

**April / September 2025 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 2025 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 to be accepted**

A few (based on the agreement)

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

**English-based program:** Global International Relations Program

**Japanese-based program:** 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 NCCU 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<sup>®</sup> Test score of 80 or IELTS of 6.0
- (5) Students who have passed level 1 (N1) of Japanese Language Proficiency Test (JLPT) if they choose Japanese-based program

### III. Screening Method

Admission screening will be conducted by the document screening.

Applicants may have phone, email or on-line interview if necessary.

### IV. Application Period

<April 2025 enrollment>

Thursday, September 19, 2024 -Thursday, October 3, 2024

<September 2025 enrollment>

Thursday, April 3, 2025 -Thursday, April 17, 2025

\* Applications must arrive by the last day of application period.

### V. Application Method

#### 1. Required Documents

The following documents are to be submitted.

- 1) Ritsumeikan University Graduate School Application Sheet with a facial photo (Form GS 1)
- 2) Research Proposal (Form IR 1)

**English-based program applicants:** Approximately 1000 words in English

**Japanese-based program applicants:** Approximately 2000 characters in Japanese

- 3) Pledge (Form IR4)
- 4) Letter of recommendation from the College of International Affairs, National Chengchi University (Free format)
- 5) Original academic transcript from the College of International Affairs, National Chengchi University
- 6) Certificate of English ability (Photocopy is acceptable)

**English-based program applicants**

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/ are expected to complete an undergraduate/ 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, submission of official certificate of English language proficiency is waived for applicants who completed/ are expected to complete an undergraduate/ graduate program where English is the official medium of instruction. In such case, an official university document certifying this is required (The document must be original and signed by a person who holds a post such as dean or department chair).

- \* 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).

#### **Japanese-based program applicants**

Optional, but highly recommended

- 7) Certificate of Japanese Ability (A photocopy is acceptable)

#### **English-based program applicants**

Not necessary

#### **Japanese-based program applicants**

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/ 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 with tracking number to the following address by the last day of the application period.

## **3. Mailing Address**

Administrative Office, College of International Relations (Graduate School Admissions)  
Ritsumeikan University  
56-1, Toji-in Kitamachi, Kita-ku, Kyoto, 603-8577 Japan  
TEL: +81-75-465-1211  
Email: [ir-adm@st.ritsumei.ac.jp](mailto:ir-adm@st.ritsumei.ac.jp)

#### **4. Notes**

- (1) Please fill in your name recorded on passport in alphabet with the following rule. Even if you use Chinese characters in your own country, do not use Chinese characters.
  - Fill in 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
- (2) 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.
- (3) 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.
- (4) Please email your parcel tracking number and the data of your application documents to the following address.

Email: [ir-adm@st.ritsumei.ac.jp](mailto:ir-adm@st.ritsumei.ac.jp)
- (5) The application documents sent by express mail are regarded as a legitimate application.

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

<April enrollment>

Thursday, November 28, 2024

<September enrollment>

Thursday, June 12, 2025

\*The result will be sent by email.

#### **VII. Enrollment Procedures**

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