



## Exchange Program Faculty of Law & Graduate School of Law, Doshisha University (Updated in July, 2024)

### Academic Information

<b>Spring (First) Semester</b>	<b>April 1 to September 20</b>
Course Registration	Late March to Early April
Class Period	Early April to Early August <i>*Classes for the first week are provided on demand without registration</i> <i>*A nationwide holiday week early in May</i>
Final Exam Period	Mid-July to Early August
<b>Fall (Second) Semester</b>	<b>September 21 to March 31</b>
Course Registration	Mid- to Late September
Class Period	Late September to Early February <i>*Classes for the first week are provided on demand without registration</i> <i>*A nationwide holiday week from late December to early January</i>
Final Exam Period	Late January to Mid-February
Faculty Calendar	<a href="https://www.doshisha.ac.jp/en/students/calendar_undergrad/index.html">https://www.doshisha.ac.jp/en/students/calendar_undergrad/index.html</a>
Graduate School Calendar	<a href="https://www.doshisha.ac.jp/en/students/calendar_graduate/index.html">https://www.doshisha.ac.jp/en/students/calendar_graduate/index.html</a>

As of AY2024



Office of Faculty of Law and Graduate School of Law

<p><b>Office of Faculty of Law</b> Center for Academic Affairs (located in Ryoshinkan building) Imadegawa Campus <a href="https://maps.app.goo.gl/Y7SmGG4Nyss9i8vg6">https://maps.app.goo.gl/Y7SmGG4Nyss9i8vg6</a></p>	<p><b>Office Hours:</b> 9am to 5pm, Monday through Friday excluding university and national holidays in Japan</p> <p><b>Address:</b> Office of Faculty of Law Doshisha University Karasuma-Higashi-iru, Imadegawa-dori Kamigyo-ku, Kyoto 602-8580 JAPAN</p> <p><b>Telephone:</b> +81 (0)75 251 3511</p>
<p>Faculty and Graduate School of Law Website (in Japanese)</p>	<p><a href="https://law.doshisha.ac.jp/law/index.html">https://law.doshisha.ac.jp/law/index.html</a></p>
<p>Program Website for International Students</p>	<p><a href="https://law.doshisha.ac.jp/law/plp/program/international.html">https://law.doshisha.ac.jp/law/plp/program/international.html</a></p>
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## Documents You Must Arrange for Admission to Doshisha University

### ADMISSION INSTRUCTIONS

**Application Period: September 1, 2024 to October 15, 2024, for Spring Entry  
February 1, 2025, to March 15, 2025, for Fall Entry**  
(Japan Time)

1. Prepare the following documents and upload them to the URL we sent to your email address indicated in the Pre-registration form by the deadline.
2. Your application documents will be screened by the executive faculty members within the Faculty of Law, followed by an official acceptance procedure at the faculty meeting. If your admission documents, especially the letter of motivation, require modifications during the screening process, you must submit the modified versions within the specified time frame.
3. You will receive notification of the admission result (unconditional or conditional offer, or unsuccessful) within 6 weeks after the deadline.
4. Admitted students may be required to submit the original hard copy versions of certificates at a later date.

### ADMISSION DOCUMENTS

1. All documents must be prepared in either **English or Japanese**. If neither language version is available, attach a professionally translated version with a certified mark to the original language version.
2. All documents must have an issue date **within the last 3 months**, unless otherwise specified. In Japan, certificates older than 3 months are considered invalid in many contexts.
3. All documents must be organized appropriately, named as “Number, Document Type (Your Family Name and Given Name)” (e.g., “1.Application Form (DOSHISHA Joe)”), and uploaded for submission to the URL specified by the designated deadline. Please note that **we do not accept email submissions**.
4. All documents are **non-returnable**.

### List of Admission Documents

1	<p><b><u>Application Form (Microsoft Form)</u></b></p> <ul style="list-style-type: none"> <li>◇ Fill out the personal information in the prescribed application form.</li> <li>◇ After online submission, print out the completed form in PDF format and attach it to your admission documents</li> </ul>
2	<p><b>Photocopy of Passport</b></p> <ul style="list-style-type: none"> <li>◇ Provide a photocopy of the face photo page.</li> <li>◇ While a passport is preferred, any valid ID with English-written information will be accepted.</li> <li>◇ If you hold a passport of a country where English is the official language, you must submit your passport as proof of exemption from the language requirement.</li> </ul>
3	<p><b>Personal Statement or Letter of Motivation</b></p> <ul style="list-style-type: none"> <li>◇ A4 size with a standard layout, single-spaced typing, and not exceed 2 pages in length.</li> <li>◇ Include your name and home university at the top right corner.</li> </ul>



