

AY 2026-2027

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
How to apply	Forms (website link) *	"Go Global" Portfolio	At Office of International Affairs or by Post
Period A	May 12 (Mon) 9:00:00 - May 14 (Wed) 11:00:00	June 2 (Mon) 9:00:00 - June 4 (Wed) 11:00:00	June 9 (Mon) 9:00:00 - June 10 (Tue) 17:00:00
Period B	September 24 (Wed) 9:00:00 - September 26 (Fri) 11:00:00	October 24 (Fri) 9:00:00 - October 28 (Tue) 11:00:00	November 4 (Tue) 9:00:00 - November 6 (Thu) 17:00:00

* "Internal Language Proficiency Test" is not required for all applicants but only for a part of applicants whose applying language is other than English (for the details, please see the P.32).

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

* If students prefer 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. If students prefer to submit the documents by Post, they 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.

● Application forms for Internal Language Proficiency Test

[Period A] <https://forms.office.com/r/vCcckhjtLM>

[Period B] <https://forms.office.com/r/kbBGzq9BUx>



Period A Forms



Period B Forms

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 – Oct of the following year
(North and Central America, Europe, Asia, 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 applying in a language other than English may be required to take the Internal Language Proficiency Test, which depends on the applying language. If the test is mandatory, they must apply for the internal language proficiency test during the designated application period (See the details on the P. 32). The failure of the application for the internal language proficiency test cause students to lose their eligibility to apply for the Student Exchange Program itself.
4. Exchange places for institutions in South Korea are open during Period A, but some places may also be open during Period B given the situation.

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

5

Introduction
Purpose of The Student Exchange Program
OIA Website (Student Exchange Program)

Restriction

6

Change/Cancellation
Restrictions on Grade and Credits
Application of First-year Undergraduate Student/Transfer Student
Students who wish to start Exchange at First-year of Graduate School
Early Entrance/Early Graduation
Transfer from Other Institution/Faculty
Application of International Student
Student whose Nationality is other than Japanese or who hold Dual Nationality
Period of Study Abroad while Enrolling Doshisha University

Host Institution

8

Institution Information
Applicable Courses
Application of Multiple Institutions/Preference of Proposed Host Institutions
AKP Member Institutions
KCJS Member Institutions
Fee-Paying Route
Bridge Program
Institution with Multiple Programs
Period of Exchange
Exchange Places
Eligibility
Application Requirement
Application for Graduate Program
Reasonable Accommodation at Host Institution
Other Requirements

Expense/Scholarship

15

Tuition Fee at Host Institution
Expense/Fee other than Tuition Fee
Tuition Fee at Doshisha University
Important Notes
Scholarship

Study Plan/Credit Transfer	16
Period of Enrolling Doshisha University	
Absence/Graduation/Entrance/Withdrawal	
Study/Graduation Plan	
Continuing Course Registration	
License/Qualification Program	
Study Plan at Host Institution	
Obtaining Degree/Transfer to Host Institution	
Credit Transfer	
Career Path/Job Hunting	
Application	18
Important Notes	
Online Application	
Document Submission	
Application Form	
Statement of Purpose	
Pledge	
Letter of Recommendation	
Official Transcript	
Language Certificate/Internal Language Proficiency Test Result	
Internal Screening	24
Internal Screening	
GPA	
Language Proficiency	
Interview by Affiliated Faculty/Graduate School	
Approval by Affiliated Faculty/Graduate School	
Schedule	
Internal Language Proficiency Test	
Interview by International Center	
Announcement of Exchange Candidates	
Selection of Additional Candidates	
After becoming Exchange Candidate	27
Important Notes	
Orientation for Exchange Candidates/Pre-Departure Risk Management Orientation	
Application to Host Institution	
Visa/Housing	
Participation/Cooperation for Student Exchange/International Promotion	
Submission of Report/Instruction from Doshisha	
Submission of Language Proficiency Score/Certificate after Student Exchange	
Study Abroad Insurance	
Risk Management	
Language Score Conversion Table	30
Online Application Manual	36

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 of April 2025
Check the latest information on the website for there may be changes/updates.
https://international.doshisha.ac.jp/oia/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.

