



THE COMMON  
APPLICATION

**Doshisha University**  
**The Institute for the Liberal Arts**  
**B.A. Program**  
**Application Guide 2023**

**A step-by-step guide to completing your application**

**This Guide is available for download on the website.**

**<https://ila.doshisha.ac.jp/>**



**Doshisha University**

## CAN I APPLY?



### 1. ENGLISH LANGUAGE PROFICIENCY

Do you satisfy ONE of the following?

1. Native speaker of English
2. Twelve or more years of education in English
3. TOEFL iBT® TEST 85
4. IELTS (Academic Module) 6.5
5. Duolingo English Test 110
6. ACT Combined English and Writing (Writing Test Score): 22
7. New SAT Reading Test 28 and Writing & Language Test 29

NO...



**NO.**

Please reconsider the ILA when your English has reached the required level.



YES!

### 2. EDUCATIONAL BACKGROUND

Will you satisfy ONE of the following at enrollment?

1. Twelve years of school education outside Japan
2. Graduation Diploma from a high school accredited by the Japanese Ministry of Education, Culture, Sports, Science and Technology
3. A university entrance qualification (IB, Abitur, French Baccalaureate, GCE A-levels, etc.)
4. Twelve years of education at a WASC, CIS or ACSI accredited

NO...



**NO.**

Please reconsider the ILA when your educational background has reached the required level.  
**or**  
you may consider **Non-traditional Admission.**  
See page 4 and contact ILA office for details.



YES!

**YES,**

you are eligible to apply as a First-year Applicant. Please see Application Guide for details.

Can I apply as a transfer applicant?



In addition to above educational background,  
Do you satisfy ONE of the following?

1. Two full academic years at ONE undergraduate degree conferring institution as a regular student
2. Graduation from two-year college



YES!

**YES,**

you are eligible to apply as a Transfer Applicant.

There are a limited number of places for transfer students. Please contact the ILA office to confirm availability before applying.

All successful transfer applicants will be admitted as third-year students but the number of semesters to graduation will vary depending on the number of approved transfer credits.

This chart is just for reference only.  
Please see the Application Guide for full details.

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### Application Deadlines and Screening Schedule

\*All dates are based on Japan time

Entry	Application Period	Notification of Document Screening Results (First Stage)	Interview Dates	Notification of Results (Final Stage)	Payment of Initial University Fees
April 2023	August 1 – September 8, 2022	October 21, 2022	November 3, or November 5, 2022	November 24, 2022	December 15, 2022
September 2023	January 16, – March 9, 2023	April 21, 2023	May 11, or May 13, 2023	May 26, 2023	June 20, 2023

【Application through Common Application closes on Sep 1, 2022 for Apr 2023 Entry and Mar 2, 2023 for Sep, 2023 Entry】

## Section A: Admission Process

### I. Mission

The Institute for the Liberal Arts (ILA) at Doshisha University offers a Bachelor of Arts degree taught exclusively in English. The ILA aims to encourage students to develop their full intellectual and human potential within an international atmosphere. To do so, the ILA brings together a diverse group of faculty and students and encourages co-operative learning across the academic disciplines. With an intake of only 50 students per year, the ILA maintains an intimate and discussion-based learning environment while also being part of the larger Doshisha University. Students gain in-depth local knowledge about Kyoto and the Kansai region, and at the same time, master frameworks and methods that can be applied to the understanding of regional and global social, political and economic processes. The ILA hopes that academic and social skills acquired within this broad education will enable students to make significant contributions to their local communities, countries of residence, and global society.

### II. Admission Policy

At the ILA we know that it would be simple to base our admission policy on quantifiable criteria. However, our educational mission demands that before we admit an applicant, we discover how that person might contribute to and benefit from the lively, academic, social, and extracurricular activity at the Institute and the University. For this reason, we ask each applicant to submit a range of documents that help us to select each incoming cohort of students. Within the larger University, the ILA student body is small (approximately 200 students divided over four years, with additional students studying in our classes from other departments and programs across the 29,000-student University, including exchange students from our worldwide network of partner universities).

#### *The ideal student*

The ILA is dedicated to creating a community of students who are all committed to an interdisciplinary, liberal arts program of undergraduate education that is unique in its global outlook and local context. To achieve this, in our holistic application process we look for the following qualities in our applicants:

1. linguistic skills that allow effective self-expression in both written and spoken forms;
2. a critical literacy that enables both independent thinking and questioning of assumptions;
3. a diverse background with a multitude of educational and social experiences;
4. the maturity to take responsibility for academic learning and life in a new environment;
5. the intellectual curiosity to reflect upon global issues through the local lens of Japan.

#### *Admission procedure*

Once your application is received it is screened to ensure that all documents are in order and all sections of the application are completed in full. Please be aware that incomplete applications may be disqualified.

Once screening is complete, your application is thoroughly evaluated and graded by faculty members. Professors carefully assess your personal statement, evaluate your transcripts and recommendations, as well as review your background and relevant skills and qualifications.

If your application passes this first evaluation stage, you are invited to an interview either in person at the ILA or in a video conference (The interview for 2023 applications will only be conducted on Zoom). The interview is a chance for you to represent yourself as a good candidate for the ILA. You will get a chance in person to explain your motivation for studying at

Doshisha-and within your chosen concentration at the ILA. It is a chance for the professors to get to know you and for you to have the opportunity to ask questions and find out more about life at the ILA. During the interview we evaluate your:

1. motivation and commitment to our liberal arts program;
2. familiarity with current events and academic topics;
3. intellectual curiosity;
4. social aptitude and leadership; and
5. academic and scholastic capacity and communication skills.

#### *Successful applicants*

In the past, successful applicants:

1. tended to be able to identify specific courses on offer and to link these with their personal and/or academic interests;
2. demonstrated a consistent ability to link their experiences and skills to discussions on world issues that they care about;
3. were already engaged in some kind of self-directed study, going beyond school supplied materials in building upon their passions and interests; and
4. were able to clearly articulate a link between personal experience and passion for the Liberal Arts.

#### *Concentration*

Before you apply for the Liberal Arts program, it is important that you understand the relationship between the concentrations and the departments. All students at the ILA follow the same curriculum especially designed for the ILA program. However, on paper, each student is also registered in one of six faculties. The placement of faculty and department is only for administrative purposes and degree certificate issuance upon graduation (refer to the chart below). Applicants can number their first to third choice of concentration on the Application for admission, but the final placement will be made by the University. Since each concentration has a limited number of places, all successful applicants will be apportioned to the concentration of their choice in order of their score. If the first (second) choice has already been filled, applicants will be placed in their second (third) choice. You will be notified of the concentration, faculty, and department to which you are admitted in the letter of acceptance. Once assigned, Doshisha University policy does not allow ILA students to change their concentrations, faculties, or departments.

