

# FACULTY OF COMMERCE, DOSHISHA UNIVERSITY

## STUDENT EXCHANGE PROGRAM 2018-2019

### Information Sheet for Partner Universities

As of July 18, 2017

#### GENERAL INFORMATION

<b>Name of Institution</b>	Doshisha University Faculty of Commerce
<b>Mailing Address</b>	Karasuma Higashi-iru, Imadegawa-dori, Kamigyo-ku, Kyoto, 602-8580 Japan
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<b>Website</b>	[ Doshisha University ] In English: <a href="http://www.doshisha.ac.jp/english/index.html">http://www.doshisha.ac.jp/english/index.html</a> In Japanese: <a href="http://www.doshisha.ac.jp/">http://www.doshisha.ac.jp/</a> [ Faculty of Commerce, Doshisha University ] In Japanese: <a href="http://com.doshisha.ac.jp/">http://com.doshisha.ac.jp/</a>
<b>Contact Person</b>	<b>Associate Professor Hiroyuki Takahashi</b> Assistant Dean (International Affairs) <b>Ms. Aiko Yabuchi (Corresponding Staff)</b> Coordinator Contact Address: <a href="mailto:ji-shojm@mail.doshisha.ac.jp">ji-shojm@mail.doshisha.ac.jp</a>

#### ACADEMIC CALENDER

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

#### ACADEMIC & EXCHANGE RELATED INFORMATION

<b>Number of Accepted Students</b>	1 student for one academic year or 2 students for one semester
<b>Status of Accepted Students</b>	Special Student for Faculty of Commerce
<b>Duration of Exchange</b>	<b><u>One semester or One Academic year</u></b> <b>(1) Academic year</b> a) April 1, 2018 - March 31, 2019 b) September 21, 2018 – September 20, 2019 <b>(2) Semester</b> a) April 1, 2018 - September 20, 2018 b) September 21, 2018 - March 31, 2019

<p><b>Application Deadline</b></p>	<p><b><u>November 30, 2017</u></b> for a) schedule  in case of b) schedule, <b><u>April 25, 2018</u></b>  *Fully completed application along with all required documents  <b>MUST</b> reach Office of Faculty of Commerce by mail before the  application deadlines.</p>
<p><b>Documents Required</b></p>	<p>(1) <b>Application form</b> (<i>prescribed form required</i>)  (2) <b>Recommendation letter from the institution</b> (<i>prescribed form required</i>)  (3) <b>Recommendation letter from a faculty member of the institution</b> (<i>prescribed form required</i>)  (4) <b>Official Transcript written in English</b> (<i>must be an original document issued by the institution and include an original institutional stamp, signature or seal</i>)  (5) <b>Copy of Passport photo page</b>  (6) <b>3 copies of Identification Photograph</b> (<i>Full color, 4cmx3cm, showing full front face, upper body and without headwear, solid color background. Including one to paste on the application form</i>)  (7) <b>Documents related to funding</b> (<i>in order to apply for Certificate of Eligibility for a Status of Residence</i>)  <b><u>*Applicants need to show the sufficient funds:</u></b>  1year : more than 1 million yen  1semester : more than a half million yen  <b>a)For the applicants who are supplying the funds him/herself</b>  • Bank Account Balance Statement of the applicant (<i>must be in English</i>)  <b>b)In case the applicant supplies the funds through a scholarship</b>  • Certificate of Payment of a Scholarship  <b>c)In case the sponsor takes in charge of the expenses payment</b>  • Prescribed form for “Certificate for Expenses Payment” filled out by the sponsor  • Bank Account Balance Statement of the sponsor (<i>must be in English</i>)  • 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)<b>Proficiency in Japanese</b> (<i>prescribed form required</i>)  *This is not necessary in case the applicant wishes to study only at the Institute for the Liberal Arts (ILA).</p>

<b>Method of Selection</b>	Faculty of Commerce, Doshisha University will decide the acceptance based on all submitted documents.
<b>Notification of Acceptance</b>	Faculty of Commerce will send the letter of acceptance to your university.
<b>Courses Available for Exchange Students</b>	Please refer to the course offering at ILA <a href="http://ila.doshisha.ac.jp/en/academics/outline.html">http://ila.doshisha.ac.jp/en/academics/outline.html</a> <a href="http://ila.doshisha.ac.jp/en/academics/syllabi.html">http://ila.doshisha.ac.jp/en/academics/syllabi.html</a> *All classes are offered in English *Japanese Language Course is also available *Students may attend a seminar class as an auditor only if the seminar's professor gives his or her approval. *The students who meet sufficient Japanese language levels are eligible to take some major subjects offered by Faculty of Commerce.
<b>Course Registration</b>	At the beginning of each semester
<b>Eligible Credits</b>	Basically, the available course per 1 semester will be allowed for maximum 10 credits. However it is possible for student(s) to take more than 10 credits, if their university would require.
<b>Facilities Available</b>	Students can use the same facilities as regular students.

## OTHERS

<b>Accommodation</b>	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.
<b>Living Costs</b>	Depending on each student's lifestyle. The average monthly costs of living in Kyoto are about 100,000yen, including housing cost.
<b>Visa</b>	Doshisha University Faculty of Commerce will apply for the Certificate of Eligibility for a Status of Residence on behalf of the exchange students.
<b>Insurances</b>	Exchange students who study at Doshisha University are required to join the National Health Insurance Program that covers 70% of medical treatment costs. Students also have to get a travel health insurance to cover them for the first weeks.

