



Doshisha University
The Institute for the Liberal Arts
B.A. Program
Application Guide 2025

A step-by-step guide to completing your application

This Guide is available for download on the website.

<https://ila.doshisha.ac.jp/ila/en/>



Doshisha University

CAN I APPLY?



1. ENGLISH LANGUAGE PROFICIENCY Do you satisfy **ONE** of the following?

1. Native speaker of English
2. Twelve or more years of education in English
3. TOEFL iBT® TEST 85
4. IELTS (Academic Module) 6.5
5. Duolingo English Test 120
6. ACT Combined English and Writing (Writing Test Score): 22
7. SAT Reading Test 28 and Writing & Language Test 29
8. SAT Digital SAT Evidence-Based Reading and Writing 560

NO...



NO.

Please reconsider the ILA when your English has reached the required level.



YES!

2. EDUCATIONAL BACKGROUND Will you satisfy **ONE** of the following at enrollment?

1. Twelve years of school education outside Japan
2. Graduation Diploma from a high school accredited by the Japanese Ministry of Education, Culture, Sports, Science and Technology
3. A university entrance qualification (IB, Abitur, French Baccalaureate, GCE A-levels, etc.)
4. Twelve years of education at a WASC, CIS or ACSI accredited international school

NO...



NO.

Please reconsider the ILA when your educational background has reached the required level.
or
you may consider **Non-traditional Admission.** See page 5 and contact ILA office for details.



YES!

YES,
you are eligible to apply as a **First-year Applicant.**

Can I apply as a transfer applicant?



In addition to above educational background, **Do you satisfy ONE of the following?**

1. Two full academic years at ONE undergraduate degree conferring institution as a regular student
2. Graduation for a two-year college

NO...



YES!

YES,
you are eligible to apply as a **Transfer Applicant.**

There are a limited number of places for transfer students.
Please contact the ILA office to confirm availability before applying.

All successful transfer applicants will be admitted as third-year students but the number of semesters to graduation will vary depending on the number of approved transfer credits.

**This chart is for reference only.
Please see the Application Guide for full details.**

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Application Deadlines and Screening Schedule

*All dates are based on Japan time

Entry	Application Period	Video Interview Submission deadline	Notification of Results	Payment of Initial School Fee
April 2025	August 1 – August 29, 2024	A few days after receiving the invitation. The final deadline is September 5, 2024	November 6, 2024	November 25, 2024
September 2025	January 14 – February 13, 2025	A few days after receiving the invitation. The final deadline is February 20, 2025	April 23, 2025	May 22, 2025

Section A: Admission Process

1. Mission

The Institute for the Liberal Arts (ILA) at Doshisha University offers a Bachelor of Arts degree taught exclusively in English. The ILA aims to encourage students to develop their full intellectual and human potential within an international atmosphere. To do so, the ILA brings together a diverse group of faculty and students and encourages co-operative learning across the academic disciplines. With an intake of only 50 students per year, the ILA maintains an intimate and discussion-based learning environment while also being part of the larger Doshisha University. Students gain in-depth local knowledge about Kyoto and the Kansai region, and at the same time, master frameworks and methods that can be applied to the understanding of regional and global social, political and economic processes. The ILA hopes that academic and social skills acquired within this broad education will enable students to make significant contributions to their local communities, countries of residence, and global society.

2. Admission Policy

At the ILA we know that it would be simple to base our admission policy on quantifiable criteria. However, our educational mission demands that before we admit an applicant, we discover how that person might contribute to and benefit from the lively, academic, social, and extracurricular activity at the Institute and the University. For this reason, we ask each applicant to submit a range of documents that help us to select each incoming cohort of students. Within the larger University, the ILA student body is small (approximately 200 students divided over four years, with additional students studying in our classes from other departments and programs across the 29,000-student University, including exchange students from our worldwide network of partner universities).

The ideal student

The ILA is dedicated to creating a community of students who are all committed to an interdisciplinary, liberal arts program of undergraduate education that is unique in its global outlook and local context. To achieve this, in our holistic application process we look for the following qualities in our applicants:

1. linguistic skills that allow effective self-expression in both written and spoken forms;
2. a critical literacy that enables both independent thinking and questioning of assumptions;
3. a diverse background with a multitude of educational and social experiences;
4. the maturity to take responsibility for academic learning and life in a new environment;
5. the intellectual curiosity to reflect upon global issues through the local lens of Japan.

Successful applicants

In the past, successful applicants:

1. tended to be able to identify specific courses on offer and to link these with their personal and/or academic interests;
2. demonstrated a consistent ability to link their experiences and skills to discussions on world issues that they care about;
3. were already engaged in some kind of self-directed study, going beyond school supplied materials in building upon their passions and interests; and
4. were able to clearly articulate a link between personal experience and passion for the Liberal Arts.

3. Concentration

Before you apply for the Liberal Arts program, it is important that you understand the relationship between the concentrations and the departments. All students at the ILA follow the same curriculum especially designed for the ILA program. However, on paper, each student is also registered in one of six faculties. The placement of faculty and department is only for administrative purposes and degree certificate issuance upon graduation (refer to the chart below). Applicants can number their first to third choice of concentration on the Application for admission, but the final placement will be made by the University. Since each concentration has a limited number of places, all successful applicants will be apportioned to the concentration of their choice in order of their score. If the first (second) choice has already been filled, applicants will be placed in their second (third) choice. You will be notified of the concentration, faculty, and department to which you are admitted in the Notification of Acceptance. Once assigned, Doshisha University policy does not allow ILA students to change their concentrations, faculties, or departments.

