

Ryukoku University Exchange Application Procedures (Fall 2024 Entry)

Dear Partners,

Please read the following if you would like to send your students to Kyoto for our next scheduled intake [Semester 2 (Fall): September 2024]. Kindly ensure that all documents are new downloads (not for former intake periods) and are prepared carefully to avoid any delays or unnecessary hassles. ALL students must be nominated by our prescribed Nomination Form by **April 30th (Tuesday)**. Applications for Fall 2024 will be accepted through our online system. Please send the documents according to the guidelines below.

IMPORTANT LINKS AND PROCEDURES

[STEP ONE] Nomination Form (to be filled out by the Home University)

Deadline: **April 30th (Tuesday) JAPAN TIME**

The application forms will be submitted later, but we can only accept the documents of students who have been nominated.

LINK: www17.webcas.net/form/pub/intl_ryukoku/recommendation



[STEP TWO] Application Form (to be filled out by the Nominated Student)

Deadline: **May 12th (Sunday) JAPAN TIME**

(1) All Nominated Students should thoroughly read the Exchange Student Application Guide in the language that they are most comfortable with (Japanese, English, or Chinese).

(2) After reading the Guide, the Nominated Students are asked to enter the following link themselves to fill out their basic information:

LINK: www17.webcas.net/form/pub/intl_ryukoku/ex_entry



[STEP THREE] Required Forms (to be downloaded and filled out by the Nominated Student, etc.)

(1) All Nominated Students will download our required forms from the following link on our website, and assure that they are filled in properly, by the correct individual, as instructed.

(2) The student will then provide the forms they fill out to the Home University.

URL for downloading forms:

https://intl.ryukoku.ac.jp/english/html/s_exchange_02.html



[STEP FOUR] Required Forms are checked and uploaded to our online system by the Home University)

The Home University will upload the forms to the following page in our online system.

Deadline: **May 12th (Sunday) JAPAN TIME**

URL for uploading required forms:

www17.webcas.net/form/pub/intl_ryukoku/upload



The deadline for us to receive all materials is **May 12th (Sunday) JAPAN TIME**. After this date, the online system will no longer be available. We must receive all necessary documents for the student's application to be considered.

IMPORTANT NOTES

◆Upload Size:

- All documents which do not include photographs must be 1MB or smaller.
- All files including photos (Dormitory Application Form, ID Photo) must be 2MB or smaller.

◆Photo Style

- Required Format: JPEG, JPG or PNG. Other formats cannot be uploaded)
- Please refer to the following links as a style reference (The photo will be used for inter-university procedures, as well as for making an official application to the Japanese Immigration Authorities for the Certificate of Eligibility).

<Sample Photo URL①>

<https://www.seikatubunka.metro.tokyo.lg.jp/passport/documents/files/0000000418/sampleari.pdf>

<Sample Photo URL②>

<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos/photo-examples.html>

◆General Timeframe:

- Initial Screening of Documents
- Documents are sent to Faculties/Graduate Schools for approval
- One month after deadline - Partner Universities are notified of conditional acceptance
- Certificate of Eligibility (COE) applications are submitted to the Japanese immigration authorities (issuance takes approximately one and a half months)
- Welcome Packages sent to Home Universities; Students apply for their Student Visa at the closest Japanese Consulate/Embassy
- Students Arrive in Japan

◆Other Inquiries

Please contact our Inbound Team @ [inbound.r-globe@ad.ryukoku.ac.jp] if you have any further questions.
We look forward to having the chance to welcome your students to Kyoto in the Fall!