AY 2024-2025
Doshisha University
Student Exchange Program Application Guide
For Students in English-based Degree Programs (ILA, GS, ISTC, GBMS)

Application Period

	Internal Language Proficiency Test Application	Online Application	Document Submission
Period A	May 15 (Mon) 9:00:00 – May 17 (Wed) 11:00:00	June 5 (Mon) 9:00:00 – June 7 (Wed) 11:00:00	June 12 (Mon) 9:00:00 – June 13 (Tue) 17:00:00
Period B	September 26 (Tue) 9:00:00 – September 28 (Thu) 11:00:00	October 27 (Fri) 9:00:00 – October 31 (Tue) 11:00:00	November 7 (Tue) 9:00:00– November 9 (Thu) 17:00:00

*The Document Submission is accepted only during office hours (Mon - Fri 9:00-11:30, 12:30-17:00). The office is closed on Saturday, Sunday, National Holiday and University Holiday.

*For those who wish to submit the documents to the Office of International Affairs (hereinafter referred to as OIA) directly in person must submit them during the designated Document Submission period. For those who wish to submit the documents by Post, documents must arrive before the last day of each Document Submission period. The documents should be sent by registered mail or "Letter Pack" with the shipping record. You may arrange the shipping before the Document Submission period.

Institution to be applied in each period

Period A: Institutions which exchange periods start from Feb – Mar of the following year
(Oceania, South America, South Korea, etc.)

Period B: Institutions which exchange periods start from Aug – Nov of the following year
(Europe, North America, Asia, South Korea, etc.)

Notes

1. This is the "Student Exchange Program" Application Guide for students of all faculties and graduate schools based on the University Level Agreement. Contact the relevant faculty and graduate school office for the "Student Exchange Program" based on the Faculty/Graduate school Level Agreement.

2. The application requires both the "Online Application" and the "Document Submission" to be completed. **Incomplete application or submission will NOT be accepted.**

3. Applicants who wish to apply by a language other than English and need to take the Internal Language Proficiency Test must apply for the "Internal Language Proficiency Test" during the designated Internal Language Proficiency Application period. Please find the details on P.33 and apply for the Internal Language Proficiency Test. Application after the designated period will not be accepted, which may cause the applicants to lose their eligibility to apply for the Student

Exchange Program.

*<u>**Applications will be accepted in Period B for institutions in South Korea on the condition that it has not reached the maximum number of candidates after the selection of Period A.**</u>

Countermeasures to COVID-19

1. In principle, the University only allows travel when the "Issuance of Travel Advice & Warning" or the "Infectious Disease Level" issued by the Ministry of Foreign Affairs is under 1 ＜https://www.anzen.mofa.go.jp/＞. Areas where level 2 or higher has been announced at the time of recruitment will also be recruited in anticipation of improvement in the situation. However, even in case that the "Infectious Disease Level" issued by the Ministry of Foreign Affairs is 2 or higher, the University may exceptionally allow candidates to study abroad under the certain conditions determined by the University.

2. In principle, the travel decision will be made 2 months before departure. However, the decision is subject to change to the COVID-19 situation. Details will be announced to the candidates after the internal screening.

3. If travel is not possible due to the continuing immigration restrictions by COVID-19 in the host countries /areas, the deferral (postponement of study abroad period) will be permitted only under the following conditions.

1) For those who wish to defer for 1 year (e.g. 2024 Fall semester → 2025 Fall semester)
Deferral request is accepted only when:
・Candidate's affiliated Faculty/Graduate School approves.
・Candidate's host institution confirms that the deferral does not affect the number of exchange students next year.

2) For those who wish to defer for next semester (e.g. 2024 Fall semester → 2025 Spring semester)
Deferral request is accepted only when:
・Candidate's affiliated Faculty/Graduate School approves.
・The academic calendar of candidate's host institution starts later than February (Spring departure) or August (Fall departure). Candidates must check the Period of exchange on the University website.
・Candidate's host institution confirms that the deferral does not affect the number of exchange students next year.
Please note that the deferral is permitted only once. There cannot be another deferral.

Contact office

Office of International Affairs

Imadegawa Campus (Fusokan 1st floor), Kyotanabe Campus (Shigyokan 1st floor)

Mon - Fri 9:00 - 11:30, 12:30 - 17:00

TEL: 075-251-3260   **E-mail:** ji-kksai@mail.doshisha.ac.jp

Address: Office of International Affairs, Doshisha University, Kamigyo-ku, Kyoto, 602-8580

Contents

Student Exchange Program

Introduction

The Student Exchange Program is a program to send Doshisha students to overseas institutions as the representatives of Doshisha University based on the Student Exchange Agreement signed between respective overseas institutions and Doshisha University. Exchange students must follow the rules and regulations of the host institution and Doshisha University. Exchange students also must focus on studies at the host university during the exchange. Applicants cannot shorten/extend their study abroad period after submission of their application for the internal screening process.

Purpose of the Student Exchange Program

1. To deepen knowledge in the areas of specialization and interest while studying at the overseas institution
2. To deepen understanding of foreign/different cultures and values and acquire international sensibility
3. To deepen understanding of oneself and own countries and expand one's prospective

*To improve language skills is **NOT** the main purpose.

OIA Website (Student Exchange Program)

This paper-based Application Guide provides information as April 2023
Check the latest information on the website for there may be changes/updates.
https://international.doshisha.ac.jp/study_abroad_program/program_english_ver/program_english_ver.html
>Doshisha University Student Exchange Program

Restriction

Change/Cancellation

After submitting the application, any changes (study abroad period, the desired universities etc.) and cancellation cannot be made. Applicants must understand the Student Exchange Program and plan carefully on study, graduation, and career path.

Multiple Applications in Same Academic Year

Students who have been selected as exchange candidates cannot apply at the other application period in the same academic year. Students who have NOT been selected as exchange candidates may apply again at the subsequent application period.

Restrictions on Grade and Credits

Undergraduate exchange students must complete at least 2 semesters and earn 30 or more credits at Doshisha University at the beginning of exchange period. (Some institutions require completion of at least 4 semesters).

Application of First-year Undergraduate Student/Transfer Student

- First-year Undergraduate Students who start studying at Doshisha University from Spring Semester;
  Not eligible to apply for Period A recruitments of the same year
- First-year Undergraduate Students who start studying at Doshisha University from Fall Semester;
  Not eligible to apply for Period B recruitments of the same year
- Transfer Students from other university/educational institution
  Not eligible to apply for Period A recruitments of the same year

Students who wish to start Exchange at First-year of Graduate School

Students who intend to apply for the exchange program which starts at first-year of Graduate School (Must be students planning to proceed to Graduate program from Undergraduate program or to Doctoral program from Master's program) must consult with OIA before applying.

Only students who fulfill the requirement below are eligible to apply.

Eligible Students/Conditions;

➢ Students who have passed entrance examination of Doshisha Graduate School at the time of Student Exchange Application (In case of being currently applying of Doshisha Graduate School, the application will be on-hold and will be officially accepted when passing the entrance examination)

➢ Proposed host institutions will be the institutions which accept Graduate Students

➢ Students must acquire the approval for studying abroad at first-year of Graduate School from the intended Doshisha Graduate School

Not Eligible Students/Conditions;

➢ Students who have Not applied for Doshisha Graduate School at the time of Student Exchange Application

- Students who are Not enrolled Doshisha University at the time of Student Exchange Application
- Students who intend to enter the further program (Undergraduate to Graduate Program/Masters to Doctoral Program) during the exchange

Early Entrance (Early Graduation)

Some institutions require a Bachelor's degree to apply for the Masters programs. Students who apply the conditions below must consult with OIA before applying.