Concentration	Faculty	Department
Japanese Society and Global Culture	Letters	English / Philosophy / Aesthetics and Art Theory / Cultural History / Japanese Literature
	Social Studies	Sociology / Social Welfare / Industrial Relations Media, Journalism and Communications / Education and Culture
Japanese Business and the Global Economy	Economics	Economics
	Commerce	Commerce
Japanese Politics and Global Studies	Law	Law / Political Science
	Policy Studies	Policy Studies

The ILA assumes that all applicants have an excellent secondary school record. However, over and beyond a high GPA and outstanding standardized exam scores (typically, students accepted to the ILA have an IB score of 32 or above, a SAT score of 1300 or above, an ACT score of 25 or above, or three GCE A levels), most importantly we look for applicants who demonstrate a passion for the liberal arts program with an obvious and strong potential for contributing to the intellectual and social life of the Institute.

4. Official Date of Enrollment

The ILA follows the semester system.

Our spring semester is from April 1 to September 20 and our fall semester is from September 21 to March 31.

Applicants applying for entry in April 2025 will officially enroll from April 1, 2025.

Applicants applying for entry in September 2025 will officially enroll from September 21, 2025.

5. Application Requirements

1.English Language Proficiency

Applicants need to provide one of the proficiency or aptitude test scores listed below to verify their English language proficiency. Please note that submission of the test scores is exempted applicants who are native speakers of English and applicants with twelve or more years of education in English.

Proficiency Tests:

1. TOEFL iBT® TEST 85 or above (Institution Code: D680)
TOEFL iBT ® Special Home Edition and TOEFL iBT ® Home Edition scores are no longer accepted. Only "Test Date Scores" are applicable for admission ("MyBest™ Scores" will not be considered in the admission process).
2. IELTS (Academic Module) 6.5 or above
IELTS on Computer (Academic Module) and IELTS for UKVI (Academic Module) are also accepted.
IELTS online scores are not accepted.
IELTS One Skill Retake scores are not accepted.
3. Duolingo English Test (overall score) 120 or above

Aptitude Tests:

4. ACT Combined English/Writing (Writing Test Score): 22 or above (College Code: 9078)
5. SAT Reading Test 28 or above, and Writing & Language Test 29 or above (College Code: 7231)
SAT Digital SAT Evidence-Based Reading and Writing 560 or above

2.Educational Background

Applicants should satisfy one of the following requirements by the time of enrollment at Doshisha University:

- 1) Applicants should have completed twelve (12) years of school education (including successful graduation from an accredited high school) outside Japan (Formal primary and secondary school education for a total of eleven (11) years is acceptable only in those countries designated by the Japanese Ministry of Education, Culture, Sports, Science, and Technology).
- 2) Applicants should have graduated from a high school accredited by the Japan Ministry of Education, Culture, Sports, Science and technology.
- 3) Applicants should possess a university entrance qualification such as the International Baccalaureate, Abitur, French Baccalaureate, or General Certificate of Education Advanced Level (GCE A Level).
- 4) Applicants should have completed twelve (12) years of education at a WASC, CIS or ACSI accredited international school.

Third-year transfer applicants

In addition to one of the four requirements stated above for first-year applicants, third-year transfer applicants should satisfy one of the following requirements.

- 1) Applicants should have completed or be expected to complete two full academic years at ONE undergraduate degree-conferring institution as a regular student by the time of enrollment at Doshisha University.
- 2) Applicants should have graduated from a two-year college or be expected to graduate by the time of enrollment at Doshisha University.

There are a limited number of places for transfer students. Please see news on the ILA website or contact the ILA office by email to confirm availability before applying.

Non-traditional Admission

Admission to the ILA is also open for some candidates without an accredited high school diploma. Any applicant who wishes to apply as a non-traditional applicant must have his/her eligibility reviewed in advance and be recognized by Doshisha University as possessing an equivalent qualification to one of those stated above. If you feel you qualify for this option, please be sure to contact the ILA Office for details no later than three weeks before the application deadline.

6. Deadlines and Schedule

*All dates are based on Japan Time

Entry	Application Period	Video Interview submission deadline	Notification of Results	Payment of Initial School Fee
April 2025	August 1 – August 29, 2024	A few days after receiving the invitation. The final deadline is September 5, 2024	November 6, 2024	November 25, 2024
September 2025	January 14 – February 13, 2025	A few days after receiving the invitation. The final deadline is February 20, 2025	April 23, 2025	May 22, 2025

7. Application Method

The application process is to be completed via the ILA Online Application System, and there are a number of documents that you must prepare in advance.

Please carefully read this application guide and prepare all the required documents before the beginning of the application period.

apply.ila.doshisha.ac.jp

Notes:

You will first upload PDF versions of the original/certified documents and certificates following our online application process. However, later as part of our enrollment procedures, successful applicants will be required to prove the originality of these documents either by 1) submitting their physical copies by post, 2) having their official versions sent by e-mail from the issuing organization, or 3) using digital delivery or credential services. If you are unable to do so by the designated deadline, you will be considered to have failed to meet our enrollment qualifications. Any discrepancies may result in the denial of your admission to the ILA.

8. Application Documents

1. Motivation (Statement of Purpose) Approximately 1,200 words

Your motivation for applying to the ILA must be entered in the appropriate section of the online application.

Read the Guidelines for the Motivation (Statement of Purpose/Personal Statement) carefully.

