

ADMISSIONS GUIDE

GENERAL

2024 Entry

**Global Business and Management Studies
Doshisha Business School**

Global Business and Management Studies: Admissions Guide 2024 Entry: General Admissions

ようこそ！ Welcome!

Thank you for showing interest in Global Business and Management Studies at Doshisha Business School, Kyoto, Japan.

Doshisha's Global Business and Management Studies offers a Master of Business Administration (MBA) degree. We welcome applications from motivated and ambitious people seeking to explore and extend the frontiers of business management knowledge and practice while simultaneously improving the well-being of increasingly globalized societies. Global Business and Management Studies at Doshisha Business School is special in terms of its location: the beautiful and historic city of Kyoto and its network of innovative and creative industries. Kyoto is home to some of the world's oldest companies and is an ancient center for schools of religious thought and practice that, through processes of international trade and education, continue to influence Western conceptualizations of 'sustainability' and 'mindfulness' relevant to global management practice and development. Global Business and Management Studies is designed to build on these traditions and re-invigorate their relevance to the study of global business and management.

Beyond 'Business As Usual'

Generally speaking, management education can be understood as a process designed to train students in skills and competences relevant to pursuing a successful career in business and management. With a focus on sustainability, the Doshisha Global MBA guides students to explore and enquire beyond the established boundaries set by established theories and practices of global business and management to look beyond 'business as usual'.

Overall, our aim is to prepare future business leaders who are willing and able to respond effectively to the emerging needs of the increasingly diverse groups of people participating in the global economy. Achieving this aim means developing both a strategic and a compassionate understanding of people's needs relating to security, to equality of opportunity, and to social and economic development that is sustainable: i.e. that should safeguard the ability of future generations to develop their lives and careers. Global Business and Management Studies at Doshisha offers a unique experience to students and professors willing to work in partnership when exploring – and challenging – traditions and trends in global business and management.

People Hold The Key

Since its inception, a striking feature of Doshisha's Global Business and Management Studies is the diversity of the people who make our MBA experience special. The students we work with come from a wide variety of backgrounds: to illustrate, from 2009 to the present year, we have welcomed students from over 70 different countries. Correspondingly, we accept applications from aspiring and inspiring individuals regardless of gender, ethnicity, religion, or nationality.

Our student admissions process is designed to evaluate each individual applicant as a whole person and as someone who is motivated to add value to themselves, to other participants in Global Business and Management Studies, and to the companies who employ our students after they graduate. In order to establish a positive fit between applicants and Global Business and Management Studies our admissions process is designed to assess – fairly and competently – each applicant’s professional experience, potential for academic development, and the value we believe each applicant can add to our internal community and to society generally. We assess each individual’s potential for academic development through the quality of their application documents and supporting references. As part of the application process each applicant can attend an **Information Session**, where general and specific requirements for acceptance to Global Business and Management Studies can be discussed and in more detail with a Global Business and Management Studies professor. Applicants who go on to submit a Formal Application must pass a **Formal Interview** with two Global Business and Management Studies professors (see Section 3.1.3). The final decision about student applications is made by a committee consisting of all faculty members of Doshisha Business School (see Section 3.1.4).

Note: Regardless of whether their application is successful or not, we undertake to give each applicant individual feedback that should guide them towards choosing other master’s programs or career pathways. At Doshisha Business School, our fundamental belief is that ‘people hold the key’ ready to open doors of opportunity for themselves and for other people across the world, now and in the future!

Overview

On the following pages you can find all the information necessary to complete your application. If anything is unclear or if you have any questions about the process, please do not hesitate to contact us at: ji-gmba@mail.doshisha.ac.jp

At each stage of the application process our dedicated admissions staff will handle your application efficiently and carefully: we assure you of personal and professional service.

Section A of this guide contains general course information, details of admissions requirements, and guidance on how to apply.

Section B provides information on the registration process which includes details on securing a student visa for applicants who are not already studying or working in Japan.

Our Mission

To develop leaders who respect human dignity and promote the growth of business organizations based on “conscience education” –a core value of Doshisha University- and the wisdom of tradition and innovation cultivated in Kyoto.

