

Application for Admission — Ritsumeikan University Global PBL Program for Innovative Mind and Intelligence

Please read the following explanations carefully before filling out the application:

Application Forms

Please be sure you are using the most recent application forms. Do not print the application two-sided or submit two-sided documents. Do not use staples with any application documents.

Details Regarding Required Items:

- Please type or fill out all fields on all pages of the application in block letters using a ball-point pen.
- Please have your professor submit the Letter of Recommendation in a signed and sealed envelope.
- Statement of Financial Support: All students must submit this form. Please be sure to fill out all sections of the form, providing a total monthly budget and the source of funding for this budget. Please be sure you have budgeted an appropriate amount. Applicants without sufficient funding risk having their application for a student visa denied.
- Supporting Financial Documents: Please submit documentation certifying you or your sponsor's ability to cover the costs you have budgeted for your time in Japan such as a bank statement, loan statement, etc. If you are receiving a scholarship please also submit documents verifying any financial scholarship awards received for study in Japan.
- Please sign and date the Declaration and Pledge after completing the checklist on page 8. Students from partner universities must also have their exchange coordinator sign the form to verify that the application is complete. Unsigned applications will not be accepted.
- Certificate of Enrollment from the institution you are presently attending verifying your enrollment status.
- Official Transcript of grades from the institution you are currently attending.
- Photocopies of TOEFL® or IELTS score results, if applicable.
- Scholarship Application, if applicable. All scholarship documents submitted must be original.
- Certificate of Health on the form provided by RU. This document must include the physician's name, address, signature, and institutional stamp, and be taken within three (3) months of the application deadline.
- Passport Photocopy: Please include a photocopy of the information page of your passport, which includes your passport number, period of validity, and photo. The passport must be valid for the duration of the ~~SEP~~ program. If you do not already have your passport, please begin the application process immediately.
- Photographs (4): In addition to the photograph affixed to your application, you are required to submit three (3) of the same official ID-style photograph (3cm x 4cm) with your name written on the back of each one. Photos must be on glossy photo paper, exactly 3cm across and 4cm tall, and taken within the last six (6) months. Photos should have a white background and should show the entire head with room to spare above the head, below the chin, and to the sides of the face. Photos may be black and white or color.

Note: Submitting an incomplete application may cause a delay in your acceptance and in the issuance of documents required to apply for a student visa.

*If you have any questions regarding the application, please contact the International Center staff at
ruk@st.ritsumei.ac.jp*

Application for Admission — Ritsumeikan University

Global PBL Program for Innovative Mind and Intelligence

Please indicate which college you wish to enroll in:

- ☐ College of Policy Science
☐ College of International Relations

(4 cm)

Attach
3cm x 4cm
I.D. Photo Here
(please affix
with glue)

PERSONAL INFORMATION (All Fields Required)

Name (as shown in your passport)	Family Name	First Name	Middle/Other
Date of Birth Year Month Day		Marital Status ☐ Married ☐ Single	Gender ☐ Male ☐ Female
Place of Birth State/Province City		Nationality	Home City
Mailing Address (valid until start of program)		Tel: + E-mail: Valid until:	
Permanent Address		Tel: + E-mail: Valid until:	
Emergency Contact Name:		Tel: + E-mail: Relationship:	

EDUCATIONAL DATA

SCHOOL AND UNIVERSITY RECORD

List all college(s) and/or university(ies) you have attended or are currently attending, beginning with the most recent. Please include an Official Transcript and Certificate of Enrollment from the institution you are currently attending.

Institution	Location	Area of Study/Major	Faculty	Period of Study
				(from - to)
				(from - to)
				(from - to)

Please indicate the year of study you will be undertaking at the time the program starts.

Year Level (check one): ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ Other: _____

How many years in total will you have been in school at the time the program starts? (from elementary school to university)

_____ Years
 e.g. 12 (Elementary to high school) + 2 (University) = 14 years

When is your (expected) date of graduation from your home university? _____ (Year) _____ (Month)

ENGLISH LANGUAGE PROFICIENCY

Non-native speakers of English must include their TOEFL® or IELTS score.

