



# Doshisha University Exchange Program Guide for Fall 2025

(Sep 2025 – Mar 2026/Sep 2026)

## Global Education Module (GEM) & Japanese Language and Culture Module (Nichibun)



Nomination Deadline: February 28, 2025 (Fri)

\*Please fill in a designated nomination form and upload to the designated URL. (The nomination must be completed by program coordinator.)

Application deadline: March 28, 2025 (Fri)

- The application documents with applicant's and coordinator's signature need to be uploaded to Doshisha's OneDrive through the program coordinator by the application deadline. Direct application from applicants are not acceptable. The URL of the OneDrive will be informed to the program coordinator and it shouldn't be shared with applicants.

\*Application documents don't need to be sent by international courier.

Notification of Outcome of the acceptance: mid to late May 2025

Contact Information (Inbound)	
Manager	Shiori HATAYAMA (Ms.)
Assistant Program Coordinator	Kimika MORI (Ms.) – main contact person
Mailing address	Office of International Students, Doshisha University Kamigyo-ku, Kyoto-city, Japan 602-8580
Telephone	+81-75-251-3257
Email	ji-incmg@mail.doshisha.ac.jp <b>*In principle, ask questions through the home university</b>

Academic calendar	Fall Semester 2025	Spring Semester 2026
Dormitory move-in Dates	September 9th & 10th 2025	Mid-March 2026 (TBA)
Orientation week	from mid-September	from mid-March
<p>※Please be sure to arrive in Japan on or before the designated move-in dates.  <u>Doshisha University is not liable for any loss resulting from missing events such as course guidance and registration during the orientation week.</u></p> <p>※Some events might be held on weekends (Sat and Sun) and National holidays, please refrain from scheduling travel on weekend during the orientation week.</p>		
Course registration	At the beginning of each semester	
Class starts	Late September	Early April
Class ends	Late January	Mid July
Exam period	Late January – early February	Mid – late July
<p>※Students may return home after all their exams are completed. The exam schedule will be announced 2 or 3 weeks prior to the exam period.</p>		
Grade Report	Mid- March	Mid- September
<p><b>*It cannot be sent out earlier than the above schedule. In accordance with Doshisha University regulations, grade report will be issued in paper form and sent by DHL or another international courier. It cannot be provided in electronic media such as PDF.</b></p> <p>The transcript is issued and sent out based on the student's own request.</p>		

### Eligibility

- Students are required to be enrolled at the home university until the end of the program at Doshisha University. Students who are planning to graduate or withdraw from the home university before the program ends cannot apply.
- Students must meet the language requirement of the module (GEM or Nichibun) to which they are applying.

### Student Visa

\*Students who have Japanese citizenship must enter Japan with Japanese passport, therefore no need to apply for the student visa.

The digital “Certificate of Eligibility (e-CoE)” is a necessary document for students to apply for their student visa. Doshisha University will apply for their e-CoE on behalf of them to the Immigration Bureau in Kyoto, and as soon as the e-CoE is issued, it will be forwarded to them via email.

**Please make sure students to apply for a student visa at the nearest Japanese Embassy/Consulate in their home country or residence as soon as receiving the e-CoE, and be sure to have the student visa issued in your passport before coming to Japan.**

The purpose of “Student visa” applied through Doshisha University is only to study at Doshisha

University. Therefore, it is not permitted to use this visa to enter Japan early or to stay after completion of the program for tourism purposes or to participate in a program conducted by another institutions or organization.

### Accommodation

All students are entitled to live in one of Doshisha's dormitory as long as rooms are available. Applicants need to submit the dormitory application form along with the application documents of the program by application deadline. Students choose preferences from the list of accommodation contained in the Application Pack and list their preferences on the accommodation application form, however there is no guarantee that the student will be allocated to their first choice or second choice due to the limited capacity of dormitories. If students want to find a room by themselves, refer to the following URLs.

\*Kyoto City International Foundation: <https://housenavi-jpm.com/en/kansai/>

\*Student House Dormy: <https://dormy-kyoto.com/en/>

\*Doshisha University: <https://ois.doshisha.ac.jp/en/housing/finding.html>

### Scholarship

JASSO (Japan Student Services Organization) scholarship is the only scholarship available for exchange students. However, it depends on whether JASSO provides financial support to Doshisha's exchange program in each year.