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 end of the semester they have been selected as an exchange candidate *. (Some institutions require completion of at least 4 semesters).

- Candidate for AY2026-27 Period A: Spring semester of AY 2025
- Candidate for AY2026-27 Period B: Fall semester of AY 2025

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

(If transfer students start their study at Doshisha in the Fall semester, they cannot apply for Period B of the enrollment 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 approval for studying abroad in their 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 institutions/Faculties

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 Faculties
- Students are advised to consult with their Faculty/Graduate School office before applying. Especially in case their Faculty/Graduate School will change after the internal screening, they shall go to both the current/future Faculty/Graduate Schools for the consultation for their study plan. Please note transferring institutions or Faculty/Graduate School may require the students to have an extra study period beyond the regular 4 years of the university enrollment period.

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 check the Program List and the visa requirements necessary for study abroad before applying.

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

Host Institution

Institution Information

Applicants must select the preferred 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. Recruiting 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 (They can apply to different institutions with multiple languages).

Applicable Example of Proposed Host Institutions:

1st preference: Alma Mater Studiorum Università di Bologna (Applying language: Italian)

2nd preference: Sapienza University of Rome (Applying language: English)

~

7th preference: Università di Torino (Applying language: English)

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: Università di Torino (Applying language: English)

* 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 26.

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.

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.

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 the Program List are programs in which exchange

students must pay tuition fees to the host institution. Some institutions have both regular programs and 【Fee-paying Route】 programs. **A regular program and a 【Fee-paying Route】 program are considered 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 a wider selection for application, special (lower) tuition fee is often offered unlike individual applications without the institutional partnership, and students are eligible for scholarships for regular 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. If students continue to take

the language program in the 2nd semester, it is their responsibility to pay the tuition fee.

- 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 the period of exchange. When students choose to go earlier / stay longer at the host institution to attend pre-sessional language courses etc, they shall consult with the OIA and their Faculty / Graduate school in advance. If they come to attend the pre-sessional language courses etc there, they shall be fully responsible for those activities outside of the Exchange Program.

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. It is not allowed for multiple study periods of the same institution to appear as different choices.

Example of possible applications:

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)

Example of impossible applications:

1st preference: Western Michigan University (1st preference: 1 year)

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

3rd preference: Western Michigan University (1st 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

There are criteria for the internal screening at Doshisha and one set by each host institution including GPA, language proficiency, and other conditions. 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.

Additionally, undergraduate students must complete at least 2 semesters and earn 30 or more credits at Doshisha University at the end of the semester they have been selected as an exchange candidate *. Even if their host institutions admit, students cannot participate in exchange programs unless they meet the above conditions.

- Candidate for AY2026-27 Period A: Spring semester of AY 2025
- Candidate for AY2026-27 Period B: Fall semester of AY 2025

- **GPA**

Cumulative GPA will be applied. The minimum requirement for the internal application is 2.00/4.00 (2.50/4.50 for graduate students). 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 another university/Faculty

- **Language Requirement**

To apply for the internal screening, students are required to have at least 500 for TOEFL ITP[®], 60 for TOEFL iBT[®], 5.5 for IELTS[™] (applying in English), or CEFR A2 (applying in other than English). 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.30. 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 (Not all languages offer Internal Language Proficiency Test, which requires students to take the external language test to certificate their language proficiency).

<Notes>

- Applicable Language Certificate will be referred to the Language Score Conversion Table (P.30~)
- 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.35).

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

Reasonable Accommodation at Host Institution

If you wish to request special accommodations at the host university due to a disability or other reasons during your study abroad, please consult with OIA well in advance before applying.

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 and the Institution Info 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 NOT 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 cannot be made.

Application

Important Notes

The application requires both the “Online Application” and the “Document Submission” to be completed. Incomplete application or submission will NOT 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 “Go Global” portfolio, students shall fill in the following items: General Information (Name, Nationality, Contact, Name of Recommender, Cumulative GPA, etc.), Application Information (1st to maximum 7th preference of host institutions with study durations and applying language proficiency-score and test date, etc.), Confirmations & Understandings, Statement of Purpose (each institution from 1st to maximum 7th preference). For the details, please see the P.36～.
- The Statement of Purpose (in 1000 words for each preferred institution) 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).
- When the due time comes in the middle of the online applications, students cannot move on to the next page. If they complete the online application by the due time but do not receive the confirmation email in time, their application may become invalid.