Concentration	Faculty	Department
Japanese Society and Global Culture	Letters	English / Philosophy / Aesthetics and Art Theory / Cultural History / Japanese Literature
	Social Studies	Sociology / Social Welfare / Industrial Relations Media, Journalism and Communications / Education and Culture
Japanese Business and the Global Economy	Economics	Economics
	Commerce	Commerce
Japanese Politics and Global Studies	Law	Law / Political Science
	Policy Studies	Policy Studies

The ILA assumes that all applicants have an excellent secondary school record. However, over and beyond a high GPA and outstanding standardized exam scores (typically, students accepted to the ILA have an IB score of 32 or above, a SAT score of about 1200 or above, an ACT score of around 25 or above, or three GCE A levels), most importantly we look for applicants who demonstrate a passion for the liberal arts program with an obvious and strong potential for contributing to the intellectual and social life of the Institute.

### III. Official Date of Enrollment

The ILA follows the semester system. Our spring semester is from April 1 to September 20 and our fall semester is from September 21 to March 31.

Applicants applying for entry in April will officially enroll from April 1, 2023. Applicants applying for entry in September will officially enroll from September 21, 2023.

### IV. Application Requirements

#### 1. Educational Background

##### ● First-Year Student Application

Applicants should satisfy **one** of the following requirements by the time of enrollment at Doshisha University:

- 1) Applicants should have completed twelve (12) years of school education (including successful graduation from an accredited high school) outside Japan (Formal primary and secondary school education for a total of eleven (11) years is acceptable only in those countries designated by the Japanese Ministry of Education, Culture, Sports, Science, and Technology).
- 2) Applicants should have graduated from a high school accredited by the Japan Ministry of Education, Culture, Sports, Science and Technology.
- 3) Applicants should possess a university entrance qualification such as the International Baccalaureate, Abitur, French Baccalaureate, or General Certificate of Education Advanced Level (GCE A Level).
- 4) Applicants should have completed twelve (12) years of education at a WASC, CIS or ACSI accredited international school.

##### ● Third-Year Transfer Student Application

In addition to one of the four requirements stated above for first-year applicants, third-year transfer applicants should satisfy one of the following requirements.

- 1) Applicants should have completed or be expected to complete two full academic years at ONE undergraduate degree-conferring institution as a regular student by the time of enrollment at Doshisha University.
- 2) Applicants should have graduated from a two-year college or be expected to graduate by the time of enrollment at Doshisha University.

**There are a limited number of places for transfer students. Please contact the ILA office by email to confirm availability before applying. It is not possible for third-year transfer applicants to apply through the Common Application. Please submit your application through the ILA Office.**

##### ● Non-traditional Admission

Admission to the ILA is also open for some candidates without an accredited high school diploma. Any applicant who wishes to apply as a non-traditional applicant must have his/her eligibility reviewed in advance and be recognized by Doshisha University as possessing an equivalent qualification to one of those stated above. If you feel you qualify for this option, please be sure to contact the ILA Office for details no later than two months before the application deadline.

#### 2. English Language Proficiency

Applicants need to provide one of the proficiency or aptitude test scores listed below to verify their English language proficiency. Please note that submission of test scores is exempted applicants who are native speakers of English and applicants with twelve or more years of education in English.

### 1) Proficiency Tests:

- TOEFL iBT® TEST 85 or above (Institution Code: 7078)  
TOEFL iBT® Special Home Edition and TOEFL iBT® Home Edition scores are no longer accepted. Only "Test Date Scores" are applicable for admission ("MyBest™ Scores" will not be considered in the admission process).
- IELTS (Academic Module) 6.5 or above  
IELTS on Computer (Academic Module) and IELTS for UKVI (Academic Module) are also accepted.
- Duolingo English Test (overall score) 110 or above

### 2) Aptitude Tests:

- ACT Combined English/Writing (Writing Test Score): 22 or above (College Code: 9078)
- New SAT Reading Test 28 or above, and Writing & Language Test 29 or above (College Code: 7231)

## V. Deadlines and Schedule

\*All dates are based on Japan Time

Entry	Application Period	Notification of Document Screening Results (First Stage)	Interview Dates	Notification of Results (Final Stage)	Payment Initial University Fees
April 2023	August 1, – September 8, 2022	October 21, 2022	November 3, or November 5, 2022	November 24, 2022	December 15, 2022
September 2023	January 16, – March 9, 2023	April 21, 2023	May 11, or May 13, 2023	May 26, 2023	June 20, 2023

【Application through Common Application closes on Sep 1, 2022 for Apr 2023 Entry and Mar 2, 2023 for Sep, 2023 Entry】

## VI. Applicants with Special Needs

Doshisha University endeavors to offer reasonable accommodation for students with disabilities.

All applicants will be judged for their academic suitability to study at the ILA in separation from any discussion of the applicant's other needs. However, the University has a duty of care to all staff and students and so therefore cannot always guarantee to provide for the needs of every individual.

In order for the University to better assess the needs of individual applicants with disabilities, we strongly suggest that an applicant who may require support in the screening process, or in conducting their studies in general if admitted, to please consult directly with the ILA Office well before submitting their application, optimally at least one month in advance of the deadline.

## VII. Application Method

There are two application methods: 1) through the Common Application, and 2) through the ILA Office.

Please apply through either method, but not both.

### 1. Applying through the Common Application

Please access [www.commonapp.org](http://www.commonapp.org) and follow the instructions. Once you have set up a Common Application account, search for and add "The Institute for the Liberal Arts" and complete your application.

You can skip to Section XI below; however, if you are unfamiliar with the Common Application, please read this guide carefully.

The documents required are the same whether you apply through Common Application or the ILA Office. Please do not wait until the last minute to apply.

(It is not possible for third-year transfer applicants to apply through the Common Application. Please submit your application through the ILA Office.

## **2. Applying through the ILA Office**

If you choose to apply through the ILA Office by using the paper-based method, please read this guide carefully and complete your application. Remember to allow sufficient time when applying by postal mail.

