

# AY 2018-2019

## Doshisha University

### Student Exchange Program Application Guide

(Students of English-based Degree Programs (ILA, GS, ISTC, GMBA))

#### Application Period

	ONLINE Application	DOCUMENT Submission
Period A	May. 22 (Mon) 9:00 – May. 24 (Wed) 11:00	May. 30 (Tue) 9:00 – May. 31 (Wed) 17:00
Period A Add. Period B	Sep. 19 (Tue) 9:00 – Sep. 21 (Thu) 11:00	Sep. 28 (Thu) 9:00 – Oct. 2 (Mon) 17:00
Period B Add.	Nov. 22 (Wed) 9:00 – Nov. 27 (Mon) 11:00	Nov. 30 (Thu) 9:00 – Dec. 1 (Fri) 17:00

※ Document Submission is accepted only at the office hours. (Mon – Fri 9:00 – 17:00 (excluding 11:30 – 12:30))

#### 【NOTE】

1. This application guide is for the “Student Exchange Program” for students of all faculties and graduate schools.

※ Contact the relevant faculty / graduate office for the “Faculty / Graduate School Level Agreement programs”.

2. Students **MUST** complete **BOTH** “Online Application” and the “Document Submission”.

The OIA will **NOT ACCEPT** the application if incomplete, or **ONLY** either 1 has been submitted.

3. Additional recruitment will be held based on the below;

- If exchange places are still available after Period A recruitment and there is enough time until the official application for the institution, Period A Additional recruitment will be held.

(Same for the Period B and the Period B Additional recruitment)

※ For institutions in Korea, available exchange places after Period A may be offered in Period B instead of Period A Additional recruitment.

#### < Institutions available in each Period >

- **Period A:** Institutions where the exchange period commences in February – March of the following year (Oceania, South America, Korea, etc.)
- **Period B:** Institutions where the exchange period commences in August – November of the following year (Europe, North America, Asia other than Korea, etc.)

#### Place of Submission / Inquiries: Office of International Affairs (OIA)

Imadegawa Campus: Fusokan Building 1<sup>st</sup> Fl. / Kyotanabe Campus: Shigyokan Building 1<sup>st</sup> Fl.

Office Hours: Mon – Fri 9:00 – 17:00 (excluding 11:30 – 12:30)

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# I. Overview of Student Exchange

## I-1. About This Application Guide and this program

This application guide is for the “Student Exchange Program” for students of all faculties and graduate schools. The Student Exchange Program is a program that sends Doshisha students to overseas institutions as representatives of Doshisha University based on the student exchange agreement signed between Doshisha University and the respective overseas institutions. Exchange students are expected to focus on studies at the host institution. In this application guide, “Student Exchange” shall mean the university wide “Student Exchange Program”.

### ■ Purpose of Student Exchange

- 1) To deepen students’ knowledge in the area of specialization and areas interested in while studying at an overseas institution
  - 2) To deepen students’ understanding of foreign cultures, values and acquire an international way of thoughts
  - 3) To deepen students’ understanding of students’ self, home country and expand perspective
- ※ Improvement of language skills is **NOT** the main purpose.



The information in this application guide is valid as of April 3<sup>rd</sup> (Mon), 2017.

For the latest information, check the Student Exchange Program webpage.

#### Student Exchange Program Webpage

[http://international.doshisha.ac.jp/study\\_abroad/study\\_abroad\\_programs/study\\_abroad\\_programs.html](http://international.doshisha.ac.jp/study_abroad/study_abroad_programs/study_abroad_programs.html)

## II. Restrictions on Application

### II-1. Multiple Applications within the Same Academic Year

For students who have been selected as an exchange candidate CANNOT apply for a different application period in the same academic year.

For students whose application was **unsuccessful** may apply for student exchange again in one of the subsequent application periods.

#### < Examples >

- ① Period A application successful → CANNOT apply again in Period A Add. / Period B
- ② Period A application **unsuccessful** → eligible to apply again in Period A Add. / Period B
- ③ Period A Add. / Period B application successful → CANNOT apply again in Period B Add.

### II-2. Application of First Year Undergraduate Students / Transfer Students

Undergraduate students must have completed 2 semesters (**MUST** have obtained the transcript for 2 semesters) at the beginning of exchange (Some institutions require applicants to have completed more than 3 semesters).

For this reason, the following applications are NOT eligible:

- ① Undergraduate students who start studying at Doshisha from **Spring Semester** are NOT eligible to apply for Period A / Period A Add. of the same year.
  - ② Undergraduate students who start studying at Doshisha from **Fall Semester** are NOT eligible to apply for Period B / Period B Add. of the same year.
  - ③ Undergraduate transfer students from another university are NOT eligible to apply for Period A / Period A Add..
- ✖ Applicants **MUST** submit their latest transcript when applying.
  - ✖ Undergraduate students **MUST have earned at least 30 credits at the time of departure.**

### II-3. For Students who Wish to Start Exchange at the First Year of a Graduate Program

(Students already accepted by the graduate school BEFORE departure)

If students intend to proceed to a graduate program before going on exchange, and start exchange during the 1<sup>st</sup> year of the graduate program (either from undergraduate to Master's program or from Master's to Doctoral program),

**MUST** consult with the OIA BEFORE applying.

#### **【APPLICABLE students】**

- Students who have passed the entrance examination to a Doshisha graduate school at the time of application for the student exchange.
- Students currently applying for the Doshisha Graduate school at the time of application for the student exchange (application will be put on hold as of the end of the application period and will be officially accepted if the student passes the entrance examination).
- If the host institution accepts Graduate students.
- **BEFORE** application, receive confirmation from your Doshisha Graduate school office that there is no problem in studying abroad from the first year of study at Graduate school.

### **【NOT Applicable students】**

- Students who have **NOT** applied for the Doshisha Graduate school at the time of application for the student exchange.
- Students who are **NOT** enrolled at Doshisha University at the time of application for student exchange.
- Students who are expected to proceed to an advanced program (either from undergraduate to Master's program or from Master's to Doctoral program) during the exchange period.

### **II-4. Grade Skipping (Early Graduation)**

Some partner institutions require a Bachelor's degree to apply for their Master's program.

Students who correspond with the below **MUST** consult with the OIA **BEFORE APPLYING**.

- ① made an early entry into a graduate school.
- ② intend to make an early entry into a graduate school before going on exchange.

### **II-5. Transfer Students from Another University or Faculty**

Consult with the OIA **BEFORE APPLYING** if students apply for any of the below;

- ① have entered Doshisha University as a transfer student from **another university**.
- ② have transferred from the faculty students were initially admitted at to **another faculty**.
- ③ intend to transfer to another faculty **BEFORE** going on exchange.

### **II-6. Application of International Students**

Although the Student Exchange Program is open to all regular students of Doshisha University, international students **MUST** consult with the Office of International Students **BEFORE** applying.

Some international students may **NOT** be eligible to apply due to the scholarship they receive (e.g. Monbukagakusho Scholarship/Ashinaga Scholarship).

