



Admissions Guide for
“International Science and Technology Course”
at the Graduate School of Science and Engineering,
Doshisha University

Master’s Program

2020 April / September Entry



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Section A: Admission and Application Procedures

Course Information

Graduate School	Science and Engineering
Student Status	Regular Student
Degree	Master
Date of Enrollment	April 1, 2020/ September 21, 2020

Degree will be conferred as follows:

Department	Degree (Master of)
Information and Computer Science	Science in Engineering
Electrical and Electronic Engineering	Science in Engineering
Mechanical Engineering	Science in Engineering
Applied Chemistry	Science in Engineering or Science
Science of Environment and Mathematical Modeling	Science in Engineering or Science

*All classes necessary to complete the Master's program are taught in English in the International Science and Technology Course.

I . Qualifications for Applicants

1. Academic Requirements

Applicants are required to meet one of the following requirements.

- (1) Those who have completed 16 or more years of education outside Japan and possessing a Bachelor's Degree or expect to complete it and will possess a Bachelor's Degree by the time of enrollment.
- (2) Those who have graduated from a university or college in Japan as an international student or expect to graduate by the time of enrollment.
- (3) Those who have been granted a degree corresponding to a Bachelor's Degree by completing a program where the course term is 3 years or more in overseas universities or other overseas schools (limited to those whose comprehensive education and research activities have either received evaluation from a person who was authorized by the corresponding country's government or related institutions, or which have been separately designated as being equivalent to such by the Minister of Education, Culture, Sports, Science and Technology) or are expected to be granted a degree corresponding to a Bachelor's Degree by the time of enrollment.
- (4) Those who have completed 15 or more years of education outside Japan and possessing a Bachelor's Degree or expect to complete it and will possess a Bachelor's Degree by the time of enrollment as well as those who are recognized by Doshisha Graduate Schools as achieving a high level of academic excellence.
- (5) Those who are recognized by Doshisha Graduate Schools as possessing an equivalent qualification to one of the above requirements (1) (2) (3) (4) **as well as who are at least 22 years of age by the time of enrollment.**

2. English Language Proficiency

Applicants are required to meet one of the following requirements.

- (1) Those who can provide one of the test scores listed below to verify their English language proficiency. (Needs to be the Official Scores taken **within two years** before the deadline of the application.)
 - 79 or above on the TOEFL iBT®TEST
 - 750 or above on the TOEIC® LISTENING AND READING TEST (TOEIC® TEST)
 - 6.0 or above on the IELTS (Academic Module)
- (2) Those who have completed a Bachelor's Degree program taught in English or are expected to complete such a program by the time of enrollment.
- (3) Those who are recognized by Doshisha Graduate Schools as possessing an equivalent qualification to one of the above requirements (1) (2). Doshisha Graduate Schools may consider only when requested by the Japanese Government, governmental offices of other countries involved or foundations in Japan and abroad, overseas institutions having academic exchange agreements with Doshisha University, or if the applicant has been granted a scholarship by any of the above organizations.

Notes:

*TOEFL ITP®TEST, TOEFL® CBT TEST, TOEIC® SPEAKING AND WRITING TESTS, TOEIC® SPEAKING TEST and TOEIC® WRITING TEST scores will not be accepted.

*Please submit the original certificate. Photocopies of the certificate cannot be accepted. The original certificate may be returned upon prior request.

*If they submit the TOEFL iBT® score report, they are required to submit either the original score report they have or an Official Score Report directly sent by the Educational Testing Service (ETS). Doshisha University's institution code for TOEFL iBT® score report (Official Score Report) from the Educational Testing Service (ETS) is **7078**. Only the score reports which reach Doshisha University on or before the application deadline date can be accepted. (Score reports delivered to Doshisha University prior to the application period are also acceptable.)

*We do not respond to the applicants' inquiries about the arrival of their score reports. Since it takes a long time for the Official Score Report to be delivered to Doshisha University, applicants should request the score report well in advance.