- Students who are admitted early entrance into Graduate School
- Students who will be admitted early entrance into Graduate School (early graduation from Undergraduate)

Transfer from Other Institution/Faculty

Students who apply the conditions below must consult with OIA before applying.

- Students who have entered Doshisha University from other Institution
- Students who have transferred/intend to transfer from other faculty

Application of International Student

International Students must consult with Office of International Students before applying. The Student Exchange Program is open to all full-time degree-seeking Doshisha students. However, some students may Not be eligible to apply because of obtaining scholarships (e.g. Monbukagakusho Scholarships, Ashinaga Scholarships).

Student whose Nationality is other than Japanese or who hold Dual Nationality

Some partner institutions have restrictions on applicant's nationality, based on their admission standards and criteria. Students whose nationality is other than Japanese or who hold dual nationality (e.g. Japanese/American) should consult with OIA well in advance prior to the application period. OIA may need to confirm the applicant's eligibility with the partner institution.

Period of Study Abroad while Enrolling Doshisha University

Total period of study abroad while students are enrolled Doshisha University cannot be exceeded 1 year. Students whose period of study abroad including future exchange application must consult with OIA before applying.

Example of Applicable Study Abroad Program:

- Student Exchange Program (University-level)
- Student Exchange Program (Faculty-level/Graduate-level)
- Study Abroad approved by Doshisha University
- EU Campus European Studies Program

Host Institution

Institution Information

Applicants must select the proposed host institutions with thorough research.

Applicants must check Program List and Institution Info before applying. After submitting the application, any changes /cancellation cannot be made.

Information may be subjected to change. Students must check the latest information on the website. Information will be fixed before the Online Application starts in each period.

	Program List: Application requirements such as Exchange places, Period of exchange, Eligibility, Application requirements, conditions, etc. **https://sso.doshisha.ac.jp/cgi-bin/portal.cgi** Web Single Sign-On > Go Global Portfolio > Student Exchange Program > Program List

	Institution Info: Institutions' information such as Restrictions/Requirements of Courses, Costs, Housing, Scholarship, Orientation, etc. as well as Reports of previous exchange students **https://sso.doshisha.ac.jp/cgi-bin/portal.cgi** Web Single Sign-On > Go Global Portfolio > Student Exchange Program > Institution Info

***Students must NOT contact partner institutions directly before being admitted to the host institution.** In case students have any questions about their study abroad, they should first consult with OIA. OIA will make inquiries to partner institutions on behalf of the students.

Applicable Courses

The Student Exchange Program is a program not to improve language skills but to study academic courses. Students must register courses in the regular curriculums of host institutions. Students may take additional language classes if their host institutions offer the courses.

Application of Multiple Institutions/Preference of Proposed Host Institutions

Students can apply up to 7 institutions in each period. Students cannot apply same institutions with different languages.

Applicable Example of Proposed Host Institutions:
    1st preference: The University of Edinburgh
    2nd preference: University of Leeds
    7th preference: The University of Sydney

Inapplicable Example of Proposed Host Institutions:
    1st preference: The Chinese University of Hong Kong (Applying language: English)
    2nd preference: The Chinese University of Hong Kong (Applying language: Chinese)
    7th preference: Sichuan University

* When applicants who have filled all 7 preferences failed to become a candidate, applicants may be asked if they would like to become an additional candidate for an institution other than those applied online on condition that applicants fulfill the application requirements of the institution still available at the time and if there is sufficient time before application of the institution. For further details, please refer to Page 27.

AKP Member Institutions

Institutions indicated [AKP-General]/[AKP-Individual] on Program List are AKP member institutions. Students are able to apply up to 2 institutions in AKP member institutions with each institution from [AKP-General]/[AKP-Individual] if they fulfill application requirements. **Even if applicants pass the internal screening process and become exchange candidates of AKP member institutions, they may not be admitted to the institution of their choice and placed in a different institution of AKP or they may be rejected to the admission of AKP membership institutions.** Students who evaluated as "NOT eligible for AKP exchange candidates" will be disqualified as exchange candidates.

Students are required to keep/ improve their GPA and English language score until starting their exchange at the host institution. The failure will cause them to lose their opportunity to study abroad there. Students who wish to apply for AKP member institutions must consult with OIA well in advance before applying.

Example of Proposed Host Institutions:
  1st preference: Whitman College [AKP-General]
  2nd preference: Smith College [AKP-Individual]
  3rd preference: Kalamazoo College

KCJS Member Institutions

Institutions indicated [KCJS] on Program List are KCJS member institutions. KCJS member institutions will be counted as 1 preference of 7 preferences of the proposed host institutions. Students can apply all of KCJS member institutions if fulfill application requirements.

Interview by the director of KCJS will be held after being exchange candidates of KCJS member institutions. (Interview will be held in English.) Exchange students will be replaced to respective host institutions based on the interview. **Exchange students may be placed to the other KCJS member institutions or be evaluated as "NOT eligible for KCJS exchange candidates" depending on the performance of the interview.** Students who evaluated as "NOT eligible for KCJS exchange candidates" will be disqualified as exchange candidates.

Students who wish to apply for KCJS member institutions must consult with OIA well in advance before applying.

Example of Proposed Host Institutions:
  1st preference: KCJS member institutions
  2nd preference: The University of Hawaii at Manoa
  3rd preference: Kalamazoo College
*Indicate the preference of the proposed institutions of ［KCJS］ in the statement of purpose.

Fee-paying Route

　　Programs indicated【Fee-paying Route】on Program List are programs which exchange students must pay tuition fee to the host institution. Some institutions have the both regular programs and 【Fee-paying Route】programs. **Regular programs and【Fee-paying Route】programs are considered as two different choices. Therefore, applying for two different programs of the same institution is possible as well as applying for either one of the two programs.** Each program will be counted as 1 preference of 7 preferences of proposed host institutions.

　　【Fee-paying Route】programs are to offer more opportunities of the institutions with no regular programs or with very limited exchange places by paying the tuition fee. Students have to bear tuition fee at the host institution, however, there are still a number of advantages. For example, students will have wider selection for application, special (lower) tuition fee is often offered unlike individual application without institutional partnership, and students are eligible for scholarships for regular Student Exchange Programs.

Example of Proposed Host Institutions:
　　1st preference: Western Michigan University
　　2nd preference: Western Michigan University【Fee-paying Route】
　　3rd preference: The University of Hawai'i at Hilo【Fee-paying Route】

Bridge Program

　　Program indicated【Bridge Program】on Program List is program which consist of the language program in the 1st semester and the exchange program at the 2nd semester. **Regular program and 【Bridge Program】are considered as two different choices. Therefore, applying for two different programs of the same institution is possible as well as applying for either one of the two programs.** Each program will be counted as 1 preference of 7 preferences of proposed host institutions. 【Bridge Program】is unique and it gives students chance to join the exchange program at institution with high language requirement in the latter half of the program by taking its language program in the first half to improve his/her language proficiency. Students have to bear tuition fee of the language program in the 1st semester, however, there are still a number of advantages. For example, students will have a chance to study at one of the world's leading institution, special (lower) tuition fee is often offered unlike individual application without institutional partnership, and students are eligible for scholarships for regular Student Exchange Programs.