<https://ila.doshisha.ac.jp/ila/en/admissions/statement-of-purpose.html>

2. Document(s) verifying your educational qualification (English or Japanese)

Prepare a PDF version of at least ONE of the following documents;

- Certificate of (expected) High School Graduation
- International Baccalaureate Diploma (A full IB diploma is required. An IB certificate is not acceptable. Predicted Grades are acceptable)
- A-LEVEL Results (Predicted Results are acceptable)
- Abitur Certificate
- French Baccalaureate Certificate
- The prescribed form "Certificate of (Expected) Graduation" (if your High School does not issue an official certificate)
- Other documents proving your educational background

* In addition to one of the above documents, please submit a school profile and detailed assessment standards when available.

Third-year transfer applicants

In addition to one of the certificates listed above, prepare a PDF version of ONE of the following;

- Certificate of University Graduation (If you have already graduated from another university or college)
- Certificate of University Enrollment

3. Academic Transcripts (English or Japanese)

Prepare a PDF version of an official High School Transcript(s). Grades for each year should be indicated. If you are currently in high school, prepare your high school transcript(s) up to the most recent semester. If you have taken any standardized tests (such as the SAT), or have any end-of-year academic progress reports, please also prepare these in addition to your high school transcript(s).

Third-year transfer applicants

In addition to an official High School Transcript(s), prepare a PDF version of official University Transcript(s) up to the most recent semester (grades for all the courses you completed and the number of credits you earned should be indicated).

There are a limited number of places for transfer students. Please see News on the ILA website or contact the ILA office by email to confirm availability before applying.

4. English Proficiency Score

Prepare a PDF version of one of the test scores listed below to verify your English language proficiency. All the test scores must be no more than two years old at the time of the deadline. Please note the submission of test scores is not necessary for applicants who are native speakers of English and applicants with twelve or more years of education in English.

Proficiency Tests:

- 1) TOEFL iBT® TEST (85 or above) (Institution Code: D680)
TOEFL iBT® Special Home Edition and TOEFL iBT® Home Edition scores are no longer accepted. Only "Test Date Scores" are applicable for admission ("MyBest™ Scores" will not be considered in the admission process).
- 2) IELTS Academic Module (6.5 or above)
IELTS on Computer (Academic Module) and IELTS for UKVI (Academic Module) are also accepted.
IELTS online scores are not accepted.
IELTS One Skill Retake scores are not accepted.
- 3) Duolingo English Test: 120 or above
Please share your result directly to the ILA via the Duolingo English Test website.

Aptitude Tests:

Please share your result directly to the ILA via the ACT/SAT website.

- 4) ACT Combined English/Writing (Writing Test Score) 22 or above (College Code: 9078)
- 5) SAT Reading Test 28 or above, and Writing & Language Test 29 or above (College Code: 7231)
- 6) SAT Digital SAT Evidence-Based Reading and Writing 560 or above

NOTE:

Only scores verified with the testing center directly before the application deadline will be accepted.

5. Letter of Reference (Recommendation)

One completed reference (recommendation) letter is required. This should preferably be written by a faculty or staff member of educational institution that you attended who knows you and your academic goals well. Your referee will be notified of your request for a reference letter by email and will be prompted to access an online evaluation sheet.

6. Identification Documents

Prepare a PDF version of your passport. If you have multiple citizenships, upload all PDF version. If you do not have a passport, an identification document issued by a government agency in your country will be accepted at the time of application. It must clearly show your name, nationality, date of birth in English. Please start preparing to obtain a passport as it is required to obtain your visa upon acceptance. If you are a non-Japanese resident of Japan, please also upload a PDF version of your Residence Card.

7. Photographs

Prepare a color photograph data (aspect ratio of 4:3) (color, full front face without hat, taken within three months, no background). Do not use any filter or edit it. This will be used for academic and administrative purpose only (Student ID Card, etc.) upon acceptance.

8. Evidence of Application Fee Payment

Pay the Application Fee and upload a copy of the Credit Card Results Page or the Remittance Receipt issued by bank. For details, refer to pages 9-10.

9. For applicants from Least Developed Countries (LDC) or Low Income Countries which are not LDCs who wish to apply for [Scholarship for Applicants from Developing Countries] (September Entry only)

Send us the following two documents (prescribed forms) by traceable post by the deadline (See page 19). You cannot upload them on to the ILA Online Application System.

- 1). Request Form for an Application Fee Waiver, 2025 Doshisha University
- 2). 2025 The Doshisha University Scholarship for Students from Developing Countries

◆ Important Notes on Application Documents ◆

1. Prescribed Forms

Please download, and print out all prescribed forms from the Institute for the Liberal Arts website:
<https://ila.doshisha.ac.jp/ila/en/admissions/application.html>

2. Translation of documents

If official documents such as Graduation Certificates and Academic transcripts (Transcripts of Grades) are issued in a language other than English or Japanese, it is the applicant's responsibility to prepare an English or Japanese translation officially notarized by a foreign embassy in Japan or a Japanese Embassy abroad. If such notarized translations cannot be provided, an English or Japanese translation issued by the relevant school will be accepted, provided that it has the school's official seal.

3. Notarized/Certified copies of original documents

All the application documents must be the PDF of the official document or the document which is notarized/certified by the relevant school, a foreign embassy in Japan, a Japanese embassy abroad, or a notary public.

9. Application Fee

The Application Fee is 15,000 yen (JPY).

The Application Fee of 15,000 yen (JPY) (non-refundable) must be paid before submitting the application. If the Application Fee is not paid within the application period, we will not accept your application. We strongly recommend that you make your payment by credit card. However, if you cannot use credit card, bank transfer is also acceptable. If you are an applicant from a developing country, the Application Fee will be waived if you submit a prescribed request form by post. (see page 19).

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 application documents reached the University after the Application Period.
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 incompleteness of documentation or unsatisfying the requirements specified by the University.