Document Submission

Documents must be in the order as indicated below 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 (1 st – 7 th 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	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.

* A letter of recommendation must be filled out on the designated form and be sealed by the recommender, received by the student, and submitted to OIA as an application document. In case of unavoidable circumstances for the recommender, he/she may submit the letter directly to OIA. If students are unable to submit the sealed letter of recommendation themselves during the Document submission period, they shall contact OIA in advance.

* 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 test result instead of an external language test.

* 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 (On the application form, there is a field for the student's permanent address and home phone number other than their current address and mobile phone number. You can leave these items blank and submit the application form).

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.5).
- 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.
- In principle, 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.
- 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.

Letter of Recommendation

- The form of the Letter of Recommendation can be downloaded on the OIA website (Refer to P.5).
- Regardless of the number of the preferred institutions, 1 set of the Letter of Recommendation should be submitted.
- **The Letter of Recommendation must be made by a full-time faculty member of the applicant's affiliated Faculty/Graduate School.** Applicants are advised to ask their supervisor or teacher they know. If not found, applicants must consult with affiliated Faculty/Graduate Schools or search on the Researcher Database of Doshisha University.
- The Letter of Recommendation will be considered as just for reference and not for evaluation.
- A Letter of recommendation must be filled out on the designated form and sealed by the recommender, received by the student, and submitted to OIA as an application document. In case of unavoidable circumstances for the recommender, he/she may submit the letter directly to OIA. If students are unable to submit the sealed letter of recommendation themselves during the Document submission period, they shall contact OIA in advance.
- Applicants must consult with and request to the recommender well in advance.
- 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). When they receive the certificate, they shall submit a copy to OIA.
- 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 Not 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). Neither IELTS Online nor IELTS One Skill Retake score is 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.32~).
- 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.1 and apply for the Internal Language Proficiency Test accordingly*. Application after the designated period will not be accepted.
- Application forms for Internal Language Proficiency Test

[Period A] <https://forms.office.com/r/vCckhjtLM>

[Period B] <https://forms.office.com/r/kbBGzq9BUx>



Period A Forms



Period B Forms

- 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 NOT have the pass marks or higher will NOT 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.

- Score allocation for each evaluation item

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)

- Applicants are required to fulfill criteria for GPA and language proficiency as shown in the chart below. In addition, they must meet the criteria set by their preferred host institutions for applying. If they score below 60 for the interview, they lose eligibility as an exchange candidate.

GPA	Language Proficiency	Interview
[Undergraduate students] 2.00 / 4.00	[English] TOEFL ITP ® 500 or TOEFL iBT 60® or IELTS ™ 5.5	60 / 100
[Graduate students] 2.50 / 4.50	[Other than English] CEFR A2	

GPA (Full Marks 100)

Score of GPA will be converted as below;

Undergraduate (Full Marks GPA 4.00): $20 \times \text{GPA} + 20$ (Pass Marks GPA 2.00)

Graduate (Full Marks GPA 4.50): $20 \times \text{GPA} + 10$ (Pass Marks GPA 2.50)

*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.30～).

*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 *Interview will be held in English.

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.)

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)

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 the designated application forms (See the details on the P.1 or P.22) during the Internal Language Proficiency Test Application Period which is approximately 1-2 weeks before the test date. Applicants cannot take the test if the necessary procedures were not taken within the application

period irrespective of the reason. Please note students applying in French must take both the Internal Language Proficiency Test and the external language test.

If they miss to take the Internal Language Proficiency Test, they will lose the eligibility to apply in the relevant recruitment languages (not all language requires the test and some applying language can accept the score of external language test). For more details, refer to Language Score Conversion Table on P.32～.

The details of the Internal Language Proficiency Test (Date, Time, Venue, Result, etc.) will be announced on the OIA website 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.