*Applicants who have any questions concerning the qualifications other than above, should consult with the Office of International Students prior to application. (Email: ji-intad@mail.doshisha.ac.jp)

*Admission will be revoked if the applicant who has been accepted does not meet the application requirements before enrollment.

< For those who need a 'Consultation of Certificate of Qualification' >

Those who fall under the category of the qualification (3) (4) (5) for *1. Academic Requirements* need to have their qualifications certified by the Graduate School of Science and Engineering. Please submit the following materials to the Office of the Graduate School of Science and Engineering by **Monday, August 19, 2019** (for April 2020 entry) or **Friday, February 7, 2020** (for September 2020 entry).

[Required Documents]

1. Prescribed "Report for Consultation of Certificate of Qualification" (to be downloaded from the website)
2. Official Transcript(s) or Certificate(s) of all college level and later academic attainment and related

academic records

3. Detailed personal statement of their reason for applying to the course (No Prescribed Form)

*They may be requested to submit additional documents during the screening process.

II . Number of Students Accepted

A limited number of students will be accepted for each department.

III. Application Procedure

1. Important Dates

Entry	Application Period	Notification of Results
April 2020	September 10, 2019 — October 1, 2019	November 28, 2019
September 2020	February 20, 2020 — March 17, 2020	May 22, 2020

2. Application Fee

All applicants are required to pay a non-refundable Application Fee as follows:

Application Fee: **10,000** yen (JPY)

*If the Application Fee is not paid within the application period, we will not accept the application.

3. Method of Payment

The payment method varies depending on the applicant's location.

Payment by credit card (Applicants residing both inside and outside Japan)

The Application Fee can be paid online by credit card. Please follow the instructions below.

DOSHISHA UNIVERSITY
How to make a Payment of Application Fee by Credit Card
24 hours a day, you can pay anytime! Easy, Convenient and Simple!

You can make a payment with your Credit Card

Access the site below with your PC
<http://www.doshisha.ac.jp/en/learn.html>
Click "Credit-Card Payment"

Web Application - Credit Card Transaction

1. Top Page	Click "Examination Fee".
2. Terms of Use and Personal Information Management	Please read the Terms of use an Personal Information Management. Click "Agree" button located in the lower part of this page if you agree with these terms. Click "Not agree" button located in lower part of this page if you do not agree with these terms.
3. School Information	Read the information carefully and click "Next".
4. Category Selection	Choose First to Fourth Selection and add to Basket.
5. Basket Contents	Check the contents and if it is OK, click "Next".
6. Basic Information	Input the applicant's basic information.Choose your credit card and click "Next".
7. Credit Card Information	Input Credit Card Number (15 or 16-digits) and Security Code and Expiration date.
8. Payment Result	All of your application information is displayed. Check and Click "Confirm".
9. Credit Card Payment Completed	Click "Print this page" button and print out "Result" page.

Notes:

*A transaction charge of **504 yen** will be added (A transaction charge is subject to change).

*The cardholder can be different from the applicant. In such a case, be sure to provide the applicant's personal details on the "Basic Information" page.

*After the transaction is completed, print out two copies of the “Result” page on A4 or letter-size paper. Submit one of them with other application materials. Keep the other copy for your reference. Also, write down your “Receipt Number”.

*If you forgot to print out the “Result” page, go to “Application Results” page and enter your “Receipt Number” and date of birth to view again.

*Confirmation of the transaction will be sent to the registered email address.

*Transaction is processed in Japanese yen. The conversion rate at the time when the processing center of the international affiliate processed the transaction will apply. Please contact your credit card company for details.

*Please also contact your credit card company directly if your credit card cannot be verified.

Payment by bank transfer (Applicants residing in Japan only)

Use the prescribed “Payment slip for Application Fee” for telegraphic transfer at a bank counter, paste the receipt of the remittance on the prescribed “Pasteboard for the Receipt of Remittance” and submit it together with the other application materials.