### **II-7. Period of exchange while enrolled at Doshisha University**

If the total period of studying abroad while students are enrolled at Doshisha University **exceed 1 year**, (including the period intend to apply for this time), **MUST** consult with the OIA **at least 1 month BEFORE the start of the application period**.

### **【Examples of study abroad while remaining enrolled at Doshisha】**

- Study abroad under the university-level Student Exchange Program
- Study abroad under a faculty/graduate school-level Student Exchange Agreement
- Study abroad approved by Doshisha

### **II-8. Change and Cancellation**

Once the application has been submitted, students **CANNOT** make changes or cancel the application.

Therefore, **BEFORE** applying, students **MUST** plan carefully on study, graduation, and career path.

### III. Information on Host Institution

#### III-1. Choosing the Host Institution

**BEFORE** selecting a host institution, thorough research is required; **BEFORE applying** make sure to check the Program List and Institution Info.

The information is subject to change. Therefore; check the Program List and Institution Info for the most updated application requirements and other information of each institution.

Information will be fixed by the time Online Application starts in each period.



#### Program List

Exchange places, Period of exchange, Eligibility, Application requirements, conditions and etc.

<https://sso.doshisha.ac.jp/>

Web Single Sign On → “Go Global”Portfolio → Application Guide



#### Institution Info

Partner Institutions’ Information for courses students cannot take, any restrictions, costs, scholarship availability, orientation and etc.

<https://sso.doshisha.ac.jp/>

Web Single Sign On → “Go Global”Portfolio → Institution Info

<NOTE>

For any questions, contact the OIA, and **DO NOT contact the institution directly.**

Students are prohibited to contact the host institution directly until students receive the Letter of Acceptance.

#### ■ **Application for multiple institutions / order of preference**

In each application period, students can apply for up to 3 institutions (for Period A Additional Recruitment / Period B, up to 3 institutions in total).

With each institution, first-round selections will be made among those who chose that institution as their first choice.

Should there still be an open spot; the second round of selections will be made among those who chose that institution as their second choice. (Same for the third choice.)

**Students CANNOT apply to the same institution with a different language.**

#### ■ **Applicable Courses**

The Student Exchange Program is for studying “Academic courses”, **NOT** for studying **ONLY** language courses. In addition, students who are **ONLY** intending on studying language courses at the host institution are **NOT** applicable for the Student Exchange Program.

### **AKP Member Institutions**

Institutions indicated as AKP-General or AKP-Individual are AKP member institutions. AKP member institutions are counted as 1 of the 3 choices that the students can make. Students can choose up to 2 institutions in the AKP member institutions category, with 1 of AKP-General institutions and 1 of AKP-Individual institutions, provided that students fulfill the application requirements of each of these institutions.

#### **<NOTE>**

**Candidates for AKP member institutions may be placed in another AKP member institution** based on their preferred areas of study and other matters after internal selection.

#### **< Example >**

1<sup>st</sup> Choice: AKP member institutions (1. Oberlin College [AKP-General] 2. Whitman College [AKP-Individual])

2<sup>nd</sup> Choice: The University of Hawaii at Manoa

3<sup>rd</sup> Choice: Kalamazoo College

→ As the example above, students can apply for a total of 4 institutions, Oberlin College, Whitman College, the University of Hawaii at Manoa and Kalamazoo College.

### **KCJS Member Institutions**

Institutions indicated as KCJS are KCJS member institutions. KCJS member institutions are counted as 1 of the 3 choices that the students can make. By choosing this category, students can apply for all the member institutions that students fulfill the individual application requirements.

#### **<NOTE>**

After candidates for KCJS member institutions are selected, the director of KCJS will interview them and place them in respective host institutions based on their preferred areas of study and other matters.

✘ In the interview, the eligibility to study at the preferred institutions will be assessed. Therefore; the candidates **MUST** prepare for the interview well BEFORE applying. **Based on the interview, the director of KCJS may place them in another KCJS member institution.**

### **Fee-paying Route**

The students of Fee-paying Route (indicated as **【Fee-paying Route】** in the Program List ) **MUST** pay the tuition fees of both host institution and Doshisha University. Some institutions set low tuition fees compared with regular international students. Also the students of Fee-paying Route may apply for the scholarships for exchange students at Doshisha. Some institutions may have both the regular program and the **【Fee-paying Route】** program.

**Fee-paying programs are counted as 1 of the 3 choices that the students can make. Therefore; students may apply for both programs or either program.**

#### **<Example>**

1<sup>st</sup> Choice: Western Michigan University

2<sup>nd</sup> Choice: Western Michigan University **【Fee-paying Route】**

3<sup>rd</sup> Choice: The University of Hawai'i at Hilo **【Fee-paying Route】**

### ■ Institutions which have multiple programs

Some institutions may have more than 1 program.

< Example >

**Whitman College:** Whitman College [AKP-General] and Whitman College [AKP-Individual]

**Stanford University:** Stanford University [KCJS] and Stanford University

**Western Michigan University:** Western Michigan University **【Fee-paying Route】** and Western Michigan University

### III—2. Period of Exchange

The period of exchange varies with each partner institution, with options of either “1 year” or “1 semester” (corresponding to Spring or Fall semester at Doshisha University).

Students can **ONLY** select from the period listed in the Program List.

<NOTE>

Students **CANNOT** change (extend or shorten) the proposed period of exchange **AFTER** submitting the application. Students are expected to take **full responsibility** for actions outside the exchange period, including attending pre-session language courses. Students are required to come back to Japan promptly within the exchange period.

<For reference>

The period of exchange will be determined by Doshisha University based on the host institution’s academic calendar and Doshisha academic calendar. The period is normally from the beginning of the month that includes the host institution’s orientation period or the first day of classes to the end of the month that includes the last day of final examinations.

The period of study abroad approved by Doshisha may differ from the period indicated in the Program List, since Doshisha University will confirm and approve the exchange period once receiving the letter of acceptance from the host institution.

### ■ Applying for multiple institutions and multiple periods

In case of selecting both 1 year and 1 semester for the 1st choice institution, students will be considered for 1 semester at the 1st choice institution **BEFORE** being considered for 2nd or 3rd choice institution.

If studying abroad for 1 year is the first preference regardless of the institution selected, make sure to choose **ONLY 1 year** for the exchange period.

### III—3. Exchange Places

Number of exchange places listed in the Program List are determined based on the agreement and number of students exchanged in the previous years.

<NOTE>

Institutions accepting 2 exchange students for 1 semester each is an equivalent of 1 exchange student for 1 year. 1 student for 1 semester is indicated as 0.5.



### III—4. Eligibility

Eligible students (undergraduate / graduate) vary with each institution, so students must check the Program List. Students should also check on the Program List for how many semesters the host institution requires students to have completed before going on exchange.

#### <NOTE>

- If students have taken or plan to take a leave of absence **BEFORE** study abroad, the period of the leave will **NOT** be counted towards the semesters students completed.
- Undergraduate students **MUST have earned at least 30 credits at the time of departure.**
- ✘ If students have **NOT** earned enough credits, Doshisha will cancel the approval of study abroad as a fully enrolled Doshisha student.