Previous questions of the Internal Language Proficiency Test (only one for the last year) are distributed at OIA or by email upon request by applicants. If students wish to have one, please consult with OIA at the office or by email.

Interview by International Center (applicable students only)

Interview by International Center may be held depending on exchange situations/safety situations in the countries/regions of some institutions. In principles, institutions located in the area /countries, where Level 1 of “Issuance of Travel Advice & Warning” or “Infectious Disease Level” is issued by the Ministry of Foreign Affairs. These institutions are indicated on the “Notes” of the Program List. The date, time, and location of the interview will be announced individually by OIA. Applicants who do NOT have the interview will be excluded from the internal screening process on the proposed host institution.

The interview result will be considered as a reference for an Interview by the affiliated Faculty/Graduate School. Students are advised to prepare for the interview by referring to the following.

- ☐ Security situation in the area where the host institution is located
- ☐ How to avoid being involved in crimes in the area
- ☐ What to do if you become a victim
- ☐ General information about studying abroad in the area/countries where “Issuance of Travel Advice & Warning” or “Infectious Disease Level” is issued

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 on Sunday, mid–late January

Exchange period starts Aug – Oct: Held on Sunday, late June – 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/Housing

Exchange candidates/students must proceed necessary procedures/arrangements to obtain visa and housing on their own responsibility. Generally, procedures/arrangements for Visa happen after official application to the host institution. Exchange candidates who fail to obtain visa before the expected departure date will attend the program later or they 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 are required to 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.32~). 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 website.

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

70	70
69	69
Language Proficiency	TOEFL iBT®
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
	80	Goethe-Zertifikat B1	2 級
A2	70		3 級
	60	Goethe-Zertifikat A2	4 級

* Applicants who submit the language certificate of the external test mentioned above, fulfilling the requirement of the proposed institution, will be exempted from both the “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.

*** The number of external language proficiency tests may be limited, so students shall check the official website for the test (e.g. Goethe-Zertifikat) and plan to take the test accordingly.**

French

CEFR	Language Proficiency (Internal Language Proficiency Test)	DEL F、TCF (incl. TCF SO)
B2 and above	90-100	B2 and above
B1	80-89	B1
A2	60-79	A2

*** If students apply in French, they are required to take both the external language proficiency test and the internal language proficiency test (interview). Either one will not be accepted.**

* Students must submit a certificate of the external language proficiency examination as above- DELF or TCF including TCF SO that meets the requirements set by their preferred host institutions. **The internal language proficiency test will have only an interview but not a written test.**

* The results of the external language proficiency test and the internal language proficiency test will be evaluated comprehensively to determine the language proficiency score for the students.

* If students cannot submit the external language proficiency test result, they will not be allowed to take the internal language proficiency test.

*** The number of external language proficiency tests may be limited, so students shall check the official website for the test (e.g. DELF, TCF) and plan to take the test accordingly.**

Chinese

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

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

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

*** The number of external language proficiency tests may be limited, so students shall check the official website for the test (e.g. HSK) and plan to take the test accordingly.**

Spanish

CEFR	Language Proficiency (Internal Language Proficiency Test)	DELE	西検
B2 and above	100	B2 and above	2 級以上
B1	90		3 級
	80	B1	
A2	70		4 級
	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 cannot 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”.

*** The number of external language proficiency tests may be limited, so students shall check the official website for the test (e.g. DELE) and plan to take the test accordingly.**

Russian

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

*External language proficiency tests cannot substitute the Internal Language Proficiency Test. Students are required to take the Internal Language Proficiency Test.

Korean

CEFR	Language Proficiency	ハングル能力検定試験	Test of Proficiency in Korea (TOPIK)
B2 and above	100	準 2 級以上	Level 4 and above
B1	80	3 級	Level 3
A2	60	4 級	Level 2

* Korean does not offer the internal language proficiency exam (students must take an external language proficiency test).

*** The number of external language proficiency tests may be limited, so students shall check the official website for the test (e.g. TOPIK) and plan to take the test accordingly.**

Italian

CEFR	Language Proficiency	CILS	CELI	PLIDA
B2 and above	100	B2	B2 CELI3	B2
B1	80	B1	B1 CELI2	B1
A2	60	A2	A2 CELI1	A2

* Italian does not offer the internal language proficiency exam (students must take an external language proficiency test).