Partner Institution with Bridge Program:
　　The University of New South Wales

Important Notes of Bridge Program:
● Students must pay tuition fee of the language program at the 1st semester. The tuition fee of the exchange program at the 2nd semester will be waived.
● Students must prove the improvement of the language proficiency by the end of the 1st semester in order to proceed to the exchange program. Students may be asked to submit the external language proficiency test score.
● If the language proficiency does not meet the required level to proceed to the exchange program after the language program in the 1st semester, students can decide whether to

terminate the program and return to Doshisha upon completion of the 1st semester, or, continue taking language program for the 2nd semester as well.

● Students who intend to apply for【Bridge Program】must consult with OIA before applying.

● Students must consult with affiliated Faculty/Graduate School regarding credit transfer of the language program.

Example of Proposed Host Institutions:

1st preference: The University of New South Wales【Bridge Program】

2nd preference: Deakin University

3rd preference: University of Wollongong

Institution with Multiple Programs

Some institutions have more than 1 programs.

Example of Multiple Programs:

Smith College: Smith College [AKP-General]/Smith College [AKP-Individual]

Stanford University: Stanford University [KCJS]/Stanford University

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

/ Western Michigan University

Eberhard-Karls-Universität Tübingen: Eberhard-Karls-Universität Tübingen

/ Eberhard-Karls-Universität Tübingen【European Studies EU Campus Program】

Period of Exchange

Period of exchange will be 1 year/1 semester (corresponding to Spring/Fall semester at Doshisha University) depending on institution. Students will select period of exchange listed on Program List. After the online application, any changes of the period of exchange cannot be made.

Exchange students must come back to Japan promptly after period of exchange. Exchange students must be fully responsible during/excluding period of exchange such as attending pre-session language courses, etc.

Students are able to select both "1 year" and "1 semester" or either from each proposed institution, if both are indicated on Program List. If students select both "1 year" and "1 semester" for the period of exchange, 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 1year for the exchange period.

Example of Proposed Host Institutions:

1st preference: Western Michigan University (1st preference: 1 year, 2nd preference: 1 semester)

2nd preference: Kalamazoo College (1st preference: 1 year)

3rd preference: University of Hawaii at Manoa (1st preference: 1 year, 2nd preference: 1 semester)

Notes

Period of exchange will be determined based on academic calendars of host institutions and

Doshisha University. Period of exchange will be from the beginning of the month holding orientation/first day of classes of host institutions to the end of the month holding last day of final exams of host institutions.

Period of exchange will be approved after receiving the Letter of Acceptance from host institutions. Period of exchange may differ from periods on Program List.

Exchange Places

Exchange places will be determined based on Student Exchange Agreement and the number of exchange students in previous years. Exchange places will be counted as 1 for 1 year/0.5 for 1 semester.

Eligibility

Eligibility (Undergraduate/Graduate) is depending on institutions. Students must check Program List carefully. Semesters which students were absent will NOT be included the semesters student must complete before the beginning of exchange. Students who have NOT earned enough credits will be disqualified as exchange students.

Application Requirement

Students must fulfill all application requirements at the time of internal screening, the official application to host institutions and the beginning of their study abroad there. If Exchange candidates do not fulfill all application requirements at their host institution, they cannot proceed with the official applications and cannot be admitted to the host institution.

Application requirements may be subjected to change even after students selected as exchange candidates. They must check the latest information on the website and try to improve GPA and language skills. In case their GPA or language skills falls below the requirements before the beginning of their exchange, students may not be accepted to the host institution.

- **GPA**

    Cumulative GPA will be applied. Students who do not have GPA/who are not able to obtain Official Transcript must consult with OIA before applying.
    - First-year Students of Master Program who intend to apply in Period A recruitment
    - Students of Doctoral Program
    - Transfer Students from other university/Faculty

- **Language Requirement**

    Students who intend to apply institutions having more than 1 applying languages (e.g. English/Korean) can select either applying language. Students must apply to host institutions with the applying language.

    ＜**Applying Language: English**＞

    Students must submit a valid Language Certificate fulfilling the language requirements on the Program List at the time of the Online Application and the Document Submission. Also, a valid Language Certificate fulfilling the language requirements on the Program List is required at the time of official application to host institutions and the beginning of their study abroad

there.

＜Applying Language: other than English＞

Students can apply with either of below;

➢ Submit the appropriate Language Certificate fulfilling the language requirements (CEFR) on the Program List at the time of the Online Application and the Document Submission. Some applying languages require applicants to take the Internal Language Proficiency Test even if they have certificate of the qualified language test. For details, refer to the Language Score Conversion Table on P.31. In order to take the Internal Language Proficiency Test, applicants must apply for it during the Internal Language Proficiency Test Application period.

➢ Applicants who do not meet the language requirements (CEFR) by the time of the Online Application and the Documents Submission must apply for the Internal Language Proficiency Test Application period during the designated application period and take it.

＜Notes＞

➢ Applicable Language Certificate will be referred to the Language Score Conversion Table (P.31～)

➢ Even students submit the appropriate Language Certificate of an external language test, some applying languages require them to take the Internal Language Proficiency Test. For the details, please refer to P29 for the Language Score Conversion Table.

➢ The Language Certificate must be valid at the time of the Online Application and the Document Submission of internal screening and fulfill the language requirements/ CEFR on the Program List.

➢ A valid Language Certificate at the time of official application to host institutions and the beginning of study abroad is required. If the expiring dates come before those timing, students must promptly take an external language test and obtain a valid Language Certificate

➢ Students are required to improve their language skills even after passing internal screening. They may NOT be accepted/be accepted with the conditions of taking fee-paying language courses if considered as "Language Proficiency Not eligible".

➢ Some departments/ courses of host institutions may require students to have language skills higher than one appeared that on the Program List. Check the details on Institution Info.

➢ Regardless of applying languages, students should have English language skill for information gathering of host institutions, official applications, and relevant procedures/arrangements of the Student Exchange Program.

➢ Regarding CEFR, please refer to the CEFR Self-Assessment Grid (P.37).

Application for Graduate Program

Students who intend to apply for the graduate program must consult with OIA before applying in advance in order for OIA to check any ineligibility. Students must check the Program List and the Institution Info carefully in case of the conditions below;

➢ Not eligible to take the graduate program even for graduate students

➤ Not open for graduate students

Other Requirements

Some host institutions have restrictions on available courses for Exchange Students and require higher language skills for certain courses. Also, some institutions have restrictions of applicants' nationality, age, etc. Applicants must check notes on the Program List before applying.

Expense/Scholarship

Tuition Fee at Host Institution

Tuition fee at the host institution will be waived for exchange students except the certain programs such as【Fee-paying Route】. **Tuition fee in【Fee-paying Route】programs will be paid to host institutions by exchange students. Tuition fee of a language program in【Bridge Program】will be paid to host institutions by exchange students.**

Expense/Fee other than Tuition Fee

Expenses/Fees other than tuition fee will be paid to host institutions. All the expenses/fees such as Application Fee, Registration Fee, Students Fee, Travel Expenses, Insurance Fee, Visa Application Fee, Living Cost (Accommodation, meals, etc.) must be borne by exchange students. Please refer to the Institution Info for necessary expenses/fees.

Tuition Fee at Doshisha University

Tuition fee at Doshisha University must be paid during the exchange period.