TOEFL® Score: _____ Test Type (circle one): IBT • PBT IELTS Score: _____ Other: _____

Test Date: ____/____/____

*Test must be taken within one year of application.

*Please include a copy of your test results with your application.

JAPANESE LANGUAGE COURSESDo you intend to take Japanese language courses while on the SKP program? ☐ Yes ☐ No*Note: Japanese language courses are only available at the introductory and/or elementary level depending on your track of enrollment. Please see the SKP website and pamphlet for more details.***JAPANESE LANGUAGE COURSES COMPLETED OR IN PROGRESS**List the following information for each formal Japanese language course you will have completed by the time the Study in Kyoto Program starts. (Please continue on a separate sheet if necessary.)

CLASS NAME	CLASS HOURS	FROM – TO	GRADE	INSTITUTION
Ex: Japanese 101/A	100	Sep 07 – April 08	A-/3.5	University of _____
	TOTAL HOURS:	TOTAL MONTHS:		

Please list the textbooks you have used, including the chapters or sections of each textbook you have completed. (Please continue on a separate sheet if necessary.)

JAPANESE LANGUAGE PROFICIENCY SELF ASSESMENT

Please check the appropriate boxes to indicate your Japanese language proficiency.

	None	Beginner (JLPT N5/N4)	Intermediate (JLPT N3/N2)	Advanced (JLPT N1)
Speaking Ability				
Listening Ability				
Reading Ability				
Writing Ability				

Kanji Ability

How many kanji can you read? _____ How many kanji can you write? _____

JAPANESE LANGUAGE PROFICIENCY TEST (JLPT) (if you have taken and passed the exam)

*Please include a copy of your test results with your application.

Old Test Format (please indicate your test score in the parenthesis)☐ Level 1 (_____) ☐ Level 2 (_____) ☐ Level 3 (_____) ☐ Level 4 (_____)*New Test Format (please indicate your test score in the parenthesis)*☐ Level N1(_____) ☐ Level N2 (_____) ☐ Level N3 (_____) ☐ Level N4 (_____) ☐ Level N5 (_____)

PROPOSED STUDY PLAN

Please list the course units you wish to study at Ritsumeikan University during your semester with us.

Note:

For information on available courses, please check here (URL).

You can list up to 5 courses per semester at this stage, plus a maximum of 2 courses as alternatives.

Spring Semester:

Course Code	Course Title	Credit
Ex:		

Alternatives:

Course Code	Course Title	Credit

STUDENT VISA

Please indicate the location of the Japanese consulate or embassy where you plan to apply for your student visa if and when accepted into the program. Please note that you can not apply for a student visa from within Japan.

Country	State/Province	City
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Have you been to Japan before? ☐ No ☐ Yes → How many times? _____

If yes, what were the dates of your most recent visit to Japan? (**please use exact dates**)

1) from: _____ (yyyy/mm/dd) to: _____ (yyyy/mm/dd)

Please provide details of any immediate family, if any, who will be travelling with you to Japan. _____

Please provide details of any other immediate family residing in Japan, if applicable.

Relationship	Name	Date of Birth (y/m/d)	Nationality	Residing with Applicant	Place of Employment	Status of Residence

HEALTH STATUS

Please provide details regarding any current or past medical conditions (physical and psychological) or learning disabilities, including treatment, prescriptions taken, etc. Please be as detailed as possible.

Note: Information provided here will be used to ensure that we can provide the support necessary for a safe and healthy study abroad experience.

1. Do you or have you had any medical conditions or learning disabilities? ☐ No ☐ Yes
2. Do you or have you taken any prescription medication? ☐ No ☐ Yes
3. Details regarding your condition, treatment, and medication including any special accommodations you may require:

※ PERSONAL STATEMENT ※**Global PBL Program for Innovative Mind and Intelligence**

Please include a typed, one (1) page essay in English (no longer than 500 words) stating why you wish to participate in the global PBL program. Please explain what kind of studies you would like to undertake while in Japan, what you expect to gain from the program, and how your participation in the program relates to your future plans.