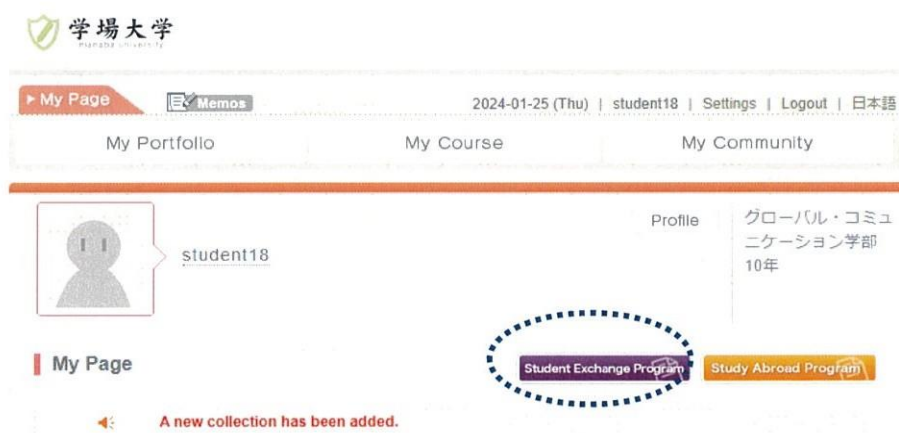
*** The number of external language proficiency tests may be limited, so students shall check the official website for the test (e.g. CILS, CELI, PLIDA) and plan to take the test accordingly.**

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

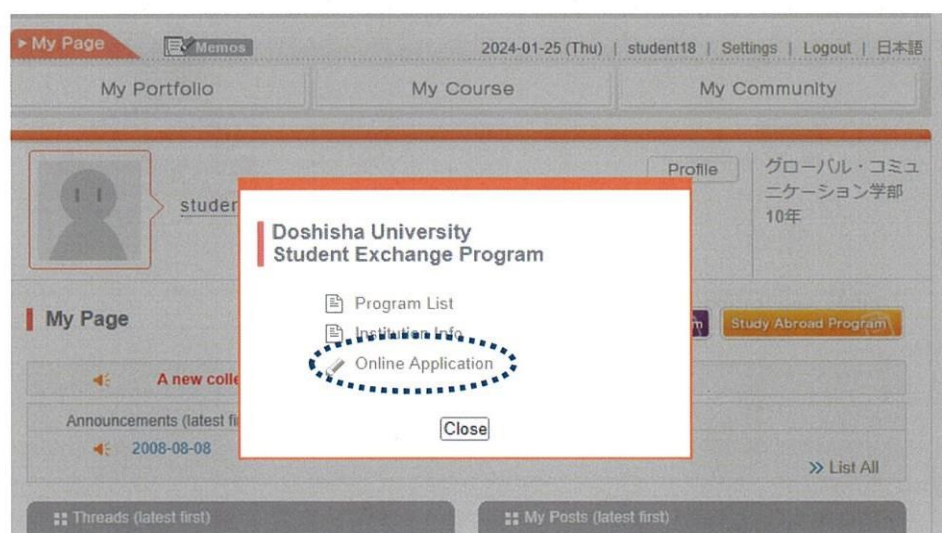
		A1	A2	B1	B2	C1	C2
UNDERSTANDING	Listening	I can recognise familiar words and very basic phrases when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary.	I can understand the main points of clear standard speech on familiar matters.	I can understand most TV 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

Front page > Student Exchange Program



Online application manual



Online application manual

Check

- * BEFORE APPLYING, students **MUST** check the Program List
- * BEFORE APPLYING, students **MUST** check the Institution Info.
(Single_Sign_On→Go Global Portfolio→Institution Info)
- * BEFORE APPLYING, students **MUST** set the Reminder.
(Single_Sign_On→Go Global Portfolio→Settings→Change reminder settings)
- * Students who will NOT apply, must CANCEL the Application by the above button.

