

Ryukoku University Guide For Exchange Students



Welcome!! You are now halfway to Ryukoku University ☺

Please read this guide carefully before filling in the application form. In this guide, we will explain and help you with your application preparation. As immigration procedures take a very long time for processing, please be sure to submit **ALL** required materials as early as possible.

APPLICATION DEADLINE: The hard copies of all documents **MUST ARRIVE** at Ryukoku International Center no later than **one of the following dates:**

- General Application Deadline: **May 15th, 2012**
- JASSO Scholarship Nominees (determined by the home university): **May 1st, 2012**

Certificate of Eligibility & Student Visa

To be granted a student visa from your local Japan Embassy, you need a **Certificate of Eligibility**. The Ryukoku International Center will apply for this (in Japan) on your behalf after we receive all of your required application documents. It generally takes 6-8 weeks for the Certificate to be issued, so be sure to submit all of your materials as soon as possible to avoid any possible delay. Once we receive the Certificate of Eligibility we will send it together with the Letter of Acceptance to you by express mail (to your home university unless requested otherwise). Once you receive it, please take the Certificate of Eligibility and the Letter of Acceptance to the Japanese consulate in your own country and apply for your exchange student visa.

Important points to remember when completing the Application Form !!!

- Use a **PEN**, not pencil!
- Write everything **legibly** in **BLOCK** letters (especially your **address, e-mail address, and TEL**).
- Please consider carefully which Faculty you would like to join by considering what you would like to study at Ryukoku University as well as which Faculties are available on which campuses.
- Kindly note that you need to have obtained a bachelor's degree before arrival if you intend to enroll in any of the graduate schools of Ryukoku University.

Academic Calendar 2011

There are 2 semesters per academic year at Ryukoku University. The first semester is from April to September and the second semester is from September to March. Your exchange study starts during orientation and ends after the examinations are over. We may not accept your application if you are unable to attend the orientation or if you have to return to your home country before the end of the examinations. Please note that if you join us halfway through the term or if you go back to your home country before taking the examinations, you will not receive the relevant class credits.

◆**Second Semester (Fall) : September 2012~ March 2013**

Orientation Week: September 14th (Fri), 18th (Tue) and 19th (Wed) -- 3 days total

(Spring Holiday: Early February 2013 ~ Late March 2013)

** It is possible to stay in the dormitory during the Spring Holiday.*

Latest date to check out of the Dormitory: March 19th 2013

◆**First Semester (Spring) : April 2013~August 2013**

Orientation Week: Early April

(Summer Holiday: Early August 2013 ~ Mid September 2013)

** It is possible to stay in the dormitory during the Summer Holiday.*

Latest date to check out of the Dormitory: August 20th 2013

Arrival Dates and Moving into the Dormitory

The entrance ceremony for the 2012 Fall semester is on **September 19th, 2012 (Wed)**.

International students will be able to move into the student dormitory on **September 5th (Wed), 6th (Thu), and 7th (Fri), 2012 – a period of three days only.**

※The Japanese student tutors from the dormitory will come to pick you up from the airport (this service is free) if you are arriving on these dates. This free pick up service will not be available if you do not arrive on these dates. You cannot move into the dormitory before these dates and the pick up service is only available for arrivals at Kansai International Airport.

Courses

Japanese Culture and Language Program (JCLP) on the FUKAKUSA Campus

This is an intensive language program taught in Japanese, with additional courses on Japanese culture, politics, economics etc... offered to international students. Students with sufficient Japanese ability may take a combination of one or two regular undergraduate courses with JCLP language courses. A basic requirement of 300 hours of Japanese studies or a minimum Level N4 achieved on the Japanese Language Proficiency Test is required of applicants who wish to apply to the JCLP.

http://intl.ryukoku.ac.jp/english/html/s_jclp_01.html

Japanese and Asian Studies (JAS) conducted at SETA Campus

This program is taught in English. The JAS Program at Ryukoku University offers students with little (less than 300 hours) or no Japanese background a unique opportunity to study Japanese and Asian culture including Buddhism and other Asian religions, Japanese literature, Theater, Society, Economics, Politics, etc... Courses are on Seta Campus (Shiga Prefecture). No Japanese language ability is required of applicants who wish to apply for the JAS program. However for students whose native Language is not English, a score equivalent to or higher than TOEFL 500 is required. If you have not taken the TOEFL test, please get the International Office of your university to fill out the form "Evaluation of English Language Proficiency" on your behalf.

<http://www.world.ryukoku.ac.jp/jas/index.html>

What classes you can register for is based on the results of your placement test. Depending on your Japanese Language ability you will be able to decide the amount of JCLP classes or faculty classes

that you would like to take.

***Important when filling in Question 9, "Preferred Faculty/Graduate School":**

There are some classes you may not register for, such as those with a limit on the number of students or those lessons listed as 'zem' etc... Please note that most of the faculty classes are conducted in Japanese. All exchange students will be allocated an academic advisor who is a teacher or faculty member of Ryukoku University. Please consult your academic advisor about the classes you would like to register for before you decide. The requirements to maintain the status of an exchange student's status in Japan is a minimum registration of 16 credits (1/2 year) and 32 credits (full year). Please check with your own university regarding which classes you would need to register for at Ryukoku University to have the credits recognized at your own university after your exchange studies are over.