### III—5. Application Requirements

Must fulfill the requirements at the time of application within Doshisha.

Check the updated information **BEFORE applying** as the requirements are subject to change.

#### <NOTE>

Requirements may also be changed by the host institution **AFTER** being selected as an exchange program candidate. Students also need to fulfill the application requirements when officially applying for the host institution.

### 1. GPA

Students need to have fulfilled the GPA requirement in the Program List **at the time of application** for internal selection. Consult with the OIA in advance if students cannot obtain an official transcript or do not have valid GPA for the following reasons.

- Applied for the Period A recruitment in the first year of Master's program
- Enrolled as a Doctoral program student
- Applied immediately after transferring to the current affiliated faculty

#### <NOTE>

- ① **The cumulative GPA at the time of application** will be considered.
- ② Students also need to have met the GPA requirement at the time of application for the host institution (official application: after being selected as a candidate)
- ③ If the GPA requirement is not met students cannot apply for the host institution even if students have been selected by Doshisha as an exchange candidate.

## **2. Language Requirements**

For students applying for an institution that accepts more than one language qualification (English or Korean, etc.), students **MUST** choose either one of the languages and submit the official application to the host institution in the selected language in principle.

### **<NOTE>**

- Regardless of the language students apply with, students **MUST** have an adequate command of English for gathering information, preparing official application documents and making arrangements before departure and at the host country and institution.
- Students **MUST** also continue to improve language skills still after being selected as an exchange candidate. Following problems may occur to students if the host institution denies students' level of language proficiency.
  - ① Application not accepted by the host institution.
  - ② Students are asked by the host institution to attend the language courses (self-pay).

### **【Applying with English qualification】**

Students need to submit a valid language certificate to show that they fulfill the language requirement in the Program List during the internal application period. A valid certificate (original) that fulfills the language requirement will also be needed when students officially apply for the host institution.

### **【Applying with language qualification other than English】**

Students must select one of the below to apply at the time of the internal application.

- ① Submit a valid language certificate to show that they fulfill the language requirement (CEFR) in the Program List.
- ② Take the internal language test conducted by Doshisha University after the application period.
- ※ Check the below <NOTE> deeply. Based on the applying language, the language certificate will not be a substitute for the internal language test.

### **<NOTE>**

- ① Applicants may **ONLY** submit the certificate of external language proficiency tests indicated in the tables.
- ② See “Internal Language Proficiency Test (P.14)” for more details.
- ③ See “IX Language Proficiency Score Conversion Tables (P.27-)” for the Conversion tables and whether the language certificate will be a substitute for the internal language test based on the applying language and etc.
- ④ Students may be required to submit a certificate (original copy) of a relevant language proficiency test when submitting the official application to the host institution.
- ※ For more details, please refer to the Notes section of the Program List.

## **3. Other**

Some partner institutions have restrictions on the applicant's nationality, age, etc.

- ※ Make sure to **CHECK** the Notes section of the Program List before applying.

### **III—6. Application for Graduate Program**

If students plan to apply for exchange at a graduate program, consult with the OIA **BEFORE** application without fail. If application for the graduate program is declined, students will be considered for the undergraduate program. In that case, students will not be able to have the credits earned in the undergraduate program transferred to the graduate program at Doshisha.

Students should also check the Program List and Institution Info as some institutions have the following restrictions.

- **NOT** allowing graduate students to apply for undergraduate programs after application for the graduate program is declined.
- **NOT** open for graduate students.
- **NOT** making graduate programs available even to graduate exchange applicants.

## IV. Selection Process and Schedule

### IV-1. Selection of Exchange Candidates

Based on the selection criteria set out by the Committee for International Affairs, eligibility of an exchange student as a representative of Doshisha University is comprehensively considered.

For the selection, the Total Score (full mark 300) which consists of the 3 score measures below (pass mark 60, full mark 100) will be used. Exchange candidates are selected in the order of the Total Score.

- The applicants who do not fulfill the requirements of each institution are **NOT eligible**.

#### <Selection of Exchange Candidates score measures>

- ① Language Proficiency Score
- ② GPA Score
- ③ Interview Score

#### <NOTE>

The pass mark is the standard which indicates minimum level of exchange students. **The applicants who do NOT obtain the pass mark (below 60) of each score are regarded as NOT eligible or will be failed.**

### 1. Language Proficiency Score

External or internal language proficiency test scores are converted into the Language Proficiency Score.

For conversion of the score, refer to “IX Language Proficiency Score Conversion Tables (P.27-)”.

**Reference:** The Conversion Tables of English are based on the conversion table published by ETS and etc. The Conversion Tables of languages other than English are based on CEFR (Common European Framework of Reference).

### 2. GPA Score

The applicants who do not obtain the pass mark may not apply. The score will be converted in to GPA score (pass mark 60, full mark 100).

- ① Undergraduate students pass mark = GPA 2.0/4.0 (Full mark = GPA 4.0/4.0)
- ② Graduate students pass mark = GPA 2.5/4.5 (Full mark = GPA 4.5/4.5) If applicants do not have GPA of the current degree course at the time of application, a special measure may be taken

#### <Reference: Conversion formula of GPA score>

GPA score full mark of 4.0 =  $20 \times \text{GPA} (/4.0) + 20$

GPA score full mark of 4.5 =  $20 \times \text{GPA} (/4.5) + 10$

### 3. Interview Score

Evaluation of the Interview by the Faculty/Graduate School is converted into the Interview Score (pass mark 60, full mark 100).

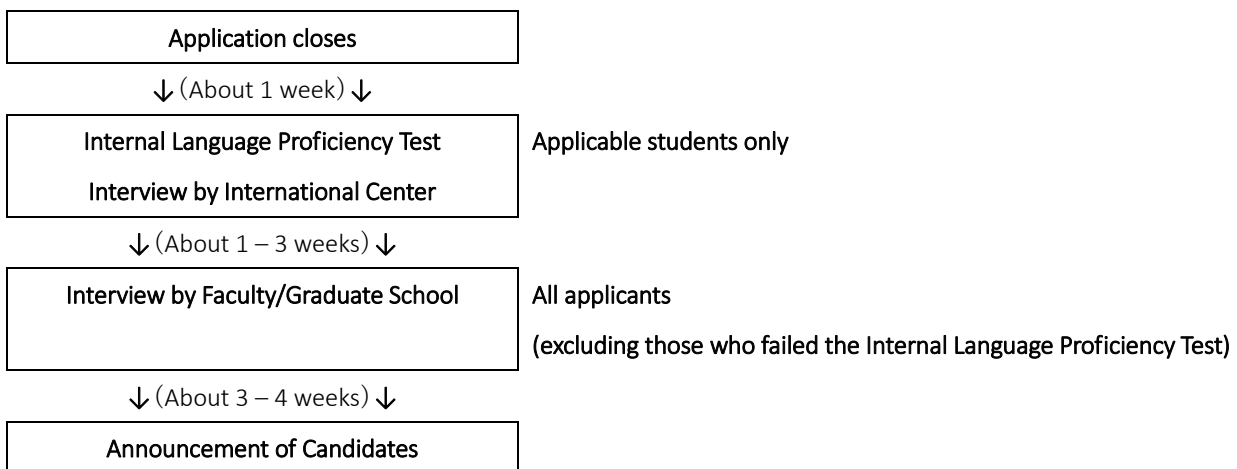
**Reference:** Evaluation points of Interview

- ① Purpose of Study Abroad.
  - ② Coherence between curriculum of affiliated Faculty/Graduate School at Doshisha University and study plan at host institution.
  - ③ Background knowledge of the host institution and country/region.
  - ④ Adaptability to student life at the host institution (sociability, positiveness, etc.)
- ※ In principle, the interview by the Faculty/Graduate School will be held in English.