* System Requirements

OS:

- Windows 7 / 8 / 10
- Mac OS X (10.5 or above)

WEB browser:

- Microsoft Edge (The latest version is recommended)
- Internet Explorer (The latest version is recommended. Compatibility View mode is not supported)
- Firefox (The latest version is recommended)
- Google Chrome (The latest version is recommended)
- Safari (The latest version is recommended)

* Application via PC is MANDATORY. Application via Smart Phones or any other devices CANNOT be accepted.

* The Adobe Reader MUST be installed for the Application.

* 英語授業だけで学位取得しない学生(ILA, GS, ISTC, GBMS以外)はここに

☒ I confirmed

英語授業だけで学位取得しない学生
(ILA, GS, ISTC, GBMS以外)用
画面切り替えボタン

▶ Period of application **auto fill**

▶ 2024 - 2025 Period B

Apply
(ONLY for Students of English-based
Degree Programs (ILA, GS, ISTC, GBMS))

Online application manual

Do not press accidentally!

同志社大学 国際課
Doshisha University Office of International Affairs

> Logout

CANCEL Application

* Students who will NOT apply, must CANCEL the Application by the above button.

Online Application



▶ General Information **auto fill**

Online application manual

I. General Information: Name, Nationality, Contacts etc

Online Application



General Information [auto fill](#)

Name (as shown in student ID)			
Katakana (if applicable)	Last ドウシシャ	First ショウ	Middle
Japanese Kanji (if applicable)	Last 同志社	First 暁	Middle
English alphabets(capital) (SAME as shown in passport)	Last DOSHISHA	First JHO	Middle
Nationality			

The same notation with your passport

Online application manual

General Information: Cumulative GPA, Recommender

Contact information	
Mobile phone number	090-1234-5678 <small>E.g.) 090-1234-5678</small>
PC E-mail address (University account)	ji-kksai@mail.doshisha.ac.jp (confirm) <small>Copy and Paste is NOT accepted</small>
PC E-mail address (Personal account)	doshisha.josef@gmail.com (confirm) <small>* Mobile phone is NOT accepted Copy and Paste is NOT accepted</small>
Other	
Cumulative GPA	3.5 / 4.0 <small>The score must be same as shown in the academic transcript</small>
Name of the Teacher who wrote the "Letter of Recommendation". (FULL NAME)	Last Niishima First Hanako <small>Enter the full name</small>
Next	

Recommender shall be confirmed before online application period.

Online application manual

2. Application Information : Form for 1st preference to up to 7th preference

Online Application

1 → 2 → 3 → 4 → 5
General Information Application Information Confirmations & Understandings Pledge Statement of Purpose

▶ **Application Information** [auto fill](#)

GPA	
Cumulative GPA	3.50 / 4.00
1st Preference	
Wish to apply for the KCJS	No ▼
Proposed host institution	TEST Univ ▼
Wish to apply for the Graduate School	<input type="checkbox"/> Yes
Exchange period) 1st choice	1 year 2024.8 - 2025.7 ▼
Exchange period) 2nd choice	1 semester 2024.8 - 2025.1 ▼
Applying language	English ▼

Exchange period can be listed up to 2 in each preference. Details on p.11.

Online application manual


2. Application Information: Language score, Test date (English)

Applying language	English ▼
Language Certificate (Within the valid period)	IELTS ▼
TOEFL ITP Score	Total <input type="text"/> Listening Comprehension <input type="text"/> Structure & Written Expression <input type="text"/> Reading Comprehension <input type="text"/>
TOEFL iBT Score	Total <input type="text"/> *My Best Score* shall not be accepted. Reading <input type="text"/> Listening <input type="text"/> Speaking <input type="text"/> Writing <input type="text"/>
IELTS Score	Total 7.0 Listening 7.5 Reading 6.5 Writing 6.5 Speaking 7.0
Other Language Proficiency Test (Grade)	<input type="text"/>
Test date	2024/01/20 <input type="text"/>

Language score and test date shall match to information of the score sheet to be submitted during Document Submission.