	<ul style="list-style-type: none"> <li>◇ State the reason why Doshisha University can be your academic destination.</li> <li>◇ Clearly state how you would like to utilize your experience in Japan for your future career.</li> </ul>
	<p><b>Proof of Language Proficiency</b> (Select one test; if you wish to enroll in courses taught in both English and Japanese, submit proof for both languages.)</p>
	<p><b>[English]</b></p> <ul style="list-style-type: none"> <li>◇ For admission to the English-taught program at Doshisha University, you must demonstrate your English proficiency <u>by taking either the IELTS™ or TOEFL iBT® test</u>, unless otherwise specified in the agreement with your home university.</li> <li>◇ If you do not hold a passport from a country where English is the official language, you must provide proof of your English language ability through an IELTS™ or TOEFL® iBT Test score, regardless of your family and educational background.</li> <li>◇ We do not accept MyBest scores for the TOEFL iBT® test; you must meet our requirements based on a single test score.</li> <li>◇ Scores from the TOEFL iBT® Home Edition test are acceptable.</li> </ul>
4	<ul style="list-style-type: none"> <li>◇ The score certificate must be issued <u>within the last 2 years.</u></li> <li>◇ Photocopy is accepted</li> <li>◇ If you hold a passport from a country where English is the official language, you are required to submit a photocopy of your passport as proof of exemption from the language proficiency requirement.</li> </ul>
	<p><b>[Japanese]</b></p> <ul style="list-style-type: none"> <li>◇ For admission to the Japanese-taught program at Doshisha University, you must demonstrate your Japanese proficiency by achieving Level N1 on the <a href="#">Japanese Language Proficiency Test (JLPT)</a> (Level N2 is accepted in some cases).</li> <li>◇ Photocopy is accepted.</li> <li>◇ We strongly recommend that students with JLPT N2 level achieve N1 before arriving in Japan (N2 is considered low intermediate at Doshisha, and writing a master's thesis in Japanese can be challenging).</li> <li>◇ Some graduate schools require students to achieve N1 proficiency to enroll in their courses).</li> </ul>
	<p><b>Certificate of Academic Transcript from Current Program</b></p>
5	<ul style="list-style-type: none"> <li>◇ Latest version possible</li> <li>◇ Certified or authorized copy with a signature or a stamp accepted</li> <li>◇ Photocopy is accepted for admission.</li> <li>◇ If you are currently in the first semester at your home university, submit the list of courses you are currently taking at your home university instead, along with the syllabuses (any language version accepted).</li> </ul>
	<p><b>Letter(s) of Recommendation</b></p>
6	<ul style="list-style-type: none"> <li>◇ Free format</li> <li>◇ Must include the date of issuance, which should be within the last 3 months</li> </ul>
	<p><b>Curriculum Vitae or Resume</b></p>
7	<ul style="list-style-type: none"> <li>◇ Optional</li> <li>◇ Free format</li> </ul>

## AFTER ADMISSION TO DOSHISHA UNIVERSITY

Once you are successfully admitted to Doshisha University as an Exchange Program participant, you will receive the following information over the next few months to help with your preparation.

- Certificate of Eligibility for Visa Application (Immigration Services Agency of Japan)  
<https://www.moj.go.jp/isa/applications/status/student.html>  
You can change the language setting by clicking the language button at the bottom left of the page
- Housing\*<sup>1</sup>  
Doshisha University offers limited dormitories for students, while many Japanese students arrange their



accommodation outside the campus. To assist those in need, we mediate 1 public and 3 private dormitories. Our office will guide you through the housing application process.

- Japanese Language and Culture Course Information\*<sup>1</sup>  
If you wish to improve your Japanese language proficiency for a smoother experience on and off campus, you can choose from various Japanese language and culture courses. A placement test is mandatory before the start of each semester.  
<https://cjl.doshisha.ac.jp/cjl/en/curriculum/subjects.html>
- Your Academic Advisor  
About a month before your arrival, you will be notified of your academic advisor for consultation regarding course selection.
- Course Registration  
There are 2 types of registration: Advance (early-bird) and General Registration  
Registration Period for Spring Semester: About 2 weeks starting around March 25  
Registration Period for Fall Semester: About 2 weeks starting around September 15  
**To keep your visa status properly while in Japan, you must complete at least 10-hour class studies a week, equivalent to 7 courses, per semester. Course (module) list will be replaced with new academic year version at the end of March every year.**
- And more

\*<sup>1</sup> Optional