI HỌC HUẾ**

Số: 1400 /ĐHH-HTQT  
V/v: học bổng Chính phủ Nhật Bản  
tại Đại học Ritsumeikan, Nhật Bản.

CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM  
**Độc lập - Tự do - Hạnh phúc**

Thừa Thiên Huế, ngày 14 tháng 11 năm 2017

Kính gửi:

- Các trường đại học thành viên;
- Các đơn vị trực thuộc;
- Các ban chức năng Đại học Huế.

Đại học Ritsumeikan, Nhật Bản hiện đang tiếp nhận hồ sơ của các sinh viên quốc tế muốn tham gia các chương trình đào tạo sau đại học theo chương trình học bổng Chính phủ Nhật Bản (Monbukagakusho: MEXT), cụ thể như sau:

**1. Tiêu chí và điều kiện dự tuyển:**

Ứng viên có nguyện vọng đăng ký tham gia dự tuyển phải đáp ứng các điều kiện và tiêu chí của chương trình học bổng Mobukagakusho (tham khảo thông tin trong tài liệu đính kèm hoặc tại website: <http://en.ritsumei.ac.jp/admissions/>)

**2. Thời hạn nộp hồ sơ:** Trước ngày **04 tháng 12 năm 2017**

**3. Địa chỉ nộp hồ sơ:**

Ritsumeikan University International Center at BKC, Admissions Team

1-1-1 Noji-Higashi, Kusatsu, Shiga, Japan 525-8577

Tel: +81 (0)77-561-3946 Fax: +81 (0)77-561-3956

Đại học Huế đề nghị quý đơn vị phổ biến rộng rãi thông tin này đến cán bộ, giảng viên và sinh viên quan tâm tham gia chương trình học bổng trên.

Cám ơn sự hợp tác của quý đơn vị./.

**Nơi nhận:**

- Như trên;
- PGĐ. Đỗ Thị Xuân Dung (để b/c);
- Lưu: VT, HTQT.

TL. GIÁM ĐỐC  
KT. TRƯỞNG BAN HỢP TÁC QUỐC TẾ  
PHÓ TRƯỞNG BAN



★ Nguyễn Văn Huy

## 2018 University Recommended Monbukagakusho Scholarship and Top Global University Project (SGU) Scholarship Application Guidelines for Overseas International Degree-seeking Students (September 2018 Enrollment)

The following outlines Ritsumeikan University's recruiting and application procedures for 2018 University Recommended Monbukagakusho International Student Scholarships and Top Global University Project (SGU) Scholarships.

### I. Recruiting Graduate Schools, Majors/Courses, Program Levels, Recruiting Numbers

#### **(1) Recruitment for Host University Recommended Monbukagakusho Scholarship Graduate School of Economics, Graduate School of International Relations, Graduate School of Policy Science, Graduate School of Letters, Graduate School of Technology Management**

Graduate School	Major	Level	Enrollment Limit	Number Recruited
Economics	Economics	Master's	50	A Few
		Doctoral	5	A Few
International Relations	International Relations	Master's	60	A Few
		Doctoral	10	A Few
Policy Science	Policy Science	Master's	40	A Few
		Doctoral	15	A Few
Letters	Humanities	Master's	70	A Few
		Doctoral	20	A Few
	Informatics of Behavior and Cultures	Master's	35	A Few
		Doctoral	15	A Few
Technology Management	Technology Management	Master's	70	A Few
		Doctoral	5	A Few

\*Enrollment Limit includes all application methods.

\*Actual number recruited may be lower, based on number of applications and entrance examination results.