Application without the receipt of the remittance bearing the authorization (seal/stamp) of the financial institution will not be accepted. Remittance from the branches at the financial institutions listed on the payment slip will be made without the transaction charge.

*Remittance made from an ATM or from JP Bank (post office account) will NOT be accepted.

Remittance from financial institution (Applicants residing outside Japan only)

Payment from abroad can be made by the method stated below.

Paying by credit card is preferred if you have a credit card.

For overseas remittance to Japan, 2,500 yen transaction charge by Japanese financial institutions must be paid by the applicant, making the **total amount** to be remitted **12,500 yen (JPY)**.

Transfer Type	Telegraphic Transfer
Payment	Advise and Credit
Transaction Charge	Local charges borne by remitter & overseas charges by beneficiary [SHA]
Currency	Japanese Yen (JPY)
Amount	Application Fee of 10,000 JPY + Transaction Charge of 2,500 JPY to be incurred at a beneficiary bank in Japan.
Account Information	
Beneficiary Bank	SUMITOMO MITSUI BANKING CORPORATION
Branch	LAVENDER
Bank Address	8 Naginataboko-cho, Karasuma-higashiiru, Shijo-dori, Shimogyo-ku, Kyoto, 600-8008, JAPAN
SWIFT Address	SMBCJPJT
Account Type	Ordinary Account (Savings Account)
Account Number	976-0100028
Account Holder	Doshisha University

Notes:

*The remittance must be made in the name of the applicant at a bank counter. The remittance via any Internet Banking is not acceptable.

*Applicants are also liable for any transaction charge that might be incurred at the time of remittance in their countries.

*Do not enter any other words than “Doshisha University” in account holder’s name.

*Please pay the transaction charge through “SHA”, not “OUR”. Applicants will be charged for extra 2,500 yen if applicants pay by “OUR”.

***The receipt of the remittance bearing the authorization (seal/stamp) of the financial institution must be submitted together with other application materials.**

*If applicants overpaid the transaction charge, etc. when paying the Application Fee by overseas remittance, the excess amount will not be refunded.

Important notes:

*In principle, the Application Fee is not refundable once remitted. However, the University will refund the Application Fee only in cases where:

- ① the applicant paid the Application Fee but did not submit the application documents,
- ② the applicant paid the Application Fee but the documents reached the University after the Application Period, or
- ③ the applicant paid the Application Fee, and the application documents reached the University within the Application Period; however, the application was not accepted by the University for reasonable grounds, such as incomplete documentation or not satisfying the requirements specified by the University.

The commission fees to be incurred for refund must be borne by the applicant when the applicant requests such refund to banks overseas.

4. Submission of the Application

[Submit in Person]

For applicants residing in Japan, submission in person at the office is preferred.

Hours: 9:00 - 11:30, 12:30 - 17:00 (Japan Standard Time)

(Monday through Friday except National Holidays and University Holidays)

Office: Section for International Admissions, Office of International Students, International Center, Doshisha University (Imadegawa Campus)

***Application will not be accepted after the deadline under any circumstances.**

[By mail]

Applicants residing in Japan

Please mark “Application for International Science and Technology Course Enclosed” in red ink on the envelope and send it by 簡易書留速達 (kan-i kakitome sokutatsu / Simplified Registered Express Mail).

Applicants residing outside Japan

Application must be sent by DHL or other major international courier services.

Address : Section for International Admissions, Office of International Students,
International Center, Doshisha University (Imadegawa Campus)
Karasuma-higashiiru, Imadegawadori, Kamigyo-ku, Kyoto 602-8580 Japan

*The application must be received by the deadline.

Notes:

Applicants should provide an email address on the application form. Doshisha University may contact them regarding the application. It is important that they check their email, including the spam folder, regularly after submitting the application.

5. Application Materials

Applicant will need to submit the following documents in support of the application.