The refund procedure will be informed after the application deadline. Applicants must complete the refund process during the specified period. The fees to be incurred for processing the refund must be borne by the applicant.

1. Payment by credit card

The Application Fee can be paid by credit card on the Internet. (E-shiharai).

Please visit: <https://www.doshisha.ac.jp/en/admission/guide/index.html> and chose "Examination fee".

Notes

1. Please complete the payment by 5:00 p.m. (Japan time) on the final day of the application period.
 2. In addition to the Application Fee, a transaction fee will be charged.
 3. The cardholder's name does not need to be the same as the name of the applicant. However, please fill in the applicant's personal details on the Basic Information page.
 4. After completing the transaction, please save the Result Page as data and upload on to the ILA Online Application System.
 5. If you forget to save the Result page, you can access it by entering your Receipt Number and your date of birth on the Application Results page.
 6. An email confirming the transaction will be sent to the email address you registered.
- The transaction is processed in Japanese yen. The conversion rate at the time the transaction is processed by the processing center of the international affiliate of the credit card company will apply. Please contact your credit card company for more details. If your credit card transaction cannot be verified, please contact your credit card company directly.

2. Bank Transfer (Overseas Remittance)

*We strongly recommend that you make your payment by credit card.

If remitting from abroad, the 2,500 yen (JPY) transaction fee charged by Japanese financial institutions must be paid by the applicant, making the total amount to be remitted 17,500 yen (JPY).

Transfer Type	Telegraphic Transfer
Payment	Advise and credit
Transfer Charge	Local charges borne by remitter & overseas charges by beneficiary [SHA]
Currency	Japanese Yen (JPY)
Amount	17,500 yen
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	976-0100114
Account Holder	Doshisha University

Notes

- The remittance must be made at a bank teller. Remittances via Internet Banking are not acceptable.
- The remittance must be made in the name of the applicant.
- Any transaction charges from banks in the applicant's home country must be paid by the applicant.
- For Account Holder, please do not enter anything other than "Doshisha University".
- Please pay your transfer charge through "SHA", not "OUR". You will be charged an extra 2,500 yen (JPY) if you pay by "OUR".
- Please upload a PDF of the remittance receipt bearing the authorization of the bank at which the money was remitted on to the ILA Online Application System.

3. Domestic Bank Transfer (only from inside Japan)

The Application Fee can be paid at a bank using the prescribed form (You can download from the ILA website) for remittance and by telegraphic transfer. Please upload a PDF of the remittance receipt bearing the authorization of the bank onto the form "Remittance Receipt" on to the Online Application and send the original receipt to the ILA office by mail. A remittance made from the headquarters or branch of one of the designated financial institutions listed in the prescribed remittance forms will not be charged a transaction fee. *We do not accept remittances from ATMs or from the Japan Post Bank.

10. Document Screening and Video Interviews

Once your application is received it is screened to ensure that all documents are in order and all sections of the application are completed in full. Please be aware that incomplete applications may be disqualified. Once screening is complete, your application is thoroughly evaluated and graded by faculty members. Professors carefully assess your personal statement, evaluate your transcripts and recommendations, as well as review your background and relevant skills and qualifications.

Immediately after receiving your application and supporting documents, you will be asked to submit a series of short, recorded videos within a period of a few days. These video interviews are a chance for you to represent yourself as a good candidate for the ILA. You will get the chance to explain your motivation for studying at Doshisha and at the ILA. These videos will assess your motivation and commitment to our liberal arts program; familiarity with current events and academic topics; intellectual curiosity; social aptitude and leadership; academic and scholastic capacity; and communication skills.

11. Notification of Acceptance

We will release on the Internet a list of Examinee's numbers of successful applicants. We will send the site password by email at least 24 hours prior to the announcement. We cannot respond to any inquiries regarding internet congestion problems. If you have trouble accessing the web page, please try again later.

URL: <https://ila.doshisha.ac.jp/ila/en/results/notification.html>

Notification of Acceptance will be sent to successful applicants by postal mail on the date listed below. Instructions for the initial registration procedures will be enclosed with the Notification of Acceptance. After confirming your Concentration, Faculty and Department, remember to pay the Initial Registration Fee by the appropriate deadline. Refer to Section B, 2.Registration Procedures (page 13). Those who do not complete the procedures by the deadline will be denied admission.

Entry	Notification of Results
April 2025	November 6, 2024, 10:00 a.m. (JST)
September 2025	April 23, 2025, 10:00 a.m. (JST)

Except for inquiries regarding delivery delays, we cannot respond to any inquiries regarding admission decisions.

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

12. Applicants with Special Needs

Doshisha University endeavors to offer reasonable accommodation for students with disabilities.

All applicants will be judged for their academic suitability to study at the ILA in separation from any discussion of the applicant's other needs. However, the University has a duty of care to all staff and students and so therefore cannot always guarantee to provide for the needs of every individual.

In order for the University to better assess the needs of individual applicants with disabilities, we strongly suggest that an applicant who may require support in the screening process, or in conducting their studies in general if admitted, to please consult directly with the ILA Office well before submitting their application, optimally at least one month in advance of the deadline.

13. Protection of Personal Information

In compliance with the “Act on the Protection of Personal Information,” Doshisha University established “Basic Policy on Protection of Personal Information” and “Regulations on the Protection of Personal Information,” Based on these Act and policies for safeguarding personal information, the University will handle personal information securely and properly, and is dedicated to preventing any leaks, divulgence or unauthorized use of personal information collected by applicants.