## **VIII. Application Documents**

**This section is only for students applying through the ILA Office.**

### **1. Checklist**

Incomplete applications will not be accepted. Please ensure your application is complete by checking the Application Documents Checklist (Required Documents) before submitting the documents to the University. Attach the completed check list to the top of your application.

### **2. Application for Admission to the Institute for the Liberal Arts, Doshisha University**

You must use the prescribed form.

### **3. Statement of Purpose**

Read the Guidelines for the Statement of Purpose (Personal Statement) carefully.

### **4. Document(s) verifying your educational qualification (English or Japanese)**

Attach at least ONE of the following documents;

- Certificate of (expected) High School Graduation
- International Baccalaureate Diploma (A full IB diploma is required. An IB certificate is not acceptable. Predicted Grades are acceptable)
- A-LEVEL Results (Predicted Results are acceptable)
- Abitur Certificate
- French Baccalaureate Certificate
- The prescribed form “Certificate of (Expected) Graduation” (if your High School does not issue an official certificate)
- Other documents proving your educational background

\* In addition to one of the above documents, please submit a school profile and detailed assessment standards when available.

#### **[Third-year transfer applicants]**

In addition to one of the certificates listed above, attach ONE of the following;

- Certificate of University Graduation (If you have already graduated from another university or college)
- Certificate of University Enrollment

**There are a limited number of places for transfer students. Please contact the ILA office by email to confirm availability before applying. It is not possible for third-year transfer applicants to apply through the Common Application. Please submit your application through the ILA Office.**



## 5. Academic Transcripts (English or Japanese)

Attach an official High School Transcript(s). Grades for each year should be indicated. If you are currently in high school, attach your high school transcript(s) up to the most recent semester. If you have taken any standardized tests (such as the SAT), or have any end-of-year academic progress reports, please also attach these in addition to your high school transcript(s).

### [Third-year transfer applicants]

In addition to an official High School Transcript(s), attach official University Transcript(s) up to the most recent semester (grades for all the courses you completed and the number of credits you earned should be indicated).

**There are a limited number of places for transfer students. Please contact the ILA office by email to confirm availability before applying. It is not possible for third-year transfer applicants to apply through the Common Application. Please submit your application through the ILA Office.**

## 6. English Proficiency Score

Applicants need to provide one of the test scores listed below to verify their English language proficiency. All the test scores must be official and no more than two years old at the time of submission. Please note submission of test scores is exempted for applicants who are native speakers of English and applicants with twelve or more years of education in English.

### 1) Proficiency Tests:

- TOEFL iBT® TEST (85 or above) (Institution Code: 7078)  
TOEFL iBT® Special Home Edition and TOEFL iBT® Home Edition scores are no longer accepted. Only "Test Date Scores" are applicable for admission ("MyBest™ Scores" will not be considered in the admission process).
- IELTS Academic Module (6.5 or above)  
IELTS on Computer (Academic Module) and IELTS for UKVI (Academic Module) are also accepted.
- Duolingo English Test: 110 or above

### Notes

- Printed copies of your score from the Internet will not be accepted as official.
- Attach an original Test Taker Score Report (no photocopies) to your application documents or request that the Official Score Report be sent to Doshisha University directly.
- Applicants are advised to request the delivery of the official scores in advance as it may take more than eight weeks for the scores to be delivered to Doshisha University.
- Only verifiable scores that we receive by the application deadline will be accepted.
- We cannot respond to inquiries regarding the delivery status of test scores prior to application.

### 2) Aptitude Tests:

- ACT Combined English/Writing (Writing Test Score) 22 or above (College Code: 9078)
- New SAT Reading Test 28 or above, and Writing & Language Test 29 or above (College Code: 7231)

## 7. One Letter of Recommendation

Submit one completed letter of recommendation. This should preferably be written by a faculty or staff member of educational institution that you attended who know you and your academic goals well.

## 8. Identification Documents

Attach a photocopy of your passport or a photocopy of an identification document issued by a government agency in your country (if you have multiple citizenships, attach all documents). The photocopy must clearly show your name, nationality, date of birth in English, and photograph. If you are a non-Japanese resident of Japan, please also submit a photocopy of your Residence Card.

## **9. Two Photographs**

Attach two identical photographs with your name written on the back (3cm x 2.4cm, color, full front face without hat, taken within three months). Please affix one photograph to “Application for Admission. This photograph will be used for academic and administrative purpose only (Student ID Card, etc.) upon acceptance.

## **10. Evidence of Application Fee Payment**

Pay the Application Fee and attach the Remittance Receipt (for applicants residing in Japan) or the Credit Card Results Page for applicants abroad (a remittance receipt issued by the bank is also acceptable). For details, refer to pages 9-10.

## **11. Mailing Labels**

For applicants residing in Japan, please attach the completed Mailing Labels. Please fill in all three labels for the address to which you wish the examination results to be sent. This is not necessary if you do not reside in Japan.

\* For applicants who wish to apply for the Scholarship for Applicants from Developing Countries (September 2023 Entry only), enclose the following two documents (prescribed forms) with your application (for details, refer to page 19).

1. Request Form for an Application Fee Waiver, 2023 Doshisha University
2. 2023 The Doshisha University Scholarship for Students from Developing Countries

### **◆ Important Notes on Application Documents ◆**

#### **1. Prescribed Forms**

Please download, complete and print out all prescribed forms from the Institute for the Liberal Arts website:

<https://ila.doshisha.ac.jp/admissions/>

#### **2. Translation of documents**

If official documents such as Graduation Certificates and Transcripts of Grades are issued in a language other than English or Japanese, it is the applicant's responsibility to attach an English or Japanese translation officially notarized by a foreign embassy in Japan or a Japanese Embassy abroad. If such notarized translations cannot be provided, an English or Japanese translation issued by the relevant school will be accepted, provided that it has the school's official seal.

#### **3. Notarized/Certified copies of original documents**

All the application documents must be official except for Identification Documents such as a Passport. If you have original documents that cannot be replaced and it is therefore impractical to submit them because of the risk that they may be lost in the mail, you may submit a copy of the document which is notarized/certified by the relevant school, a foreign embassy in Japan, a Japanese embassy abroad, or a notary public.

#### **4. Request for return of original documents**

Documents submitted will generally not be returned to the applicant. However, if you wish to have your original documents returned for unavoidable reasons, such as certificates that are issued only once, please enclose a request letter for return of original documents in the application packet (free format). Any documents not requested at the time of application or sent directly from the institution will not be returned. Please do be aware, however, that due to international postal conditions beyond our control, it is not possible to guarantee either timely or safe return of any documents.