JASSO scholarship is very competitive and cannot be guaranteed to all applicants who submitted JASSO scholarship application form will be awarded. Since students will be notified of the result on/after the arrival, therefore students cannot include the JASSO scholarship as the financial support in the e-CoE application.

### Others

- According to the Immigration Control and Refugee Recognition Act, a minimum number of hours of study per week is required for international students holding a student visa. Therefore, students need to register for courses to take at least 7 classes per week.
- Students are permitted to use the same facilities as regular students.
- The program at Doshisha University must be completed as the period indicated on students' application documents and return to the home university.

If students who are participating one-semester program wish to extend the period of the program to another semester, the students need to contact the home university and also the Office of International Students, Doshisha University by the following deadline. The official request of the extension from the home university will be deliberated at the committee meeting, and if it is determined that the extension is necessary for academic reasons, their request will be accepted.

In case the students wish to extend to the Spring Semester 2026... by 5PM, Oct 24 (Fri), 2025



## 【IMPORTANT】

Students may choose either “*Global Education Module (GEM)*” or “*Japanese Language and Culture Module (Nichibun)*”, and take courses mainly offered by the Module to which they choose.

Read the following information on each module carefully to determine which module (GEM and Nichibun) to apply since;

- Applicants are NOT allowed to change the module (GEM/Nichibun) after the application deadline
- Applicants are NOT allowed to apply to different module (GEM/Nichibun) for each semester.
- Students who are participating in one-year program may apply, after arrival in Japan, to a different module for the second semester. For details about the procedure to change the module, please refer to the “Program Guide for the Center for Global Education and Japanese Studies” after your arrival.

### Global Education Module (GEM):

*\* Studying Japanese Culture, Society and Nature in English*

*\* All levels (Bachelor, Master and Doctoral) can participate in this module as long as students understand that all courses offered by GEM are undergraduate level*

#### 1. Requirements

Students whose first language is English or whose English is good enough to attend class are eligible for this course. GEM requires B2 level or higher in CEFR in English from students whose first language is not English.

#### 2. Courses

List of courses and syllabi	(in Japanese): <a href="https://intad.doshisha.ac.jp/intad/exchange/cge_curriculum.html">https://intad.doshisha.ac.jp/intad/exchange/cge_curriculum.html</a> (in English): <a href="https://intad.doshisha.ac.jp/intad/en/exchange/cge_curriculum.html">https://intad.doshisha.ac.jp/intad/en/exchange/cge_curriculum.html</a>
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GEM offers inter-disciplinary courses all conducted in English, designed for exchange students as well as Doshisha students to foster a better understanding of Japan in a global context. GEM provides learning opportunities in different fields ranging from the humanities and social sciences to the natural and human sciences.

By studying together in a small and interactive class, exchange students and Doshisha students can have more opportunities to have meaningful contact with one another, and benefit from the diversity of perspectives that are represented and shared in the classroom. In this way, GEM offers a unique space for academic collaboration between exchange students and Doshisha students that is intended to foster a dynamic academic environment.

GEM students from English-speaking countries, or whose English proficiency proves equivalent to a native-speaker may also enroll in courses offered by The Institute for the Liberal Arts (ILA) after consideration (up to 3 subjects). ILA courses are also conducted in English at a native level and focus mainly on Japanese culture and society. However, requests to register for ILA courses may not always be granted as many ILA courses have limited space for enrollment.

GEM students are also permitted to enroll in some courses offered by Japanese Language and Culture Module (Nichibun) in accordance with their Japanese proficiency (up to 3 subjects). To take the Nichibun courses, students must take Japanese Language Placement Test.

Japanese language courses are divided into 10 levels (Basic, Elementary level I - High Advanced level IX) based on student's Japanese ability and designed to improve four basic skills of listening, speaking, reading and writing in a balanced manner.

If Japanese Language Placement Test proves your Japanese proficiency sufficient for the courses for undergraduate students\*<sup>1</sup>, you may take courses from an undergraduate subject area. Courses that are available vary depending on each student's Japanese level. Also note that there are the courses that cannot be taken by GEM students. Such include seminar courses, subjects offered by Faculty of Science and Engineering and Faculty of Life and Medical Sciences, and subjects not open to other faculty students. GEM students may take up to 3 courses in total, courses offered by each faculty and the Nichibun.