*Excel and Word format documents need to be typed. Be sure not to change the format.

Type of Document	Note
Application for Admission to Doshisha University [Prescribed Form] **needs to be typed	*Paste a 4×3cm photograph. *Write the Signature and Date in applicant's own handwriting on page three.
Certificate of Graduation (or Certificate of Expected Graduation) of highest academic attainment	*Must be original.
Official Transcripts or Certificate of Academic Records	*Must be original. *Must include the number of credits and grades of all subjects studied at university.
Three Letters of Recommendation from three persons [Prescribed Form]	*Each to be written by an appropriate person such as a faculty member of an educational institution (including the schools they attended), a member of a research institution or corporation. *Those who graduated or are expected to graduate from a partner university need to submit just one. The partner university means that it has a student exchange agreement with Doshisha University or the Graduate School of Science and Engineering, Doshisha University. *Write the Signature and Date in Applicant's and Recommender's own handwriting. *Must be sealed <u>by recommenders</u> .
Plan of Research at Doshisha University [Prescribed Form] **needs to be typed	*Describe the research plan at Doshisha University including any prior related research they have worked on.
Document certifying English Language Proficiency	*Must be original. *Those who fall under the category of the qualification (2) for <i>2. English Language Proficiency</i> need to submit the proof that they completed or are expected to complete the Bachelor Degree program taught in English. *Those who fall under the category of the qualification (3) for <i>2.English Language Proficiency</i> , submitting this document is not mandatory. *Those who graduated or are expected to graduate from a university in a country where English is the official language may be exempted from this.

Type of Document	Note
<u>Applicants residing in Japan</u> Photocopy of Residence Card or Certificate of ‘Items Stated in Resident Register’ (Juminhyo Kisai jiko Shomeisho 住民票記載事項証明書), or ‘Certificate of Residence’ (Juminhyo 住民票)	<u>Applicants residing in Japan</u> <Residence Card>: *Photocopy of both sides (front and back) of the card on A4 or letter-size paper. <Certificate of ‘Items Stated in Resident Register’ (Juminhyo Kisai jiko Shomeisho 住民票記載事項証明書), or ‘Certificate of Residence’ (Juminhyo 住民票)>: *Must be original.
<u>Applicants residing outside Japan</u> Photocopy of Passport	<u>Applicants residing outside Japan</u> <Passport>: *Photocopy of the pages which show the applicant’s name and photograph on A4 or letter-size paper. *If the applicant does not hold a passport, a photocopy of an identification document issued by the government or a public agency of the applicant’s home country will be sufficient.
Mailing Labels [Prescribed Form] **Need to be typed	*Provide accurate street address including details such as the name of the landlord, name of the apartment/dormitory and room number. *All labels must be completed.
Application Card for Course and Laboratory [Prescribed Form] **Need to be typed	*Fill up to third preference. Information on the faculty and laboratories of the Graduate School of Science and Engineering is available at: URL https://istc.doshisha.ac.jp/en/course/course.html
Proof of Payment of Application Fee	<u>Payment by credit card (Applicants residing both inside and outside Japan)</u> *Submit a copy (A4-size or letter-size paper) of the remittance “Result” page. <u>Payment by bank transfer (Applicants residing in Japan only)</u> *Paste the receipt of the remittance bearing the authorization of the bank on the prescribed “Pasteboard for the Receipt of Remittance”. <u>Remittance from a financial institution (Applicants residing outside Japan only)</u> *Submit the receipt of remittance bearing the authorization of the bank at which the money was remitted.
Photograph	*One identification photograph (3x2.4cm) for student ID card, database of students admitted and so on.
List of Required Documents [Prescribed Form]	*Check the required documents using this list before submitting.