## IX. Submission of Application

**This section is only for students applying through the ILA Office.**

All application materials must be submitted by post and arrive before 5:00 p.m. on the date of the appropriate deadline (Japan Standard Time). We do not accept applications in person or late applications. Please send your application well in advance of the deadline.

### 1) Applications from inside Japan

Please write: “Application to the ILA” on the envelope in red and send it by post received in person at the office, such as 簡易書留 (Simplified Registered Mail) and Letter Pack Plus.

### 2) Applications from abroad

Applications must be sent by international courier service, such as EMS, DHL, and UPS.

#### Address:

The Institute for the Liberal Arts Office  
Doshisha University, Karasuma Campus  
Kamigyo-ku, Kyoto, 602-0898 Japan  
Tel: +81-75-251-3302

<In Japanese>

〒602-0898 京都市上京区烏丸通上立売上る  
同志社大学 国際教育インスティテュート事務室  
Tel: 075-251-3302

#### Notes

-You will receive a notice of receipt within two weeks.

-Applicants should provide an email address on the application form. Doshisha University may contact you regarding your application. It is important that you check your email regularly, including the spam folder, after submitting your application.

## X. Application Fee

**This section is only for students applying through the ILA Office.**

The Application Fee of ¥15,000 (JPY) (non-refundable) must be paid before submitting or mailing the application. However, if you are an applicant from a developing country, the Application Fee will be waived if you submit a prescribed request form (see page 19). If the Application Fee is not paid within the application period, we will not accept your application. The method varies depending on your location. Payment from abroad should be made by either credit card or bank transfer. Payment from inside Japan should be made by either credit card or telegraphic transfer. Regardless of the application method, please pay the application fee only once. We strongly recommend that you make your payment by credit card.

In principle, the Application Fee is not refundable once remitted. However, the University will refund the Application Fee only in cases where:

1. the applicant paid the Application Fee but did not submit the application documents,
2. the applicant paid the Application Fee, but the application documents reached the University after the Application Period, or
3. the applicant paid the Application Fee, and the application documents reached the University within the Application Period; however, the application was not accepted by the University for reasonable grounds, such as incompleteness of documentation or unsatisfying the requirements specified by the University.

The refund procedure will be informed after the application deadline. Applicants must complete the refund process during the specified period. The fees to be incurred for processing the refund must be borne by the applicant.

## 1. Payment by credit card (both from abroad and from inside Japan)

For both applicants residing abroad and in Japan, the Application Fee can be paid by credit card on the Internet.

Please visit: [www.doshisha.ac.jp/en/admission/guide/payment.html](http://www.doshisha.ac.jp/en/admission/guide/payment.html) (English only) and chose “Examination fee”.

### Notes

- Please complete the payment by 11:00 p.m. (Japan time) on the final day of the application period.
- In addition to the Application Fee, a transaction fee will be charged.
- The cardholder's name does not need to be the same as the name of the applicant. However, please fill in the applicant's personal details on the Basic Information page.
- After completing the transaction, please print out two copies of the Result page on A4, letter size, or similarly sized paper. One of the copies should be submitted with your other application materials. Please keep the other copy for your own reference. Please also note your Receipt Number.
- If you forget to print out the Result page, you can access it by entering your Receipt Number and your date of birth on the Application Results page.
- An email confirming the transaction will be sent to the email address you registered.
- The transaction is processed in Japanese yen. The conversion rate at the time the transaction is processed by the processing center of the international affiliate of the credit card company will apply. Please contact your credit card company for more details.
- Please contact your credit card company directly if your credit card transaction cannot be verified.

## 2. Bank Remittance (only from abroad)

If remitting from abroad, the 2,500 yen transaction fee charged by Japanese financial institutions must be paid by the applicant, making the total amount to be remitted 17,500 yen (JPY).

Transfer Type	Telegraphic Transfer
Payment	Advise and credit
Transfer Charge	Local charges borne by remitter & overseas charges by beneficiary [SHA]
Currency	Japanese Yen (JPY)
Amount	17,500 yen
Beneficiary Bank	SUMITOMO MITSUI BANKING CORPORATION
Branch	Lavender
Bank Address	8 Naginataboko-cho, Karasuma-higashiiru, Shijo-dori, Shimogyo-ku, Kyoto, 600-8008, JAPAN
SWIFT Address	SMBCJPJT
Account Type	Ordinary Account (Savings Account)
Account Number	976-0100114
Account Holder	Doshisha University

### Notes

- The remittance must be made at a bank teller. Remittances via Internet Banking are not acceptable.
- The remittance must be made in the name of the applicant.
- Additionally, any transaction charges from banks in the applicant's home country must be paid by the applicant.
- For Account Holder, please do not enter anything other than “Doshisha University”.
- Please pay your transfer charge through “SHA”, not “OUR”. You will be charged an extra 2,500 yen if you pay by “OUR”.
- Please submit the remittance receipt bearing the authorization of the bank at which the money was remitted with the other application documents.

### 3. Telegraphic Transfer (only from inside Japan)

The Application Fee can be paid at a bank using the prescribed forms for remittance and by telegraphic transfer. Please paste the remittance receipt bearing the authorization of the bank onto the form “Remittance Receipt” and submit it with the other required application documents. Applications without an authorized receipt will not be accepted.

A remittance made from the headquarters or branch of one of the designated financial institutions listed in the prescribed remittance forms will not be charged a transaction fee.

\*We do not accept remittances from ATMs or from the Japan Post Bank.

## XI. Admission Decisions

Admission decisions are made in two stages. First, all the submitted documents are screened carefully. Based on this assessment, a select number of successful applicants will be shortlisted and invited to participate in the next stage of the process. This second stage consists of a substantial interview on Zoom, during which we discuss directly with the applicant their academic background, intellectual interests, and personal statement. The final decision for admission to the ILA is based in part on this interview.

## XII. Document Screening

We will release on the Internet a list of applicants who have successfully passed the document screening stage. We will send the site password by email at least 24 hours prior to the announcement. Please check this list for your Examinee’s number.

We cannot respond to any inquiries regarding Internet congestion problems. If you have trouble accessing the web page, please try again later.