\*<sup>1</sup>Only those who enroll in graduate school at their home university may take some of the courses offered by graduate schools.

### **3. Credits**

GEM considers a course that meets for two hours, once a week (x15 weeks) as two credits (except for Japanese language classes).

The maximum course load for GEM students is 30 credits for one year (15 credits per semester). Credits of taking Nichibun courses and ILA courses are also included in the maximum course credit load.

Students should take more than 7 classes (1 class=90 minutes) at least per week. It is prescribed by law\*<sup>2</sup>.

\*<sup>2</sup>Ministerial Ordinance to Provide for Criteria Pursuant to Article 7. Paragraph (1), item (ii) of the Immigration Control and Refugee Recognition Act.

## Japanese Language and Culture Module (Nichibun):

\* *Studying Japanese Language and Culture in Japanese*

\* *Students are placed in appropriate level/class based on Doshisha's Japanese Language Placement Test regardless of their current level (Bachelor, Master or Doctoral) at the home institution*

\* *Students whose native language is Japanese are not eligible to apply because this course is for non-native speaking of Japanese*

### 1. Requirements

- In principle, the applicants have at least one year's study of Japanese language at college level prior to start the program at Doshisha University.
- Japanese is not the native language.

### 2. Courses

List of courses and syllabi	(in Japanese): <a href="https://intad.doshisha.ac.jp/intad/exchange/curriculum.html">https://intad.doshisha.ac.jp/intad/exchange/curriculum.html</a> (in English): <a href="https://intad.doshisha.ac.jp/intad/en/exchange/curriculum.html">https://intad.doshisha.ac.jp/intad/en/exchange/curriculum.html</a>
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“Japanese language courses” are divided into 9 different levels: elementary ( I ), upper elementary ( II ), pre-intermediate ( III ), intermediate ( IV ), upper intermediate ( V ), pre-advanced ( VI ), advanced ( VII ), upper advanced ( VIII ) and high advanced ( IX ).  
Class allocations will be made on the basis of the Japanese Language Placement Test.

Nichibun offers “Japanese Language Courses”, “Japanese Language Seminars”, “Lecture Courses in Japanese Studies” and “Lecture Courses in International Studies”

There are two courses, “Intensive Course” and “Elective Course.”

“Intensive Course” …It is designed to develop four basic skills of listening, speaking, reading and writing. It also offers the courses that are specifically designed to improve reading comprehension, written expressions, oral expressions and vocabulary. Taking intensive course at a designated level as a whole package allows students to have a repetition practice efficiently and to improve their learning retention and Japanese ability.

“Elective Course” … It consists of courses that are specifically designed to improve grammar, oral expressions, written expressions, reading comprehension and vocabulary and you can choose several courses whichever you like.

“Lecture courses in Japanese studies” offers opportunity to learn Japanese traditional cultures such as calligraphy, flower arrangement, tea ceremony and Shrine festivals through classes and off-campus learning by making excellent use of our location in Kyoto.

Students who are placed on a certain level or above as a result of the Japanese Language Placement Test, will be allowed to take courses for undergraduate\*<sup>1</sup> programs within the terms and conditions. However, seminar courses, courses offered by Faculty of Science and Engineering and Faculty of Life and Medical Sciences and specialized courses are only open to regular students.

\*<sup>1</sup> Only students those who are in graduate courses at home Institutes are allowed to take some of the classes for graduate programs.

Nichibun students whose first language is English or whose English is good enough to attend a class instructed in English (B2 level or higher in CEFR in English from students whose first language is

not English) are eligible to take courses offered by Global Education Module (GEM) only if there is an available space in the course.

### 3. Credits

Nichibun considers a course that meets for two hours, once a week (x15 weeks) as one or two credits. The maximum course load for Nichibun-students is 30 credits for one year (15 credits per semester). Credits of taking undergraduate or graduate courses and GEM courses are also included in the maximum course credit load.

Students should take more than 7 classes (1 class=90 minutes) at least per week. It is prescribed by law\*<sup>2</sup>.

