

**September 2023 Enrollment Master's Program,
Graduate School of International Relations
APPLICATION GUIDELINES for Dual Master's Degree 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 (NCCU).

- Memorandum of Agreement for Dual Master's Degree Program
National Chengchi University, Ritsumeikan University

<Enrollment year/semester of NCCU students at RU>

- * Transfer Students admitted from the second semester of our Master's Program

Students who have completed 0.5 year or more but less than 1 year study at NCCU will be granted 0.5 year of enrollment status and transfer into the first year of our Master's program.

- * Transfer Students admitted from the third semester of our Master's Program

Students who have completed 1 year or more of study at NCCU will be granted one year of enrollment status and transfer into the second year of our Master's program.

I. Degree Conferred & Number of Students

Partnership Institutions	Major	Degree	Transfer period	Number of Students Accepted
National Chengchi University(NCCU)	International Relations	Master's Degree	First Year (Second Semester) Second Year (Third Semester)	A few* (Based on each Agreement)

* Depending on the applications received and results of the entrance examination, the number of successful candidates could be less than the number of students accepted.

* This program is conducted based on Dual Master's Degree Program Agreements (called as "an individual agreement") signed between the Graduate School of International Relations, Ritsumeikan University and National Chengchi University.

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

<Master's Programs for Enrollment>

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 program need to satisfy (5) as well.

- (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 undergraduate 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 N1 of Japanese Language Proficiency Test (JLPT) 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/mail interviews or be interviewed if necessary.

IV. Application Period

Thursday, March 30, 2023 -Thursday, April 20, 2023

*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 Procedures

1. Required Documents

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

- 1) APPLICATION SHEET FOR NON-JAPANESE APPLICANTS (Form GS2)

※If applicants have Japanese nationality, please consult with the Administrative Office, College of International Relations.

- 2) Research Proposal (Form IR1)

Applicants for English-based program: the required number of words is approximately 1000 words in English.

Applicants for Japanese-based program: the required number of characters is approximately 2000 characters in Japanese.

- 3) Essay (Form IR2)

Applicants for English-based program: the required number of words is approximately 3000 words in English.

Applicants for Japanese-based program: the required number of characters is approximately 6000 characters in Japanese.

- 4) Pledge (Form IR4)
 - 5) A letter of Recommendation from the College of International Affairs, National Chengchi University (Free format)
 - 6) Original Certificate of graduation and academic transcript from last attended undergraduate institution
 - The academic transcript and your certificate of graduation/completion should be issued by your university.
 - If the date of graduation / completion is specified on the academic transcript, then the transcript may double as your certificate of graduation/completion.
 - If the name shown on your certificate differs from the name you use when applying for admission, you should submit written evidence of your change of name, such as an excerpt of your family register (or another appropriate certificate if you are a foreign national), together with the other documents required for application.
 - 7) Original Academic Transcript from the College of International Affairs, National Chengchi University.
 - 8) Certificate of English Language Ability (A photocopy is acceptable)
 - A Certificate of English Language Proficiency must be submitted (TOEFL® Test or IELTS is preferable).
 - Submission of official certificate of English language proficiency is waived for applicants who holds the nationality of the countries listed below as well as those completed or are expected to complete an undergraduate or graduate program in the listed countries. Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Ireland, Jamaica, Malta, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, U.K. and U.S.A.
 - In addition to the above, the certificate of English language proficiency is waived for applicants who completed or are expected to complete an undergraduate or graduate program where English is the official medium of instruction. To be exempted, an original copy of the document from the graduate school certifying this needs to be submitted (the document must be signed by an authority such as a dean).
- ※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 (MyBest™ scores will not be taken into consideration).
- 9) Certificate of Japanese Language Ability (A photocopy is acceptable)

<English-based Programs>

Not necessary

<Japanese-based Programs>

Official N1 Certificate of Japanese-Language Proficiency Test (JLPT); Either “Score Report”, “Certificate of Result and Scores” or “Certificate of Japanese-Language Proficiency”.

- Submission of official N1 Certificate of JLPT is waived for applicants with either Japanese nationality, permanent residency or special permanent residency.
- In addition to the above, submission of official N1 Certificate of JLPT is waived for applicants who completed or are expected to complete an undergraduate or graduate program where Japanese is the official medium of instruction in Japan. To be exempted, an original copy of the document from the graduate school certifying this needs to be submitted (the document must be signed by an authority such as a dean).

10) Certificate of Health (designated form)

11) A photocopy of applicant’s passport information page, including photo and date of birth.

- Only those who have a valid passport at the time of application and who do not have Japanese nationality.

12) 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 envelope large enough to accommodate unfolded documents, put all of the required documents in the envelope and send them by express mail with a tracking number.

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: +81-75-465-1211

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

4. Notes of application

- (1) Application documents (RESEARCH PROPOSAL and ESSAY) should be written in the same language which is used in your desired program of enrollment, and if possible using a word processor program typed on A4 size (or equivalent) paper.
- (2) Please enter your name recorded on passport in Western alphabet with the following rule. Even if you use Chinese characters in your own country, do not use Chinese characters.
 - Enter your name in the order of Family name (all uppercase), First name (the first letter in uppercase and the rest in lowercase), and Middle name (the first letter in uppercase and the rest in lowercase). For names without a clear distinction between surname and first name, enter the first part of the name in all uppercase and for the rest, make the first letter in uppercase and the rest in lowercase.
 - If the total number of characters in alphabet exceeds the number allowed to enter (40 letters), the middle name should be abbreviated to the initial with a period
Example: Family name: RITSUMEI First name: Taro Middle name: Saionji
- (3) Submitted documents will not be returned for any reason, even if it is determined after the application that the applicant does not meet the application eligibility criteria.
- (4) Payment of an application fee is not required.
- (5) Create backup files in PDF format for all application documents excluding documents that require to be sealed. You may be asked to send the backup files by email in case the application does not arrive by express mail. The total file size must be under 30MB to be sent as an email attachment.
- (6) Please email your parcel tracking number to the following address.
Email contact: ir-adm@st.ritsumei.ac.jp
- (7) The application documents sent by express mail are regarded as a legitimate application

VI. Notification of Results

Thursday, June 15, 2023

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.