Learning Goals:

- Responsible
- Innovative
- Leadership

Admissions Policy

Based on Doshisha University’s philosophy of ‘education with conscience,’ Doshisha Business School’s Global Business and Management Studies (hereinafter, GBMS) seeks to develop global business leaders who are willing and able to make a positive social contribution to global society. GBMS seeks to accept students of the following characteristics.

1. Regardless of race, nationality, age, culture, or gender, foreign or Japanese students who seek to acquire a Master’s of Business Administration degree through the medium of English.
2. After completion of the program, students who are willing to take initiative to contribute to the advancement of economies and societies through their work at an organization or as an entrepreneur either inside or outside of Japan.
3. Students who have a global vision and global scope of activities, who are willing to enhance the mutual understanding of people in Asia and in the world.
4. Students who hope for sustainable advancement of global society, who have knowledge of management, who can take the lead in the areas of sustainability (including green business), culture and creativity, Asian business, and others.

For the above, GBMS seeks students who possess the following knowledge, skills, and attitudes prior to entry.

1. Students who have bachelor’s degree or equivalent from a recognized college or university and have adequate work experience.
2. Students who demonstrate their learning capacity.
3. Students who demonstrate their proficiency in English.

The admission evaluation for a successful applicant is based on the above mentioned knowledge, experience, skills, attitudes, study purpose, career plan, and enthusiasm. The evaluation process includes document assessment and an interview.

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SECTION A Admissions and Applications

1. Course Information

Students are required to complete units to the value of forty-six credits within the two-year registration period to be awarded the Master of Business Administration (MBA).

1.1 General Course Details

<i>Course length</i>	Two years
<i>Format</i>	Full-time
<i>Entry point</i>	September
<i>Required credits</i>	46 credits

2. Admissions Criteria

2.1 Information Session

Applicants interested in our program are strongly recommended to attend an **Information Session** to confirm their eligibility. This **Information Session** is a great opportunity to speak with internationally renowned faculty members, and it enables applicants to direct interaction with one member of the DBS faculty prior to submitting their formal application to our program.

No fee is needed for the Information Session.

For the details such as how to apply, please check the website below.

https://gmba.doshisha.ac.jp/en/prospective/information_session.html

The Information Session will be offered 6 times November 2023 through March 2024.

The detailed schedule is as follows.

No	Information Session Schedule	Time*
1	November 14 (Tue.), 2023	16:30-17:30
2	December 19 (Tue.), 2023	9:30-10:30
3	December 26 (Tue.), 2023	16:30-17:30
4	February 22 (Thu.), 2024	9:30-10:30
5	March 19 (Tue.), 2024	16:30-17:30
6	March 28 (Thu.), 2024	9:30-10:30

*All indicated date and time above is Japan Standard Time (GMT+9).

2.2 Eligibility

Our minimum requirements are as follows:

2.2.1 Academic Requirements

A bachelor's degree from a recognized college or university is mandatory and therefore applicants are required to meet one of the following requirements at the time of application.

- (1) Currently hold or expecting to obtain a bachelor's degree or above from a university outside of Japan and have completed a minimum of sixteen years of school education by **September 20, 2024**.
- (2) Currently hold or expecting to obtain a bachelor's degree from an overseas university where the course term is 3 years or more by **September 20, 2024**.
- (3) Currently hold or expecting to obtain a bachelor's degree from a university in Japan by **September 20, 2024**.
- (4) Those who do not hold a bachelor's degree but have completed a minimum of sixteen years of school education, or hold or expecting to obtain master's / doctoral degree by **September 20, 2024** are advised to consult with us at an information session to confirm your academic eligibility.

2.2.2 Work Experience

The applicant should have at least 3 years of work experience by the time of enrollment in our program.

NOTE:

- I. This means that, if the applicant wishes to enroll in September 2024, s/he must have or expected to have at least 3 years of full-time work experience by September 20, 2024 after receiving the bachelor's degree.
- II. Work experience can include more than one company/position.
- III. In case the applicant does not meet this requirement, s/he must provide relevant documents to support why s/he deserves to be identified as having equivalent work experience. Please refer to **3.2.9 Work Experience Statement** for the details.

2.2.3 English Language Requirements (for non-native English speakers only)

Applicants are required to meet one of the following requirements.

(1) Those who can demonstrate their English language proficiency by providing an official test score dated on or after November 1, 2021, for one of the tests listed below.