Notes:

- ① The Prescribed Forms can be downloaded and printed out from our website:
URL <https://istc.doshisha.ac.jp/en/admission/admission.html>
Submission documents must be typed (other than applicant’s signature and date) or filled out with a black or blue ink ballpoint pen. Documents completed in pencil and erasable pen will not be accepted.
Do not use correction tape or correction fluid.
- ② Fill out the forms in English or Japanese.

- ③ Application document such as Certificates of Graduation (Completion) or Official Transcripts provided in a language other than Japanese or English must be accompanied by a Japanese or English translation notarized by a diplomatic mission in Japan, such as a consulate or embassy, to certify that the translation of the document is faithful to the original. Diplomatic missions of some countries and regions in Japan do not certify any translation of issued documents. In that case, translation must be notarized in home country. Be sure to prepare well in advance. If a translation issued by a diplomatic mission is unavailable, a translation by the applicant's university or applicant's Japanese language school is acceptable, in such a case, the translation must be affixed with an official seal by the university or Japanese language school.

***We cannot accept the translation made by a translation company.**

- ④ **Documents submitted will generally not be returned to the applicant;** however, document(s) that cannot be reissued, such as a diploma, may be returned. If they submit original documents and would like to have them returned, they need to enclose a request for returning original document in the application packet, indicating which document(s) they wish to have returned as well as their name, address and phone number to which the document should be returned. **We will return such document(s) only when a request for returning original document is enclosed in the application packet.**
- ⑤ Applicants should note that the University will not accept inadequately completed application documents. Before submitting their documents, double check them using the "List of Required Documents". Be sure to enclose the "List of Required Documents" as well, after filling it out.
- ⑥ Any changes or retractions of the contents in the application documents will not be allowed, after the application has been accepted.

IV. Screening Process

The admission decision will be made by comprehensive consideration of application materials. The applicant may be requested to submit additional documents if necessary. An interview over the internet may be held or a question-and-answer email may be sent to the applicant's email address provided on the application form. **Be sure to check the email account so as not to miss the notification.**

V. Notification of the Results

The result of the selection will be sent out to both successful and unsuccessful applicants by express mail on **November 28, 2019** (for April 2020 entry) and **May 22, 2020** (for September 2020 entry) (It may take several days to be delivered.). For the successful applicants, guidance for Initial Registration Procedures will be enclosed in the notification packet. Applicants will not be notified of the results through the University's notice board or by inquiry on the phone.

*The University shall not be liable for any circumstances incurred in the course of delivery of the result, including, but not limited to, loss of mail and compromise of personal information.

Section B: Registration Procedures for Successful Applicants

VI. Initial Registration Procedures

Complete the following registration procedures by the deadline. Please refer to the instruction for Initial Registration Procedures enclosed in the “Notification of Acceptance” for details. Admission will be denied if the registration procedures are not completed by the deadline.

Payment of Initial Registration Fee

Applicants residing in Japan

Entry	Payment Period
April 2020	February 4, 2020 – March 12, 2020
September 2020	August 18, 2020 – September 2, 2020

(1) Method of Payment:

Please make telegraphic transfer from a bank counter by using the payment slip for remittance to Doshisha University.

(2) Amount of Payment:

Prescribed amount of Initial Registration Fee must be paid. Details will be in the instructions for Initial Registration Procedures.

*As soon as the University has confirmed the receipt of the fee, an “Admission Certificate” will be sent to the applicant.

Applicants residing outside Japan

Successful applicants will be required to complete the Initial Registration Procedures as below. These procedures may change. Please follow the guidance provided in the “Notification of Acceptance and Initial Registration Procedures” to be sent to successful applicants.

There will be three steps for the initial registration. In these steps, payment of fees must be done from a bank counter. Details for method of payment and amount of payment will be given in the instructions for Initial Registration Procedures.