#### **Graduate School of Science and Engineering, Graduate School of Information Science and Engineering, Graduate School of Life Sciences**

Graduate School	Major	Course	Program	Level	Enrollment Limit	Number Recruited
Science and Engineering	Advanced Mathematics and Physics	Mathematics	International Program for Science and Engineering	Master's	50	A Few
		Physics		Doctoral	6	A Few
				Doctoral		A Few
	Advanced Electrical, Electronic and Computer Systems	Electrical, Electronic and Computer Systems;		Master's	140	A Few
		-		Doctoral	8	A Few
	Advanced Mechanical Engineering and Robotics	Mechanical Engineering; Robotics; Micro Systems Technology;		Master's	140	A Few
		-		Doctoral	11	A Few
	Advanced Architectural, Environmental, and Civil Engineering	Civil and Disaster Mitigation Engineering for Historic Cities; Environmental Systems and Civil Engineering; Architecture and Urban Design;		Master's	120	A Few
		-		Doctoral	15	A Few
	Information Science and Engineering	Advanced Information Science and Engineering		Computer Science; Human Information Science;	International Program for Information Science and Engineering	Master's
-			Doctoral	15	A Few	
Life Sciences	Advanced Life Sciences	Applied Chemistry; Biotechnology; Bioinformatics; Biomedical Sciences;	International Program for Life Sciences	Master's	150	A Few
		-		Doctoral	15	A Few

\*Enrollment Limit includes all application methods.

\*Actual number recruited may be lower, based on number of applications and entrance examination results.

**(2) Recruitment for Top Global University Project (SGU) Scholarship  
Graduate School of Economics, Graduate School of Policy Science**

Graduate School	Major	Level	Enrollment Limit	Number Recruited
Economics	Economics	Master's	50	A Few
Policy Science	Policy Science	Master's	40	A Few

**Graduate School of Science and Engineering**

Graduate School	Major	Course	Program	Level	Enrollment Limit	Number Recruited
Science and Engineering	Advanced Mathematics and Physics	Mathematics	International Program for Science and Engineering	Master's	50	A Few
	Advanced Electrical, Electronic and Computer Systems	Electrical, Electronic and Computer Systems;		Master's	140	A Few
	Advanced Mechanical Engineering and Robotics	Mechanical Engineering; Robotics; Micro Systems Technology;		Master's	140	A Few
	Advanced Architectural, Environmental, and Civil Engineering	Civil and Disaster Mitigation Engineering for Historic Cities; Environmental Systems and Civil Engineering; Architecture and Urban Design;		Master's	120	A Few

**II. Eligibility Requirements**

**1. Master's Programs**

Applicants for Master's programs must meet the application requirements and conditions for Overseas International Degree-seeking Students and Top Global University Project (SGU) Students as determined by the Monbukagakusho, must be nationals of a country that has diplomatic relations with Japan (Applicants who possess Japanese nationality at the time of application are not eligible), and must meet at least of one of the following conditions:

- (1) Persons who have completed a 16-year education program outside of Japan or who are expected to complete such a program before being enrolled in the graduate school
- (2) Persons who have graduated from a Japanese university (\*1)
- (3) Persons who have completed (\*2) a degree program of 3 years or more (5 years or more for those who would enroll in a Doctoral program in the fields of medicine, dentistry, pharmacy, or veterinary medicine) and received a bachelor's degree or the equivalent at a university or other institution outside of Japan (\*3), or who are expected to complete such a program prior to enrollment in a Ritsumeikan University graduate school.
- (4) Persons who have been recognized as having an academic ability equal to or higher than university graduates by Ritsumeikan University's graduate schools as a result of an individual preliminary screening and who have reached 22 years of age or who will reach 22 years of age before being enrolled in the graduate school (\*4)

\*1 As designated by Article 83 of the School Education Act

\*2 Limited to those whose overall academic research and education have been evaluated by an individual authorized by that country's government or appropriate related institution, or an individual designated by the Monbukagakusho who meets these standards.

\*3 Including those who completed a distance learning degree program of a university outside of Japan while in Japan, and those who completed the same at designated educational facilities according to the educational system of the respective university's country.

\*4 Applicants who believe they meet criteria (4), above, must contact the International Center at BKC no later than the day before the application period begins in order to undergo an individual review to determine whether their academic ability is equal to or higher than a university graduate.