### 4. Recommendation by Exchange Program by Faculty/Graduate School

Considering interview, GPA, language proficiency, etc. comprehensively, affiliated Faculty/Graduate School decides whether the applicant can be recommended. Faculty/Graduate School may decide “not to recommend” the applicant if he/she extremely lacks the eligibility. Applicants whom Faculty/Graduate School does not recommend are excluded from the following selection process and will not be selected as an exchange candidate.

### IV-2. Screening Schedule



<NOTE>

Details will be posted on the Student Exchange Program webpage and OIA message boards prior to the application period.

### **1. Internal Language Proficiency Test (For students applying in a language other than English)**

Students who do not submit certificate of external language proficiency tests **MUST** take the internal language proficiency test conducted **AFTER** the application period (applicants with certificate of an external Spanish language proficiency test will be exempted from the writing test but must take the oral test of the internal language proficiency test). Applicants will receive the score report of the internal test at the OIA after the test. Those who fail to take the test will be DISQUALIFIED.

Date, location and other details of the test will be posted on the Student Exchange Program webpage and the OIA message boards prior to the application period. (Also receive the information at the time of submission as well.)

※ Past test of the previous internal language proficiency tests are distributed at the OIA **excluding** Italian.

#### **<NOTE>**

- **The applicants without the pass mark (60) are regarded as not eligible and their application will be canceled.**
- The applicants who do not fulfill the requirements (CEFR) of a part of preferred institutions, only the application of the institutions will be canceled. See “IX Language Proficiency Score Conversion Tables (P.27-)” for conversion into CEFR.
- See “IX Language Proficiency Score Conversion Tables (P.27-)” for the Conversion tables and whether the language certificate will be a substitute for the internal language test based on the applying language and etc.

### **2. Interview by International Center**

An additional interview may be held by the International Center for applicants for some partner institutions due to the security situation in the country and/or Doshisha’s previous history of student exchange with that institution, and for the purpose of confirming the applicant’s motivation and plan to study at the institution. The institutions for which applicants need to take the interview are indicated in the Notes section of the Program list.

Date, location and other details of the interview will be posted on the Student Exchange Program webpage and the OIA message boards prior to the application period. Applicants will also receive the information upon submitting application.

Result of the interview will be referred in the Interview by Faculty/Graduate school.

### **3. Interview by Faculty/Graduate school**

Students will be notified by the Faculty/Graduate school office about the date and location of the interview on the message board, by telephone or E-mail (varies with each Faculty /Graduate School). Interview is held in English for Students of English-based Degree Programs (ILA, GS, ISTC, GMBA)

※ The OIA will not notify the date and location of the Interview

### **4. Announcement of Exchange Candidates**

Successful candidates will be announced on the message board of the OIA on both campuses. The OIA will **NOT** answer any inquiries about the results by telephone or E-mail.

#### **【Schedule for announcement of exchange candidates】**

- Period A: Mid July
- Period A Additional Recruitment / Period B: Late November
- Period B Additional Recruitment: Late January

## V. Notes: After Selected as an Exchange Candidate

### V-1. Important Notes for Candidates

After being selected as an exchange candidate, students will need to follow various procedures on their own with the support from the OIA.

Note that Doshisha University may **DISQUALIFY** applicants to cancel the student exchange before or after departure if an exchange candidate is found unsuitable as a representative of Doshisha University for the following reasons:

- Unsatisfactory academic performance
- **NOT** meeting deadlines of document submission
- **NOT** following necessary procedures
- **NOT** attending information sessions and orientations

### V-2. Exchange Candidate Orientation and Pre-Departure Orientation

Exchange candidates **MUST** attend the Exchange Candidates Orientation and Pre-Departure Orientation. Students who are absent from the Exchange Candidates Orientation or Pre-Departure Orientation will **NOT** be admitted as an Exchange candidate/Student.

#### Exchange Candidate Orientation

Held within one week from the announcement of candidates for each application period.

#### Pre-Departure Orientation

Exchange period starts in February – June: held in early or mid January

Exchange period starts in August – November: held in late June or early July

### V-3. Official Application for Host Institution

After passing the internal selection, exchange candidates **MUST** submit the official application for the host institution for consideration.

- ✘ Final decision on the acceptance/non-acceptance of an exchange candidate nominated (who passed the internal selection) will be made by the host institution.

### V-4. Participation and Cooperation in Promotion of Student Exchange Program and International Exchange

Exchange students and candidates are **highly expected** to actively participate and cooperate in promoting student exchange and international exchange at Doshisha University.

#### 【Activity Examples】

- Providing information to future exchange students
- Contribution to public relations of Doshisha University: providing photographs, writing an article for public relations brochures
- Participation in study abroad fairs, debriefing session, guidance session, and Open Campus

#### **V-5. Visa**

It is the students' own responsibility to obtain a visa necessary for study abroad after passing the internal selection. Please note that if students fail to obtain a necessary visa in time, students will be unable to study abroad even if students have already been chosen as an exchange student.

#### **V-6. Study Abroad Insurance**

Exchange students are required to purchase a study abroad insurance plan that is effective for the exchange period, as well as the health and other insurances designated by the host institution, if any.

Based on the cooperative consultation between Doshisha University and an insurance company, insurance with a discount is available for exchange students (university wide Student Exchange Program).

In addition, it is highly recommended that students enroll in the insurance designated by Doshisha University. Students MUST also join the health and other insurances designated by the host institution, if any.

Details and application materials for the insurance will be informed at the "Pre-Departure Orientation" after being selected as an exchange candidate.

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#### **【Mandatory Minimum coverage of insurance】**

Medical Treatment & Rescuer's Expense: Unlimited

Personal (Student) Liability: ¥ 100,000,000

#### **V-7. Risk Management**

Doshisha may cancel exchanges or advise its exchange students to return to Japan depending on the security situation of the country (region) where the host institution is located. In such circumstances, exchange students **MUST** follow the advice of Doshisha without delay.

※ Cancellation fees and travel expenses for returning to Japan will be students' responsibility.

#### **<NOTE>**

Check the safety information of the prospective host country before applying.

**Ministry of Foreign Affairs Overseas Safety Page** (Available in Japanese only)

<http://www.anzen.mofa.go.jp/index.html>



## VI. Expenses and Scholarship

### VI-1. Study Abroad Expenses

Study abroad expenses are mainly stated as the below.

