

**September 2024 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 Master's Degree Program
National Chengchi University, Ritsumeikan University Clause 4 (four)

The following outlines Ritsumeikan University's recruiting and application procedures for 2024 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 home 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 English-based program.
- (5) Students who passed level 1 of Japanese Language Proficiency Test if they choose 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, April 4, 2024 – Thursday, April 18, 2024

- Applications must arrive by the last day of application period.

V. Application Method

1. Required Documents

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

- 1) APPLICATION SHEET (One Semester Exchange Program) (Form GS1)
- 2) Research Proposal (Form IR 1)

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) Pledge (Form IR 4)
- 4) Letter of Recommendation from School of International Service, American university (Free format)
- 5) Original Academic Transcript from School of International Service, American University
- 6) Certificate of English Ability (A photocopy is acceptable)

A Certificate of English Language Proficiency must be submitted (TOEFL iBT® 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/ 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/ 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).

7) 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/ 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).

8) 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)

* 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.

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

4. Notes of application

- (1) Application documents (Research Proposal) should be written in the same language which is used in your desired program of enrollment, and if possible using word processing software and print 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) Create backup files in PDF format for all application documents excluding documents that require to be sealed.

* The total file size must be under 30MB, and the Essay data must be character-recognizable.

- (5) Please email your parcel tracking number and the data of your application documents to the following address.

Email contact: 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, June 13, 2024

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.