

**September 2023 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 2023 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 Students Accepted
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 ( <https://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 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 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/mail interviews or be interviewed if necessary.

### IV. Application Period

Thursday, May 18, 2023 -Thursday, June 1, 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 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).
  - 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 submission of official 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).

8) 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).

9) Certificate of Health (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 envelope large enough to accommodate unfolded documents,

put all of the required documents in the envelope, and send them by express mail with 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-(0)75-465-1211  
Email: [ir-adm@st.ritsumei.ac.jp](mailto: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 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) 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.
- (4) 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.
- (5) Please email your parcel tracking number to the following address.  
Email contact: [ir-adm@st.ritsumei.ac.jp](mailto:ir-adm@st.ritsumei.ac.jp)
- (6) The application documents sent by express mail are regarded as a legitimate application.

### **VI. Notification of Results**

Thursday, July 6, 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.