You must write this essay without assistance from others. Admission may be nullified if it is later discovered that assistance was received.

※ LETTER OF RECOMMENDATION ※

(Those students who are currently enrolled in a college/university must obtain a letter of recommendation from a professor. Letters from other students, friends, or relatives are not acceptable.)

PLEASE TYPE OR PRINT. If you decide not to use this form, please be sure to address each of the questions below and include the requested contact details.

_____ has applied for admission to the global PBL program at Ritsumeikan University in Kyoto, Japan. It is important that Ritsumeikan University knows as much as possible about the applicant's academic capacity and flexibility in adjusting to life in another culture. The applicant will be expected to interact with Japanese students and faculty in the promotion of international exchange and study. Any information you provide will be used solely for admission purposes, and will remain confidential.

Please complete this form in either English or Japanese and return it to the applicant in a sealed envelope with your signature across the flap. Please feel free to continue on a separate page if necessary. Thank you for your cooperation.

(1) How long have you known the applicant, and in what capacity?

(2) What special qualities does the applicant possess?

(3) In what areas does the applicant need improvement?

(4) In what way do you think the applicant will benefit from his/her experience at Ritsumeikan University?

(5) Students will be required to participate in global PBL activities that will require a strong degree of maturity and flexibility. How well has the applicant displayed these qualities, and how does he/she interact with others?

(6) Are there any matters you feel we should know about the applicant?

Contact Details:

Name (please print): _____

Title and Name of Place
of Employment: _____

Address: _____

Tel #: _____

E-mail: _____

Signature: _____

Date: _____

※ STATEMENT OF FINANCIAL SUPPORT ※

Students attending the program must provide supporting financial documentation for the estimated costs indicated below. Please attach documents verifying financial sources for savings, loans, allowance and scholarships (bank statements, an official letter from the bank indicating the account balance and account type, scholarship award letters, loan statements, etc). An official employment statement for a sponsor is also acceptable if it contains information about the sponsor's capability to bear all necessary costs. Please note that credit card statements and photo copies of ATM/credit cards or credit card statements are not acceptable forms of documentation.

If your sponsor is a government agency, organization, or other group, you must attach a letter from your sponsor that includes the terms of scholarship. If you will be sponsoring yourself using student loans, scholarships, or other funds, please fill out the form listing yourself as the sponsor, include documents verifying your financial resources, and sign the form.

Applicant Name:

Family

First

Other

Monthly Budget

Please indicate your total monthly budget and how you intend to pay for it.

Source of Funds	Type of Funds	Amount (unit: Yen)
Self	Monthly Savings/Loan/Etc	① /month
Parent/Guardian	Monthly Allowance	② /month
Scholarship (Name:)	Monthly Amount	③ /month
Monthly Budget:		①+②+③ /month

Sponsor (To be completed by the applicant's sponsor or by the applicant in the case of self-sponsoring*)

*if you are sponsoring yourself, please list your own name, fill out the Living Expenses section, circle "self" in the Financial Sponsor section, and sign the form.

This is to certify that I acknowledge and will take full responsibility for all expenses estimated below involved with the participation in the global PRL program to which the above mentioned individual has applied, and will provide financial support to him/her to cover these expenses for the duration of the program. The financial support will be made available from the resources indicated in the attached document(s).

Financial Sponsor

Name:

Family

First

Other

Home Address:

Tel:

E-mail:

Title and Name of

Place of Employment:

Office Address:

Tel:

E-mail:

**Relationship to
Applicant (circle one):**

Parent/Guardian/
Family Member

Self

Other: _____

Signature:

Estimated Expenses for the 2015-2016 Japanese Academic Year (in Japanese Yen)

	One Semester (4 Months)
Room*	160,000
Basic Food*	180,000
Health Insurance	9,000
Leisure Activities*	100,000
Total	449,000

*These expenses are estimated and subject to change. Actual expenses may vary with choice of accommodation as well as each student's spending habits.

※ VERIFICATION OF EXPECTED GRADUATION DATE ※

Note: All students applying for the program from a partner university under an Agreement for Student Exchange must submit this form.

