



Doshisha University Exchange Program & Application Guide For Fall 2023

(Sep 2023 – Mar/Sep 2024)

CGE (Center for Global Education) &
CJLC (Center for Japanese Language and Culture)



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Nomination Deadline: February 28, 2023

***Please fill in a designated nomination form and upload to the URL in the email of the call for nomination. The nomination must be completed by program coordinator.**

Application deadline: March 31, 2023

- The application documents with applicant's and coordinator's signature need to be uploaded to Doshisha's OneDrive through the program coordinator by the application deadline. Direct application from students are not acceptable. The URL of the OneDrive will be informed to the program coordinator and it shouldn't be shared with applicants. ***Application documents don't need to be sent by international courier.**

Notification of Outcome of the acceptance: middle of June 2023

Contact Information (Inbound)	
Manager	Kuniaki KATO (Mr.)
Assistant Program Coordinator	Kimika MORI (Ms.) – main contact parson
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Telephone	+81-75-251-3257
Email	ji-incmg@mail.doshisha.ac.jp <i>*In principle, ask questions through the home university</i>

Academic calendar	Fall Semester 2023	Spring Semester 2024
Dormitory move-in Dates	September 6th and 7th, 2023 (subject to change)	Mid March, 2023 (TBA)
Orientation week	Mid September – late September	Late March – early April
<p>※Please make sure to arrive in Japan on one of our designated move in dates to dormitories or even before. Doshisha University is not liable for any loss resulting from missing events such as course guidance and registration during the orientation week.</p> <p>※Some events might be held on weekends (Sat and Sun) and National holidays, please refrain from scheduling travel on weekend during the orientation week.</p>		
Course registration	At the beginning of each semester	
Class starts	The last week of September	The second week of April
Class ends	Late January	Late July
Exam period	Late January to early February	Late July to early August
<p>※Exchange students can leave Japan after their all exams end. The exam schedule will be announced 2 or 3 weeks prior to the exam period.</p>		
Transcript	Late March for Fall Semester	Mid-September for Spring Semester
<p>※We cannot send it out earlier than the above schedule. Only a paper-based transcript is available and Doshisha University will not issue any electronic transcripts such as a PDF version due to the university policy.</p>		

Eligibility

- Exchange students are required to be enrolled at the home university until the end of the exchange program at Doshisha University. Students who are planning to graduate or withdraw from the home university before the exchange program ends cannot apply.
- Exchange students must meet the language requirement of the program (CGE or CJLC) to which they are applying.

Student Visa

“Certificate of Eligibility (CoE)” is a necessary document for students to apply for their student visa. Doshisha University will apply for their CoE on behalf of them to the Immigration office in Kyoto, and will send the CoE to their home university.

Please make sure students to obtain their student visa on their passport at the nearest Japanese Embassy/Consulate in their home country or residence as soon as receiving the CoE. Student are not allowed to apply for the visa in Japan after their arrival.

The purpose of “Student visa” applied through Doshisha University is only to study at Doshisha University. Therefore,

early entry into Japan for sightseeing purposes or participation in other programs offered by another institutions or organizations on this visa is not permitted.

*Students who have Japanese citizenship must enter Japan with Japanese passport, therefore no need to apply for the student visa.

Accommodation

All exchange students are entitled to live in one of Doshisha's dormitory as long as rooms are available. Applicants need to submit the dormitory application form along with the application documents of the exchange program by application deadline. Students choose preferences from the list of accommodation contained in the Application Pack and list their preferences on the accommodation application form, however there is no guarantee that the student will be allocated to their first choice due to the limited capacity of dormitories. If students want to find a room by themselves, refer to the following URL.

*Kyoto City International Foundation: <https://housenavi-jpm.com/en/kansai/>

*Doshisha University: <https://ois.doshisha.ac.jp/en/housing/finding.html>

Scholarship

JASSO (Japan Student Services Organization) scholarship is the only scholarship available for exchange students. However, it depends on whether JASSO provides financial support to Doshisha's exchange program in each year. JASSO scholarship is very competitive and cannot be guaranteed to all applicants who submitted JASSO scholarship application form will be awarded. Since students will be notified of the result on/after the arrival, therefore students cannot include the JASSO scholarship as the financial support in the CoE application.