We ensure that personal identifiable information, including address, name, birthdate and photo of applicants, collected in the course of application procedure will be used only for the purpose of implementing entrance examination, handling admission management for students to be enrolled, such as admission procedure and scholarship selection, instructing students after enrollment and any other purpose related to such matters.

Personal information will also be used for the purpose of making various statistics of entrance examination in the way where personal information cannot be identified.

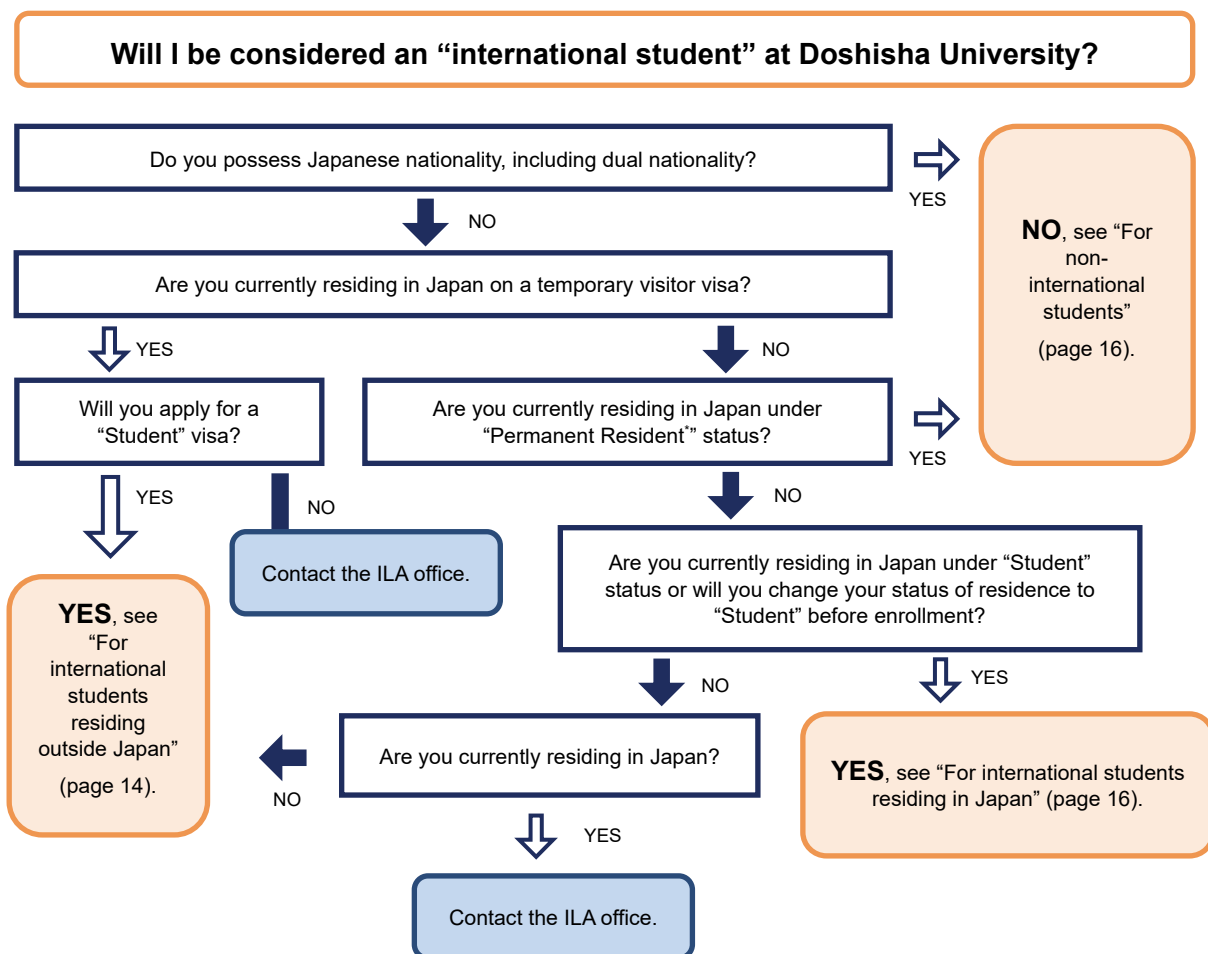
The University may entrust another party with a part of the matters mentioned above. In this case, we ensure that personal information will be handled and protected appropriately under contract, or equivalent, made between the University and another party.

Section B: Registration Procedures

1. Overview

Upon acceptance, applicants should complete the following procedures. Admission will be denied if the applicant does not complete these procedures by the appropriate deadlines. Please refer to the instructions for initial registration procedures enclosed in the Letter of Acceptance for further details and contact the office for queries using the contact details on page 20.

International students enrolled at Doshisha University are required to hold a Status of Residence (a Student Visa) as prescribed in Appendix 1 of the Immigration Control and Refugee Recognition Act. International students cannot remain enrolled at the University with a Temporary Visitor Visa. Registration procedures for international students are handled by the Office of International Students.



* “Permanent Resident” status refers to: ①Special Permanent Resident ②Permanent Resident ③Spouse or Child of a Permanent or Special Permanent Resident (see Appendix 2 of the Immigration Control and Refugee Recognition Act).

2. Initial Registration Procedures (Payment Fees)

Accepted applicants should complete the following steps. Further details regarding the method and amount of payment will be enclosed with the Notification of Acceptance. Those who do not complete the initial registration procedures by the deadline will be denied admission.

1. For international students residing outside Japan

Entry	Notification of Results	Payment Deadline
April 2025	November 6, 2024	November 25, 2024
September 2025	April 23, 2025	May 22, 2025

Accepted applicants must pay the prescribed amount of the initial registration fee by the deadline stated above. Applicants are also required to submit all necessary documents including documents related to funding indicated on page 15 to the Office of International Students who will then act as your proxy to obtain a Certificate of Eligibility for a Status of Residence (Student) in Japan from the Immigration Bureau at the Ministry of Justice. Please refer to the guide for initial registration procedures for details on required documents.