URL: <https://ila.doshisha.ac.jp/en/results/notification.html>

Entry	Notification of Document Screening Results (First Stage)
April 2023	October 21, 2022, 10:00 a.m. (JST)
September 2023	April 21, 2023, 10:00 a.m. (JST)

If you are shortlisted, we will inform you of the interview date and time within several days after the document screening results are announced. Please contact the ILA Office if you are shortlisted but do not receive this notification within eight business days after the document screening result has been released.

## XIII. Interview

If an applicant is shortlisted during the first stage, interviews will be conducted on Zoom. Details about the interview will be sent to applicants after the first stage of the process.

## XIV. Notification of Acceptance

Notification of Acceptance will be sent to successful applicants by mail on the date below. For successful applicants, instructions for the initial registration procedures will be enclosed in the Letter of Acceptance. Successful applicants must complete the initial registration procedures by the deadline indicated in the letter. Those who do not complete the procedures by the deadline will be denied admission. Refer to Section B: Registration Procedures (page 13).

**After confirming the results of your application, remember to pay the Initial University Fees by the appropriate deadline**

(see Section B.II).

Except for inquiries regarding delivery delays, we cannot respond to any inquiries regarding admission decisions.

\* The University shall not be liable for any circumstances occurring in the course of delivery of the results including, but not limited to, lost mail and compromise of personal information.

### **Online Announcement of Successful Applicants**

While the official notification of acceptance is sent by postal mail, we also release on the Internet a list of successful applicants according to Examinee's number for those who wish to know the results early. We will send the site password by email at least 24 hours prior to the announcement. Please check this list for your Examinee's number.

We cannot respond to any inquiries regarding Internet congestion problems. If you have trouble accessing the web page, please try again later.

URL: <https://ila.doshisha.ac.jp/en/results/notification.html>

Entry	Notification of Results (Final Stage)
April 2023	November 24, 2022, 10:00 a.m. (JST)
September 2023	May 26, 2023, 10:00 a.m. (JST)

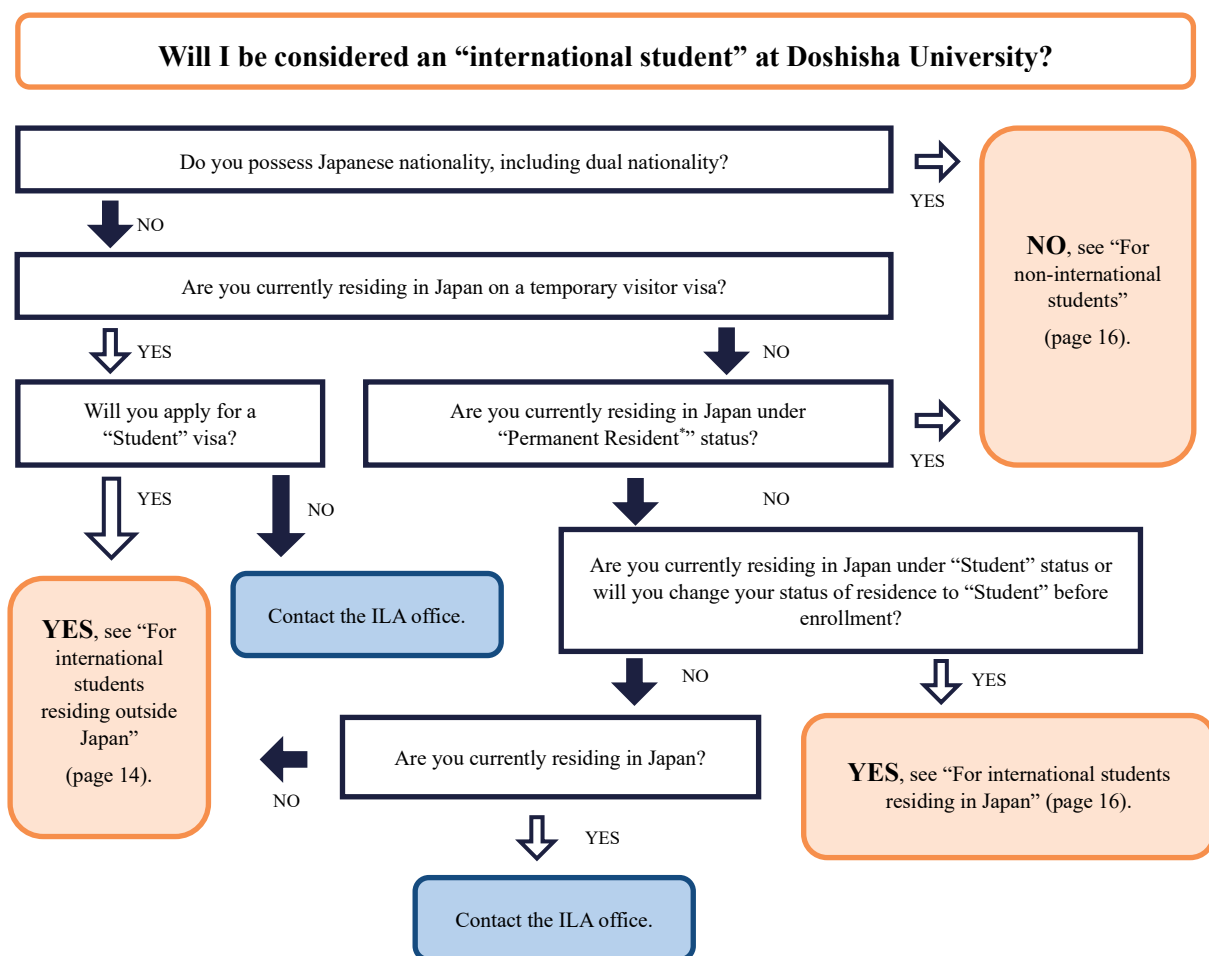
## **XV. Protection of Personal Information**

Following the enforcement of the Act on the Protection of Personal Information, Doshisha University has established a Basic Policy and Regulations on Protection of Personal Information. We ensure that we will use applicants' personal information only to contact applicants and to create databases on applications and students admitted. Such information will be handled and protected appropriately.

## Section B: Registration Procedures

### I. Overview

Upon acceptance, applicants should complete the following procedures. Admission will be denied if the applicant does not complete these procedures by the appropriate deadlines. Please refer to the instructions for initial registration procedures enclosed in the Letter of Acceptance for further details and contact the office for queries using the contact details on page 20. International students enrolled at Doshisha University are required to hold a Status of Residence (a Student Visa) as prescribed in Appendix 1 of the Immigration Control and Refugee Recognition Act. International students cannot remain enrolled at the University with a Temporary Visitor Visa. Registration procedures for international students are handled by the Office of International Students.