Others

- Exchange students are permitted to use the same facilities as regular students
- **The exchange program at Doshisha University must be completed as the period indicated on students' application documents and return to the home university.**

If students who are participating one-semester program wish to extend the period of the exchange program to another semester, the students need to contact the home university and also the Office of International Students, Doshisha University by the following deadline. The official request of the extension from the home university will be deliberated at the committee meeting, and if it is determined that the extension is necessary for academic reasons, their request will be accepted.

In case the students wish to extend to the Spring Semester 2024... by 5PM, October 27th (Fri), 2023



[IMPORTANT]

Exchange students belong to either [CGE \(Center for Global Education\)](#) or [JCLC \(Center for Japanese Language and Culture\)](#), and take courses mainly offered by the Center to which they belong.

Read the following information on each program/center carefully to determine which program/center (CGE and CJLC) to apply since;

- Applicants are NOT allowed to change the center (CGE/CJLC) after the application deadline
- Applicants are NOT allowed to apply to different centers (CGE/CJLC) for each semester, nor change the center during the exchange program.

CGE (Center for Global Education):

* *Studying Japanese culture, Society and Nature in English*

* *All levels (Bachelor, Master and Doctoral) can participate in this program as long as students understand that all courses offered by CGE are undergraduate level*

1. Requirements

Students whose first language is English or whose English is good enough to attend class are eligible for this course. The CGE program requires B2 level or higher in CEFR in English from students whose first language is not English.

2. Curriculum policies

As part of the University's aim of developing internationally prepared and broadly cultivated students with an understanding of global affairs that is essential for all areas of specialization, the Center for Global Education will provide a space to comprehensively examine topics of shared concern to people in Japan and other countries from a wide variety of disciplines and perspectives.

- All classes will be conducted in English
- International students and students from Japan will enroll in courses together
- Small class sizes will allow for meaningful interaction and communication among students, which will provide exposure to different perspectives and create a space to cultivate independent thought based on a thorough understanding of the opinions of others.

3. Courses

List of courses and syllabi

https://intad.doshisha.ac.jp/en/exchange/cge_curriculum.html

CGE offers inter-disciplinary courses all conducted in English, designed for international and Japanese students to foster a better understanding of Japan in a global context. The Center's program provides learning opportunities in different fields ranging from the humanities and social sciences to the natural and human sciences.

Japanese students also attend courses offered by CGE. By studying together in a small and interactive class, exchange students and Japanese students can have more opportunities to have meaningful contact with one another, and benefit from the diversity of perspectives that are represented and shared in the classroom. In this way, the Center offers a unique space for academic collaboration between international and Japanese students that is intended to foster a dynamic academic environment.

CGE students from English-speaking countries, or whose English proficiency proves equivalent to a native-speaker may also enroll in courses offered by The Institute for the Liberal Arts (ILA) after consideration (**up to 3 subjects**). ILA courses are also conducted in English at a native level and focus mainly on Japanese culture and society. However, requests to register for ILA courses may not always be granted as many ILA courses have limited space for enrollment. CGE students are also permitted to enroll in Japanese language courses in accordance with your Japanese proficiency (**up to 3 credits**). The main purpose of the Japanese language courses for CGE students is to allow them to understand the elements of grammar and acquire basic conversational abilities.

4. Credits

The CGE program considers a course that meets for two hours, once a week (x15 weeks) as two credits (except for Japanese language classes).

The maximum course load for CGE students is 30 credits for one year (15 credits per semester). CGE students are allowed to take up to 3 credits of Japanese language classes per semester. In some cases, students who take courses offered by ILA, credits of taking ILA courses are also included in the maximum course credit load.

Students should take more than 7 classes (1 class=90 minutes) at least per week. It is prescribed by law*

*Ministerial Ordinance to Provide for Criteria Pursuant to Article 7. Paragraph (1), item (ii) of the Immigration Control and Refugee Recognition Act.