**In addition to the requirements above, applicants must have the requisite language abilities to understand course materials at their desired graduate school.**

Graduate School	Language of Instruction	Graduate School	Language of Instruction
Economics	English	Science and Engineering	English
International Relations	Japanese or English	Information Science and Engineering	English
Policy Science	Japanese or English	Life Sciences	English
Letters	Japanese	Technology Management	Japanese

**2. Doctoral Programs**

Applicants for Doctoral programs must meet the application requirements and conditions for Overseas International Degree-seeking Students as determined by the Monbukagakusho, must be nationals of a country that has diplomatic relations with Japan (Applicants who possess Japanese nationality at the time of application are not eligible), and must meet at least of one of the following conditions:

- (1) Persons who have been awarded a master's degree or professional degree as defined by Japanese law, or equivalent degree.

- (2) Persons who have been awarded a degree equivalent to a master's degree or professional degree, as defined by Japanese law, abroad or who are expected to be awarded such a degree before being enrolled in the graduate school
- (3) Persons who have been engaged in research activities at a university or research institute for at least two years after graduating from a university or its equivalent and who have been recognized by Ritsumeikan University's graduate schools as having an academic ability equal to or greater than holders of a master's degree (the 1989 Notification of the Ministry of Education, Science, Sports and Culture No.118) (\*1)
- (4) Persons who have been recognized by Ritsumeikan University's graduate schools as having an academic ability equal to or higher than holders of a master's degree or professional degree, as defined by Japanese law, as a result of individual preliminary screening and who have reached 24 years of age (\*2)

\*1 Applicants who believe they meet criteria (3), above, must contact the International Center at BKC no later than the day before the application period begins in order to undergo an individual review to determine whether their academic ability is equal to or greater than a master's degree holder.

\*2 Applicants who believe they meet criteria (4), above, must contact the International Center at BKC no later than the day before the application period begins in order to undergo an individual review to determine whether their academic ability is equal to a master's degree or professional degree holder.

**In addition to the requirements above, applicants must have the requisite language abilities to understand course materials at their desired graduate school.**

Graduate School	Language of Instruction	Graduate School	Language of Instruction
Economics	Japanese or English	Science and Engineering	English
International Relations	Japanese or English	Information Science and Engineering	English
Policy Science	Japanese or English	Life Sciences	English
Letters	Japanese	Technology Management	Japanese or English

### 3. Important Notes

(1) If you have any concerns about foreign education equivalence, your particular degree, or calculation of years of schooling described in (1) or (2) above, please contact the International Center at BKC no later than the day before the application period opens.

Ritsumeikan University International Center at BKC, Admissions Team  
 1-1-1 Noji-Higashi, Kusatsu, Shiga, Japan 525-8577  
 Phone: +81 (0)77-561-3946 Fax: +81 (0)77-561-3956

(2) All applicants currently who apply under the condition of "expecting" a degree award to meet the eligibility requirements and are accepted under this application procedure must meet the requirements above by September 25, 2018, the day before enrollment, or they will not be granted admission to Ritsumeikan University (it is not possible to enroll at Ritsumeikan University under the condition of "expecting" a prerequisite degree award).

### III. Screening Method

Applicants will be screened based on submitted application documents.

Foreign language tests, written exams and interviews may also be conducted if determined to be necessary by the desired graduate school.

\* This screening will determine admission to Ritsumeikan University's graduate schools only. If applicants are successful in this initial screening, Ritsumeikan University will recommend them to Monbukagakusho. Monbukagakusho will make the final determination as to whether or not to award the applicant a scholarship, based on their own, separate screening.

