

STUDENT EXCHANGE PROGRAM 2024-2025

Information Sheet for Partner Universities

FACULTY OF COMMERCE, DOSHISHA UNIVERSITY

Contact Information

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- Assistant Dean (International Affairs)
Associate Professor Kenichi SATO
- Coordinator
Ms. Mone TSUBATA (Corresponding Staff)

Website

[Doshisha University]

- In English : <http://www.doshisha.ac.jp/english/index.html>
- In Japanese : <http://www.doshisha.ac.jp/>

[Faculty of Commerce, Doshisha University]

- In Japanese : <http://com.doshisha.ac.jp/>

ACADEMIC & EXCHANGE RELATED INFORMATION

Number of Accepted Students

1 student for one academic year
or 2 students for one semester

Status of Accepted Students

Special Student for
Faculty of Commerce

Facilities Available

Students can use the
same facilities as
regular students.

ACADEMIC CALENDER

	Spring Semester	Fall Semester
Teaching Period	April to July	Late September to January
Enrollment/Orientation	Late March	Mid-September
First Week of Classes	First Week of April	Late September
Last Week of Classes	Late July	Late January
Exam Period	Late July to early August	Late January to mid-February
Announcement of Examination Results	Late September	Early April

Duration of Exchange One Academic year or One semester

(1) Academic year

- a) April 1, 2024 - March 31, 2025
- b) September 21, 2024 - September 20, 2025

(2) Semester

- a) April 1, 2024 - September 20, 2024
- b) September 21, 2024 - March 31, 2025

Application Deadline

- a) schedule ▪▪▪ **November 30, 2023**
- b) schedule ▪▪▪ **April 26, 2024**

✂Fully completed application along with all required documents **MUST** reach Office of Faculty of Commerce by post before the application deadlines.

Mailing Address

Faculty of Commerce, Doshisha University

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

Method of Selection

Faculty of Commerce will decide the acceptance based on all submitted documents.

Notification of Acceptance

Faculty of Commerce will send the certificate of admission to your home university.

Courses Available for Exchange Students

▪ **Syllabus:** <https://syllabus.doshisha.ac.jp/>

▪ Please refer to the course offering at **ILA:** <https://ila.doshisha.ac.jp/en/academics/outline.html>

*All classes are offered in English.

*Students are recommended to have a TOEFL-iBT 85 or above.

▪ Please refer to the **Japanese Language and Culture subjects:**

<https://cjl.doshisha.ac.jp/en/curriculum/subjects.html>

▪ Students may attend a seminar class as an auditor only if the seminar's professor gives his/her approval.

▪ The students who meet sufficient Japanese language levels are eligible to take some major subjects offered by Faculty of Commerce.

Course Registration

At the beginning of each semester

Eligible Credits

At least 10(ten)hrs. in class per week is required to meet the visa requirements.

(= in Doshisha at least **7(seven) classes** per 1(one) semester.)

OTHERS

Accommodation

Students can rent private apartments off-campus; located 15-20minutes distance by bike from Doshisha University. The average housing cost is around 30,000-50,000yen/month (approximates \$300-\$500/month).

Contact of off-campus housing will be given upon request.

If available, students may also stay in a dormitory for international students at Doshisha University.

Living Costs

Depending on each student's lifestyle.

The average monthly costs of living in Kyoto are about 100,000yen, including housing cost.

Insurances

Exchange students who study at Doshisha University are required to join **the National Health Insurance** that covers 70% of medical treatment costs.

※All International students residing in Japan for more than 3 months are required to enroll in the insurance.

Students also have to get a travel health insurance to cover them for the first weeks.

Visa

Faculty of Commerce will apply for the 'Certificate of Eligibility' on behalf of the exchange students. We will send it to the coordinator of your home institution as soon as it is issued.

Please bring the 'Certificate of Eligibility' to the nearest Japanese Embassy / Consulate to apply for a 'Student (Ryuugaku) visa'.

※ Students should complete receiving the student visa by your departure.

(You cannot apply for the student visa in Japan.)

Documents Required

*Application Forms→

https://com.doshisha.ac.jp/undergraduate_students/study_abroad/exchange_partners/factsheet.html

(1) Application form

prescribed form required

(2) Recommendation letter from the institution

prescribed form required

(3) Recommendation letter from a faculty member of the institution

prescribed form required

(4) Official Transcript written in English

must be an original document issued by the institution and include an original institutional stamp, signature or seal

(5) Copy of Passport photo page

(6) 3 copies of Identification Photograph

Full color, 4cmx3cm, showing full front face, upper body and without headwear, solid color background. Including one to paste on the application form

(7) Documents related to funding (in order to apply for Certificate of Eligibility for a Status of Residence)

*Applicants need to show the sufficient funds;

one academic year : more than 1 million yen

one semester : more than a half million yen

a) For the applicants who are supplying the funds him/herself

▪ Bank Account Balance Statement of the applicant (*must be in English*)

b) In case the applicant supplies the funds through a scholarship

▪ Certificate of Payment of a Scholarship

c) In case the sponsor takes in charge of the expenses payment

▪ *Prescribed form* for "Certificate for Expenses Payment" filled out by the sponsor

▪ Bank Account Balance Statement of the sponsor (*must be in English*)

▪ Certificate of Employment (or Verification of Employment) of the sponsor

▪ Certificate of Yearly Income (or residence tax receipt, income tax receipt, a copy of a final income tax return, a tax receipt from work) of the sponsor

(8) Proficiency in Japanese

prescribed form required

*This is not necessary in case the applicant wishes to study only at the Institute for the Liberal Arts (ILA).