\* “Permanent Resident” status refers to: ①Special Permanent Resident ②Permanent Resident ③Spouse or Child of a Permanent or Special Permanent Resident (see Appendix 2 of the Immigration Control and Refugee Recognition Act).

## II. Initial Registration Procedures (Payment Fees)

Applicants should complete the following steps. Further details regarding the method and amount of payment will be included in the instructions for the initial registration procedures. Those who do not complete the initial registration procedures by the deadline will be denied admission.

### 1. For international students residing outside Japan

Entry	Notification of Results (Final Stage)	Payment Deadline
April 2023	November 24, 2022	December 15, 2022
September 2023	May 26, 2023	June 20, 2023

Applicants must pay the prescribed amount of the initial registration fee by the deadline stated above. Applicants are also required to submit all necessary documents including documents related to funding indicated on page 15 to the Office of International Students who will then act as your proxy to obtain a Certificate of Eligibility for a Status of Residence (Student) in Japan from the Immigration Bureau at the Ministry of Justice. Please refer to the guide for initial registration procedures for details on required documents.

After the Office of International Students receives the Certificate of Eligibility from the Immigration Bureau at the Ministry of Justice, the Certificate of Eligibility and an Admission Certificate will be sent to the applicant. Upon receiving the Certificate of Eligibility and the Admission Certificate, the applicant must apply for a Status of Residence (Student) by bringing these documents to the Japanese Embassy or a Japanese Consulate in his/her home country.

[Overview]

Japanese Embassy	Applicant	Doshisha University (Office of International Students)	Ministry of Justice
	Remit Initial University Fees	> Confirm receipt of fees	
	Submit documents required for application for Certificate of Eligibility	> Apply by proxy for Certificate of Eligibility	>
			< Issue Certificate of Eligibility
		< Send Certificate of Eligibility and Admission Certificate	
	< Apply to Embassy for a visa (Student)		
Issue a visa (Student)	> Move to Kyoto, Japan	<	

#### Note:

- In certain cases, this application process may need to be modified depending on changes in the Japanese Immigration Office regulations. The University will notify successful applicants of any changes.
- If you overpay the transaction fee etc. when paying Initial Registration Fee by overseas remittance, the excess amount will be deducted from the tuition fee of the following semester.



◆ Documents Related to Funding to Obtain a Certificate of Eligibility ◆

1) If the applicant supplies the funds by him/herself:

- Bank Account Balance Statement (Bank Certificate) in the applicant's name (the balance statement should show sufficient funds to cover the University Fees for one year + a minimum of ¥100,000 x 12 months to cover living expenses. **It should be issued by a bank which is able to transfer the funds to Japan in Japanese yen**).
- Certificate of Employment (or Verification of Employment) of the applicant
- Certificate of Annual Income (or a Tax Certificate indicating the applicant's total income for the previous year) of the applicant

2) If a family member or a relative of the applicant (and any other person as a second sponsor) supplies the funds:

- Statement of Financial Support (prescribed form) filled out by the sponsor (if the form is filled out in a language other than Japanese or English, a Japanese or English translation must be attached).
- Bank Account Balance Statement (Bank Certificate) in the sponsor's name (the balance statement should show sufficient funds to cover the University Fees for one year + a minimum of ¥100,000 x 12 months to cover living expenses. **It should be issued by a bank which is able to transfer the funds to Japan in Japanese yen**).
- Certificate of Employment (or Verification of Employment) of the sponsor (if the sponsor is self-employed: Certificate of Business Registration)
- Certificate of Annual Income (or a Tax Certificate indicating the sponsor's total income for the previous year) of the sponsor
- Document to prove the sponsor's relationship with the applicant (one of the following: a copy of the Family Register, Birth Certificate, Resident Card, or Public Certification of Kinship)

3) If the applicant supplies the funds through a scholarship:

- Scholarship Certificate indicating the amount, duration of the scholarship, and the name of sponsoring foundation or institution

4) If a sponsor residing in Japan supplies the funds:

- Statement of Financial Support (prescribed form) filled out by the sponsor
- Tax Certificate indicating the sponsor's total income for the previous year (one of the following: Withholding Tax Slip, (copy of) Final Income Tax Return, Residential Tax Return or Income Tax Certificate)

\* Document to prove the sponsor's relationship with the applicant

If the sponsor is a relative of the applicant, one of the following: Family Register, Birth Certificate, Resident Card, or Public Certification of Kinship.

If the sponsor is an acquaintance or a friend, an explanatory note mentioning the relationship with the applicant and a picture taken together, etc.

\* If you have multiple sponsors, submit the required documents for all of them.

\* If you have any inquiries regarding the documents related to funding, contact the Section for International Admissions, the Office of International Students, International Center (Imadegawa Campus).

Please note: These regulations are subject to change by the Japanese Government.

## 2. For international students residing in Japan 【Two installments】

Entry	Notification of Results (Final Stage)	[Step 1] Payment Deadline (Registration Fee)	[Step 2] Period of Payment
April 2023	November 24, 2022	December 15, 2022	February 1 – March 6, 2023
September 2023	May 26, 2023	June 20, 2023	August 14 – August 30, 2023

\*Upon enrollment, the “Registration Fee” will be referred to as the “Admission Fee”.

[Step 1] Applicants must pay the Registration Fee\* by the deadline stated above.

[Step 2] Applicants will then be required to complete payment of the remaining amount of the initial University Fees (Tuition and Facilities Fees of the first semester) during the period of payment.

[Step 3] Applicants who are foreign residents in Japan should consult with the Office of International Students directly concerning their visa status. Please note that you may have to extend or change your visa status. In this case you will require the Admission Certificate from the Office of International Students and this can only be issued after the Initial University Fees have been paid in full.

[Overview]

Step	Ministry of Justice	Applicant	Doshisha University (Office of International Students)
1		Pay Registration Fee	Confirm receipt of fees
2		Pay remaining fees	Confirm receipt of fees
3	Approve extension or change of visa status	Apply for extension or change of visa status, if necessary Move to Kyoto, if necessary	Send Admission Certificate

## 3. For non-international students 【Two installments】

Entry	Notification of Results (Final Stage)	[Step 1] Payment Deadline (Registration Fee)	[Step 2] Period of Payment
April 2023	November 24, 2022	December 15, 2022	February 1 - March 6, 2023
September 2023	May 26, 2023	June 20, 2023	August 14 – August 30, 2023

\*Upon enrollment, the “Registration Fee” will be referred to as the “Admission Fee”.