### IV. Application Procedures

#### 1. Documents to be submitted. All application documents must be submitted together.

- (1) Ritsumeikan University Graduate Application Sheet (University designated form)
- (2) Application for Japanese Government (Monbukagakusho:MEXT) Scholarship (Monbukagakusho designated form)
- (3) Application Questionnaire (University designated form)
- (4) Field of Study and Study Program (Monbukagakusho designated form)
- (5) Letter of Recommendation by the dean, or a person of equivalent or higher position, at the applicant's school or institution (Must be addressed to the "President of Ritsumeikan University, Japan")
- (6) Official certificate of grades from most recent academic institution attended (Undergraduate or Graduate degree program)
  - \*MUST state number of credits and the year/period of credit acquisition for each course undertaken.
  - \*MUST include, or be accompanied by a certificate that shows a clear explanation of all possible levels used in grade evaluation (i.e. A, B, C, D, Fail, etc...).
- (7) Official certificate of graduation or expected graduation or of program completion or expected program completion from most recent academic institution attended (Undergraduate or Graduate degree program)
- (8) Records from most recent university indicating superior academic achievement with clear indicator of outstanding performance (e.g. GPA, grades and criteria, or individual rank order)
- (9) Abstract of thesis written for most recent academic degree awarded, etc...
  - \*The abstract MUST be a concise summary (i.e. 1 page maximum) of your most recently written thesis, or of your graduation project or a term paper, etc... if you did not write a thesis.
- (10) Copy of passport page containing the applicant's name and date of birth or a copy of your family register or residence certificate, etc. (applicants in possession of a passport must submit the passport page copy)
- (11) Copy of documentation showing objective proof of level of linguistic ability

#### For Proof of English Ability

- Submit a grade certificate from an English Language Ability Test (Score reports must be from one of the following: TOEIC® Listening and Reading, TOEFL iBT®, or IELTS™. Copies are acceptable).
- \*Test must have been taken in the two-year period preceding the application deadline to be acceptable.
- Applicants who cannot submit a score certificate from one of the tests above must submit an original, formal certificate of English language ability level, or a formal letter stating as much, issued by either their current university, or, if they have graduated, from their alma mater.

\*Certificate must have been issued within the two-year period preceding the application deadline to be acceptable.

\*In principle, applicants who intend to submit this form of certificate must consult with the Ritsumeikan University International Center at BKC in advance.

#### For Proof of Japanese Ability

• Submit score reports from the “Japanese as a Foreign Language” score from the Examination for Japanese University Admission for International Students (EJU), or the Japanese Language Proficiency Test.

(Copies are acceptable)

\*Test must have been taken in the two-year period preceding the application deadline to be acceptable.

• Applicants who cannot submit a score certificate from one of the tests above must submit an original, formal certificate of Japanese language ability level, or a formal letter stating as much, issued by their current university, or, if they have graduated, from their alma mater.

\*Certificate must have been issued within the two-year period preceding the application deadline to be acceptable.

\*In principle, applicants who intend to submit this form of certificate must consult with the Ritsumeikan University International Center at BKC in advance.

(12) Certificate of health (University designated form, or form with identical contents)

(13) Three (3) passport-quality photographs, (4.5 cm tall x 3.5 cm wide, front-facing, photos taken within 6 months of application and showing applicant from chest up, with name and nationality must be entered on the reverse)

(14) PDF copy of 教育部學歷證書電子註冊備案表 (Graduates of Chinese Universities, only) or PDF copy of 教育部學籍在線驗證報告 (Current Students at Chinese Universities, only) (\*Students who attended or are attending universities in Taiwan, Hong Kong or Macau need not submit these forms.)

#### **2. Important Information Regarding Application.**

(1) All submitted documents should be printed in Japanese or English on A4-sized paper by word-processing software. Documents submitted in any language other than Japanese or English must have Japanese or English translations attached.

(2) On all documents, name and date of birth must be written exactly as it appears on your passport.

(3) All application documents must be submitted together by international express mail to the address listed at “4.” below and arrive before the application period ends.

(4) Submitted documents will not be returned for any reason.

(5) If it is determined that your application documents contain any deliberate falsifications or forgeries, your application will not pass the examination

#### **3. Application Period:**

**Monday, October 23, 2017 – Monday, December 4, 2017.**

All application documents must arrive during the application period.

Documents postmarked by the cut-off date that arrive late will not be accepted.

Applications by email, fax, or walk-in will not be accepted.