Online application manual

2. Application Information: Language score, Test date (Foreign languages other than English)

2nd Preference	
Wish to apply for the KCJS	No ▾
Proposed host institution	Sciences Po ▾
Wish to apply for the Graduate School	<input type="checkbox"/> Yes
Exchange period) 1st choice	1 year 2024.8 - 2025.5 ▾
Exchange period) 2nd choice	Select ▾
Applying language	French ▾
Language Certificate (Within the valid period)	DELFI + Internal Language Proficiency Test ▾
Other Language Proficiency Test (Grade)	B1
Test date	2024/01/25 

Language score and test date shall match to information of the score sheet to be submitted during Document Submission.

Online application manual

3. Confirmation & Understandings: Check applicable items

Online Application



Confirmations & Understandings **auto fill**

The information in this section will not be considered in selection process.

Affiliation	
Date of admission to Doshisha University	2022 Spring
Course	Master's Programs
Faculty / Department (Only undergraduate)	
Graduate school / Major (Only graduate)	Graduate School of Theology Theology

Online application manual

3. Confirmation & Understandings: Check applicable items

Plan of subject enrollment/graduation

30) I have confirmed with the office of my affiliation regarding my plan of subject enrollment/graduation for before/after the student exchange program

☒ Yes

* Students will be automatically put on graduate status if the requirements are met. (Earned enough credits + studied the required school years)
* Students may not be able to graduate in four years, even if the student went on Study Abroad at an early stage. Example of reasons: Not able to enroll the required subjects simultaneously.
* The student is required to check to the office of his/her affiliation before application.

Credit transfer

31) I will apply for the credit transfer of the host institution

☒ Yes

32) I have confirmed with the office of my affiliation; required procedures for the credit transfer of the host institution

☒ Yes

Students who require the credit transfer from host institution in order to graduate, MUST consult with affiliated faculty office at Doshisha.

33) I understand that there are possibilities of; 1. NOT able to take classes which I have planned. 2. The credit transfer NOT being approved, or NOT being approved before the completion of the course. 3. NOT able to graduate as scheduled.

☒ Yes

Plan of subject enrollment / graduation
Credit transfer

Confirmation by the Faculty/School office is required before the online application

Online application manual

3. Confirmation & Understandings: Check applicable items

Consent for Disclosure of Contact Information

If you become a student exchange program candidate, Consent for Disclosure of Contact Information. 1. Name 2. Affiliation at Doshisha University 3. PC e-mail address (university account) to the below students or Office.

44) Previous Study Abroad Program participants sent to the same institution as you

☒ Yes

45) Current exchange students at Doshisha from your host institution (Check the box ONLY if you hope to communicate with Incoming Exchange Students.)

☒ Yes

Check the box ONLY if you hope to communicate with Incoming Exchange Students.

46) Study Abroad Program participants/candidates who are going to the same institution as you

☒ Yes

47) Study Abroad Program participants/candidates who are going to the same country/region as you

☒ Yes

48) Study Abroad Program candidates for the same host institution as you in the following years

☒ Yes

49) Doshisha University Career Center (To inform Job Hunting information for Study Abroad students and etc)

☒ Yes

Confirmations

I have checked all of the above.

☒ Yes

Back

Next

Consent for Disclosure of Contact Information
If you wish to exchange your contact with other students going to the same country/university, check these items

Online application manual

4. Pledge: After reviewing the pledge, check the box

Online Application



Pledge [auto fill](#)

Pledge

☐ I understand that I must submit a separate written pledge to participate in the Study Abroad Program, EU Campus Program.

Back

Next

The pledge form shall be submitted during Document Submission period.
See the details on p.20.