English Language Test	Minimum Score Required
TOEFL iBT®	83
IELTS™ (Academic Module)	6.0
TOEIC® Listening and Reading Test*	760
Cambridge Examination	FCE (Pass)

* Computer Delivered IELTS™ (IELTS™ on Computer) and IELTS™ for UKVI are acceptable.

* TOEFL-CBT®, TOEFL PBT®, TOEFL ITP®, TOEIC Bridge® test, TOEIC® IP test and IELTS™ (General Training Module) scores are NOT acceptable.

* TOEFL iBT® Home Edition (TOEFL iBT® Special Home Edition) and IELTS™ Online are also NOT acceptable.

* Only the “Test Date score” is accepted as the application score. “MyBest™ score” is not accepted.

***Students who wish to be considered for the “Ministry of Education, Culture, Sports, Science and Technology (MEXT) Scholarship [University Recommendation]” should apply with TOEFL iBT® or IELTS™.**

(2) Those who have received a bachelor's or master's degree from a university where the language of instruction was English or those who are recognized by Doshisha Business School as possessing an equivalent qualification.

NOTE: Applicants are required to provide official documentation that states the language of instruction was English (such as a university-issued certificate or the web address (URL) of a relevant page on the official university website) with the Formal Application documents.

2.3 Fees and Scholarships

2.3.1 Course Fees

The course fees for Global Business and Management Studies at Doshisha Business School are as follows.

Course Fees for 2024 Enrollment

(Fees in Japanese Yen)

Fees/Semester	YEAR 1		YEAR 2	
	FALL Semester	SPRING Semester	FALL Semester	SPRING Semester
Admission Fee	200,000 (*1)	-	-	-
Tuition	257,500(*2)	257,500	357,500	357,500
Facilities Fee	58,500(*3)	58,500	58,500	58,500
Total	1,664,000			

Initial registration fees: 200,000 (*1) + 257,500 (*2) +58,500 (*3) = 516,000 yen

NOTE:

- i. Students who obtained their undergraduate or graduate degrees at Doshisha University will be charged half of the admission fee, i.e. 100,000 yen.
- ii. In the case a student is enrolled for more than 2 years, tuition will be 715,000 yen per year and the facilities fee will be 117,000 yen per year.

2.3.2 Scholarships

Doshisha Business School is pleased to offer Doshisha University Merit Scholarships for Self-Funded International Students. Please refer to our scholarship webpage for the latest information. *Conditions may apply to some international applicants.

3. Applications

3.1 Process

3.1.1 Check your Eligibility

Please check **2.2 Eligibility** to confirm the eligibility for Global Business and Management Studies. If you are unsure whether you are eligible or not, please join the **Information Session** or contact us directly well in advance of the submission deadline.

Please see **2. Admissions Criteria** for further information.

3.1.2 Formal Application

To submit the Formal Application, complete the Formal Application Form and necessary supporting documentation. You must submit these *before* the announced deadlines. Failure to do this will result in your application being rejected. Upon receipt of your completed application form and supporting application materials, we will send you an acknowledgement message by e-mail.

3.1.3 Interview

Our admissions team will allocate the date and time of Formal Interview within the Formal Interview schedule. Please see 3.3 Important Dates for the Formal Interview schedule. Basically, applicant's convenience will not be considered. Please leave your schedule open for the entire Formal Interview schedule. Those who cannot attend the interview on the set schedule and those who submit the incomplete documents by the deadline must apply again in the other round or the next year.

The interview is an important part of the application process and an opportunity for us to assess your motivation, communication skills, and suitability for our Global MBA. Applicants residing in Japan may be invited to a face-to-face interview, or have their interview scheduled using a video conferencing service such as ZOOM. All overseas applicants will be interviewed using video conferencing service such as ZOOM.

3.1.4 Notification of Acceptance

Following the interview, a final decision will be made on your application by the faculty. You will be notified of the decision shortly thereafter via e-mail by the Doshisha Business School Office. Successful applicants will receive an offer letter and guidance regarding initial registration procedure, and will be required to pay a non-refundable admission fee by the announced deadline.

3.1.5 Initial Registration Procedures

Once you have accepted your place and paid the admission fee, you can then proceed to complete registration procedures (including immigration procedures for overseas applicants) to secure your place.