\*<sup>2</sup> Ministerial Ordinance to Provide for Criteria Pursuant to Article 7. Paragraph (1), item (ii) of the Immigration Control and Refugee Recognition Act.

## Checklist

- ※ Prepare all documents according to the checklist
- ※ Application documents must be submitted through the program coordinator, direct submission from applicants is not acceptable
- ※ All documents and forms should be written or issued in Japanese or English
- ※ Application documents should NOT be photographed, but convert to PDF using a scanner or copier (This is to prevent distortion and blurring of documents due to camera shake and also light reflection and shadows, etc.) / (Smartphone scanning app is also prohibited)
- ※ Application documents should be submitted as one PDF, in the order listed in the check list, and not document by document

### Application documents required for Doshisha Exchange Program

<input type="checkbox"/>	<p>※ Application form for the exchange program at Doshisha University (designated form)</p> <ul style="list-style-type: none"> <li>- All fields must be completed and final page (3<sup>rd</sup> page) must be <u>signed by the applicant and the program coordinator as a pledge.</u></li> <li>- 8. Experience of Japanese language study: Please calculate and fill in the number of hours until the end of August 2025.</li> <li>- 9. Educational background: If there is not enough space, please write on a separated paper (A4 size) and submit it together.</li> <li>- <b>Be sure to attach a photo to the top page of the application forms</b> before the submission</li> </ul>
<input type="checkbox"/>	<p>※ Motivation Letter (designated form)</p> <ul style="list-style-type: none"> <li>- <u>GEM applicants</u> must use a PC to <u>type</u> at least half of the designated form, with a minimum of 300 words in English. (handwritten will not be accepted)</li> <li>- <u>Nichibun applicants</u> must write <u>by hand</u> in Japanese more than half of the designated form</li> </ul>
<input type="checkbox"/>	<p>※ Proficiency in Japanese (designated form)</p> <ul style="list-style-type: none"> <li>- Required for <u>all Nichibun applicants</u></li> <li>- If you have a certificate of JLPT score, please also submit a copy as a support document</li> <li>- <u>Only GEM applicants</u> with previous Japanese language study experience</li> <li>- If you have a certificate of JLPT score, please also submit a copy as a support document</li> </ul>
<input type="checkbox"/>	<p>※ <b>【Only for GEM applicants】</b> Self-assessment of your Japanese level (designated form)</p>
<input type="checkbox"/>	<p>※ <b>【Only for GEM applicants】</b> English language certificate (designated form)</p> <ul style="list-style-type: none"> <li>- All GEM applicants including a native English speaker need to submit this form</li> </ul>
<input type="checkbox"/>	<p>※ Official academic transcript</p> <ul style="list-style-type: none"> <li>- The transcript should show all grades and credits for each subject from the first year to the latest</li> </ul>
<input type="checkbox"/>	<p>※ Health Certificate (designated form)</p> <ul style="list-style-type: none"> <li>- All fields must be completed by the physician in English or Japanese.</li> <li>- All fields are required by <u>School Health and Safety Act</u> and any of the fields cannot be omitted.</li> </ul>
<input type="checkbox"/>	<p>※ Accommodation Application Form (designated form)</p> <ul style="list-style-type: none"> <li>- <u>Female applicants</u>: refer to the list of accommodation and list at least 6 preferences</li> <li>- <u>Male applicants</u>: refer to the list of accommodation and list at least 5 preferences</li> <li>※ <b>There is no guarantee that you will be allocated to your first choice or second choice due to the limited capacity of our accommodation.</b></li> <li>※ <b>Dormitory cannot be changed under any circumstances once allocated.</b></li> <li><b>(If you don't need a dormitory, please ✓ “□Not Required” and complete 1-5 and submit the form)</b></li> </ul>
<input type="checkbox"/>	<p>※ JASSO Scholarship Application Form: if applicants wish (designated form)</p> <ul style="list-style-type: none"> <li>- Applicants who wish to apply. (exclude Japanese nationals. For those who obtain a student visa.)</li> <li>- Please read “Regarding JASSO scholarship” carefully and submit the application form</li> </ul>
<input type="checkbox"/>	<p>※ High-quality color copy of passport</p> <ul style="list-style-type: none"> <li>- It should cover the entire period of study at Doshisha University</li> <li>- Be sure to submit a <b>clear color copy</b> that includes the bottom part of your passport, the part of your name in English alphabets that looks like a code</li> <li>- <u>If you hold Japanese citizenship,</u> <ul style="list-style-type: none"> <li>※ Please additionally submit a copy of your Japanese passport</li> <li>※ Please prepare a certificate of family register (戸籍謄本) and clause (附票) – No submission required to Doshisha University but you will need these documents when you register your address at ward office after your arrival.</li> </ul> </li> </ul>
<input type="checkbox"/>	<p>※ High-quality color ID photo in PDF or jpeg (<b>DO NOT use the same photo on your passport.</b>)</p> <ul style="list-style-type: none"> <li>- Make sure to submit a <b>high-quality color photo</b> that meets all of the following requirements. (It is used for a COE application and a student ID card)</li> <li>※ Color ID photo should be taken <u>within the last 3 months</u> (* We will edit your photo to 4cm x 3cm)</li> <li>※ Full front face, no hat, plain background, the top of your head, chin and both ears must be in a frame / your front hair should not cover eyes</li> </ul>