This form is to be completed by the study abroad coordinator at your home university who is overseeing your application for exchange.

Exchange Coordinator:

Please confirm the following regarding your applicant. Students must be enrolled at the home university for the duration of the program in order to be eligible for exchange. If the student's enrollment at the home university expires prior to the end of the program, they do not qualify as an exchange student under our Agreement for Student Exchange.

The information below is critical in determining the student's eligibility for the program, scholarships provided by RU, RU sponsored housing, etc. We appreciate your assistance in ensuring the smoothest possible admissions process for your student.

Student's Name: _____	Home University: _____
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1. What year of study will the student be undertaking at the time the program starts?

Year Level: ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ Other: _____

2. What is the student's expected date of graduation from the home university?

Year: _____ Month: _____

<i>I hereby certify that the information above is complete and accurate to the best of my knowledge. I understand that any discrepancies in this information could seriously affect the results of this application or the student's status while at Ritsumeikan University. Should any of this information change after submission of the application, such changes will be forwarded to Ritsumeikan University as soon as possible.</i>	
Coordinator Signature: _____	Date: _____

※ APPLICATION CHECKLIST ※

Partner University Students

The following documents are to be submitted by all applicants. Please show your application to your study abroad advisor or exchange coordinator after you have completed the checklist. Please have them verify that you have prepared all the required documents by using the checklist below.

Exchange Coordinators: The following documents are to be submitted by all applicants. Please complete the "coordinator" section of the checklist and sign the bottom of the form to verify that your student's application is complete.

Student	Coordinator (if applicable)	Item to be Submitted (see application cover page for more details)
☐	☐	All pages of application, typed or completed in block letters using a ball point pen
☐	☐	Letter of Recommendation (pages 5-6) in a signed and sealed envelope
☐	☐	Statement of Financial Support (page 7)
☐	☐	Supporting financial documents
☐	☐	Declaration and Pledge (page 9)
☐	☐	Certificate of Enrollment
☐	☐	Official transcript of grades from the institution you are currently attending
☐	☐	Photocopies of TOEFL® or IELTS score results, if applicable
☐	☐	Completed Certificate of Health on the form provided by Ritsumeikan University
☐	☐	Passport photocopy
☐	☐	Photographs (4)

※ DECLARATION AND PLEDGE ※

As a participant of the global PBL program (hereinafter referred to as "Program"), I hereby pledge that:

1. For the duration of the Program, I will conduct myself with the awareness that I am a Program participant, follow the instructions given to me by Ritsumeikan University faculty, staff, and the Program coordinator, and abide by Japanese law.
2. I understand the outline and aim of the Program and I will attend all of my designated classes and activities as scheduled except in the case of illness or emergency.
3. I will abide by the rules and regulations of my residential facility.
4. I understand that violation of any of the items 1-3 above is reason for dismissal from the Program.

Note:

Dismissal from the program would result in violating the criteria of Article 7.1.2 of the Immigration Control and Refugee Recognition Act, requiring 10 or more hours of classroom time per week for the "Student" Status of Residence, forcing me to leave the country.

I hereby certify that the information provided in this application is complete and accurate to the best of my knowledge and agree to abide by the above pledge. I understand that any falsification of information or late submission could result in the cancellation of this application.

Student Signature: _____

Date: _____

Coordinator Signature (if applicable): _____

Date: _____

※ IMPORTANT INFORMATION ※

This form is to be retained by the applicant. Please do not submit it with your application.

Method of Selection

Selection will be made on the basis of the forms/documents submitted

Notification of Results

Spring (April) Semester Admission: Mid January

CONTACT AND APPLICATION MAILING ADDRESS

GLOBAL PBL PROGRAM APPLICATIONS

Attention: Global PBL Program Application

International Center at Kinugasa Campus
Ritsumeikan University
56-1 Tojiin, Kitamachi
Kita-ku, Kyoto 603-8346, Japan
Tel: 81-75-465-8114
Fax: 81-75-465-8112
E-mail: ruk@st.ritsumei.ac.jp