

**April 2022 Enrollment Master's Program,
Graduate School of International Relations
APPLICATION GUIDELINES for 1 Semester Exchange Program
(National Chengchi University)**

This program is conducted based on Dual Master's Degree Program Agreement signed between the Graduate School of International Relations, Ritsumeikan University and the College of International Affairs, National Chengchi University.

- Memorandum of Agreement for Dual Masters Degree Program
National Chengchi University, Ritsumeikan University Clause 4 (four)

The following outlines Ritsumeikan University's recruiting and application procedures for 2019 NCCU 1 semester exchange students who do not intend to acquire a degree, but rather intend to conduct study/research at Graduate School of International Relations, Ritsumeikan University as visiting, non-degree-seeking students.

I. Number of Recruits

Partnership Institutions	Major	Program	Number of Recruits
National Chengchi University (NCCU)	International Relations	Master	A few (Based on each Agreement)

Successful applicant cannot change the program he/she selected. For program details, please see our website (<http://www.ritsumei.ac.jp/gsir/eng/>).

Japanese-based Programs	International Relations Program
English-based Programs	Global International Relations Program

II. Eligibility Requirements

Applicants must satisfy all of the following criteria (1) to (3). Applicants for English-based programs need to satisfy (4) and applicants for Japanese-based programs need to satisfy (5).

- (1) Students who are currently enrolled in the Master's program of the College of International Affairs, National Chengchi University
- (2) Students who obtained a recommendation from the partner university based on Dual Master's Degree Program Agreement signed between College of International Affairs, National Chengchi University and Ritsumeikan University.
- (3) Students whose cumulative GPA is 3.0 or higher on a 4.0 scale in their graduate program.
- (4) Students who have a TOEFL iBT® Test score of 80 or IELTS of 6.0, if they choose to belong to English-based program.
- (5) Students who pass level 1 of Japanese Language Proficiency Test if they choose to belong to Japanese-based program.

III. Screening Method

Admission will be based upon screening all submitted documents.

Applicants may have phone/email interviews or be interviewed if necessary.

IV. Application Period

Wednesday, September 29, 2021 -Wednesday, October 13, 2021

* Applications must be sent by registered express mail to the Administrative Office of College of International Relations, Ritsumeikan University. Only applications postmarked by the due date will be accepted.

V. Application Method

1. Required Documents

The following documents are to be submitted in a single package.

- 1) RITSUMEIKAN UNIVERSITY GRADUATE SCHOOL APPLICATION SHEET (One Semester Exchange Program) (Form GS 1)
 - 2) Research Proposal (Form IR 1)
(Those whose desired program is conducted in English) the number of words is approximately 1000 words in English.
(Those whose desired program is conducted in Japanese) the number of characters is approximately 2000 characters in Japanese.
 - 3) Essay (Form IR 2)
(Those whose desired program is conducted in English) the number of words is approximately 3000 words in English.
(Those whose desired program is conducted in Japanese) the number of characters is approximately 6000 characters in Japanese.
 - 4) Pledge (Form IR4)
 - 5) Letter of Recommendation from the College of International Affairs, National Chengchi University (Free format)
 - 6) Original Academic Transcript from the College of International Affairs, National Chengchi University.
 - 7) Certificate of English Language Ability (A photocopy is acceptable)
A Certificate of English Language Proficiency must be submitted (TOEFL® Test or IELTS is preferable).
 - Applicants whose last attended higher education institution where they graduated or are expected to graduate that uses English as the medium of instruction may submit a certificate (or equivalent document) proving that English is/was the medium of instruction for their institution instead of a Certificate of English Language Ability.
- ※ Scores of TOEFL® Test, IELTS and TOEIC® Listening & Reading Test must be taken no more than 2 years before the starting date of application period.

- ※ TOEFL ITP® Test and TOEIC® Listening & Reading Test Institutional Program (IP) are not acceptable.
 - ※ Only TOEFL iBT® scores from a single test date will be considered (My Best™ scores will not be taken into consideration).
- 8) Certificate of Japanese Language Ability (A photocopy is acceptable)
- Applicants applying to English-based Program:** Not necessary
- Applicants applying to Japanese-based programs and whose first language is Japanese:**
Not Necessary
- Applicants applying to Japanese-based programs and whose first language is not Japanese:**
N1 certificate (either “Score Report”, “Certificate of Result and Scores” or “Certificate of Japanese-Language Proficiency”) of the Japanese Language Proficiency Test (JLPT)
- Applicants whose last attended higher education institution where they graduated or are expected to graduate that uses Japanese as the medium of instruction may submit a certificate (or equivalent document) proving that Japanese is/was the medium of instruction for their institution instead of a Certificate of JLPT N1.
- 9) Health Certificate (University-designated Form)
- 10) A photocopy of applicant’s passport information page, including photo and date of birth. (if an applicant has a valid passport at the time of application)
- 11) One passport-quality photo (2.4cm wide × 3.0cm tall, front-facing, photo taken within 3 months of application and showing applicant from chest up, with name and nationality must be entered on the reverse)
- ※ Certificates must be valid as of the beginning of the application period.
 - ※ Applicants may be asked for further confirmation.

2. Submission of Documents

The application documents must be sent by registered express mail to the Administrative Office of College of International Relations, Ritsumeikan University.

-Sending from overseas

To submit the documents, prepare an envelopelarge enough to accommodate unfolded documents, put all of the required documents in the envelope, and send it by express mail service which allows you to trace your mail.

3. Mailing Address for Application

Administrative Office, College of International Relations

Ritsumeikan University

56-1, Toji-in Kitamachi, Kita-ku, Kyoto, 603-8577 Japan

TEL: +81-(0)75-465-1211 FAX: +81-(0)75-465-1214

Email: ir-adm@st.ritsumei.ac.jp

4. Notes of application

- (1) Application documents (RESEARCH PROPOSAL and ESSAY) should be typed in the same language which is used in your desired program of enrollment, and if possible using MS Word in A4 or letter format.
- (2) Your name and date of birth on your application documents should be exactly as that printed on your passport (if you have a valid passport at the time of application).
- (3) Submitted documents cannot be returned for any reason, even if it is determined after the application that the applicant does not meet the application eligibility criteria.

VI. Notification of Results

Wednesday, December 1, 2021

Results will be sent to the addresses written on the Application Sheet on the notification day.

VII. Enrollment Procedures

Successful applicants will be given detailed instructions once their results have been determined.