After the Office of International Students receives the Certificate of Eligibility from the Immigration Bureau at the Ministry of Justice, the Certificate of Eligibility and an Admission Certificate will be sent to the applicant. Upon receiving the Certificate of Eligibility and the Admission Certificate, the applicant must apply for a Status of Residence (Student) by bringing these documents to the Japanese Embassy or a Japanese Consulate in his/her home country.

[Overview]

Japanese Embassy	Applicant	Doshisha University (Office of International Students)	Ministry of Justice
	Remit Initial Registration Fee	> Confirm receipt of fees	
	Submit documents required for application for Certificate of Eligibility	> Apply by proxy for Certificate of Eligibility	>
			< Issue Certificate of Eligibility
		< Send Certificate of Eligibility and Admission Certificate	
	< Apply to Embassy for a visa (Student)		
> Issue a visa (Student)	> Move to Kyoto, Japan	<	

Note:

-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.

-If you overpay the transaction fee etc. when paying Initial Registration Fee by overseas remittance, the excess amount will be deducted from the tuition fee of the following semester.

◆ Documents Related to Funding to Obtain a Certificate of Eligibility ◆

1) If the applicant supplies the funds by him/herself:

- Bank Account Balance Statement (Bank Certificate) in the applicant's name (the balance statement should show sufficient funds to cover the School Fees for one year + 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**).
- Certificate of Employment (or Verification of Employment) of the applicant
- Certificate of Annual Income (or a Tax Certificate indicating the applicant's total income for the previous year) of the applicant

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

- Statement of Financial Support (prescribed form) filled out by the sponsor (if the form is filled out in a language other than Japanese or English, a Japanese or English translation must be attached).
- Bank Account Balance Statement (Bank Certificate) in the sponsor's name (the balance statement should show sufficient funds to cover the School Fees for one year + 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**).
- Certificate of Employment (or Verification of Employment) of the sponsor (if the sponsor is self-employed: Certificate of Business Registration)
- Certificate of Annual Income (or a Tax Certificate indicating the sponsor's total income for the previous year) of the sponsor
- Document to prove the sponsor's relationship with the applicant (one of the following: a copy of the Family Register, Birth Certificate, Resident Card, or Public Certification of Kinship)

3) If the applicant supplies the funds through a scholarship:

- Scholarship Certificate indicating the amount, duration of the scholarship, and the name of sponsoring foundation or institution

4) If a sponsor residing in Japan supplies the funds:

- Statement of Financial Support (prescribed form) filled out by the sponsor
- 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)

* 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.

If the sponsor is an acquaintance or a friend, an explanatory note mentioning the relationship with the applicant and a picture taken together, etc.

* If you have multiple sponsors, submit the required documents for all of them.

* If you have any inquiries regarding the documents related to funding, contact the Section for International Admissions, the Office of International Students, International Center (Imadegawa Campus).

Please note: These regulations are subject to change by the Japanese Government.

2. For international students residing in Japan 【Two installments】

Entry	Notification of Results	[Step 1] Payment Deadline (Registration Fee*)	[Step 2] Period of Payment
April 2025	November 6, 2024	November 25, 2024	February 6 – March 3, 2025
September 2025	April 23, 2025	May 22, 2025	August 11 – August 27, 2025

[Step 1] Applicants must pay the Registration Fee* by the deadline stated above.

[Step 2] Applicants will then be required to complete payment of the remaining amount of the initial School Fees (Tuition and Facilities Fees of the first semester) during the period of payment.

Please note that you may have to extend or change your visa status. In this case you will require the Admission Certificate from the Office of International Students and this can only be issued after the Initial School Fees have been paid in full.

* Once the [Step 2] is completed, “Registration Fee” will be referred to as the “Admission Fee”.

[Overview]

Step	Ministry of Justice	Applicant	Doshisha University (Office of International Students)
1		Pay Registration Fee	Confirm receipt of fees
2		Pay remaining fees	Confirm receipt of fees
3	Approve extension or change of visa status	< Apply for extension or change of visa status, if necessary	Send Admission Certificate
		> Move to Kyoto, if necessary	

Note:

- International students enrolled at Doshisha University are required to hold a Status of Residence (a Student Visa) as prescribed in Appendix 1 of the Immigration Control and Refugee Recognition Act. International students cannot remain enrolled at the University with a Temporary Visitor Visa.
- Permission for the Certificate of Eligibility is granted by the Ministry of Justice. The University can take no responsibility if this is not granted. 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. The University reserves the right to cancel the admission of applicants who have failed to obtain a Certificate of Eligibility. Those who have lost their Status of Residence during the period of their enrollment may not remain enrolled at the University.

3. For non-international students 【Two installments】

Entry	Notification of Results	[Step 1] Payment Deadline (Registration Fee*)	[Step 2] Period of Payment
April 2025	November 6, 2024	November 25, 2024	February 6 - March 3, 2025
September 2025	April 23, 2025	May 22, 2025	August 11 – August 27, 2025

[Step 1] Applicants must pay the Registration Fee* by the deadline stated above.

[Step 2] Applicants will be then required to complete payment of the remaining amount of the initial School Fees (Tuition and Facilities Fees of the first semester) during the period of payment.

* Once the [Step 2] is completed, “Registration Fee” will be referred to as the “Admission Fee”.