#### **4. Application Mailing Address:**

Please send documents by express post (EMS, FedEx, DHL, etc.) to:

Ritsumeikan University International Center at BKC, Admissions Team

1-1-1 Noji-Higashi, Kusatsu, Shiga, Japan 525-8577

Phone: +81 (0)77-561-3946 Fax: +81 (0)77-561-3956

#### **V. Notification of results**

Friday, February 2, 2018

\* Applicants who pass Ritsumeikan University’s screening will be sent a letter of acceptance to the address on their Ritsumeikan University Graduate Application Sheet. Ritsumeikan University will also recommend their applications to the Monbukagakusho for scholarship.

\* Passing Ritsumeikan University’s screening does not guarantee that an applicant will be granted a scholarship from Monbukagakusho.

\* Waitlisted candidates from Ritsumeikan University’s primary screening will be notified of their status as well. If waitlisted candidates are later elevated to passing status, they will be informed separately, by the date specified on the waitlist notification.

#### **VI. Admissions Procedures**

(Successful applicants will be given detailed instructions once their results have been determined.)

#### **VII. Monbukagakusho Scholarships for International Students System**

(1) This entrance examination will be conducted in accordance with the 2018 Monbukagakusho Scholarship Application Guidelines for University recommended Overseas International Students, to be finalized around December 2017, and the Top Global University Project Scholarship Application Guidelines for University recommended Overseas International Students, to be finalized around April 2018. Successful applicants will be recommended by Ritsumeikan University to the Monbukagakusho for scholarship awards.

\*This application period is being held in advance of the Monbukagakusho’s official release of application guidelines.

(2) For details on Monbukagakusho International Student Scholarships, please see the Monbukagakusho homepage.

**2018 University Recommended Monbukagakusho Scholarship  
Application Guidelines for Overseas International Research Students  
(non degree-seeking students) (September 2018 Enrollment)**

The following outlines Ritsumeikan University's recruiting and application procedures for 2018 University Recommended Monbukagakusho International Student Scholarships.

Overseas International Research Students are students who do not intend to acquire academic credits or a degree, but rather intend to conduct research within Ritsumeikan University's facilities and receive research guidance from its professors.

\* It is possible for an Overseas International Research Student to extend the award duration of their scholarship and progress into a Degree-seeking program if they possesses a desire to do so and fulfill certain requirements, of which maintaining high grades is particularly important, and pass the Monbukagakusho's strict review. Meeting all requirements, however, does not guarantee that every request for scholarship extension is approved.

**I. Recruiting Graduate Schools, Major Fields, Program Levels and Recruiting Numbers**

Graduate School	Major	Level	Recruited Number
Economics	Economics	Master's	A Few
		Doctoral	A Few
Sociology	Applied Sociology	Master's	A Few
		Doctoral	A Few
International Relations	International Relations	Master's	A Few
		Doctoral	A Few
Policy Science	Policy Science	Master's	A Few
		Doctoral	A Few
Letters	Humanities	Master's	A Few
		Doctoral	A Few
	Informatics of Behavior and Cultures	Master's	A Few
		Doctoral	A Few
Language Education and Information Science	Language Education and Information Science	Master's	A Few
Core Ethics and Frontier Sciences	Core Ethics and Frontier Sciences	Integrated Doctoral	A Few
Technology Management	Technology Management	Master's	A Few
		Doctoral	A Few

\*Research Students' scholarship period will be determined by Monbukagakusho.

**II. Eligibility Requirements**

**1. Master's Level Programs and Master's level entry to the Integrated Doctoral Level Program in the Graduate School of Core Ethics and Frontier Sciences**

Applicants for Master's level programs or Master's level entry to the Integrated Doctoral Level Program in the Graduate School of Core Ethics and Frontier Sciences must meet the application requirements and conditions for Overseas International Research Students as determined by the Monbukagakusho, must be nationals of a country that has diplomatic relations with Japan (Applicants who possess Japanese nationality at the time of application are not eligible), and must meet at least of one of the following conditions:

- (1) Persons who have completed a 16-year education program outside of Japan or who are expected to complete such a program before being enrolled in the graduate school
- (2) Persons who have graduated from a Japanese university (\*1)
- (3) Persons who have completed (\*2) a degree program of 3 years or more (5 years or more for those who would enroll in a Doctoral program in the fields of medicine, dentistry, pharmacy, or veterinary medicine) and received a bachelor's degree or the equivalent at a university or other institution outside of Japan (\*3), or who are expected to complete such a program prior to enrollment in a Ritsumeikan University graduate school.
- (4) Persons who have been recognized as having an academic ability equal to or higher than university graduates by Ritsumeikan University's graduate schools as a result of an individual preliminary screening and who have reached 22 years of age or who will reach 22 years of age before being enrolled in the graduate school (\*4)

\*1 As designated by Article 83 of the School Education Act

\*2 Limited to those whose overall academic research and education have been evaluated by an individual authorized by that country's government or appropriate related institution, or an individual designated by the Monbukagakusho who meets these standards.

\*3 Including those who completed a distance learning degree program of a university outside of Japan while in Japan, and those who completed the same at designated educational facilities according to the educational system of the respective university's country.

\*4 Applicants who believe they meet criteria (4), above, must contact the International Center at BKC no later than the day before the application period begins in order to undergo an individual review to determine whether their academic ability is equal to or higher than a university graduate.

**In addition to the requirements above, applicants must have the requisite language abilities to understand course materials at their desired graduate school.**

Graduate School	Language of Instruction	Graduate School	Language of Instruction
Economics	Japanese or English	Letters	Japanese
Sociology	Japanese	Language Education and Information Science	Japanese
International Relations	Japanese or English	Core Ethics and Frontier Sciences (Master's level equivalent)	Japanese
Policy Science	Japanese or English	Technology Management	Japanese

**2. Doctoral level programs and Doctoral level entry to the Integrated Doctoral Level Program in the Graduate School of Core Ethics and Frontier Sciences**

Applicants for Doctoral level programs or Doctoral level entry to the Integrated Doctoral Level Program in the Graduate School of Core Ethics and Frontier Sciences must meet the application requirements and conditions for Overseas International Research Students as determined by the Monbukagakusho, must be nationals of a country that has diplomatic relations with Japan (Applicants who possess Japanese nationality at the time of application are not eligible), and must meet at least of one of the following conditions:

- (1) Persons who have been awarded a master's degree or professional degree as defined by Japanese law, or equivalent degree.
- (2) Persons who have been awarded a degree equivalent to a master's degree or professional degree, as defined by Japanese law, abroad or who are expected to be awarded such a degree before being enrolled in the graduate school
- (3) Persons who have been engaged in research activities at a university or research institute for at least two years after graduating from a university or its equivalent and who have been recognized by Ritsumeikan University's graduate schools as having an academic ability equal to or greater than holders of a master's degree (the 1989 Notification of the Ministry of Education, Science, Sports and Culture No.118) (\*1)
- (4) Persons who have been recognized by Ritsumeikan University's graduate schools as having an academic ability equal to or higher than holders of a master's degree or professional degree, as defined by Japanese law, as a result of individual preliminary screening and who have reached 24 years of age (\*2)

\*1 Applicants who believe they meet criteria (3), above, must contact the International Center at BKC no later than the day before the application period begins in order to undergo an individual review to determine whether their academic ability is equal to a master's degree holder.

\*2 Applicants who believe they meet criteria (4), above, must contact the International Center at BKC no later than the day before the application period begins in order to undergo an individual review to determine whether their academic ability is equal to a master's degree or professional degree holder.

**In addition to the requirements above, applicants must have the requisite language abilities to understand course materials at their desired graduate school.**

Graduate School	Language of Instruction	Graduate School	Language of Instruction
Economics	Japanese or English	Letters	Japanese
Sociology	Japanese	Core Ethics and Frontier Sciences (Doctoral level equivalent)	Japanese
International Relations	Japanese or English	Technology Management	Japanese or English
Policy Science	Japanese or English		

**3. Important Notes**

- (1) If you have any concerns about foreign education equivalence, your particular degree, or calculation of years of schooling described in (1) or (2) above, please contact the International Center at BKC no later than the day before the application period opens.