Please see **Section B** for more information.

3.2 Required Documentation

You will need to submit the following documents in support of your application.

Required Documents for Applicants	Notes		Section
Application Form	Prescribed form	3 sets	3.2.1
- Mailing Labels	Application Form on page 9		3.2.2
- Request Letter for Return of Documents	Application Form on page 10		3.2.3
University Graduation Certificate(s) (or Certificate of Expected Graduation)	Original (hard copy)	1 or more	3.2.4
Academic Transcript(s)	Original (hard copy)	1 or more	3.2.5
Letters of Recommendation	Prescribed form (hard copy)	2	3.2.6
Certificate of English Language Proficiency	Original (hard copy)	1	3.2.7
GMAT®/GRE® Official Score Report *	Via GMAT®/GRE® Official website	1	3.2.8
Work Experience Statement **	Hardcopy (A4-sized, no prescribed format)	1	3.2.9
Personal Identification Material(s)	Photocopy	1 or more	3.2.10
Application Fee Receipt	Bank transfer: Original receipt (or photocopy) Credit card payment: Printout of result page	1	3.2.11
Photograph ***	Hard copy	4	3.2.12
Digital Photograph Data	As .jpeg or .png via email	1	3.2.12

* Although it is not mandatory for admission, it is highly recommended that the applicant will take and submit GMAT®/GRE® scores to show their capabilities.

** It is required only if the applicant is not expected to have at least three years of work experience at the time of enrollment as in NOTE III of 2.2.2 Work Experience.

*** 3 photographs on the first page of each Formal Application Form, and 1 photograph for Student ID card. Check 3.2.12 for further details.

3.2.1 Application Form

Only applications using our Formal Application Form can be accepted. The application form is available for download on our website.

<https://gmba.doshisha.ac.jp/en/prospective/downloads.html>

NOTE:

- I. The form must be completed by the applicant him or herself, using Microsoft Excel.
- II. Please use the western calendar when indicating your year of birth and any other dates required on the application form.
- III. Where indicated, please use the response sheet for your responses to the questions. Should you choose not to respond to a certain question, please write “N/A” in the relevant space.
- IV. Please place all the pages in sequence of the page numbers indicated at the bottom right corner of each page and clip all the pages together.
- V. Please affix one hard copy photograph (3cm x 2.4cm) to the specified place and sign, by hand, on the declaration on the first page of the application form.
- VI. Please prepare three hard copy sets of your application form (the original document and two sets of copies), each with an affixed photograph and handwritten signature for submission.
- VII. Please also submit a digital version (Excel data) of your application form along with your digital photograph via e-mail before the deadline.
- VIII. Your COMPLETED application form and other required documents (hard copies by post and digital copies by email) must arrive at the office of Doshisha Business School by the deadline.

3.2.2 Mailing Labels [Application Form on page 9]

Provide accurate street address including details such as the name of the landlord, name of the apartment/dormitory and room number. **All information must be typed, not hand written.**

****All labels must be completed.**

3.2.3 Request Letter for Return of Documents [Application Form on page 10]

Documents submitted will generally not be returned to the applicant; however, documents that cannot be reissued, such as a diploma, may be returned.

Applicants who wish for the original documents returned must fill in the request letter indicating which document(s) wish to have returned.

The documents will only be returned if the request letter is filled in.

3.2.4 University Graduation Certificate(s) (or Certificate of Expected Graduation)

Also known as a degree verification or certification letter. **This should be an official document (original) issued by the university level institution(s) you attended.** As many universities do not reissue the diploma or degree certificate, we encourage you to submit a certificate of graduation or certification letter when possible. If you are currently attending university, please submit proof (i.e. a certificate of expected graduation) that you will complete the program by **September 20, 2024.**

The graduation/degree certificate must include the degree title you obtained / will obtain.

You do not need to submit a graduation certificate if the degree title and date of award is clearly stated on your academic transcript. Please also see **3.2.13 Important notes** for further information.

3.2.5 Academic Transcript(s)

This should be an official document (original) issued by the university level institution(s) attended. The document should include detailed results of all classes and courses taken. If you are currently attending university and therefore cannot obtain the final academic grades at the time of application, please submit the latest official record and the final transcript as soon as it becomes available. Please see **3.2.13 Important notes** for further information.