#### <Tuition fees at the host institution>

Tuition fees will be waived for exchange students except for certain programs. Some programs such as 【Fee-paying Route】 charge the tuition fee therefore students should check the Program List carefully.

※ The exchange students of 【Fee-paying Route】 must pay the tuition fees of both host institution and Doshisha University.

#### <Fees other than the tuition fee (Application Fee, Registration Fee, Student Fee etc.)>

Students may be required to pay fees other than the tuition fee to the host institution. Check the Partner Institutions Information for these fees as well as the cost of living (accommodation, meals etc.) at the host institution. Other necessary expenses include travel expenses, insurance fees and visa application fees.

Prepare enough funds for study abroad in case of change in the exchange rate.

※ Students are also **MANDATORY** to pay the school fee to Doshisha University while studying abroad.

#### <NOTE>

Before applying for the Student Exchange Program, consult with the sponsor (guarantor etc.) about the expenses during the study abroad and have the consent of the person. Students may be required to submit a bank account balance statement at the time of application for the host institution or for a visa to prove that students have sufficient funds for the study abroad.

### VI-2. Scholarships

#### <REFERENCE>

The below information may be subject to change. Further information will be provided at the “Exchange Candidate Orientation.”

#### 1. Japan Student Services Organization (JASSO) Student Exchange Support Program (Scholarship for Study Abroad)

JASSO’s Student Exchange Support Program (Scholarship for the Exchange Program) is available **ONLY** to Japanese citizens and permanent residents of Japan. Eligible student exchange candidates can apply for the scholarship through the OIA. Recipients will be selected after due screening. Eligible students will be informed of the details separately after they are chosen as exchange candidates.

Application for this scholarship is **NOT** possible in the following cases:

- Scholarship quota is **NOT** allocated to the Doshisha University
- Scholarship is **NOT** available for the period of exchange or host country region
- Application is already closed when selected as an exchange candidate (Period A Add. in particular)

#### JASSO website

[http://www.jasso.go.jp/scholarship/short\\_term\\_h.html](http://www.jasso.go.jp/scholarship/short_term_h.html)

## **2. Doshisha University Scholarship for Student Exchange Programs**

The purpose of this scholarship is to promote outgoing student exchange to overseas partner institutions and thereby nurture students who understand Doshisha's educational principle, internationalism. Recipients will be selected after due screening.

Eligible exchange candidates will be informed of the details separately. Recipients of this scholarship cannot receive the scholarship of JASSO's Student Exchange Support Program (Scholarship for Short-term Study Abroad) at the same time (but can apply for both).

### **■ Amount of Scholarship**

Exchange period is between three and six months: 150,000 yen

Exchange period is six months or longer: 300,000 yen

## **3. Doshisha Alumni Association Scholarship for Student Exchange Program**

Doshisha Alumni Association Scholarship for Student Exchange Program is awarded to two exchange students (undergraduate or graduate) who study at an AKP member institution or a KCJS member institution for eight to twelve months. The amount of the scholarship is 1,000,000 yen per person. In principle, one recipient is chosen from exchange students for AKP and one from those for KCJS. Recipients of this scholarship cannot receive other scholarships for studying abroad.

## **4. Scholarships from host country or institution**

Some of the host countries and institutions provide exchange students with a scholarship or waive their accommodation fee. For more details, check the section of the host institution on the Program List and Institution Info.

## VII. Study Plan / Credit Transfer

### VII—1. Study Abroad while enrolled at Doshisha University

Students participating in the Student Exchange Program shall remain enrolled at Doshisha University for the duration of exchange and will be able to request transfer of credit earned at the host institution. Therefore; there is a possibility that students can graduate within four years.

### VII—2. Leave of Absence, Graduation, Proceeding to Advanced Program, Withdrawal

Students participating in the Student Exchange Program shall remain enrolled at Doshisha University for the duration of exchange and **cannot take a leave of absence, withdraw or graduate** from Doshisha University during the period of exchange. They also **may not proceed to an advanced program (from undergraduate to graduate program or from Master's to Doctoral program)** during the exchange period.

For the following matters, **MUST** consult with the Faculty/Graduate school office **prior to applying without fail.**

- Study plan before/after the exchange period and timing of the graduation
- Make sure **NOT** to fulfill the graduation requirements during the exchange period
- Leave of absence before or after the exchange period

### VII—3. Plan for Study and Graduation

Consult the Faculty/Graduate school office in advance about the study plan **BEFORE** and after studying abroad.

For following reasons, students may not be able to graduate in four years, even if students study abroad at an early stage.

#### < Example >

- If the Faculty does **NOT** allow students to take the seminar subjects for different years simultaneously (students cannot proceed to the fourth-year seminar without taking the third-year seminar).
- If students are evaluated at the end of the third year whether they can proceed to the fourth year.
- If the Faculty does **NOT** allow students to be absent from the university during the period of graduation research.
- If the Faculty has its own compulsory Study Abroad Program.

#### <NOTE>

- Exchange students are **NOT** permitted to take courses of Doshisha University during the exchange period.
- Consult the Career Center in advance about the career plan after graduation and job-hunting schedule if necessary.

### VII—4. Continuing Course Registration (Request for Continuing Course Registration)

Those who will start studying abroad in the Fall semester of Doshisha University may be permitted to attend the Spring semester part of year-long subjects before going on exchange and attend the Fall semester part after returning from exchange.

- ✖ If students would like to apply for this arrangement, consult with the Faculty/Graduate school office **BEFORE** applying.

## **VII—5. Students Taking License and Qualification Programs**

If students are planning to obtain qualification as a teacher, librarian or curator, consult with the Center for License and Qualification Office about the future study schedule in advance.

## **VII—6. Taking Courses at Host Institution**

Exchange students can take courses from various areas at the host institution regardless of the which faculty / graduate school they belong to at Doshisha. Many of our partner institutions allow exchange students to take courses from a wide range of areas.

On the other hand, some courses have prerequisites or other restrictions.

Information on the availability, prerequisites and other restrictions of courses that are already known is provided in the Institution Info. Check the information of preferred host institution(s) before applying.

※ Exchange students are not permitted to obtain a degree at the host institution or to transfer to the host institution.

### **<NOTE>**

Students may **NOT** be able to take a particular course if:

- the course is **NOT** offered in the academic year that students study at the host institution; or
- the class size is limited; or the course is **NOT** open to exchange students.

## **VII—7. Credit Transfer**

Upon returning from exchange, students can apply for the transfer of credits earned at the host institution according to the School Regulations and Graduate School Regulations of Doshisha University. Note that the credits earned at the host institution will not be automatically transferred to Doshisha University. For students who wish to transfer credits earned at the host institution to put towards the graduation; **MUST** carefully set the study plan, since students may end up not being able to take preferred courses or not being able to earn enough credits.

### **<NOTE>**

Although students cannot secure credit transfer before going on exchange, students should consult with the Faculty/Graduate school office on the following matters before going on exchange if students intend to apply for credit transfer.