Important Notes

- **Expenses/fees during the exchange period must be well-consulted with your sponsors/guarantors before applying.**
- Expenses/fees must be prepared earlier. A bank account balance statement may be required to prove sufficient funds for study abroad program when applying for host institutions, for a visa, etc.
- Enough Expenses/fee must be prepared in case of fluctuations in exchange rates, etc.
- Please note that students will be responsible for any visa arrangement fees, dormitory fees, and other expenses that have already been incurred if students cancel your study abroad program.

Scholarship

Scholarships may be prepared for exchange students (It may be subjected to change). Please refer to the OIA website, the Institution Info, etc. for scholarship information. **Further information will be provided at Orientation for Exchange Candidates.**

Study Plan/Credit Transfer

Period of Enrolling Doshisha University

The Student Exchange Program (University-level) is the Study Abroad Program while Enrolling Doshisha University. The Period of the Student Exchange Program will be included for the period of enrolling Doshisha University.

Absence/Graduation/Entrance/Withdrawal

Exchange students will be enrolled Doshisha University during the period of the Student Exchange Program. Exchange students cannot be absent/graduate/withdraw Doshisha University. Exchange students cannot enter the further program (undergraduate to Graduate Program/Masters to Doctoral Program). Students who may be applicable in the conditions must consult with OIA and affiliated Faculty/Graduate School.

Students who intend to be absent before/after study abroad must consult with OIA and affiliated Faculty/Graduate School before applying.

Study/Graduation Plan

In principle, Exchange students cannot take courses offered by Doshisha University during the exchange period. **Students must consult with their affiliated Faculty/Graduate School about study plan of before/after their exchange. Students may not be able to graduate within the standard term of study (4 years for undergraduates) due to the length of study abroad.**

Continuing Course Registration (Request for Continuing Course Registration)

Exchange students whose exchange periods start from Fall semester at Doshisha University may be able to take year-long courses with the arrangement of taking Spring semester course before the exchange while taking Fall semester course after the exchange. Students who intend to apply for the arrangement must consult with affiliated Faculty/Graduate School.

License/Qualification Program

Students who intend to take the License/Qualification Programs such as a teacher, librarian, curator, etc. must consult with Center for License and Qualification Office about the study plan before applying.

Study Plan at Host Institution

Courses/subjects opened for exchange students are depending on institutions. Generally in most of institutions, courses/subjects from wide areas of study are open to exchange students. Please refer to the Institution Info, the website of institutions, etc. for course information.

Exchange students may NOT be able to take the desired courses/subjects because of the reasons such as not-open for exchange students/exchange period, limit of participants, pre-requisites of previous knowledge, etc.

Obtain Degree/Transfer to Host Institution

Exchange students cannot obtain a degree/transfer to host institutions.

Credit Transfer

Exchange students are able to apply for credit transfer earned at host institutions according to the School Regulation and the Graduate School Regulation of Doshisha University. It is <u>NOT</u> automatically transferred to the credits at Doshisha, but it is the student's responsibility to apply for the credit transfer at their affiliated Faculty / Graduate School at Doshisha. Students who intend to consider transferred credit as credits for graduation must understand possibilities not being able to take the desired courses, credit transfer not being approved, not being able to graduate as scheduled, etc.

Students must consult with affiliated Faculty/Graduate School about credit transfer before applying as the office is in charge of this matter.

Career Path/Job Hunting

Students must plan carefully on career path/job hunting and consult with Career Center if necessary. After applying, any changes and cancellations of their Exchange and temporary return during their Exchange cannot be made.

Application

Important Notes

<u>**The application requires both the "Online Application" and the "Document Submission" to be completed.**</u> Incomplete application or submission will <u>NOT</u> be accepted. The Application Periods are listed on page 1 of the application guide. After submitting the application, any changes/cancellation of the application cannot be made. Applicants must understand the Student Exchange Program and plan carefully on study, graduation, and career path.

Online Application

The Online Application will be proceeded via "Go Global" Portfolio below.

Online Application Website
https://sso.doshisha.ac.jp/cgi-bin/portal.cgi
Web Single Sign-On > Go Global Portfolio > Student Exchange Program
> Online Application

- On the portfolio, General Information/Application Information/Confirmations & Understandings/Statement of Purpose can be made.
- The Statement of Purpose must be prepared before the Online Application starts (It may take time to write the Statement of Purpose).
- On the section of Confirmations & Understandings, Graduation Plan/Subject Enrollment Plan/Credit Transfer must be confirmed to make sure carefully planned with understanding of the Student Exchange Program. **Applications must consult with the relevant office about the exchange plan (e.g. affiliated Office of Faculty/Graduate School).**
- Applicants must submit the Online Application as early as possible (Access may be concentrated just before the Application Deadline).
- The session automatically timeouts approx. every 2 hours (The online system has the "Save" button).
- Applicants who completed their application after the deadline, those applications will NOT be accepted regardless of whether or not the applicant receives an automatic confirmation email.

Document Submission

Documents must be in the order as indicated below (only the Letter of Recommendation needs to be submitted by the recommender) and **must be submitted by the applicant to OIA in person (Student ID Card must be presented) or send the documents by post to OIA.**

Submission Document

No.	Submission Document	Set
1	Application Form (General Information/Application Information/Confirmations & Understandings/Statement of Purpose (1st – 7th Preference))	1
2	ID Photo (Pasted on Application Form) 4cm×3cm	1
3	Pledge *Need to be signed by the guarantor	1
4	Letter of Recommendation *Need to be submitted by the recommender	1
5	Official Transcript (English)	1
6	Language Certificate/Internal Language Proficiency Test Result (if necessary)	1
7	Photocopy of Student ID Card (Applicable if you send the documents by post)	1

*A black non-erasable pen must be used on the documents.

***All of the Submission Documents must be A4 size and single sided without stapled**.

*ID photo must be cut with the size as mentioned above. Applicants have to fill in their name and student's ID on the reverse side of the photo and paste it to their application form.

*Submitted documents will NOT be returned.

* For the Letter of Recommendation, applicants must ask their recommender to submit the letter in person at OIA, by internal mail to OIA, or by uploading the data to the designated online storage. The letter should not be submitted by applicants.

* Transcripts must be issued by the Certificate Issuance Machine or via the Certificate Online Application System in advance prior to the submission date.

* Applicants who take the Internal Language Proficiency Test need to submit the result of the test (If applicants submit their language certificate with an external language test, they need to submit a copy of the certificate.)

* Applicants who prefer to send documents by post are required to enclose a photocopy of their Student ID Card. The documents should be sent by the registered mail or "Letter Pack" with the shipping record and arranged to arrive at OIA before the last day of the Document Submission period.

Application Form (General Information/Application Information/Confirmations & Understandings)

- Application Form made and printed out on the Online Application must be submitted with ID Photo pasted (Name/Student ID must be written on the ID Photo on the reverse side. Self-taken photo will be NOT accepted).

- Make sure that your address and phone numbers match the information registered on DUET. OIA will contact applicants if any difference is found.