Entry	Payment Period [Step 1 – ①]/ Submission Deadline [Step1 – ②]
April 2020	December 19, 2019
September 2020	June 15, 2020

[Step 1]

- ① Applicants must pay the Registration Fee by the deadline.
*Upon enrollment, the Registration Fee will be referred to as the Admission Fee.
- ② Applicants are also required to submit all the necessary documents to obtain a Certificate of Eligibility for a “Student” resident status in Japan (such as application form and materials concerning the payment of expenses for the stay in Japan). Please send those documents to the Office of International Students, International Center by the deadline.

*For applicants who completed [Step 1], Doshisha University will apply by proxy for the Certificate of Eligibility at the Immigration Service Bureau, Ministry of Justice.

[Step 2]

After the Certificate of Eligibility is issued, applicants will be informed about the payment of the remaining amount of the Initial Registration Fee. Applicants should pay the required amount, which is the Initial Registration Fee minus the Registration Fee paid in [Step 1].

As soon as the University has confirmed the receipt of the fee, the Certificate of Eligibility and the Admission Certificate will be sent to the applicant.

[Step 3]

Upon receiving the Certificate of Eligibility and the Admission Certificate after [Step 2], the applicants must apply for a “Student” resident status by bringing the Certificate of Eligibility and the Admission Certificate to the Japanese Embassy or the Japanese Consulate in his/her home country.

*In certain cases, this application process may need to be modified depending on changes in the Japanese Immigration Office regulations. The University will notify successful applicants of any changes.

*Applicants must enter Japan with a valid “Student” visa on their passports unless they hold Japanese citizenship. Applicants who do not have a “Student” visa may have to leave Japan and then re-apply for a “Student” visa at the Japanese embassy or consulate.

Notes:

***If applicants overpaid the transaction charge, etc. when paying Initial Registration Fee by overseas remittance, the excess amount will be applied to the next semester’s University Fee.**

***Once received, the Admission Fee (equivalent to the Registration Fee) will not be refunded under any circumstances.** Only in the case the applicant goes through the prescribed cancellation procedure (submission of cancellation letter and return of the admission certificate) by the deadline stated below, the amount after deduction of the Admission Fee from the Initial Registration Fee will be refunded to the applicant.

Entry	Cancellation Deadline
April 2020	Postmarked: Tuesday, March 31, 2020 when sending by post
September 2020	Postmarked: Sunday, September 20, 2020 when sending by post

Those who have already received the “Certificate of Eligibility” must return this to the Office of International Students along with the prescribed cancellation procedure. For details, refer to the guidance for Initial Registration Procedures.

◆ **Required documentation for Certificate of Eligibility (COE)** ◆

Please submit the following 1 to 4 for COE application.

1. Application form for 'COE' <Prescribed Form>

Please refer to the example and fill out the Prescribed Form.

2. Copy of your passport

If your passport is in the process of being issued, you may submit a copy of your ID card issued by the government or equivalent. **When your passport is issued, please submit a copy without delay.**

3. Two photographs (4cm height × 3cm width)

-They must be taken **within 3 months prior to application**, full front face without hat, plain background, and different photograph than in your passport as well as used for the application for admission.

-Neither image data nor a snapshot is acceptable.

-Please write your name and birth date on the back, and paste one photo in your application form.

4. Documents proving your financial resources to cover necessary amount for one year

-Please choose your method of funding from (a)-(c), and submit ALL the required documents listed below.

-Necessary amount for one year is as follows;

University Fees for one year + a minimum of ¥100,000 x 12 months to cover living expenses

(a) A family member or a relative of the applicant (and any other person as a second sponsor) supplies the funds

(b) Applicant supplies the funds by him/herself

(c) A sponsor residing in Japan supplies the funds

(a) A family member or a relative of the applicant (and any other person as a second sponsor) supplies the funds:

① Statement of Financial Support (Prescribed Form) filled out by the sponsor.

② Bank Account Balance Statement (Bank Certificate) in the sponsor's name (the balance statement should show sufficient funds to cover the University Fee for one year and a minimum of ¥100,000 x 12 months to cover living expenses. It should be issued by a bank which is able to transfer the funds to Japan in Japanese yen.)