Example of class schedule for CGE students

	月	火	水	木	金	土
1 9:00-10:30						
2 10:45-12:15				日本語(基礎) 火3・木2・金3セットで[3単位]		
3 13:10-14:40		日本語(基礎) 火3・木2・金3セットで[3単位]			日本語(基礎) 火3・木2・金3セットで[3単位]	
4 14:55-16:25		Issues in Japanese Culture [2単位]			Japan in Modern World History [2単位]	
5 16:40-18:10		International Relations in the Postwar Era [2単位]	Issues in Intercultural Communication [2単位]		Introduction to Japanese Culture in the Global Context [2単位]	
6 18:25-19:55						
7 20:10-21:40						

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 9:00-10:30						
2 10:45-12:15				Japanese (Basic) Tue3・Thu2・Fri3 in a set [3 credit(s)]		
3 13:10-14:40		Japanese (Basic) Tue3・Thu2・Fri3 in a set [3 credit(s)]			Japanese (Basic) Tue3・Thu2・Fri3 in a set [3 credit(s)]	
4 14:55-16:25		Issues in Japanese Culture [2 credit(s)]			Japan in Modern World History [2 credit(s)]	
5 16:40-18:10		International Relations in the Postwar Era [2 credit(s)]	Issues in Intercultural Communication [2 credit(s)]		Introduction to Japanese Culture in the Global Context [2 credit(s)]	
6 18:25-19:55						
7 20:10-21:40						

CJLC (Center for Japanese Language and Culture):

** Studying Japanese language and Culture in Japanese*

** Students are placed in appropriate level/class based on Doshisha's Japanese language placement test regardless of their current level (Bachelor, Master or Doctoral) at the home institution*

1. Requirements

In principle, the applicants have at least one year's study of Japanese language at college level prior to start the program at Doshisha University.

2. Curriculum policies

The Center for Japanese Language and Culture sets up its curriculum for students to improve Japanese Language skills, to deepen understanding of Japanese culture and to acquire skills contributing to promotion of mutual international understanding, in accordance with Japanese Language Levels and purposes of study abroad in Japan

3. Courses

List of courses and syllabi

(in Japanese): <https://intad.doshisha.ac.jp/exchange/curriculum.html>

(in English): <https://intad.doshisha.ac.jp/en/exchange/curriculum.html>

“Japanese language courses” are divided into 9 different levels:

elementary (I), upper elementary (II), pre-intermediate (III), intermediate (IV), upper intermediate (V), pre-advanced (VI), advanced (VII), upper advanced (VIII) and high advanced (IX).

Class allocations will be made on the basis of the Japanese Language Placement Test.

CJLC offers “Japanese Language Courses”, “Japanese and English Language Seminars”, “Lecture Courses in Japanese Studies” and “Lecture Courses in International Studies”

There are two courses, “**Intensive Course**” and “**Elective Course.**”

“**Intensive Course**” ...It is designed to develop four basic skills of listening, speaking, reading and writing. The center also offers the courses that are specifically designed to improve reading comprehension, written expressions and oral expressions.

“**Elective Course**” ...You can take some subjects from the “Japanese Language Courses” each semester, which is designated in each level.

“Japanese courses in Japanese studies” offers opportunity to learn Japanese traditional cultures such as calligraphy, flower arrangement, tea ceremony and Shrine festivals through classes and off-campus learning by making excellent use of our location in Kyoto.

Students who are placed on a certain level or above as a result of the Japanese Language Placement Test, will be allowed to attend lectures for undergraduate* programs within the terms and conditions. However, seminar classes or specialized subjects are only open to regular students.

*Only students those who are in graduate courses at home Institutes are allowed to take classes for graduate programs.

4. Credits

The Nichibun Program considers a course that meets for two hours, once a week (x15 weeks) as one or two credits. The maximum course load for Nichibun-sei is 30 credits for one year (15 credits per semester).

In some cases, students whose Japanese proficiency are sufficient and take courses offered by the appropriate faculty or graduate school, credits of taking those courses are also included in the maximum course credit load.

Students should take more than 7 classes (1 class=90 minutes) at least per week. It is prescribed by law*

*Ministerial Ordinance to Provide for Criteria Pursuant to Article 7. Paragraph (1), item (ii) of the Immigration Control and Refugee Recognition Act.

Example of class schedule for CJLC students

日本語1~3レベルの時間割サンプル (2レベル) / example of class schedule: Japanese Language Level from I to III (Level II)