Statement of Purpose
- The Statement of Purpose must be made with reference to the following points;
  - ➢ Language: English
  - ➢ Word Limit: 1,000 words
  - ➢ The Statement of Purpose must be made of the points below;
    - ✧ Personal background/life experience which motivates to study abroad, particularly for the proposed institutions
    - ✧ How to relate/utilize study abroad experience on study plan afterward and career path after graduation
    - ✧ Reason to apply to the proposed institutions, not other institutions
    - ✧ Intended goals/objectives during study abroad
    - ✧ Challenges/difficulties to be encountered during study abroad and how to cope with them
    - ✧ One's advantage/disadvantage
- The Statement of Purpose must be made on the Online Application for each proposed institution.
- The Statement of Purpose must be prepared before the Online Application starts (It may take time to write the Statement of Purpose. It is recommended to be made by Word/Text Editor previously to paste the made the Statement of Purpose during the Online Application.).
- Word Counts on the "Go Global" Portfolio and those on Word/Text Editor may be slightly different. Word Counts must be adjusted according to the "Go Global" Portfolio System.
- If plagiarism is found, application will be cancelled.
- Just 1 Statement of Purpose is necessary when applying multiple institutions of KCJS member institutions cannot be made for each institution (**1 Set of the Statement of Purpose for KCJS must be submitted**).

Pledge
- The form of the Pledge can be downloaded on the OIA website (Refer to P.6).
- 1 set of the Pledge must be submitted.
- **The Pledge must be well-understood before signed.**
- **Original with signatures must be submitted.** Photocopy will NOT be accepted.
- Guarantor must be one's parent (father/mother). If the guarantor lives in a distant place, it may take time to prepare. Delay of submission will NOT be accepted. Applicants whose guarantor is not one's parent must consult with OIA.
- In case applicants could not complete the submission of an original pledge during the submission period due to the reason their guarantor lives abroad, OIA may allow them to submit a scanned copy of the pledge. Applicants must consult with OIA before application. It is applicant's responsibility to submit the original document with a handwriting signature later in the screening process.
- If the guarantor does not have a personal seal, their signature is accepted as an alternative.
- The personal seal of the applicant and guarantor should be different. The same seals cannot

be accepted. Unclear and hieroglyphic seals also cannot be accepted.

Letter of Recommendation

- The form of the Letter of Recommendation can be downloaded on the OIA website (Refer to P.6).
- Regardless of the number of the preferred institutions, 1 set of the Letter of Recommendation should be submitted.
- **<u>The Letter of Recommendation must be made by a full-time faculty member of the applicants affiliated Faculty</u>**. If not found, applicants must consult with affiliated Faculty/Graduate School or search on the Researcher Database of Doshisha University.
- The Letter of Recommendation will be considered as just for reference and not for evaluation.
- Applicants must ask their recommender to submit the letter in person at OIA, by internal mail to OIA or by uploading the data to the designated online storage. It cannot be submitted by applicants.
- Applicants must consult with and request to the recommender in advance (It may take time/may be difficult to contact the recommender during vacations).
- It is recommended to request to the recommender with the Statement of Purpose/the Official Transcript/the Language Certificate to proof yourself deserve to be get recommended.

Official Transcript (English)

The Official Transcript can be issued by the Certificate Issuance Machine or the Certificate Online Application System. A Grade Report issued by DUET will NOT be accepted. The Official Transcript must include the grades below;

Period A	The Official Transcript included the grades up to Fall Semester of Previous Academic Year
Period B	The Official Transcript included the grades up to Spring Semester of Current Academic Year

- Applicants who do NOT have GPA/who are NOT able to obtain the Official Transcript must consult with OIA before applying.
- The Internal screening of Doshisha University will be evaluated based on the Official Transcript submitted during the "Document Submission" Period.
- If applicants wish to make the Document Submission by post, they have to issue the Official Transcript by the Certificate Issuance Machine or the Certificate Online Application System in advance and complete the Document Submission by the due date.

Language Certificate/Internal Language Proficiency Test Result
[Common to all application languages]

- Applicants must submit the valid language score when applying for the Online Application and the Document Submission. Students must check the application period and take tests with ample time in advance. Particularly, it takes more time to receive the result for a test that is taken in overseas.
- Students are required to fill in their language score on the Online Application and they are required to submit a copy of the language certificate. Valid scores within 2 years from the date

of examination must be prepared at the time of the Online Application and the Document Submission. If you do not have a valid score by the time you apply to the partner institution or at the beginning of your study abroad program, you must retake the examination and obtain a valid score. Please note that if the retaken score does not meet the requirements of the applying university, you may not be admitted.

- Students are required to submit a copy of the language certificate. Only in case they cannot make it by the Document Submission, they may be allowed alternatively to submit a web score copy which includes the date of the examination, name of the examinee and score (overall and all sub scores).

- The language certificate must be valid and fulfilled the language requirements of the proposed institutions. It must be submitted with colored / A4 sized / all pages.

[English]

- Applicants who apply with English must submit the Language Certificate.

- The Language Certificate of TOEFL ITP® will be accepted only which has been held at Doshisha University. TOEFL ITP® which is held except Doshisha University (e.g. Other university or high school) will <u>Not</u> be accepted.

- For students who apply for more than 1 partner institution, applicants are able to submit different Language Certificates for each proposed institution (e.g. TOEFL ITP® 550 for the 1ˢᵗ preference/IELTS™ 5.5 for the 2ⁿᵈ preference).

- For TOEFL iBT®, only "Test Date Score" fulfilling the language requirement is accepted ("MyBest™ Score" is not accepted). TOEFL iBT® Home Edition is not accepted.

- If students take IELTS™ for their application, they should choose "Academic Module." ("General Module" is not accepted). IELTS™ Online is not accepted.

[Languages other than English]

- Applicants must submit the appropriate Language Certificate or/and must take the Internal Language Proficiency Test. Applicants must refer to the Language Score Conversion Table (P.31～).

- Some languages require students to take Internal Language Proficiency Test, even if they have a Language certificate from an external Test. In this case, students must apply for the Internal Language Proficiency Test during the designated Internal Language Proficiency Application period. Please find the details on P.33 and apply for the Internal Language Proficiency Test. Application after the designated period will not be accepted.

- Applicants who takes the Internal Language Proficiency Test must submit its test result as the language certificate during the Document Submission period.

- The results of the Internal Language Proficiency Test taken in a previous academic year may not be used. You must take the test and get the result in the year of the application.

- **For applicants who apply with the same language/who do NOT fulfill the all language requirements of proposed institutions, applicants must take the Internal Language Proficiency Test.** In that case, Applicants must submit the Language Certificate.

e.g. In case a student who already holds German CEFR B1 wishes to apply to Partner Institution A which requires CEFR B2 and partner institution B which requires CEFR B1. For

partner institution B this student can apply for test waiver but for partner institution A student must take the Internal Language Proficiency Test and achieve higher than CEFR B2.

- For applicants who apply with the same language, applicants must submit the same Language Certificate for each proposed institution (e.g. DELF A2 for 1st preference of the proposed host institution/TCF B1 for 2nd preference of the proposed host institution).

※ TOEFL®, TOEFL ITP®, TOEFL iBT® and TOEIC® is a registered trademark of Educational Testing Service (ETS).

Internal Screening

Internal Screening

Exchange candidates of the Student Exchange Program will be evaluated based on criteria set out by the Committee for International Affairs. Evaluation of the Internal Screening will be based on the total scores of 3 criteria below. The score of each criterion will be full marks 100 and the total scores of 3 criteria will be full marks 300.

Applicants must have at least pass marks of 60 for each criterion and who do <u>NOT</u> have the pass marks or higher will <u>NOT</u> be eligible for the Student Exchange Program.