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 1-1-1 Noji-Higashi, Kusatsu, Shiga, Japan 525-8577  
 Phone: +81 (0)77-561-3946 Fax: +81 (0)77-561-3956

- (2) All applicants currently who apply under the condition of "expecting" a degree award to meet the eligibility requirements and are granted permission for enrollment under this application procedure must meet the requirements above by September 25, 2018, the day before enrollment, or they will not be granted admission to Ritsumeikan University (it is not possible to enroll at Ritsumeikan University under the condition of "expecting" a prerequisite degree award.
- (3) International Research Students in the Graduate School of Core Ethics and Frontier Sciences who wish to become regular, degree-seeking students at the conclusion of this period of enrollment as an Overseas International Research Student and meet the requirements for Doctoral admission may apply for entry into the integrated doctoral level program as a third-year student.

### III. Screening Method

Applicants will be screened based on submitted application documents. Foreign language tests, written exams and interviews may also be conducted if determined to be necessary by the desired graduate school.

- \* This screening will determine permission to enroll in Ritsumeikan University's graduate schools as an Overseas International Research Student, only. If applicants are successful in this initial screening, Ritsumeikan University will recommend them to Monbukagakusho. Monbukagakusho will make the final determination as to whether or not to award the applicant a scholarship, based on their own, separate screening.

### IV. Application Procedures

#### 1. Documents to be submitted. All application documents must be submitted together.

- (1) Ritsumeikan University Graduate Application Sheet (University designated form)
- (2) Application for Japanese Government (Monbukagakusho:MEXT) Scholarship (Monbukagakusho designated form)
- (3) Application Questionnaire (University designated form)
- (4) Field of Study and Study Program (Monbukagakusho designated form)
- (5) Letter of Recommendation by the dean, or person of higher position, at the applicant's school or institution (Must be addressed to the "President of Ritsumeikan University, Japan")
- (6) Official certificate of grades from most recent academic institution attended (Undergraduate or Graduate degree program)
  - \*MUST state number of credits and the year/period of credit acquisition for each course undertaken.
  - \*MUST include, or be accompanied by a certificate that shows a clear explanation of all possible levels used in grade evaluation (i.e. A, B, C, D, Fail, etc...).
- (7) Official certificate of graduation or expected graduation or of program completion or expected program completion from most recent academic institution attended (Undergraduate or Graduate degree program)
- (8) Records from most recent university indicating superior academic achievement with clear indicator of outstanding performance (e.g. GPA, grades and criteria, or individual rank order)
- (9) Abstract of thesis written for most recent academic degree awarded, etc...
  - \*The abstract MUST be a concise summary (i.e. 1 page maximum) of your most recently written thesis, or of your graduation project or a term paper, etc... if you did not write a thesis.
- (10) Copy of passport page containing the applicant's name and date of birth or a copy of your family register or residence certificate, etc.(applicants in possession of a passport must submit the passport page copy)
- (11) Copy of documentation showing objective proof of level of linguistic ability

#### For Proof of English Ability

- Submit a grade certificate from an English Language Ability Test (Score reports must be from one of the following: TOEIC® Listening and Reading, TOEFL iBT®, or IELTS™. Copies are acceptable).
  - \*Test must have been taken in the two-year period preceding the application deadline to be acceptable.
- Applicants who cannot submit a score certificate from one of the tests above must submit an original, formal certificate of English language ability level, or a formal letter stating as much, issued by either their current university, or, if they have graduated, from their alma mater.
  - \*Certificate must have been issued within the two-year period preceding the application deadline to be acceptable.
  - \*In principle, applicants who intend to submit this form of certificate must consult with the Ritsumeikan University International Center at BKC in advance.

#### For Proof of Japanese Ability

- Submit score reports from the "Japanese as a Foreign Language" score from the Examination for Japanese University Admission for International Students (EJU), or the Japanese Language Proficiency Test. (Copies are acceptable)
  - \*Test must have been taken in the two-year period preceding the application deadline to be acceptable.
- Applicants who cannot submit a score certificate from one of the tests above must submit an original, formal certificate of English language ability level, or a formal letter stating as much, issued by either their current university, or, if they have graduated, from their alma mater.
  - \*Certificate must have been issued within the two-year period preceding the application deadline to be acceptable.
  - \*In principle, applicants who intend to submit this form of certificate must consult with the Ritsumeikan University International Center at BKC in advance.