【Important note】

-The Admission Fee (200,000 yen (JPY)) will not be refunded under any circumstances.

-Any cancellation of registration after completing the (initial) registration procedure is permitted only if the applicant goes through the prescribed cancellation procedure by the date below. In that case, the remaining amount of the Initial School Fees (Tuition and Facilities Fees of the first semester) will be refunded to the applicant. Details will be enclosed with the Notification of Acceptance.

-International Applicants for whom the University has already applied by proxy for the Certificate of Eligibility to a Status of Residence (Student) in Japan who wish to receive the above refund need to submit a statement of reason for cancelling their registration and return the Certificate of Eligibility and the Admission Certificate to Doshisha University. Details will be enclosed with the Notification of Acceptance.

Entry	Enrollment Cancellation Deadline
April 2025	March 31, 2025
September 2025	September 20, 2025

3. Submission of Required Documents

Please be aware that the successful applicant is required to arrive in Kyoto by the middle of March (April 2025 Entry) or by the beginning of September (September 2025 Entry) so that you have enough time for your final registration and settling in. The successful applicants are required to submit the original documents listed below (other than those documents already submitted as part of the application process) to the ILA office in person or by postal mail by the deadline. We do not accept photocopies of these documents.

- 1) A document supporting your educational qualification (Graduation Certificate, IB Diploma, etc.)
- 2) A certificate of Items Stated in Resident Register (住民票記載事項証明書・Juminhyo Kisaijiko Shomeisho)
- 3) **【International Students】**

Written Pledge/Notification of Contact Person
[prescribed form, sent to successful applicants]

【Non International Students】

Written Pledge (student)/Written Pledge and Guarantee (joint guarantor)
[prescribed form, sent to successful applicants]

Entry	Submission Deadline
April 2025	April 2, 2025
September 2025	September 22, 2025

Please note that Doshisha University reserves the right to cancel the admission of applicants whose application or initial registration documents are incomplete or contain false statements.

4. School Fees

The School Fees for the 2025 academic year will be announced on the website when determined.

URL: <https://ila.doshisha.ac.jp/ila/en/admissions/application.html>

Undergraduate First- year Students (For Reference Only: AY 2024 Entry)

(unit: Japanese yen)

	Initial School Fees	School Fees (annual)			
		1 st year	2 nd year	3 rd year	4 th year
Admission Fee	200,000	200,000	---	---	---
Tuition	381,500	763,000	963,000	963,000	963,000
Facilities Fee	81,500	163,000	163,000	163,000	163,000
Total	663,000	1,126,000	1,126,000	1,126,000	1,126,000

Undergraduate Third- year Students (AY 2025 Entry) (unit: Japanese yen)

	Initial School Fees	School Fees (annual)	
		3 rd year	4 th year
Admission Fee	200,000	200,000	---
Tuition	476,500	953,000	953,000
Facilities Fee	81,000	162,000	162,000
Total	757,500	1,315,000	1,115,000

- 1) The Admission Fee is charged in the initial year only.
- 2) One half each of the annual Tuition and Facilities Fee is charged in the Spring and Fall Semesters respectively.
- 3) The Initial School Fees is the total of the Admission Fee and the Tuition and Facilities Fees for the first semester.
- 4) In addition to the above, the Alumni Association Fee will be charged in the fourth year.

5. Scholarships

1. Doshisha Merit Scholarship

Doshisha Merit Scholarship reduce the financial burden on international students who excel academically to enhance their studies at the University. Students with a “Student” Visa may receive a tuition reduction (*Category S, Category A, or Category C). Eligible applicants are automatically considered for this scholarship. Please refer to the Doshisha webpage for the latest information (<https://ois.doshisha.ac.jp/ois/en/scholarships/merit.html>). In some cases, however, students who have a non-Japanese nationality may receive the scholarship offer, even if they do not have a “Student” Visa. The amount of reduction, if any, will be notified with the Notification of Acceptance. This scholarship is offered for two years, based on the student’s admission result. In third and fourth years, the tuition reduction is awarded based on the student’s grades during the previous years of study.

For other scholarships offered while studying at Doshisha, please refer to webpage:

- International students: <https://ois.doshisha.ac.jp/ois/en/scholarships/merit.html>

- Other students : <https://www.doshisha.ac.jp/scholarships/> (Japanese language).

* Category S: Equivalent to full amount of tuition for each year of enrollment, depending on the year of entry

Category A: ¥ 460,000, Category C: ¥ 190,000

2. Scholarship for Applicants from Developing Countries (September Entry only)

Eligible applicants:

Applicants who wish to be admitted to the Institute for the Liberal Arts (ILA), Doshisha University as full-time degree-seeking students, who excel academically and who fulfill all of the following conditions are eligible to apply for this scholarship. This scholarship will only be available to applicants who wish to enroll in the Fall Semester.

- Applicants must be a privately funded international student.
- Applicants will obtain "Student" resident status after being admitted to Doshisha University..
- Applicants must reside in, and be nationals of, one of the countries classified by the OECD/DAC as Least Developed Countries or Other Low Income Countries (please see the list of Eligible Countries below).

[Least Developed Countries]

Afghanistan, Angola, Bangladesh, Benin, Burkina Faso, Burundi, Cambodia, Central African Rep., Chad, Comoros, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia

[Low Income Countries which are not LDCs]

D. P. R. Korea, Syrian Arab Republic

Application Fee Waiver:

Applicants who fulfill the above conditions will be exempted from the Application Fee. When applying for the scholarship, please do not forget to enclose the original request form for the Application Fee Waiver and send by traceable post by the deadline. If you apply for the Application Fee Waiver, you are not required to pay the Application Fee.