## Documents required for CoE application

- These are the documents required to apply for COE to the Immigration Bureau. Please be sure to prepare and submit all of them.
- If you hold Japanese citizenship, you must enter Japan with a Japanese passport under the guidance of Immigration Service Agency of Japan. In this case you don't need to submit the following financial documents since it is not necessary to apply for student visa.

※ The Immigration office accepts **documents for financial evidence in Japanese or English only**. If the documents are issued in other languages, be sure to submit the **full Japanese or English translation, not only some word or/and sentences** on a separate sheet with **a seal from your home university to prove the translation is correct**.

※ Applicants need to provide a document showing sufficient funds of at least 100,000JPY per month as your living expenses for the whole period of your study in Japan. (e.g. The documents should show at least 600,000JPY if you apply for one semester and 1,200,000JPY if you apply for one year.)

- “Certificate of Eligibility (COE)” application to the Immigration Office (designated form)
- #9: Please write Country & City where you are going to apply for your visa at. It should be nearest Japanese Embassy or Consulate in your current residence or born. (e.g. London, U.K.)
  - #15: Please calculate and write the number of “Years of Education” from the year you entered elementary school to Sep 2025, when you will begin your program at Doshisha University
  - #19: Please fill out your educational and work history as a full-time employee (excluding part-time jobs) for the last 5 years (2020 - present) since high school graduation
  - #20(2): in case your financial supporter is your relevant(s), please write **both a name of company and an occupation**. (e.g. ABC Limited co, Sales person)

- <In case the applicant is supplying the funds him-/herself >
- Official bank statement of the applicant either **in Japanese or English**
  - Please highlight your name and the total balance

<In case a relative of the applicant supplies the expenses > Please submit all following documents

- Prescribed form for “Statement of expenses payment”
- Filled out by the financial supporter
- Official bank statement of the financial supporter **in Japanese or English**
- Please highlight the financial supporter's name and the total balance
- Certificate of employment and annual Income of the financial supporter **in Japanese or English** issued by his/her employer
- Please highlight the financial supporter's name, employer's name and the amount of annual income.
  - If the financial supporter is self-employed / owner, submit the TAX certificate of the previous year and highlight the name of the financial supporter, the name of company and the yearly income

<In case the applicant supplies the funds by a Scholarship or/and Student loan >  
Scholarship means no repayment obligation in the future  
Student Loan means repayment obligation

- Certificate of scholarship/student loan (designated form)
- The form must be completed and signed by your program coordinator or appropriate staff at your home university
  - The period of scholarship/student loan must cover the period of study at Doshiha University
  - The amount on the form must be **only living expenses** (exclude other than living expenses such as “Tuition fee for the home university” and “Travel expenses” etc.)
  - If you are receiving both scholarship and student loan, please submit a separate form for each.
  - **If you are receiving more than one scholarship/student loan, or if the granting institution is the same but the name of scholarship/student loan is different, please submit this form separately for each.**

※ **After scanning the application documents, please make sure that all the letters at the top, bottom and both ends of each document are contained within the document before submitting them to your program coordinator.**