Exchange candidates will be selected among 1st preference of host institutions in order of applicants' total scores of 3 criteria. If institutions still have available exchange places, exchange candidates will be selected among 2nd preference, next among 3rd preference in order of applicants' total scores.

---

3 Criteria of the Student Exchange Program Internal Screening (Full Marks 300)
1. **GPA (Full Marks 100)**
2. **Language Proficiency (Full Marks 100)**
3. **Interview by Affiliated Faculty/Graduate School (Full Marks 100)**

GPA (Full Marks 100)

Score of GPA will be converted as below;

Undergraduate (Full Marks GPA 4.0):　$20 \times GPA + 20$ (Pass Marks GPA 2.0)

Graduate　　　(Full Marks GPA 4.5):　$20 \times GPA + 10$ (Pass Marks GPA 2.5)

*For students who do NOT have GPA at the time of the Student Exchange Application, GPA criterion may be evaluated based on GPA of the previous school register (e.g. For students at First-year of Graduate School who do NOT have GPA at the time of the Student Exchange Application, GPA criterion may be evaluated based on GPA of the undergraduate).

Language Proficiency (Full Marks 100)

The Score of the Language Proficiency will be converted based on external or/and the Internal Language Proficiency Tests as referred to the Language Score Conversion Table (P.31～).

*The Language Score Conversion Table of English is based on the conversion table published by ETS, etc. The Language Score Conversion Table of languages other than English are based on CEFR (Common European Framework of Reference).

Interview by Affiliated Faculty/Graduate School (Full Marks 100)

Score of Interview will be converted based on the interview by affiliated Faculty/Graduate School. (Interview will be held in English.) Interview time/venue will be announced by affiliated Faculty/Graduate School.

Evaluation Point on Interview
1. The Purpose of Study Abroad
2. Coherence between study plan of the Student Exchange Program and a curriculum of affiliated Faculty/Graduate School
3. Preliminary knowledge of proposed host institution/Country/region
4. Adaptability to student life of the Study Abroad (Sociability/Positiveness, etc.)

*Interview will be held in English.

Approval by affiliated Faculty/Graduate School

Applicants will be recommended as an eligible exchange candidate by affiliated Faculty/Graduate School based on comprehensive evaluation of GPA, the Language Proficiency, and an interview by affiliated Faculty/Graduate School. Applicants who are exclusively apart from an eligible exchange candidate will be evaluated as "NOT eligible for the Student Exchange Program" and will be excluded from the internal screening process.

Schedule (The details will be announced on the OIA website/the OIA bulletin board)

Internal Language Proficiency Test	Applicable Applicants Only
↓(Approx. 2-3 weeks)↓	
Application Period	All Applicants
↓(Approx. 1 – 3 weeks)↓	
Interview by affiliated Faculty/Graduate School	All Applicants (excluding applicants who do NOT pass the Internal Language Proficiency Test)
↓(Approx. 3 – 4 weeks)↓	
Announcement of Exchange Candidates	All Applicants (excluding applicants who do NOT pass the Internal Language Proficiency Test)

Internal Language Proficiency Test (for those applying language is other than English)

In order to take the Internal Language Proficiency Test, applicants must take necessary procedures through "Go Global" Portfolio during the Internal Language Proficiency Test Application Period which is approximately 1-2 weeks before the day of the test. Applicants cannot take the test if the necessary procedures were not taken within the designated application period irrespective of the reason. In principle, students are required to take the Internal Language Proficiency Test, except for some foreign languages. If you do not take the Internal Language Proficiency Test, you will lose your eligibility to apply in the relevant recruitment language. For details, refer to Language Score Conversion Table on P.31～.

The details of the Internal Language Proficiency Test (Date, Time, Venue, Result, etc.) will be announced on the OIA website/the OIA bulletin boards prior to the Application Period.

Applicants who intend to apply in different languages (e.g. French and Spanish) at the same application period must consult with OIA before applying.

Past questions of the previous Internal Language Proficiency Test is distributed at OIA or by email upon request by applicants (except Italian). For those who wish to receive the datum by email should consult with OIA.

Interview by International Center

Interview by International Center may be held depending on exchange situations/safety situations in the countries/regions of some institutions. The date, time, and location of the interview will be announced individually by OIA. Applicants who do NOT get the interview will be excluded from internal screening process on the proposed host institution.

The result of Interview by International Center will be considered as a reference for Interview by affiliated Faculty/Graduate School.

Announcement of Exchange Candidates
The screening result will be announced through "Go Global" portfolio.

Selection of Additional Candidates

When applicants who have filled all 7 preferences failed to become a candidate, applicants may be asked if they would like to become an additional candidate for an institution other than those applied online on condition that applicants fulfill the application requirements of the institution which is still available at the time and there is sufficient time before application of the institution.

The score (Full Marks 300) to be used for selection of additional candidates will be the score used for initial internal screening. Therefore, applicants cannot submit additional language certificate to update his/her score of language proficiency. **Applicants who do NOT have pass marks of 60 or higher for each criterion will NOT be selected as additional candidates.**

OIA will notify applicants who is eligible for additional candidate individually. Applicants are able to decline the offer when the institutions available are not the interest of the applicant.

After becoming Exchange Candidate

Important Notes

Exchange candidates/students of the Student Exchange Program must proceed various relevant procedures/arrangements of the Student Exchange Program on their own responsibility with supports from OIA. Exchange candidates/students who are considered "NOT eligible of the Student Exchange Program" as the representatives of Doshisha University may be warned to cancel the Student Exchange before/after departure with unsatisfied academic performance, delay of the Document Submission, slips of necessary procedures, absence from sessions/orientations, etc.

Orientation for Exchange Candidates/Pre-Departure Risk Management Orientation

Exchange candidates/students must attend Orientation for Exchange Candidates/Pre-Departure Risk Management Orientation. **Exchange candidates/students who are absent from the orientations may NOT be considered as an exchange candidates ／ students.**

Orientation for Exchange Candidates

Orientation for Exchange Candidates will be held within 1 week from the Announcement of Exchange Candidates for each application period.

Pre-Departure Risk Management Orientation

Exchange period starts Feb – Jun: Held in mid – late January
Exchange period starts Aug – Nov: Held in early – mid July

Application to Host Institution (Official Application)

Exchange candidates must submit the official application to host institutions. Final decision for acceptance of exchange nominees will be made by host institutions. Even if applicants pass the internal screening process and become exchange candidates of the host institution, they may not be admitted due to the condition of the host institution.

Visa

Exchange candidates/students must proceed necessary procedures/arrangements to obtain visa on their own responsibility. Generally, procedures/arrangements for Visa happen after official application to the host institution. Exchange candidates who fail to obtain visa will NOT be able to study abroad.

Participation/Cooperation for Student Exchange/International Promotion

Exchange candidates/students are highly expected to actively participate/cooperate in promoting the Student Exchange Program/International Exchange Promotions at Doshisha University such as providing information for prospective exchange students, contributing to public relations of Doshisha University (providing photos, writing an article on PR brochures, etc.), participating in study abroad fairs, debriefing sessions, guidance, and Open Campus, etc.

Submission of Report/Instruction from Doshisha

Exchange candidates/students must submit documents and reports required from Doshisha. Also, Exchange candidates/students must follow instructions and guidance from Doshisha.

Submission of Language Proficiency Score/Certificate after Student Exchange

Exchange students must submit language proficiency score/certificate within 6 months (basically) after student exchange.