****Please do not submit "Marksheet(s)".**

NOTE:

If the grading scale (in English) is not listed on the transcript, additional document issued by the university or the web address (URL) of a relevant page on the official university website must be submitted.

Ex: Grading scale of Doshisha University

<https://www.doshisha.ac.jp/en/students/record/index.html>

3.2.6 Letters of Recommendation

Two letters of recommendation are required. In principle, applicants should provide **one academic** and **one employment-related** reference. If it is difficult for you to submit one academic and one employment-related reference, the submission of either two academic letters or two employment-related letters is acceptable. Please follow the guidance below.

【General Guidance】

The two letters of recommendations are very important part of the selection process, helping us to assess your potential fit with Global Business and Management Studies and whether our MBA is a logical development of your professional and academic career.

NOTE:

- I. Recommendation letters may not be written by any relatives of the applicant.
- II. Although it is not forbidden, applicants should avoid submitting Letters of recommendation written by the referee who are in the same department as the other referee, as the letters are reviewed to understand the applicant in a multilateral perspective.

1. Who can be your referee**<For an academic reference>**

The referee should be a faculty member of an academic institution you attended who is able to assess your ability to analyze and apply theoretical frameworks to practical situations as well as your ability to present a cogent and coherent argument.

<For an employment-related reference>

The referee should be someone to whom you report to in your workplace, whether it be full time, part time, or volunteer work.

If you are self-employed or run your own business, the referee should be someone in a management position in a company you have business with. Please note that recommendations from family members or relatives are not acceptable.

We expect employment referees to give a broad overview of your managerial skills and experience, and of your potential to provide leadership in your own professional development and in teamwork with others. An assessment of your potential for learning and ability to apply new management skills and competencies is also expected.

2. Letter format

The recommendation letters must be written using the prescribed form, which is available for download on our website.

[General Admission] Letter of Recommendation Form

<https://gmba.doshisha.ac.jp/en/prospective/downloads.html>

The letters may be either hand-written or typed, and the hard copy of the letters must be submitted. Please complete part one of the form by filling in your name, nationality, and birthdate and ask your referee to complete part two.

If you would like to apply through General Admission, do not use the reference form in the Company Recommendation Admissions Guide or University Recommendation Admissions Guide.

NOTE:

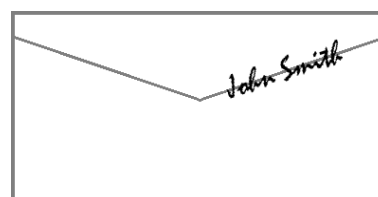
For applicants who meet one of the conditions stated below, only **one** letter of recommendation from either the dean of the Center for Global Education or the dean of the Center for Japanese Language and Culture will be required.

- Those who were previously enrolled at the Center for Global Education, Doshisha University
- Those who studied at the Center for Japanese Language and Culture, Doshisha University as exchange students (including through university and departmental agreements) or as Japanese Studies students (*nikkensei*)
- Those who will complete a period of study under any of the above statuses by **September 20, 2024**

3. Submission: Submit in a signed and sealed envelope

Please have each referee seal their letter in an envelope and write their signature over the seal before returning their letter to you. After you receive the sealed letters from your referees, enclose them with your other application documents.

Your referee’s signature should overlap the back flap closure and the back of the envelope, it may be positioned to either side or in the middle. An official company or university stamp may be used in addition to the referee’s signature.



Sample: Back of sealed envelope

3.2.7 Certificate of English Language Proficiency (for non-native English speakers only)

We accept original documents of the following qualifications as proof of language proficiency: TOEFL® Test (DI Code - 8759), IELTS™ (Academic Module), TOEIC® Listening and Reading Test, and Cambridge Examination. You can arrange with the test institution to send the score directly to Doshisha Business School. (See **2.2.3** for this requirement. Also, see **3.2.13 Important notes** for further information.)

Doshisha Business School does not accept copies of score reports. (Ex: Test score copy of test webpage, etc.)

NOTE:

The below test scores can be directly sent from the test center to our office.

TOEFL iBT®: DI Code - 8759

IELTS™ (Academic Module): Please refer to the “STED RO: Subscriber to Electronic Download Recognised Organisations” information below.