- Past examples of credit transfer and possibility of credit transfer of the courses students intend to take at the host institution
- Documents required for credit transfer

# VIII. Documents to Submit

## VIII—1. Important Notes on Application

- Applicants must complete both the **“online application”** and the **“submission of documents”**. Application will **NOT** be accepted unless students complete both of these processes.
- Start working on the Statement of Purpose, the Letter of Recommendation, and the Pledge early. See the Student Exchange Program Webpage for the followings prior to the application period:
  - **The Statement of Purpose:** The question and word limit
  - **The Letter of Recommendation:** Prescribed form
  - **The Pledge:** Prescribed form
- Check the application carefully before submission as students cannot make any changes once it is submitted.
- If students have previously applied for the Student Exchange Program, it is **NOT** preferable to re-use the content of the Statement of Purpose from the previous application. Also, application will be cancelled if any plagiarism is found.

## VIII—2. Preparing Application Documents

### 1. Application Form (General Information, Application Information, Confirmations & Understandings)

Prepare by Online Application and **submit one printed copy** regardless of the number of institutions students apply.

### 2. ID Photos

- Submit 3 ID photos sized in 3×3.5cm.
- The 3 ID photos **MUST** be the same photo. (Write your name/Student ID No. on the reverse side)
- 1 of the above photos **MUST** be pasted on the Application form.

### 3. Statement of Purpose

Must read the below points before preparing.

- ① Prepare by Online Application and submit one printed copy in English for each applying institution.
- ② **Check the question and word limit at the Student Exchange Program Webpage and start working on the Statement of Purpose early, since it takes time to prepare. Students are recommended to prepare the text in MS-Word or text editor beforehand, and copy and paste it on the Online Application.**
- ③ **Statement of purpose MUST be prepared within the word limit counted in the Online Application. (If the word number count in the MS-Word or text editor is different from the Online Application, make sure to adjust to the word limit counted in the Online Application.)**
- ④ If students have previously applied for the Student Exchange Program, it is not preferable to re-use the content from the previous application. Also, application will be cancelled if any plagiarism is found.
- ⑤ If students are applying for multiple institutions among AKP member institutions or KCJS member institutions, submit one Statement of Purpose for the category. **It is not necessary to make a separate statement of purpose for each of such institutions within the category.**

#### 4. Letter of Recommendation

Must read the below points before preparing.

- ① Letter of Recommendation is not considered in the selection process.
- ② **Only one letter of recommendation submission is required**, regardless of the number of institutions students may apply. **Applicants may not submit more than one letter.**
- ③ Download the prescribed form on the Student Exchange Program webpage prior to the Online Application period.
- ④ A letter of recommendation is for the reference person to certify that the applicant is suitable as a student exchange candidate (representative of Doshisha University).

<NOTE>

The reference person must be a **full time faculty member of affiliated Faculty/Graduate School.**

If it is difficult to find a reference person, **students may consult with the Faculty/Graduate school office.**

#### 【Notes on requesting a Letter of Recommendation】

- ① Ask the reference person to write the letter of recommendation in Japanese or English.
- ② The letter of recommendation must be sealed in an envelope. **Unsealed letters of recommendation will NOT be accepted.**
- ③ It is advisable for students to present to the reference person with a copy of the statement of purpose, official transcript and the score report indicating students' language proficiency; these support documents would help in order to prepare for the letter of recommendation.
- ④ Make sure to ask the reference person for a letter of recommendation well in advance of the application period (one week or more in advance).

#### 5. Pledge

Must read the below points before preparing.

- ① **Submit one document only** regardless of the number of institutions students apply.
- ② Submit the original with the applicant and the guarantor's signature (photocopy **NOT** acceptable).
- ③ Submit the pledge by **downloading the prescribed form from the Student Exchange Program Webpage.**  
Print it out and make sure the pledge is signed.
- ④ **"Guarantor" refers to the "1st Guarantor" which students have reported to the Faculty/Graduate school office.**

<NOTE>

- ① **Students only require to prepare one copy of the pledge, even if applying for multiple institutions.**
- ② **The signature of the student and Guarantor MUST be different. The same signature will NOT be accepted.**

## 6. Official Transcript (English)

Issue an Official Transcript from a certificate issuing machine on campus. A grade report is **NOT** acceptable.

The type of the official transcript required for the respective application periods are as follows.

Period A	Official transcript that includes the results up to Fall semester of the previous academic year
Period A Add. Period B	Official transcript that includes the results up to Spring semester of the current academic year
Period B Add.	Official transcript that includes the results up to Spring semester of the current academic year

- ※ Consult with the OIA **BEFORE** applying, if students do not have GPA or are unable to obtain an official transcript.
- ※ **The Internal evaluation at Doshisha University will be processed with the Official Transcript that the student has submitted during the “DOCUMENT Submission” period.**

## 7. Language Certificate

Submit an A4 size photocopy of a valid certificate that fulfills the language requirement of the proposed host institution (**original not required**).

Make photocopies of both front and back sides of the certificate.

### 【Applying with English qualification】

- ① Those applying with an English qualification must submit a valid certificate. If students fulfill the language requirements of all the institutions students are applying for with just one certificate, there is no need to submit more than one .
- ② For TOEFL iBT® and IELTS™, a printed out copy of the score viewable on the Internet is also acceptable.
- ※ Print out the **entire** screen displayed.
- ③ If students apply with the TOEFL ITP® score, note that **ONLY** the score of TOEFL ITP® held at Doshisha University can be accepted. "Name of Institution" on the score report must be Doshisha University. Reports with the “Doshisha ~ High school” on the "Name of Institution" **CANNOT** be accepted.

### <NOTE>

- ① **The below certificate will NOT be accepted.**
  - i. The certificate is **NOT** valid during the Online Application period
  - ii. The certificate expires during the start of the Online Application period and the end of the document Submission period.
- ② The language score without an official score report will **NOT** be accepted.
- ③ **If the certificate expires AFTER the document submission period and BEFORE the exchange period, students are required to take a language proficiency exam IMMEDIATELY and hold a valid certificate.**

### <REFERENCE: Valid period of certificates>

- TOEFL ITP®, iBT®, IELTS™: 2 years from the test date (**MUST** be valid during the document submission period)

### 【Applying with language qualification other than English】

Must read the below points before preparing.

- ① “Must submit a certificate of external language proficiency tests” or “take the internal language test.”
- ※ Applicants may not take the internal language test if they submit a certificate of external tests (applicants with Spanish qualification who submit a certificate of external tests must take the oral tests of the internal language proficiency test)
- ② Applicants may submit the certificate of external language proficiency tests indicated in the “IX Language Proficiency Score Conversion Tables (P.27-)”.
- ※ (Applicants who apply for Chinese, the certificate of external tests may not be submitted even if indicated in the table and applicants **MUST** take the internal test).
- ③ Even if applicants have more than one certificate of external tests, they may submit only one.

#### <NOTE: Students applying for multiple institutions>

- ① If applicants fulfill the language requirements with the certificate for only one of the applying institutions, they may not submit the certificate and **MUST** take the internal language proficiency test.
- ② Applicants cannot submit different certificates of external language proficiency tests for each applying institutions.