＜Exchange students who studied abroad in English＞

TOEIC®/TOEFL ITP®/TOEFL iBT® /IELTS™

＜Exchange students who studied abroad other than English＞

Basically, one external language proficiency score/certificate on the Language Score Conversion Table (P.31~). If students strongly wish, TOEIC®/TOEFL ITP®/TOEFL iBT®/IELTS™ are accepted.

Study Abroad Insurance

Exchange students must purchase the designated study abroad insurance specially planned for Doshisha exchange students with full coverage of all study period (departure date to arrival date from/to Japan). The study abroad insurance is the insurance which contracted between the insurance company and Doshisha University and Doshisha exchange students are able to purchase the insurance plan with the special discount price.

In some institutions/countries/regions, purchasing the designated health/accident insurance may be mandatory. In that cases, it may be exempted by purchasing the designated study abroad insurance for Doshisha exchange students. If not being exempted, exchange students must purchase the mandatory insurance of institutions/countries/regions in addition to the insurance for Doshisha exchange students.

Exchange students who have special reasons not to purchase the study abroad insurance for Doshisha exchange students must consult with OIA.

In the case, the insurance must be with full coverage of all study period (departure date to arrival date from/to Japan) and with the coverage of;

➢ **Medical & Rescuer's Expenses: Unlimited**
➢ **Personal/Student Liability: ¥100,000,000**

The designated study abroad insurance will be introduced at Pre-Departure Orientation. Exchange students who need to purchase the insurance before Pre-Departure Orientation (submission to host institution, visa application, etc.) must consult with OIA.

※TOEFL®, TOEFL ITP®, TOEFL iBT® and TOEIC® is a registered trademark of Educational Testing Service (ETS).

Risk Management

Doshisha University may cancel the Student Exchange Program/issue returning advisory depending on exchange situations/safety situations in the countries/regions of the institutions. In that

case, exchange students must promptly follow the decision. Exchange students must bear the fees in relation to cancellation/returning advisory.

Exchange students must check the safety information of the prospective host countries/regions on Ministry of Foreign Affairs Overseas Safety HP < https://www.anzen.mofa.go.jp/>.

Language Score Conversion Table

English

Language Proficiency	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

Language Proficiency	TOEFL iBT®
70	70
69	69
68	68
67	67
66	66
65	65
64	64
63	63
62	62
61	61
60	60

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

German

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

*Applicants who submit the language certificate of above mentioned external test, fulfilling the requirement of the proposed institution, will be exempted from both "Writing Test" and "Interview Test" of the Internal Language Proficiency Test. However, if students wish to take the Internal Language Proficiency Test, they may do so.

French

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

***Applicants who submit the language certificate of above mentioned external test, fulfilling the requirement of the proposed institution, will be exempt from "Writing Test" but must take "Interview Test" of the Internal Language Proficiency Test.**

*Applicants who submit the language score report of an external test cannot take Writing Test of the Internal Language Proficiency Test. The Language Proficiency will be evaluated comprehensively by the score of external test and internal "Interview Test".

Chinese

CEFR	Language Proficiency (Internal Language Proficiency Test)	HSK	中檢
C2	100	Level 6	準1級
C1	90		2級
C1	85	Level 5	
B2	80		3級
B2	75	Level 4	
B1	70	Level 3	4級
A2	60	Level 2	準4級

*__Applicants who submit the language certificate of above-mentioned external test, fulfilling the requirement of the proposed institution, will be exempt from "Writing Test" but must take "Interview Test" of the Internal Language Proficiency Test.__

*Applicants who submit the language score report of an external test <u>cannot</u> take Writing Test of the Internal Language Proficiency Test. The Language Proficiency will be evaluated comprehensively by the score of external tests and internal "Interview Test".

Spanish

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

*__Applicants who submit the language certificate of above-mentioned external test, fulfilling the requirement of the proposed institution, will be exempt from "Writing Test" but must take "Interview Test" of the Internal Language Proficiency Test.__

*Applicants who submit the language score report of an external test <u>cannot</u> take Writing Test of the Internal Language Proficiency Test. The Language Proficiency will be evaluated comprehensively by the score of external tests and internal "Interview Test".

Russian

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

*External tests <u>cannot</u> substitute the Internal Language Proficiency Test. Must take the Internal Language Proficiency Test.

Korean

CEFR	Language Proficiency (*Full marks of the Internal Language Proficiency Test is 80.)	ハングル能力検定試験	Test of Proficiency in Korea (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	準2級	Level 4	Level 4	Level 4
A2	60	3級	Level 3	Level 3	Level 3

*Applicants who submit the language certificate of above-mentioned external test, fulfilling the requirement of the proposed institution, will be exempted from both "Writing Test" and "Interview Test" of the Internal Language Proficiency Test. However, if students wish to take the Internal Language Proficiency Test, they may do so (Use external language proficiency tests whenever possible).

*Beginning with AY 2025-26, there will be no Internal Language Proficiency Test for Korean. Students who wish to apply in Korean should plan to take an external language proficiency exam.

Italian

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

*External tests <u>cannot</u> substitute the Internal Language Proficiency Test. Must take the Internal Language Proficiency Test.

*Beginning with AY 2025-26, there will be no Internal Language Proficiency Test for Italian. Students who wish to apply in Italian should plan to take an external language proficiency exam.

CEFR Self-assessment Grid (Simplified Version) (*)

		A1	A2	B1	B2	C1	C2
UNDERSTANDING	**Listening**	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.
	Reading	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.
SPEAKING	**Spoken Interaction**	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.
	Spoken Production	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.
WRITING	**Writing**	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

Internal Language Proficiency Test Application Manual

How to Proceed the Online Application

Log in to the "Go Global" Portfolio (access to <https://sso.doshisha.ac.jp/cgi-bin/portal.cg>)

*The Online Application System only works correctly via PC. <u>DO NOT</u> use mobile phones.
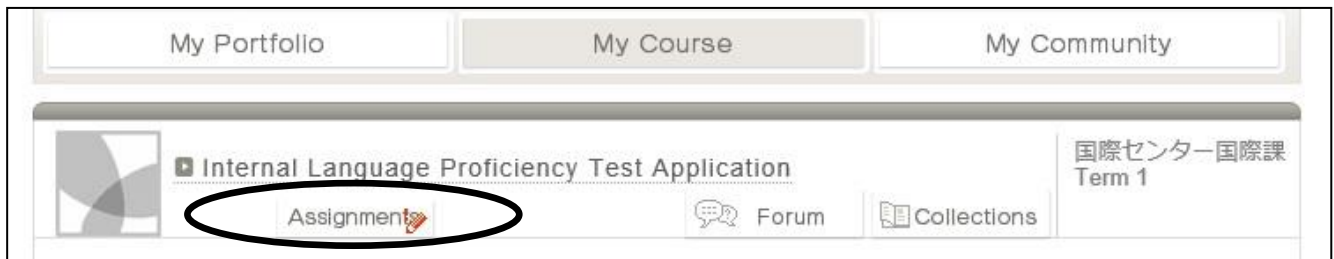
After entering ID and Password

Go Global Portfolio

Click "My Course" (where it is circled below)

Check "Internal Language Proficiency Test Application"

Internal Language Proficien...
Administrator 国際センター国際課
2020 Term 1

Click "Report" (where it is circled below)

Answer the requirements and click "Preview", then click "Submit" (where it is circled below)

Language Proficiency Test. Fill in your contact TEL number and E-mail addresses.