- (12) Certificate of health (University designated form, or form with identical contents)
- (13) Three (3) passport-quality photographs, (4.5 cm tall x 3.5 cm wide, front-facing, photos taken within 6 months of application and showing applicant from chest up, with name and nationality must be entered on the reverse)
- (14) PDF copy of 教育部學歷證書電子注冊備案表 (Graduates of Chinese Universities, only) or PDF copy of 教育部學籍在線驗證報告(Current Students at Chinese Universities, only) (\*Students who attended or are attending universities in Taiwan, Hong Kong or Macau need not submit these forms.)

#### 2. Important Information Regarding Application.

- (1) All submitted documents should be printed in Japanese or English on A4-sized paper by word-processing software. Documents submitted in any language other than Japanese or English must have Japanese or English translations attached.
- (2) On all documents, name and date of birth must be written exactly as it appears on your passport.
- (3) All application documents must be submitted together by international express mail to the address listed below and arrive before the application period ends.



- (4) Submitted documents will not be returned for any reason.
- (5) If it is determined that your application documents contain any deliberate falsifications or forgeries, your application will not pass the examination

**3. Application Period:**

**Monday, October 23, 2017 – Monday, December 4, 2017.**

All application documents must arrive during the application period.

Documents postmarked by the cut-off date that arrive late will not be accepted.

Applications by email, fax, or walk-in will not be accepted.

**4. Application Mailing Address:**

Please send documents by express post (EMS, FedEx, DHL, etc.) to:

Ritsumeikan University International Center at BKC, Admissions Team  
1-1-1 Noji-Higashi, Kusatsu, Shiga, Japan 525-8577  
Phone: +81 (0)77-561-3946 Fax: +81 (0)77-561-3956

**V. Notification of Enrollment Permission:**

Initial Enrollment Permission Results Release: Friday, February 2, 2018

Final Enrollment Permission Results Release: Mid-July, 2018

- \* Applicants who are granted Initial Enrollment Permission are not guaranteed to be awarded the scholarship.
- \* Applicants who are granted Initial Enrollment Permission by Ritsumeikan University will be sent a Conditional Letter of Enrollment Permission to the address on their Ritsumeikan University Application Sheet. Ritsumeikan University will also recommend their applications to the Monbukagakusho for scholarship.
- \* Ritsumeikan University recommended applicants who pass Monbukagakusho's final screening will be informed of their results and receive a final notification of Enrollment Permission from Ritsumeikan University by mail.
- \* Applicants who do not pass Monbukagakusho's final screening will not meet the eligibility criteria to enroll as Overseas International Research Students at Ritsumeikan University.
- \* Waitlisted candidates from Ritsumeikan University's Initial Enrollment Permission screening will be notified of their status on the results release date as well. If waitlisted candidates are later elevated and granted Enrollment Permission, they will be informed separately, by the date specified on the waitlist notification.

**VI. Enrollment Procedures**

(Successful applicants will be given detailed instructions once their results have been determined.)

**VII. Monbukagakusho Scholarships for International Students System**

- (1) This application procedure will be conducted in accordance with the 2018 Monbukagakusho Scholarship Application Guidelines for University recommended Overseas International Research Students, to be finalized around December 2017. Successful applicants will be recommended by Ritsumeikan University to Monbukagakusho for scholarship awards.
  - \*This application period is being held in advance of the Monbukagakusho's official release of application guidelines.
- (2) For details on Monbukagakusho International Student Scholarships, please see the Monbukagakusho homepage.
- (3) Overseas International Research Students who wish to become regular, degree-seeking students must meet the standards for entrance into the degree-seeking program and display superior academic achievement as indicated by grades achieved in order to pass Monbukagakusho's strict evaluation to extend their scholarship to cover their degree-seeking program. Even if applicants meet the requirements, there is no guarantee that all applicants will be granted scholarship extension.