[Step 1] Applicants must pay the Registration Fee\* by the deadline stated above.

[Step 2] Applicants will be then required to complete payment of the remaining amount of the initial University Fees (Tuition and Facilities Fees of the first semester) during the period of payment.

### 【Important note (for ALL applicants)】

-The Admission Fee (200,000 yen (JPY)) will not be refunded under any circumstances.

-Any cancellation of registration after completing the (initial) registration procedure is permitted only if the applicant goes through the prescribed cancellation procedure by the date below. In that case, the remaining amount of the Initial University Fees (Tuition and Facilities Fees of the first semester) will be refunded to the applicant.

Entry	Enrollment Cancellation Deadline
April 2023	March 31, 2023
September 2023	September 20, 2023

Applicants for whom the University has already applied by proxy for the Certificate of Eligibility to a Status of Residence (Student) in Japan who wish to receive the above refund need to submit a statement of reason for cancelling their registration and return the Certificate of Eligibility and the Admission Certificate to Doshisha University. Details will be enclosed in the instructions for the registration procedure.

### III. Submission of Required Documents

Please be aware that the successful applicant is required to arrive in Kyoto by the middle of March (April 2023 Entry) or by the beginning of September (September 2023 Entry) so that you have enough time for your final registration and settling in. The applicant is required to visit the ILA Office and submit the documents listed (other than those documents already submitted as part of the application process) by the day of Academic Orientation. We do not accept photocopy versions of any of these documents.

Entry	Submission Deadline
April 2023	April 2, 2023
September 2023	September 21, 2023

- Documents supporting your educational qualification (Graduation Certificate, IB Diploma, etc.)
- Certificate of Items Stated in Resident Register (Juminhyo Kisaijiko Shomeisho)
- Letter of Guarantee (prescribed form, sent to successful applicants)

The guarantor must be the applicant's parent or legal guardian and assume responsibility for the applicant's personal and financial matters during the applicant's period of study at Doshisha University (the guarantor does not need to be reside in Japan).

### IV. Fees and Scholarships

#### 1. University Fees

The University Fees for the 2023 academic year will be announced on the website when determined.

URL: [https://ila.doshisha.ac.jp/en/admissions/fees\\_funding.html](https://ila.doshisha.ac.jp/en/admissions/fees_funding.html)

Undergraduate First- year Students (For Reference Only:AY 2022 Entry)

(unit: Japanese yen)

	Initial University Fees	University Fees (annual)			
		1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year
Admission Fee	200,000	200,000	---	---	---
Tuition	435,000	870,000	895,000	900,000	905,000
Facilities Fee	74,500	149,000	157,000	165,000	173,000
Total	709,500	1,219,000	1,052,000	1,065,000	1,078,000

- 1) The Admission Fee is charged in the initial year only.
- 2) One half each of the annual Tuition and Facilities Fee is charged in the Spring and Fall Semesters respectively.
- 3) The Initial University Fees is the total of the Admission Fee and the Tuition and Facilities Fees for the first semester.
- 4) In addition to the above, the Alumni Association Fee will be charged in the fourth year.

Undergraduate Third- year Students (For Reference Only:AY 2022 Entry) (unit: Japanese yen)

	Initial University Fees	University Fees (annual)	
		3 <sup>rd</sup> year	4 <sup>th</sup> year
Admission Fee	200,000	200,000	---
Tuition	450,000	900,000	905,000
Facilities Fee	82,500	165,000	173,000
Total	732,500	1,265,000	1,078,000

- 1) The Admission Fee is charged in the initial year only.
- 2) One half each of the annual Tuition and Facilities Fee is charged in the Spring and Fall Semesters respectively.
- 3) The Initial University Fees is the total of the Admission Fee and the Tuition and Facilities Fees for the first semester.
- 4) In addition to the above, the Alumni Association Fee will be charged in the fourth year.

## 2. Scholarships

There are scholarships to reduce the financial burden on international students who excel academically to enhance their studies at Doshisha University. Students with a “Student” Visa may receive a tuition reduction (20%, 50% or 100%). Eligible applicants are automatically considered for these scholarships. Please refer to the Doshisha webpage (<https://ois.doshisha.ac.jp/en/scholarships/merit.html>) for the latest information. In some cases, however, students who have a non-Japanese nationality may receive a scholarship offer, even if they do not have a Student Visa. The notification of the reduction rate, if any, will be included in the letter of acceptance. In addition, there is a scholarship for applicants from developing countries (Application for Admission in September 2023 only). Please refer to page 19. Students who are not eligible for a tuition reduction may be eligible for other scholarships administered through the Department of Student Life. Please refer to the webpage: [www.doshisha.ac.jp/scholarships/](http://www.doshisha.ac.jp/scholarships/) (Japanese version only).

## V. Other Notes

1. International students enrolled at Doshisha University are required to hold a Status of Residence (a Student Visa) as prescribed in Appendix 1 of the Immigration Control and Refugee Recognition Act. International students cannot remain enrolled at the University with a Temporary Visitor Visa.
2. Permission for the Certificate of Eligibility is granted by the Ministry of Justice. The University can take no responsibility if this is not granted. If and when such permission is not granted, or unexpected expenses are incurred due to any reason, such as the delay in the issuance of COE, the University takes no responsibility. The University reserves the right to cancel the admission of applicants who have failed to obtain a Certificate of Eligibility. Those who have lost their Status of Residence during the period of their enrollment may not remain enrolled at the University.
3. The University reserves the right to cancel the admission of applicants whose application or initial registration documents are incomplete or contain false statements.

## Scholarship for Applicants from Developing Countries (September Entry only)

### Eligible applicants:

- Applicants who wish to be admitted to the Institute for the Liberal Arts (ILA), Doshisha University as full-time degree-seeking students, who excel academically and who fulfill all of the following conditions are eligible to apply for this scholarship:
- In the first instance, this scholarship will only be available to applicants who wish to enroll in the Fall Semester 2023.
- Applicant must be a privately funded international student.
- Applicants who hold, or will hold, a Student Visa.
- Applicants must reside in, and be nationals of, one of the countries classified by the OECD/DAC as Least Developed Countries or Other Low Income Countries (please see the list of Eligible Countries below).