RO Name: Doshisha University - Graduate School of Business

RO Address: Karasuma Imadegawa, Kamigyo-ku, Kyoto, 602 8580, Japan

NOTE:

Those who have received a bachelor's or master’s degree from a university where the language of instruction was English, and do not wish to submit the English Language Test Score, are required to provide official documentation that states the language of instruction was English (such as a university-issued certificate or the web address (URL) of a relevant page on the official university website).

Applicants are required to provide official documentation that states the language of instruction was English (such as a university-issued certificate or the web address (URL) of a relevant page on the official university website) with the Formal Application documents.

3.2.8 GMAT® or GRE® Official Score Report

Please send your GMAT® or GRE® score report to us via the official GMAT® or GRE® website.

GMAT®: (code) QJK-PK-35

GRE®: (institution code) 3575

Although GMAT® or GRE® scores are not mandatory for admission, it is highly recommended that the applicant will take and submit GMAT®/GRE® scores to show their capabilities. Especially, for self-financed applicants, these scores may be taken into consideration upon decision on scholarship coverages.

No minimum GMAT®/GRE® scores upon application.

3.2.9 Work Experience Statement

Submission of this statement is required only if the applicant is NOT expected to have at least three years of work experience at the time of enrollment as in NOTE III. of **2.2.2 Work Experience**.

S/he must provide relevant documents to support why s/he deserves to be identified as having equivalent work experience. Please submit an A4-sized document that describes the applicant's work experience in detail. No specific format. Do include the applicant's name.

3.2.10 Personal Identification Material(s)

- **For international applicants from overseas:**

Please submit a photocopy of the passport page(s) showing your photo, full name, nationality and other identification information. Those holding more than one citizenship should provide copies of all passports currently held and specify which passport they intend to enter Japan with if they are admitted to Doshisha Business School. If you do not yet have a passport, please submit a photocopy of an identification certificate issued by the government or its equivalent public institution in your home country.

- **For international applicants residing in Japan:**

Please submit a photocopy of the passport page(s) showing your photo, full name, nationality and other identification information and your residence card (在留カード), both sides. Please note that you may be required to provide additional documentation regarding the duration of activities related to your current status of residence (visa) in Japan.

- **For applicants with Japanese nationality:**

Please submit a photocopy of the passport page showing your photo, full name, nationality and other identification information. If you do not have a passport, please submit a photocopy of a document that certifies your identity issued by the government or its equivalent public institution in Japan.

3.2.11 Application Fee Receipt

Submission of certified evidence that the application fee has been paid is required for your Formal Application to be considered. This will normally take the form of a receipt provided by your bank confirming the transfer, or if you pay online with a credit card, please print out the result page after the transaction is complete to use as your receipt.

The Application Fee is non-refundable. Please refer to **Section 3.5**.

3.2.12 Photographs

Four hard copy photographs and one digital version are required.

- i. The photograph should be taken within the last three months and be a face-to-shoulder color photo, taken without a hat or other head covering, and with a white or plain background.
- ii. Please affix three hard copy photographs, size 3 cm x 2.4 cm, on the first page of each Formal Application Form and enclose one hard copy photograph with the application package.
- iii. The digital version of the photograph must be submitted via e-mail. The file name must be the applicant's full name.

**The submitted photograph will be used for the applicant's student identification card after enrollment.

3.2.13 Important Notes

- i. If it is later found that you have misrepresented the information in your application, you will be dismissed from the school.
- ii. If documents other than those prepared by the applicant are in a language other than English or Japanese, it will be the responsibility of the applicant to attach an official English (or Japanese) translation certified by a public authority or a notary public institution.
- iii. Please submit original documents unless the submission of photocopies or submission via website is instructed. If it is not possible to submit original documents from your university (academic transcript or certificate of graduation), we can accept an official copy issued by your university if it is stamped with the university's official seal in ink.
- iv. If you have attended, or are attending, more than one university, please submit a **university graduation certificate** and **academic transcript** for each university/academic institution. This includes any exchange study programs where credit was earned.
- v. The university may require the submission of documents other than those listed above.
- vi. Applicants who cannot take an English proficiency exam due to special circumstances should consult the Doshisha Business School Office (ji-gmba@mail.doshisha.ac.jp) well in advance.
- vii. Applicants who are intending to submit a GMAT® or GRE® score or required to submit the English Language Test Score are responsible for taking the test well in advance of the deadline for their preferred admissions round. Please refer to the official test website to verify how long it takes for scores to become available. **The Formal Application will not be considered complete until required test scores and other required documents have been received.**

3.3 Important Dates

Application for 2024 entry admission will open on November 22, 2023. The detailed schedule for each application round is as follows. The application package must arrive at Doshisha Business School on or before the specified deadline to be considered for the round. A late or incomplete application cannot be processed.