Online application manual

5. Statement of Purpose: shall be prepared per university of the 1st to up to 7th preference

Online Application



Statement of Purpose [auto fill](#)

1st Preference

Proposed host institution: TEST Univ

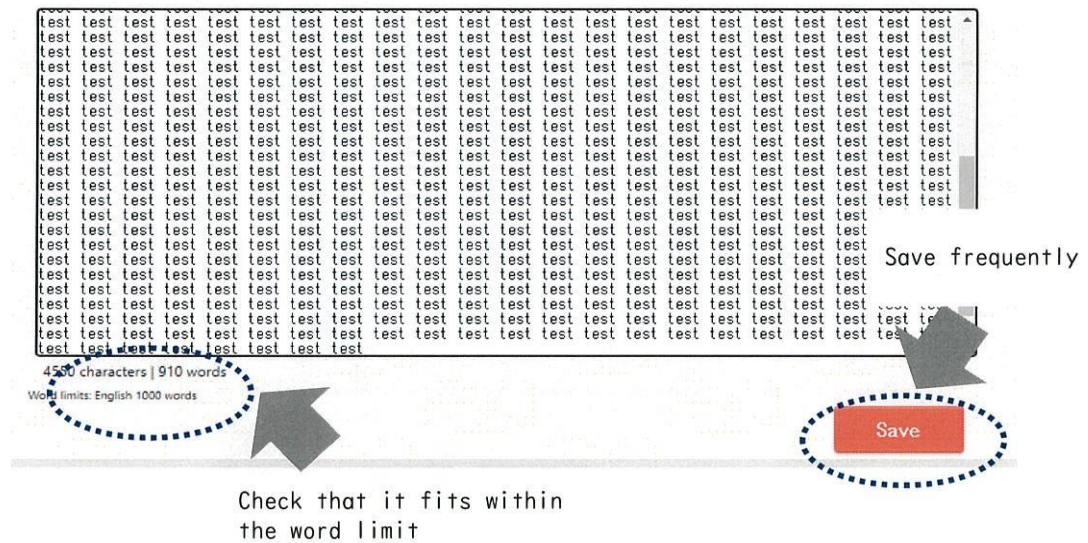
Please provide reasons for applying to and study plan at the above institution within the space provided below. You may refer to the following points:

- * What kinds of personal background and life experiences motivate you to study abroad (particularly at the above institution).
- * How would studying abroad relate to your study afterwards and your career path after graduation. Describe the goals (academic, professional, personal) which you hope to accomplish through the study abroad experience.
- * Why do you choose the above institution and not the other institutions?
- * Describe the goals and objectives that you intend to accomplish while studying abroad.
- * Indicate what you would like to study at the above institution and why.
- * Challenges you will encounter while studying abroad and how you will meet them.
- * Your strengths and weaknesses.

See the details on p.20.

Online application manual

5. Statement of Purpose:
shall be prepared per university of the 1st to up to 7th preference



Online application manual

Online Application- Confirmation-

同志社大学 国際課
Doshisha University Office of International Affairs

> Logout

Online Application - Confirmation -

Download PDF file and check your application document

manaba ID: student13

Name : student13

PREVIEW Application Form PDF Download

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

Back

Apply

Click "Apply"

Online application manual

Last page of Online Application

Online Application

manaba ID: student13

Name : student13

<<NOTES>>

- * The Web Application has been submitted. In order to complete your application, you need to submit paper documents in person or by post.
- * Please download the PDF file of the application form and submit it along with other documents to the Office of International Affairs during the designated document submission period. Please review the Application Guide (especially the page describing submitting documents) carefully and follow the instructions.
- * The PDF file of the application form is also available in the Go Global portfolio.
- * Please contact the Office of International Affairs if you need to make any corrections to the information you entered Application.
- * All application documents to be submitted in person or by post should be A4 size and printed on one side. Stapling allowed.
- * Please be sure to check the website of the Office of International Affairs for the upcoming selection schedule.



Application Form PDF Download

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

Download, print out and submit the application document during Document Submission period.

If you modify your document after the submission, make sure to access to the latest application document. See the details on the next page.

Online application manual

How shall I check the latest application document after Online Application?

2024-01-25 (Thu) | student17 | Settings | Logout | 日本語

My Portfolio My Course My Community

student17

Profile グローバル・コミュニケーション学部 9年

My Portfolio (Shared) Public Portfolio Add Collection

A new collection has been added.

Category	Collection	Files	Updated	Comments
Exchange Programs (University-level)	24-25Aadd/B Application	1	2024-01-25 09:50	0
	20-21A Application	1	2021-06-08 10:20	0
	21-22A Application	1	2020-05-21 11:00	0

You can download the latest version from "Collection."

Online application manual