#### <Example>

1st preference institution: DELF A2, 2nd preference institution: TCF B1 etc.



### VIII—3. Online Application

Must read the below points before preparing.

- ① Start working on the application early as there are many sections to fill in. Submit the application well in advance as **the access to the website just before the deadline may be concentrated with last-minute applications.**
- ② **Save the content frequently as the session timeouts in every two hours.**



#### **Online Application**

<https://sso.doshisha.ac.jp/>

Web Single Sign On → “Go Global” Portfolio → Online Application

### VIII—4. Document Submission

Must read the below points before preparing.

- ① Documents **other than** in the prescribed format (such as the Pledge in free format) will **NOT** be accepted.
- ② If the application documents are found incomplete, students must correct them **within the application period.**  
For Applications which are not corrected or replaced during the application period will **NOT** be accepted.  
Students are therefore required to submit application without any mistakes at an early stage in the application period.
- ③ All application documents **MUST** be prepared in **A4 size and single sided.** **DO NOT staple the documents.**
- ④ Type or write with a black non-erasable pen. Documents filled out in pencil, mechanical pencil or ballpoint pen with erasable ink will **NOT** be accepted.
- ⑤ Application documents **will NOT be returned.**
- ⑥ Submit the documents in the order of the checklist below. Must present the Student ID card upon the submission.

### Application Documents Checklist

No.		Document	Copies	Check
1		Application Form (General Information/Application Information/Confirmations & Understandings)	1	
2		Formal Identification Photo (1 of the 3 copies must be pasted on the Application form) ※ Self taken photos such as selfies will <b>NOT</b> be accepted.	3	
3	※	Statement of Purpose The 1 <sup>st</sup> -3 <sup>rd</sup> choice	1	
4	※	Pledge	1	
5	※	Letter of Recommendation	1	
6		Official Transcript (English)	1	
7		Language score report	1	

※ For the documents with [※] listed above, **prepare the documents before the application period starts** as the instructions are available on the Student Exchange Program Webpage.

- ① If students are applying for an institution that accepts more than one language qualifications (English or Korean, etc.), choose either one of the languages and prepare necessary documents for the language.
- ② Start working on the Statement of Purpose, the Letter of Recommendation and the pledge early, since it takes time to prepare.

# IX. Language Proficiency Score Conversion Table

## 【ENGLISH】

Language Proficiency Score	TOEFL iBT®
100	100 and above
99	99
98	98
97	97
96	96
95	95
94	94
93	93
92	92
91	91
90	90
89	89
88	88
87	87
86	86
85	85
84	84
83	83
82	82
81	81
80	80
79	79
78	78
77	77
76	76
75	75
74	74
73	73
72	72
71	71
70	70
69	69
68	68
67	67
66	66

Language Proficiency Score	TOEFL iBT®
65	65
64	64
63	63
62	62
61	61
60	60

Language Proficiency Score	TOEFL ITP®
100	600 and above
99	597
97	590-593
95	587
93	580-583
91	577
89	570-573
87	567
85	563
83	557-560
82	553
80	550
78	547
76	540-543
75	537
73	533
71	527-530
70	523
68	520
67	517
65	513
64	507-510
63	503
61	500

Language Proficiency Score	IELTS™
100	7 and above
93	6.5
78	6
60	5.5

**【GERMAN】**

CEFR (GER)	Language Proficiency Score (Internal Language Proficiency Test)	Goethe-Institut examinations	独検
B2 and above	100	Goethe Zertificat B2 and above	1 級
B1	90		準 1 級
	80	Goethe Zertificat B1	2 級
A2	70		3 級
	60	Start Deutsch 2	4 級

**【FRENCH】 (※)**

CEFR	Language Proficiency Score (Internal Language Proficiency Test)	DELF, TCF(including TCF SO)	仏検
B2 and above	100	B2 and above	1 級
B1	90		準 1 級
	80	B1	2 級
A2	70		準 2 級
	60	A2	3 級

※ Applicants with a score report of an external French language proficiency test **MUST take the Internal Language Proficiency Test (WRITING /ORAL test)**. The Language Proficiency Score is decided comprehensively based on the score report of the external test and the internal test.

**【CHINESE】 (※)**

CEFR	Language Proficiency Score (Internal Language Proficiency Test)	HSK	中検
B2 and above	100	Level 5 and above	準 1 級以上
B1	90		
	80	Level 4	2 級
A2	70		
	60	Level 3	3 級
A1	50		
	40	Level 2	4 級

※ External tests **CANNOT** substitute the Internal Language Proficiency Test.

【SPANISH】 (※)

CEFR	Language Proficiency Score (Internal Language Proficiency Test)	DELE	西検
B2 and above	100	B2 and above	2 級以上
B1	90	B1	3 級
	80		4 級
A2	70	A2	4 級
	60		3 級

- ※ Applicants with a score report of an external Spanish language proficiency test will be exempted from the WRITING test BUT MUST take the ORAL test of the Internal Language Proficiency Test.
- ※ Applicants with a score report of an external Spanish language proficiency test will **NOT** be able to take **WRITING** test. The Language Proficiency Score is decided comprehensively based on the score report of the external test and the **ORAL** test.

【RUSSIAN】 (※)

CEFR	Language Proficiency Score (Internal Language Proficiency Test)
B2 and above	100
B1	80
A2	60

- ※ External tests CANNOT substitute the Internal Language Proficiency Test.

【KOREAN】 (※1)

CEFR	Language Proficiency Score (Internal Language Proficiency Test)	ハングル能力 検定試験	Test of Proficiency in Korean (TOPIK)	KLAT (f.k.a. KLPT)	Yonsei University Korean Language Institute (KLI)
B2 and above	100	2 級以上	Level 5 and above	Level 5 and above	Level 5 and above
B1	80 (※2)	準 2 級	Level 4	Level 4	Level 4
A2	60	3 級	Level 3	Level 3	Level 3

- ※1 External tests can substitute the Internal Language Proficiency Test. If possible, students should use the external test.

- ※2 The full mark of the Internal Language Proficiency Test is set as 80.

**【ITALIAN】 (※)**

CEFR	Language Proficiency Score (Internal Language Proficiency Test)
B2 and above	100
B1	80
A2	60

※ External tests CANNOT substitute the Internal Language Proficiency Test.

**【CEFR Self-assessment Grid (Simplified Version)】 (※)**

		<b>A1</b>	<b>A2</b>	<b>B1</b>	<b>B2</b>	<b>C1</b>	<b>C2</b>
<b>UNDERSTANDING</b>	<b>Listening</b>	I can recognise familiar words and very basic phrases when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary.	I can understand the main points of clear standard speech on familiar matters.	I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language even when delivered at fast native speed.
	<b>Reading</b>	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts. I can understand specialised articles even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts.
<b>SPEAKING</b>	<b>Spoken Interaction</b>	I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can handle very short social exchanges.	I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life.	I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision.	I can take part effortlessly in any conversation or discussion.
	<b>Spoken Production</b>	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people and living conditions.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest.	I can present clear, detailed descriptions of complex subjects developing particular points and rounding off with an appropriate conclusion.	I can present argument with an effective logical structure which helps the recipient to notice and remember significant points.
<b>WRITING</b>	<b>Writing</b>	I can write a short, simple postcard.	I can write short, simple notes and messages. I can write a very simple personal letter.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests.	I can write about complex subjects in a letter, an essay or a report.	I can write complex letters, reports or articles which present a case with an effective logical structure.