If any questions, applicants should consult the Doshisha Business School Office (ji-gmba@mail.doshisha.ac.jp) well in advance the application deadline.

Round	Application Deadline	Formal Interview Schedule ⁽ⁱ⁾	Admission Decisions	(Successful applicants) Due date for Admission Fee ⁽ⁱⁱ⁾
1	December 12, 2023	January 10, 11, or 12	Early February	March 4, 2024
2	January 23, 2024	February 6, 7, or 8	Early to mid- March	March 25, 2024
3	April 2, 2024	April 16, 17, or 18	Mid- to late May	June 6, 2024
4	April 23, 2024	May 14, 15, or 16	Early June ⁽ⁱⁱⁱ⁾	June 18, 2024 ^(iv)
5 ^(v)	June 11, 2024	June 18, 19, or 20	Mid- July	July 25, 2024

****All indicated dates above is Japan Standard Time (GMT+9).**

NOTE:

- I. Starting time of the interview is from 9:30 to 16:30 (Japan Standard Time (GMT+9)). Our admissions team will allocate the date and time of Formal Interview within the schedule above. Basically, applicant’s convenience will not be considered. Please leave your schedule open for the entire Formal Interview Schedule. Those who cannot attend the interview on the set schedule and those who submit the incomplete documents by the deadline must apply again in the other round or the next year. Applicants will be notified of the interview date individually by e-mail.
- II. Successful international applicants will be notified directly by the Office of International Students regarding the admission fee deadline and initial registration procedures. Please see **Section B** for more information.
- III. **Round 4:** Overseas applicants for **Round 4** must be well prepared in order to apply for the Certificate of Eligibility (see below) soon after successful application.
Certificate of Eligibility:
 This is an official document issued by the Ministry of Justice and is required for successful applicants to obtain a student visa. Please see **Section B** for more information.
- IV. **Round 4:** Successful applicants of **Round 4** should note that the deadline for initial registration fees (including Admission fee) payment is set much earlier than the other application rounds.
- V. **Round 5:** This round is a special period available **only** for applicants who meet one of the conditions stated below and therefore do not need to apply for a Certificate of Eligibility.

Round 5 Eligibility:

Only applicants who meet one of the following conditions are eligible to apply in **Round 5**:

- i. Those who have Japanese nationality.
- ii. Those who currently reside in Japan with foreign nationality and will continue to reside in Japan and engage in the activities related to their current residence status for the entire period between application and enrollment.
- iii. Those who are currently residing outside Japan but have obtained either a Permanent Resident, Long-Term Resident, Spouse or Child of Japanese National, or Spouse or Child of Permanent Resident visa.
- iv. Those who are able to prove as having qualifications equivalent to ii and iii above and therefore do not need to apply for a Certificate of Eligibility.

If you have any concerns about your eligibility for Round 5, please consult with us in advance.

- VI.** Please note that these dates are subject to revision where necessary.

3.4 Application Fee

All applicants are required to pay a non-refundable application fee as follows.

Fee for applicants: 15,000 yen

Submission of certified evidence that the Application Fee has been paid is required for your Formal Application to be considered. This can be a receipt provided by your bank confirming the transfer, or, if you paid using a credit card online, a printout of the “successful transaction” result page. Please refer to **Section 3.5** for further details.

3.5 Method of Application Fee Payment

Choose one of the following methods.

3.5.1 Payment by Credit Card

You may pay your application fee online with a credit card. Please follow the procedures on how to make an online payment. Please note that the website can only be accessed by computer and is available in English only.

DOSHISHA UNIVERSITY
How to make a Payment of Application Fee by Credit Card
 24 hours a day, you can pay anytime! Easy, Convenient and Simple!

