

Application Guidelines for Study Abroad Insurance

【Eligible Students】

Undergraduate and graduate students who participate in the following programs and activities are eligible to purchase the Study Abroad Insurance.

1. Doshisha University student exchange programs under university-level agreements
2. Doshisha University student exchange programs under faculty / graduate school-level agreements
3. Doshisha University summer / spring / semester programs
4. Doshisha University study abroad programs for credit-bearing courses that are eligible for the Doshisha University Scholarship
5. Doshisha University study abroad programs for credit-bearing courses that are not eligible for the Doshisha University Scholarship
6. Self-arranged study abroad programs at language schools, colleges or universities (including those whose enrollment status is “leave of absence”)
7. Self-arranged study abroad programs for hands-on experience, such as internships, working holiday, or volunteer activities
8. Extra-curricular activities that are organized by Doshisha University official student clubs or circles and are notified to the Department of Student Support Services or the Department of Kyotanabe Campus Student Support Services and Student Sports Support.

※For those who fall under 6 and 7

You need to submit a certificate stating that the purpose of the program / activity is “study abroad.” Please be advised that the Study Abroad Insurance cannot be purchased without the certificate.

※For those who fall under 6, 7 and 8

The total number of days should not exceed 14 from your departure date to the starting date of the program /activity and from the final date of the program / activity to your arrival date.

【How to Apply】

For those who fall under 1 and 2

Please submit the Application Form #1 to Doshisha Enterprise. (Follow the Instruction #1.)

For those who fall under 3 and 4

No individual application is required since Doshisha University will apply for the Study Abroad Insurance on your

behalf.

For those who fall under 5

Please submit the Application Form #2 to Doshisha Enterprise. (Follow the Instruction #2.)

For those who fall under 6 and 7

Please submit the Application Form #2 to Doshisha Enterprise with one of the following documents. (Follow the Instruction #2.)

(a) In case of agency-arranged study abroad programs

Please attach one photocopy of your application form submitted to the agency. If the period of the program is not included in the application form, an additional document indicating the period of the program, such as a brochure or an itinerary, should be attached

(b) In case of self-arranged study abroad programs at language schools, colleges or universities

Please attach one photocopy of your letter of acceptance including the period of the program. If there is more than one letter of acceptance, you need to submit all of them.

(c) In case of self-arranged study abroad programs at organizations, companies or under individual supervisors

Please attach one photocopy of your letter of acceptance including the period of the program. If there is more than one letter of acceptance, you need to submit all of them.

※Please be advised that the Study Abroad Insurance cannot be purchased without the above-mentioned documents.

For those who fall under 8

Please submit the Application Form #2 to Doshisha Enterprise with “遠征届” submitted to the Department of Student Support Services or the Department of Kyotanabe Campus Student Support Services and Student Sports Support.

【Notes】

For further information, please access <https://sso.doshisha.ac.jp/> ("Go Global" Portfolio).

Instruction #1

EX. 2. Doshisha University student exchange programs under faculty / graduate school-level agreements

Destination(Country/University)	Country	France	University	●●University
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※Please submit the Application Form #1

Instruction #2

EX. 5. Doshisha University study abroad programs for credit-bearing courses that are not eligible for the Doshisha University Scholarship

Destination(Country/University)	Country	France	University	●●University
Puurpose of your study abroad	☐ exchange programs under faculty / graduate school-level agreements			
	☐ language training at local language school			
	☒ Doshisha University study abroad programs for credit-bearing courses such as teaching trainig,training,society,participation in symposium (name of your class : _____ teacher : _____)			
	☐ Self-arranged study abroad programs at language schools, colleges or universities			
	☐ Self-arranged study abroad programs for hands-on experience, such as internships, working holiday, or volunteer activities			
	☐ Extra-curricular activities that are organized by Doshisha University official student clubs or circles and are notified to the Department of Student Support Services or the Department of Kyotanabe Campus Student Support Services and Student Sports Support.			
Will you apply for leave of absence?	☐ Yes ☒ No			

※Please submit the Application Form #2.

※Please put the subject name and teacher name.

※Please check the box Not “leave of absence”

Instruction #3

EX. 6. Self-arranged study abroad programs at language schools (enrollment status is “leave of absence”)

Destination(Country/University)	Country	France	University	●●Language School
Purpose of your study abroad	☐ exchange programs under faculty / graduate school-level agreements			
	☒ language training at local language school			
	☐ Doshisha University study abroad programs for credit-bearing courses such as teaching training, training, society participation in symposium			
	(name of your class : _____ teacher : _____)			
	☐ Self-arranged study abroad programs at language schools, colleges or universities			
	☐ Self-arranged study abroad programs for hands-on experience, such as internships, working holiday, or volunteer activities			
	☐ Extra-curricular activities that are organized by Doshisha University official student clubs or circles and are notified to the Department of Student Support Services or the Department of Kyotanabe Campus Student Support Services and Student Sports Support.			
Will you apply for leave of absence?	☒ Yes ☐ No			

※Please submit the Application Form #2.

※Please attach one photocopy of your letter of acceptance including the period of the program.

※Please check the box “leave of absence”

Instruction #3

EX. 7. Self-arranged study abroad programs for volunteer activities

Destination(Country/University)	Country	France	University	●●(NGO)
Purpose of your study abroad	☐ exchange programs under faculty / graduate school-level agreements			
	☐ language training at local language school			
	☐ Doshisha University study abroad programs for credit-bearing courses such as teaching training, training, society participation in symposium			
	(name of your class : _____ teacher : _____)			
	☐ Self-arranged study abroad programs at language schools, colleges or universities			
	☒ Self-arranged study abroad programs for hands-on experience, such as internships, working holiday, or volunteer activities			
	☐ Extra-curricular activities that are organized by Doshisha University official student clubs or circles and are notified to the Department of Student Support Services or the Department of Kyotanabe Campus Student Support Services and Student Sports Support.			
Will you apply for leave of absence?	☐ Yes ☒ No			

※Please submit the Application Form #2.

※Please attach one photocopy of your letter of acceptance including the period of the program.

※Please check the box “leave of absence” or Not “leave of absence”

Instruction #4

EX. 8. Extra-curricular activities that are organized by Doshisha University official student clubs or circles and are notified to the Department of Student Support Services or the Department of Students Sports Support

Destination(Country/University)	Country	France	University	●●(NGO)
Purpose of your study abroad	☐ exchange programs under faculty / graduate school-level agreements			
	☐ language training at local language school			
	☐ Doshisha University study abroad programs for credit-bearing courses such as teaching training, training, society participation in symposium			
	(name of your class : teacher :			
	☐ Self-arranged study abroad programs at language schools, colleges or universities			
	☐ Self-arranged study abroad programs for hands-on experience, such as internships, working holiday, or volunteer activities			
☒ Extra-curricular activities that are organized by Doshisha University official student clubs or circles and are notified to the Department of Student Support Services or the Department of Kyotanabe Campus Student Support Services and Student Sports Support.				
Will you apply for leave of absence?	☐ Yes ☒ No			

※Please submit the Application Form #2 to Doshisha Enterprise with “遠征届” submitted to the Department of Student Support Services or the Department of Kyotanabe Campus Student Support Services and Student Sports Support.

※Please check the box ”leave of absence” or Not “leave of absence”