Scholarship amount:

-85,000-yen monthly stipend.

-Full amount of School fees (including the Admission Fee, Tuition, Facilities Fee).

(See page 18)

Number of recipients: Two students maximum.

Duration of the scholarship:

For two years after admission (The duration of scholarship may be renewed for up to the standard number of years required for graduation.). In principle, any leave of absence is included in the duration of scholarship.

However, this does not apply to military leave.

Notification dates:

The notification of this scholarship will be enclosed with the Notification of Acceptance.

Application forms:

<https://ila.doshisha.ac.jp/ila/en/admissions/scholarship.html>

The application forms will be available on the website in November 2024.

Application forms for this Scholarship and Application Fee Waiver must be physically mailed by the deadline.

Applicants cannot submit these documents via the online admission.

For further details, please refer to the webpage (<https://ois.doshisha.ac.jp/ois/en/scholarships/countries.html>).

Contact Details

The Institute for the Liberal Arts (ILA) Office (Shikokan, Karasuma Campus)

Doshisha University

Kamidachiuri-agaru, Karasuma-dori

Kamigyo-ku, Kyoto, 602-0898, Japan

TEL: +81-75-251-3302 / FAX: +81-75-251-3304 / Email: ji-ila@mail.doshisha.ac.jp

<Address in Japanese>

〒602-0898 京都市上京区烏丸通上立売上る

同志社大学 国際教育インスティテュート事務室

Inquiries regarding Status of Residence, CoE and scholarships for international students

Office of International Students (Fusokan, Imadegawa Campus)

Doshisha University

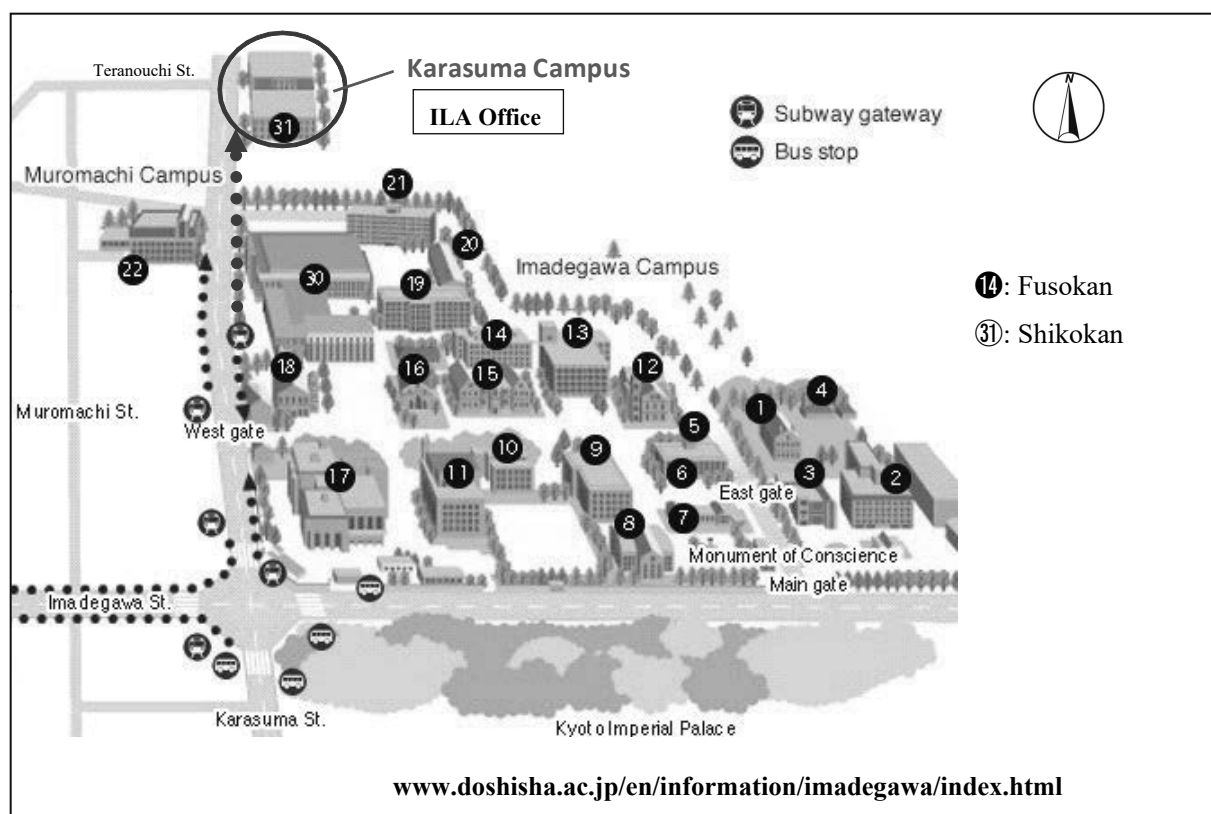
Karasuma-Higashi-iru, Imadegawa-dori

Kamigyo-ku, Kyoto, 602-8580, Japan

TEL: +81-75-251-3257 / FAX: +81-75-251-3123 / Email: ji-intad@mail.doshisha.ac.jp

Hours: 9:00 a.m. ~ 11:30 a.m. and 12:30 p.m. ~ 5:00 p.m. (Monday through Friday except holidays, November 29 and December 25)

Our offices are closed from August 13 to August 16 2024, from December 30 2024 to January 3 2025, and from April 29 to May 5 2025. We will be unable to answer phone and email inquiries during this period.





The Institute for the Liberal Arts Office, Doshisha University.

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<https://ila.doshisha.ac.jp/ila/en/>

This guide is available for download from the above website.