

Checklist

- ※ Prepare all documents according to the checklist
- ※ Application documents must be submitted through the program coordinator, direct submission from applicants is not acceptable
- ※ **DO NOT use pencil or erasable pen.**
- ※ 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

<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
<p>※ Motivation Letter (designated form for CJLC applicants)</p>	<ul style="list-style-type: none"> - CGE applicants 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) - CJLC applicants must write by hand with an inerasable pen (pencil is not accepted) in Japanese more than half of the designated form
<p>※ Proficiency in Japanese (designated form)</p>	<ul style="list-style-type: none"> - Required for <u>CJLC applicants</u> - If you have a certificate of JLPT score, please also submit a copy as well - Only <u>CGE applicants</u> with previous Japanese language study experience - If you have a certificate of JLPT score, please also submit a copy as well
<p>※ [Only for CGE applicants] Self-assessment of your Japanese level (designated form)</p>	
<p>※ [Only for CGE applicants] English language certificate (designated form)</p>	<ul style="list-style-type: none"> - All CGE applicants including a native English speaker need to submit this form
<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
<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.
<p>※ Accommodation Application Form (designated form)</p>	<ul style="list-style-type: none"> - Female applicants: refer to the list of accommodation and list 4 preferences - Male applicants: refer to the list of accommodation and list 2 preferences ※ There is no guarantee that you will be allocated to your first choice due to the limited capacity of each dorm ※ Dormitory cannot be changed under any circumstances once allocated.
<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
<p>※ Copy of passport</p>	<ul style="list-style-type: none"> - It should cover the entire period of the exchange program - Be sure to make a 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 also submit a copy of your Japanese passport and an official document 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)
<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 <ul style="list-style-type: none"> ※ 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

- ※ 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.)

"Certificate of Eligibility (CoE)" application to the Immigration Office (designated form)

- #9: Please write Country & City 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" from the year you entered elementary school to Sep 2023, when you will begin your exchange program at Doshisha University
- #19: Please fill out your educational and work history including part-time work) for the last 5 years after high school graduation
- #28 (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, Accountant)

< In case the applicant is supplying the funds him-/herself >

- 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

Prescribed form for "Statement of expenses payment" filled out by the financial supporter

Official bank statement of the financial supporter **in Japanese or English**

- Please highlight the financial supporter's name and the total balance

Certificate of employment and annual income of the financial supporter **in Japanese or English** issued by his/her employer

- Please highlight the financial supporter's name, employer's name and the amount of annual income.
- If the financial support is self-employed / owner, submit the TAX certificate of the previous year and highlight the name of the financial support, 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

Certificate of scholarship/student loan (designated form)

- 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 **only living expenses** (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.