電話番号 / TEL

xxx-xxxx-xxxx (入力必須)

メールアドレス（同志社大学Office365のもの）/ E-mail (Doshisha)

xxxx@mail.doshishax.ac (入力必須)

メールアドレス（個人のもの）/ E-mail (Personal)

xxxx@xxx.xx.xx (入力必須)

※試験についての重要な連絡を今後送りますので、記入内容に誤りがないか再度確認してください。また、国際課から電話やメールでを受けた場合は、必ず応答してください。/ You will receive the important notes. Check carefully to fill in the correct informaiton. When receining the E-mail from OIA, reply the confirmation E-mail that you have checked the receiving E-mail.

Back   Submit

▸ Not submitted. To submit, click "Submit".
▸ To edit your response, click "Back".
▸ The information you entered will be saved even if you don't submit the assignment and move to a different page.

≫ Assignments

| My Portfolio | My Course | My Community |

■ Internal Language Proficiency Test Application

国際センター国際課 Term 1

Assignments   ⬝ Forum   Collections

Assignments

After the submission, the status will be "Submitted".

Title	Files	Category & Format	Status		
学内語学能力試験受験申請 / Internal Language Proficiency Test Application	0	Exchange Programs (University-level) Form-based	Accepting Submitted		09:00

<Attention>

● You will be providing your phone number and email address in the assignment. Please be careful as you type this information not to miss important notice from us regarding the test.

● If your applying language is either Chinese, French or Spanish, and chose to request exemption of "Writing Test" by submitting the certificate of external language test, send its certificate in PDF format to OIA by email during the application period.
OIA email address ji-kksai@mail.doshisha.ac.jp
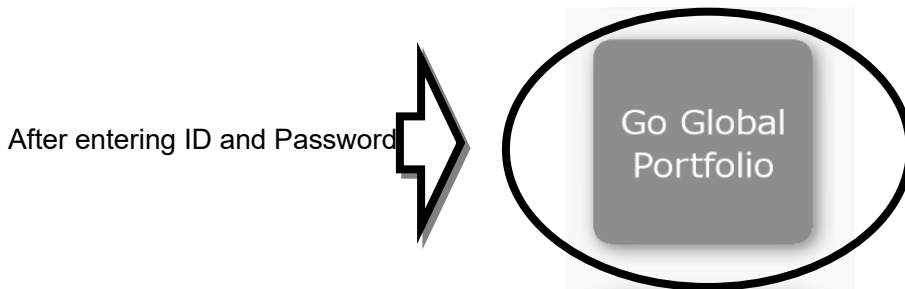
Online Application Manual
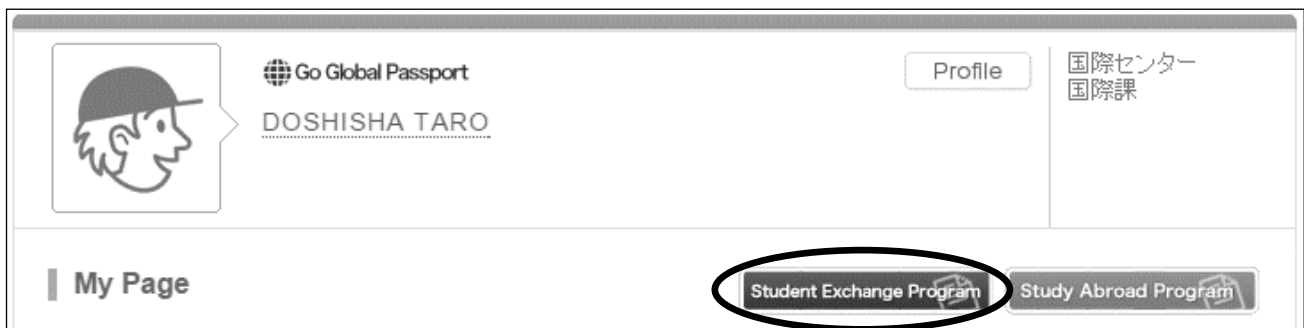
How to Proceed the Online Application

Log in to the "Go Global" Portfolio (access to <https://sso.doshisha.ac.jp/cgi-bin/portal.cg>)

*The Online Application System only works correctly via PC. <u>DO NOT</u> use mobile phones.

After entering ID and Password

Go Global Portfolio

Before Applying; Click "Student Exchange Program" (where it is circled below)

Before Applying; Click "Online Application" (where it is circled below)
(Program List and Institution Info are also accusable from this page.)
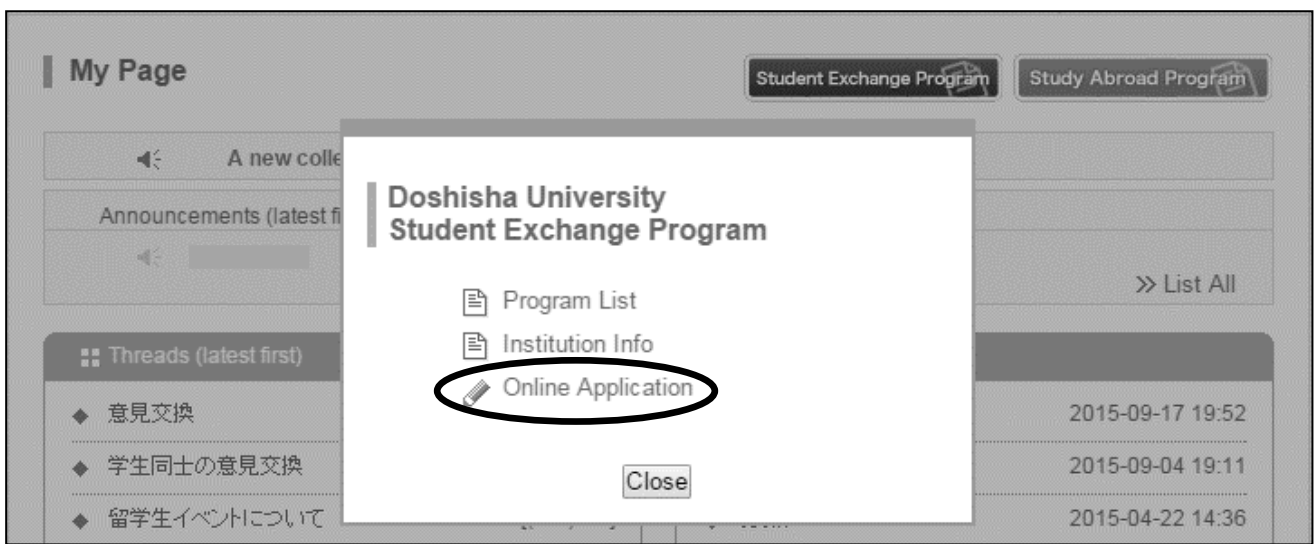
After Applying; Click "Apply" (where it is circled below) to complete the Online Application

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

After Applying; Click "Application Form PDF Download" (where it is circled below) to check and print out the Online Application form you have submitted

Online Application

| manaba ID: | Name : |

<<NOTES>>
* Onilne Applciation 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 riverse 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

How to Check the Latest Submitted Online Application Form

If mistakes are found, applicants are required to revise the Online Application contents after submission of the Online Application. The updated Online Application form are accessible below.

Log in to Go Global Portfolio and Click "My Portfolio" (where it is circled below)

Check "Exchange Programs (University-level) Collection" and Click the latest submitted Online Application form (where it is circled below)