※ Common European Framework of Reference for Language



# X. Online Application Manual

※ NOTE : DO NOT APPLY with the Smart phone.

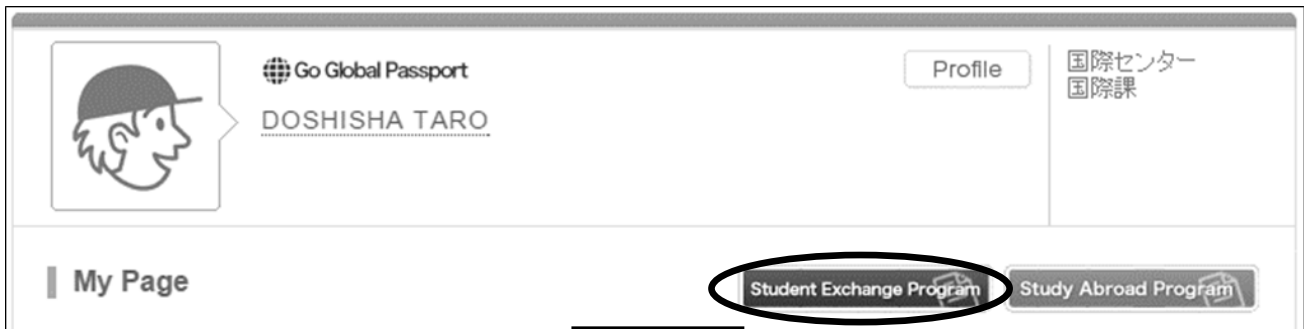
The online application will ONLY work via PC. The system will not function correctly by phone.

I. Log-in to the “Go Global” Portfolio system (Access via below QR code <https://sso.doshisha.ac.jp>)

User ID/PASSWORD : Please refer to the [User ID/PASSWORD] as shown in the [User ID Notice].

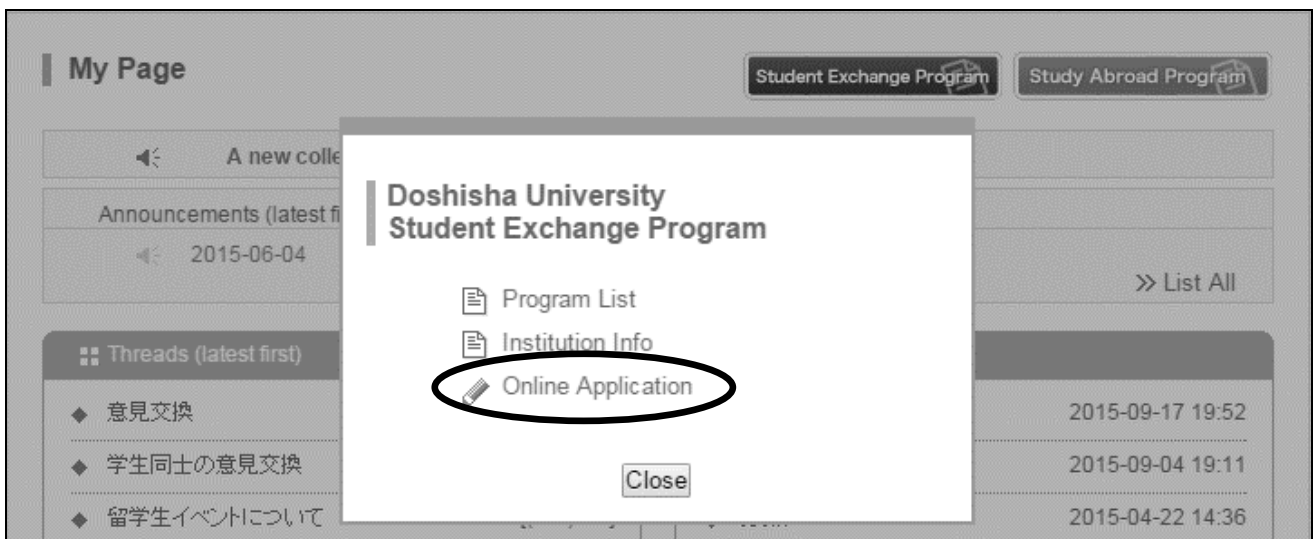


II. 【BEFORE Applying】 Go to [Student Exchange Program] (CLICK where it is circled below)



III. 【BEFORE Applying】 Go to [Online Application] (CLICK where it is circled below)


(Program List and Institution Info can also be accessed.)



IV. 【AFTER Applying】 Complete [Online Application] (CLICK where its circled below)

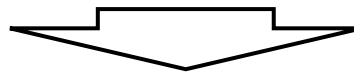
### Online Application - Confirmation -

manaba ID: | Name :

 \*PREVIEW\* Application Form PDF Download

**\* APPLICATION PROCESS IS NOT YET FINISHED.  
\* The data cannot be re-edited after submission.**


Back | **Apply**



### Online Application

manaba ID: | Name :

<<NOTES>>  
\* Online Application has been received. However, to complete the application, students **MUST** submit the printed documents to the OIA within the Document submission period. **BEFORE** submission, students **MUST** download the Application Form (PDF), and read the Student Exchange program Application Guide (especially, p.17-22) .  
\* The Application Form (PDF) is saved in the "Collection" of the Go Global Portfolio.  
\* Contact the OIA immediately, if there are any errors in the submitted online application data which needs to be re-edited, as the data cannot be re-edited after submission. Also, **DO NOT** make any correction on the printed out application form.  
\* Submit **3 ID photos** sized in 3 x 3.5cm.  
The 3 ID photos **MUST** be the same photo. (Write your name/Student ID No. on the reverse side)  
**1 of the above photos MUST be pasted on the Application form.**  
\* Submit the original with students and ""Guarantor"" signature and seal (photocopy not acceptable). (Same sign or seal is NOT acceptable.)  
\* All submission documents to the OIA **MUST** be in A4 size. **DO NOT STAPLE THE DOCUMENTS.** \* Regarding the schedule after

 Application Form PDF Download

**!!ONLY SINGLE SIDE printed documents will be accepted!!**

Close

# XI. How to check the latest submitted ONLINE

## Application Form

If students are required to check the updated ONLINE Application Form due to the change of the application content AFTER submitting the ONLINE Application or the Document, please check the below.

- I. From "Go Global" Portfolio home screen, go to [My Portfolio] (CLICK where it is circled below)



- II. The updated Application Form can be checked from [Collection (Exchange Programs (University-level))] (CLICK where it is circled below)



Category	Collection	Files	Updated	Comments
Exchange Programs (University-level)	🔒 15-16A Application	1	2016-09-23 09:13	0
Exchange Programs (Department-level)				
Summer Programs				
Spring Programs				