日本語1~3レベルの時間割サンプル (2レベル)							example of class schedule: Japanese Language Level from I to III (Level II)						
月	火	水	木	金	土		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	日本語(総合1Ⅱ) [1単位]	日本語(総合3Ⅱ) [1単位]	日本語(総合5Ⅱ) [1単位]	日本語(総合7Ⅱ) [1単位]	日本語(総合9Ⅱ) [1単位]		Japanese (General 1 II) [1 credit(s)]	Japanese (General 3 II) [1 credit(s)]	Japanese (General 5 II) [1 credit(s)]	Japanese (General 7 II) [1 credit(s)]	Japanese (General 9 II) [1 credit(s)]		
2	日本語(総合2Ⅱ) [1単位]	日本語(総合4Ⅱ) [1単位]	日本語(総合6Ⅱ) [1単位]	日本語(総合8Ⅱ) [1単位]	日本語(総合10Ⅱ) [1単位]		Japanese (General 2 II) [1 credit(s)]	Japanese (General 4 II) [1 credit(s)]	Japanese (General 6 II) [1 credit(s)]	Japanese (General 8 II) [1 credit(s)]	Japanese (General 10 II) [1 credit(s)]		
3	日本語総合演習A [1単位]						Japanese Language Seminar A [1 credit(s)]						
4	日本の文化特講A [2単位]						Special Topics in Japanese Culture A [2 credit(s)]						
5													
6													
7													

日本語4レベルの時間割サンプル / example of class schedule: Japanese Language Level IV

日本語4レベルの時間割サンプル							example of class schedule: Japanese Language Level IV						
月	火	水	木	金	土		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	日本語(総合1Ⅳ) [1単位]	日本語(口頭表現AⅣ) [1単位]	日本語(総合3Ⅳ) [1単位]	日本語(読解BⅣ) [1単位]	日本語(総合5Ⅳ) [1単位]		Japanese (General 1 IV) [1 credit(s)]	Japanese (Oral Expression A IV) [1 credit(s)]	Japanese (General 3 IV) [1 credit(s)]	Japanese (Reading Comprehension B IV) [1 credit(s)]	Japanese (General 5 IV) [1 credit(s)]		
2	日本語(読解AⅣ) [1単位]	日本語(総合2Ⅳ) [1単位]	日本語(文章表現Ⅳ) [1単位]	日本語(総合4Ⅳ) [1単位]			Japanese (Reading Comprehension A IV) [1 credit(s)]	Japanese (General 2 IV) [1 credit(s)]	Japanese (Written Expression IV) [1 credit(s)]	Japanese (General 4 IV) [1 credit(s)]			
3	日本語総合演習B [1単位]	日本の伝統と文化 [2単位]					Japanese Language Seminar B [1 credit(s)]	The Tradition and Culture of Japan [2 credit(s)]					
4		中級日本語文法概論B [1単位]						Intermediate Japanese Grammar Overview B [1 credit(s)]					
5													
6													
7													

日本語5~9レベルの時間割サンプル (8レベル) / example of class schedule: Japanese Language Level from V to IX (Level VIII)

日本語5~9レベルの時間割サンプル (8レベル)							example of class schedule: Japanese Language Level from V to IX (Level VIII)						
月	火	水	木	金	土		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	日本語(総合1Ⅷ) [1単位]		日本語(総合3Ⅷ) [1単位]	日本語(総合4Ⅷ) [1単位]	日本語(総合5Ⅷ) [1単位]		Japanese (General 1 VIII) [1 credit(s)]		Japanese (General 3 VIII) [1 credit(s)]	Japanese (General 4 VIII) [1 credit(s)]	Japanese (General 5 VIII) [1 credit(s)]		
2	日本語(文章表現Ⅷ) [1単位]	日本語(総合2Ⅷ) [1単位]	日本語(読解Ⅷ) [1単位]		日本語(口頭表現Ⅷ) [1単位]		Japanese (Written Expression VIII) [1 credit(s)]	Japanese (General 2 VIII) [1 credit(s)]	Japanese (Vocabulary VIII) [1 credit(s)]		Japanese (Oral Expression B VIII) [1 credit(s)]		
3		日本語(読解AⅧ) [1単位]	日本の教育 [2単位]	日本語総合演習D [1単位]	ビジネス日本語D [1単位]			Japanese (Reading Comprehension A VIII) [1 credit(s)]	Education in Japan [2 credit(s)]	Japanese Language Seminar D [1 credit(s)]	Business Japanese D [1 credit(s)]		
4		日本の文字A [2単位]					Introduction to Japanese Literature A [2 credit(s)]						
5													
6													
7													

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	
<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 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
<input type="checkbox"/>	<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
<input type="checkbox"/>	<p>※ [Only for CGE applicants] Self-assessment of your Japanese level (designated form)</p>
<input type="checkbox"/>	<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
<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 <i>School Health and Safety Act</i> 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 4 preferences - <u>Male applicants</u>: 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 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</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 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 <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.