③ Certificate of Employment (or Verification of Employment) of the sponsor (if the sponsor is self-employed: Certificate of Business Registration)

④ Certificate of Annual Income (or a Tax Certificate indicating the sponsor's total income for the previous year) of the sponsor

⑤ Document to prove the sponsor's relationship with the applicant (one of the following: Family Register, Birth Certificate, Resident Card or Public Certification of Kinship)

If the sponsor's name appeared on the necessary documents is written in English, please submit a copy of passport or ID card of the sponsor.

If your acquaintance or a friend becomes your second sponsor:

Additional documents for the second sponsor are required. An explanatory note produced by the second sponsor mentioning the relationship with the applicant and a picture taken together as well as a copy of the passport or ID card of the sponsor must be submitted.

※An acquaintance or a friend can be chosen as the second sponsor to supply a portion of amount which

the first sponsor cannot cover. Please note that a family member or a relative should be the first sponsor of the applicant.

(b) Applicant supplies the funds by him/herself:

- ① Bank Account Balance Statement (Bank Certificate) in the applicant's name (the balance statement should show sufficient funds to cover the University Fees for one year and a minimum of ¥100,000 x 12 months to cover living expenses. It should be issued by a bank which is able to transfer the funds to Japan in Japanese yen.)
- ② Certificate of Employment (or Verification of Employment) of the applicant
- ③ Certificate of Annual Income (or a Tax Certificate indicating the applicant's total income for the previous year) of the applicant

If the necessary amount is to be provided by a scholarship:

Please submit the '**Scholarship Certificate**' indicating the amount, duration of the scholarship, and the name of sponsoring foundation or institution.

** If the scholarship cannot cover the necessary amount, submit the documents listed above.*

(c) A sponsor residing in Japan supplies the funds:

- ① Statement of Financial Support (Prescribed Form) filled out by the sponsor
- ② Tax Certificate indicating the sponsor's total income for the previous year (one of the following: Withholding Tax Slip, (copy of) Final Income Tax Return, Residential Tax Return or Income Tax Certificate)
- ③ Document to prove the sponsor's relationship with the applicant if the sponsor is a relative of the applicant (one of the following: Family Register, Birth Certificate, Resident Card or Public Certification of Kinship)

In case that the sponsor is an acquaintance or a friend, the following documents are also required.

- A letter of explanation written by the sponsor regarding the relationship with the applicant
- A picture of the sponsor taken together with the applicant
- A photocopy of the sponsor's passport or ID card

*** Additional documents may be required by the Immigration Service Bureau of Japan as necessary.**

Notes:

- **If you have multiple sponsors, submit the required documents for all of them.**
- **All the required documents except passport must be the original hardcopy.**
(For passport, please submit not the original passport but a photocopy.)
- **All the documents must be written in Japanese or English.** If the original document is written in another language, a Japanese or English translation done by a professional translation company must be attached.
- All documents must have been issued **within 3 months prior to application.**

VII. Submission of Initial Registration Documents

- (1) Submission Date: The day of the Orientation at the office of the Faculty/Graduate School of Science and Engineering in Kyotanabe Campus before enrollment
- (2) Submit to: The Office of Faculty/Graduate School of Science and Engineering, Doshisha University (Rikagakukan 1F, Kyotanabe Campus)
*Office Hours: 9:00 - 11:30, 12:30 - 17:00 (Japan Standard Time)
- (3) Required Documents:
 - Certificate of Graduation – required only for those who submitted a Certificate of Expected Graduation at the time of application. If they were at another university or graduate school at the time of application, and did not graduate from or complete that university or graduate school, they must submit the “Certificate of Withdrawal”.
 - Certificate of ‘Items Stated in Resident Register’ (Juminhyo Kisai jiko Shomeisho 住民票記載事項証明書), or ‘Certificate of Residence’ (Juminhyo 住民票)
 - Notification of Contact Person (Prescribed Form to be sent to successful applicants):
A contact person must be the applicant's parent or legal guardian in principle (any place of residence accepted). This contact person must be designated to maintain communication with the University during the applicant's absence, and is responsible for delivering messages/information from the University to the student.