Campuses

Ryukoku has **three campuses** in and around Kyoto.

These campuses are within easy reach of each other so you should be able to commute between the three campuses if your class schedule is planned carefully.

- **FUKAKUSA**, located in southern Kyoto, is the **main campus**. The International Center and all the JCLP classes are located on this campus. The Faculties of Economics, Business Administration, Law, and Policy Science, along with lower level Letters courses, are located here.
- **OMIYA** is the original campus (founded in 1639), and is located in central Kyoto. Upper level courses in the Faculty of Letters are taught here.
- **SETA** campus is located in Shiga prefecture, and is the newest and largest campus. This is where the JAS program and the Faculties of Sociology, Science and Technology, and Intercultural Communication are located.
- ◆ There are free shuttle buses between the campuses throughout the day (**15 minutes travel time between Fukakusa and Omiya, 45 minutes travel time between Fukakusa and Seta**).

Accommodation

The school's dormitories are available for exchange students. Exchange students are placed in one of **five** university dormitories: **Ryukoku Kaikan, Mukaijima Gakusei Center, Lumiere Mamiya, Omiya-so or International House Tomoiki.** There are **Japanese student tutors** in each dorm to help you during your stay in Ryukoku University. If you plan to stay in our dormitory, please fill out the dormitory application form attached and turn it in **before the deadline**. Bedding is also available for rental. **Bedding Rental** includes the supply and regular cleaning of futons (mattress and quilt), sheets, pillow and pillowcase. **The rental and cleaning fee is ¥14,000 (one year) and ¥8,000 (1/2 year).** If you plan to rent bedding, please fill in the attached forms and turn them in **before the deadline**.

- Dormitories and rooms will be allocated by Ryukoku University and requests to change rooms or dormitories will not be accepted.
- For those who apply to the JAS program, you will be allocated a room in Lumiere Mamiya (Seta).
- Please refer to the following website for more information regarding the student dormitories:
http://intl.ryukoku.ac.jp/dormitory/index_e.html

龍谷会館 Ryukoku Kaikan	向島学生センター Mukaijima Gakusei Center	大宮荘 Omiya-So	ルミエール間宮 Lumiere Mamiya International Flat	International House ともいき
〒612-0029 京都市伏見区 深草西浦町 2-95	〒612-8133 京都市伏見区向島 鷹場町104-1	〒600-8833 京都市下京区 西酢屋町 16	〒520-2144 大津市大萱 4丁目 3-7	〒602-8019 京都市上京区室町通出 水上る近衛町 37 番 4
2-95 Nishiura – cho Fukakusa, Fushimi-ku KYOTO 612-0029 Ph & fax: +81 (0)75 642 0876	104-1 Takaba-cho, Mukaijima, Fushimi-ku, KYOTO 612-8813 Ph +81(0)75 612-8181	16Nishisuya-cho, Shimokyo-ku KYOTO 600-8833 Ph & fax: +81 (0)75 352 0929	3-7 4chome Ogaya Otsu-shi SHIGA 520-2144 Ph & fax: +81 (0)77 544 4598	37-4 Konoe-cho Demizunoboru Muromachidori Kamigyo-ku KYOTO 602-8019

Exchange Conditions

The exchange conditions are based on the terms and conditions in the exchange agreement between your home university and Ryukoku University. Please consult with your home university or us if you are unsure of the exchange conditions.

Receiving Scholarship Funds, Paying Dormitory Expenses, and Opening a Bank Account

In principle, a bank account is required for receiving scholarship fund transfers, as well as paying dormitory rental and utility fees. Therefore, after arriving in Japan your **dormitory tutors** will take you to the bank to open an account. (The Japan Post Bank “*Yucho Ginkou*” is very convenient in that they will allow you to open an account right after your arrival.)

After arrival in Japan, all international students will receive a Resident Card. It will be necessary to present this card when opening a bank account, so please be sure to bring it along with you when you visit the bank with your dormitory tutors. After opening your account, it will take approximately two months until all paperwork is processed and dormitory fees can be withdrawn directly from your account. Until that time, it will be necessary to pay the fees by making a bank transfer by yourself.

Please make sure you have sufficient money for your initial dormitory deposit and living expenses for the first couple of months. You may like to sign up for a credit card with a company that will allow you to withdraw cash in Japan (such as Citibank, Star, Cirrus, and Maestro).

Health Insurance

Under the Japanese Immigration Laws, it is compulsory for all exchange students residing in Japan for one year or more to enter the Japanese National Health Insurance system (even if you are insured with health insurance in your home country). The insurance fees are estimated to be at about 1500yen to 2000yen per month. The application to enter the Japanese National Health Insurance system can be done at the ward office closest your home, and should be carried out at the same time that you provide notification of your Residence. Please note that the Japanese National Health Insurance system does not allow students who will be here for only half a year. Therefore please make sure you purchase overseas Insurance in your home country before coming to Japan.