#### [Least Developed Countries]

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Rep., Chad, Comoros, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia

#### [Low Income Countries which are not LDCs]

D. P. R. Korea, Syrian Arab Republic

### Application Fee Waiver:

Applicants who fulfill the above conditions will be exempted from the Application Fee. When applying for the scholarship, please do not forget to enclose the original request form for the Application Fee Waiver with your application. If you apply for the Application Fee Waiver, you are not required to pay the Application Fee.

### Scholarship amount:

- 85,000 yen monthly stipend.
- Full waiver for all Doshisha Tuition and University Fees (refer to pages 17-18).

### Number of recipients:

Two students maximum.

### Duration of the scholarship:

Two years.

Renewable for up to the standard number of years required for graduation.

In principle, any leave of absence is included in the duration of scholarship. However, this does not apply to military leave.

### Notification dates:

The notification of this scholarship will be enclosed with the letter of acceptance.

### Application forms: <https://ila.doshisha.ac.jp/admissions/scholarship.html>

The application forms will be available on the website in November 2022.

Application for this Scholarship must be made at the same time as the application for the Entrance examination. Please do not forget to enclose the original form of 2023 The Doshisha University Scholarship for Students from Developing Countries with your application.

For further details, please also refer to the webpage (<https://ois.doshisha.ac.jp/en/scholarships/countries.html>).

## Contact Details

### Inquiries regarding admissions and the curriculum

#### The Institute for the Liberal Arts Office (Shikokan, Karasuma Campus)

Doshisha University

Kamidachiuri-agaru, Karasuma-dori

Kamigyo-ku, Kyoto, 602-0898, Japan

TEL: +81-75-251-3302 / FAX: +81-75-251-3304 / Email: [ji-ila@mail.doshisha.ac.jp](mailto:ji-ila@mail.doshisha.ac.jp)

#### <Address in Japanese>

〒602-0898 京都市上京区烏丸通上立売上る

同志社大学 国際教育インスティテュート事務室

### Inquiries regarding Status of Residence, Certificate of Eligibility and the scholarship for international students

#### Office of International Students (Fusokan, Imadegawa Campus)

Doshisha University

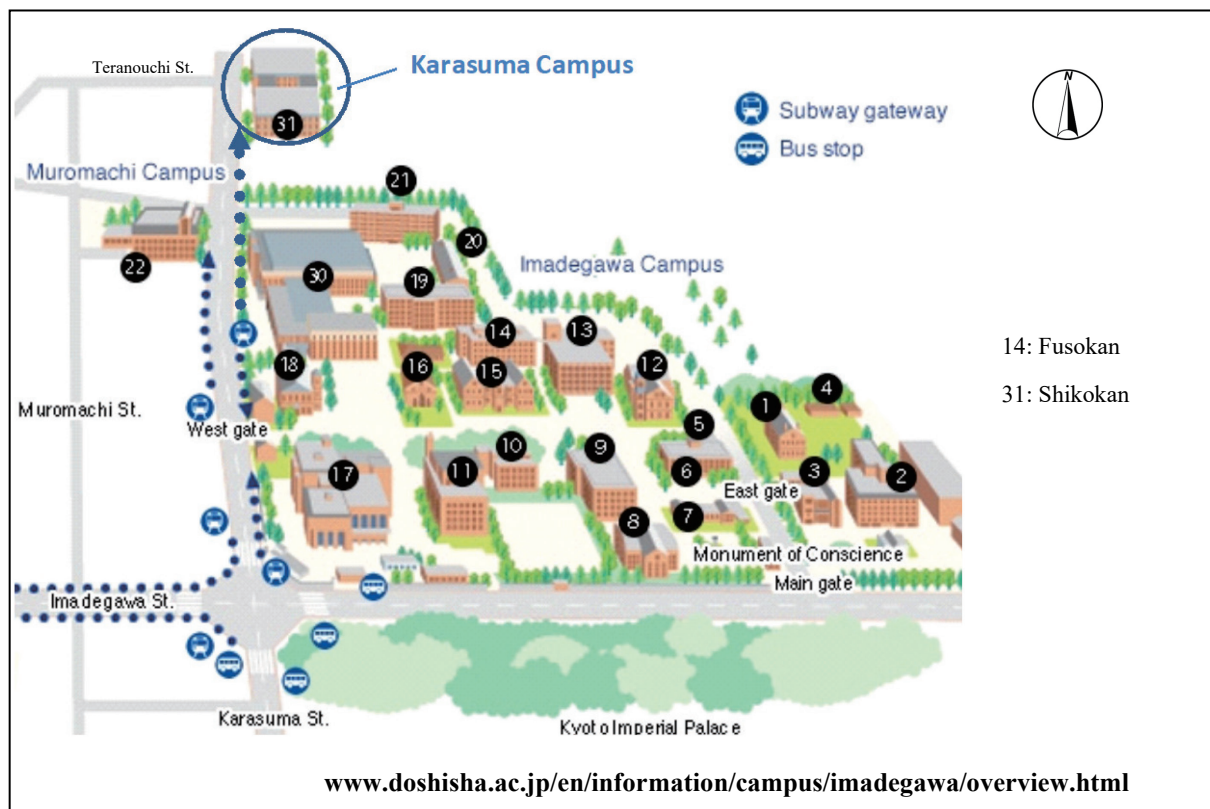
Karasuma-Higashi-iru, Imadegawa-dori

Kamigyo-ku, Kyoto, 602-8580, Japan

TEL: +81-75-251-3257 / FAX: +81-75-251-3123 / Email: [ji-intad@mail.doshisha.ac.jp](mailto:ji-intad@mail.doshisha.ac.jp)

Hours: 9:00 a.m. ~ 11:30 a.m. and 12:30 p.m. ~ 5:00 p.m. (Monday through Friday except holidays, November 29 and December 25)

Our offices are closed from August 15 to August 19 2022, and from December 29 2022 to January 5 2023, from April 29 to May 5 2023. We will be unable to answer phone and email inquiries during this period.





The Institute for the Liberal Arts Office, Doshisha University.

Kamidachiuri-agaru, Karasuma-dori

Kamigyo-ku, Kyoto 602-0898 Japan

Tel: +81-75-251-3302 / Fax: +81-75-251-3304

Email: [ji-ila@mail.doshisha.ac.jp](mailto:ji-ila@mail.doshisha.ac.jp)

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

This guide is available for download on the above website.