

FACULTY OF COMMERCE, DOSHISHA UNIVERSITY

STUDENT EXCHANGE PROGRAM 2018-2019

Information Sheet for Kyung Sung University

As of July 18, 2017

GENERAL INFORMATION

Name of Institution	Doshisha University Faculty of Commerce
Mailing Address	Karasuma Higashi-iru, Imadegawa-dori, Kamigyo-ku, Kyoto, 602-8580 Japan
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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/
Contact Person	Associate Professor Hiroyuki Takahashi Assistant Dean (International Affairs) Ms. Aiko Yabuchi (Corresponding Staff) Coordinator Contact Address: ji-shojm@mail.doshisha.ac.jp

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	Last Week of 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	Early October	Early April

ACADEMIC & EXCHANGE RELATED INFORMATION

Number of Accepted Students	1 student for one academic year or 3 students for one semester
Status of Accepted Students	Special Student for Faculty of Commerce
Duration of Exchange	<u>One semester or One Academic year</u> (1) Academic year a) April 1, 2018 - March 31, 2019 (2) Semester a) April 1, 2018 - September 20, 2018 b) September 21, 2018 - March 31, 2019

Entrance Qualifications	The applicants from Kyung Sung University are required to have more than 1 year of Japanese language study at university level.
Application Deadline	<p><u>November 30, 2017</u> for a) schedule in case of b) schedule, <u>April 25, 2018</u></p> <p>*Fully completed application along with all required documents MUST reach Office of Faculty of Commerce by mail before the application deadlines.</p>
Documents Required	<p>(1) Application form (<i>prescribed form required</i>)</p> <p>(2) Recommendation letter from the institution (<i>prescribed form required</i>)</p> <p>(3) Recommendation letter from a faculty member of the institution (<i>prescribed form required</i>)</p> <p>(4) Official Transcript written in English (<i>must be an original document issued by the institution and include an original institutional stamp, signature or seal</i>)</p> <p>(5) Copy of Passport photo page</p> <p>(6) 3 copies of Identification Photograph (<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>)</p> <p>(7) Documents related to funding (<i>in order to apply for Certificate of Eligibility for a Status of Residence</i>)</p> <p><u>*Applicants need to show the sufficient funds:</u></p> <p>1 year : more than 1 million yen 1 semester : more than a half million yen</p> <p>a) For the applicants who are supplying the funds him/herself</p> <ul style="list-style-type: none"> • Bank Account Balance Statement of the applicant (<i>must be in English</i>) <p>b) In case the applicant supplies the funds through a scholarship</p> <ul style="list-style-type: none"> • Certificate of Payment of a Scholarship <p>c) In case the sponsor takes in charge of the expenses payment</p> <ul style="list-style-type: none"> • 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 <p>(8) Proficiency in Japanese (<i>prescribed form required</i>)</p>

Method of Selection	Faculty of Commerce, Doshisha University will decide the acceptance based on all submitted documents.
Notification of Acceptance	Faculty of Commerce will send the letter of acceptance to your university.
Courses Available for Exchange Students	Please refer to the course offering at ILA http://ila.doshisha.ac.jp/en/academics/outline.html http://ila.doshisha.ac.jp/en/academics/syllabi.html *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.
Course Registration	At the beginning of each semester
Eligible Credits	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.
Facilities Available	Students can use the same facilities as regular students.

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.
Living Costs	Depending on each student's lifestyle. The average monthly costs of living in Kyoto are about 100,000yen, including housing cost.
Visa	Faculty of Commerce, Doshisha University will apply for the Certificate of Eligibility for a Status of Residence on behalf of the exchange students.
Insurances	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 travel health insurance to cover them for the first weeks.