Important Notes:

1. Students will be required to hold a “Student” resident status in principle as prescribed in the Immigration Control and Refugee Recognition Act unless they hold Japanese citizenship. It will not be allowed to stay on short-stay visa.
2. Permission of the Certificate of Eligibility is granted by the Ministry of Justice. If and when such permission is not granted or unexpected expenses are incurred due to any reason, such as the delay in the issuance of COE, the University takes no responsibility. When the COE application is rejected, the University may deny admission. Also, students who have lost status of residence will be dismissed.
3. When requested by the Japanese Government, governmental offices of other countries involved or foundations in Japan and abroad, overseas institutions having academic exchange agreements with Doshisha University, or if the applicant has been granted a scholarship by any of the above organizations, application documents not prescribed by Doshisha University may be accepted and screened at a time other than the normal schedule.
4. When requested by any of the organizations described above and deemed necessary by Doshisha Graduate Schools, enrollment other than April and September may be approved. Also, with such request and necessity, a special student may be permitted to enroll for a period other than special students’ normal length of enrollment, which is no less than six months and no more than one year in principle with an extension for enrollment for up to one year possible upon screening.
5. Regarding any questions concerning the application, please contact the Section for International Admissions, Office of International Students, International Center (Imadegawa Campus).
6. Admission may be denied if any of the contents of the application form or the submitted documents is not true and correct.

VIII. Fees

There might be a change of the Other Fee. The University Fees and the Other Fee for the 2020 academic year will be announced on the website when determined.

https://www.doshisha.ac.jp/admissions_graduate/payment/masters_programs.html

(Unit : Yen)

Graduate School	Total for the first year	Initial Registration Fee	University Fee (annual)				Other Fee
			Registration Fee (Admission Fee)	Tuition	Facilities Fee	Laboratory Fee	Academic Association Fee
Science and Engineering	1,276,000	738,000	200,000	815,000	147,000	112,000	2,000

- (1) The Registration Fee (Admission Fee) is charged in the first year only. One half of the Admission Fee is charged to graduates of Doshisha University or Doshisha Graduate Schools.
- (2) One half each of the Tuition, the Facilities Fee and the Laboratory Fee are charged in the Spring and Fall Semesters respectively.
- (3) The Initial Registration Fee is the total of the Admission Fee and one-half (for one semester) each of the Tuition, the Facilities Fee, the Laboratory Fee and the Other Fee.
- (4) About the Academic Association: Each academic association is established with the aim of contributing to the education and research activities of our university through the publication of institutional journals etc.
- (5) For University Fees in the second year, please refer to the following.

(Unit : Yen)

Graduate School	Tuition	Facilities Fee	Laboratory Fee	Academic Association Fee
Science and Engineering	820,000	160,000	120,000	2,000

IX. Contact Details

Regarding the curriculum

The Office of Faculty/Graduate School of Science and Engineering, Doshisha University

(Rikagakukan 1F, Kyotanabe Campus)

1-3 Tatara Miyakodani, Kyotanabe-shi, Kyoto, 610-0394

TEL: +(81)-0774-65-6200 FAX: +(81)-0774-65-6800 E-mail: jt-istc@mail.doshisha.ac.jp

Regarding admissions, Status of Residence, Certificate of Eligibility and the scholarship for international students

Section for International Admissions, Office of International Students, International Center, Doshisha University (Fusokan 2F, Imadegawa Campus)

Karasuma-Higashi-iru, Imadegawa-dori, Kamigyo-ku, Kyoto, 602-8580

TEL: +(81)-075-251-3257 FAX: +(81)-075-251-3123 E-mail: ji-intad@mail.doshisha.ac.jp

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