You can make a payment with your Credit Card



Web Application - Credit Card Transaction

Access the site below with your PC

<https://e-shiharai.net/ecard/>

English



You can access from our website!

1. Top Page	Click "Examination Fee".
2. Terms of Use and Personal Information Management	Please read the Terms of use and Personal Information Management. Click "Agree", located in the lower part of this page, if you agree with these terms. Click "Not agree", located in the lower part of this page, if you do not agree with these terms.
3. School Selection	Select the name of the Educational Institution.
4. School Information	Read the information carefully and click "Next".
5. Category Selection	Select your First to Fourth choices and click "Add to Basket"
6. Basket Contents	Check the contents and if they are OK, click Next.
7. Basic Information	Input the applicant's basic information. Choose your credit card and click "Next".
8. Credit Card Information	Input Credit Card number (14~16-digits) , Security Code and Expiration date.
9. Payment Result	All of your application information is displayed. Check and Click "Confirm".
10. Credit Card Payment Completed	Click "Print this page" button and print out "Result" page.

Important notes:

- i. Please make all credit card payments before 17:00 (Japan Standard Time) of the deadline date of each application period.
- ii. There will be a transaction charge of 510 yen for online credit card payment.
*A transaction charge is subject to change.
- iii. A third party may pay on the applicant’s behalf. However, please make sure to provide the applicant’s personal details on the “Basic Information” page.
- iv. After the transaction is completed, please print out two copies of the “Result” page on A4 or letter-size paper. Submit one copy with the application materials. Please keep the other copy and write down the “Receipt Number” for your reference. (It is not necessary to paste it onto the “Pasteboard for the Receipt of Remittance,” this is only required when the application fee is paid by Telegraphic Transfer at a bank in Japan.)
- v. If you forget to print out the “Result” page, please go to the “Application Results” page and enter the “Receipt Number” and your date of birth to view the page again.
- vi. The payment confirmation will be sent to the e-mail address you registered.
- vii. The transaction is processed in Japanese yen. Please note that the conversion rate will apply at the time of the transaction. Please contact your credit card company for further details.
- viii. If you have any credit card verification issues, please contact your credit card company.

3.5.2 Payment by Bank Transfer

For Applicants Residing Outside of Japan

For overseas remittance to Japan, you are required to add the transaction fee of 2,500 yen to the application fee. (The total amount remitted should therefore be 17,500 yen for international applicants.)

Please use the following information to facilitate the payment of your application fee:

Pay into (beneficiary bank)	Sumitomo Mitsui Banking Corporation, Lavender Branch
Bank address	8 Naginataboko-cho, Karasuma-higashiiru, Shijo-dori, Shimogyo-ku, Kyoto, 600-8008, Japan
Currency	Japanese Yen (JPY)
Transfer type	Telegraphic transfer
Payment	Advise and Credit
Transfer charge	Local charges borne by remitter & overseas charges by beneficiary [SHA]
SWIFT address	SMBCJPJT
Account type	Ordinary Account (Savings Account)
Account number	976-0100033
Account holder	Doshisha University

*Please note that the remittance **must be made in the name of the applicant**, although a third party may pay on the applicant’s behalf.*

For Applicants Residing in Japan

For applicants residing in Japan, a form for paying by Telegraphic Transfer at a bank is available in the appendix of this admissions guide. Please do not remit your application fee to the above bank account because it is designated for overseas applicants only. Please contact the office directly for further details. Please note that we are not able to accept remittances made from an ATM, JP Bank account, or in cash. Payment cannot be made in person at Doshisha University.

3.6 Submitting Your Application

The application can be processed only with the submission of both (1) and (2) below within the application deadline.

(1) Submission of application by post:

- i. Three hard copy sets of the application form and all supporting documentation must be submitted by post. Please do not send an incomplete application form or other materials unless otherwise instructed.
- ii. For international applicants, the application package must be sent by DHL or international courier service which issues the tracking number, and should not be sent by normal post. For domestic applicants, the application package should be sent by registered mail.
- iii. **“APPLICATION FOR GLOBAL BUSINESS AND MANAGEMENT STUDIES”** must be written on the front of the envelope.
- iv. Please refer to the “Final Check List before application submission” on the last page of the Formal Application Form to confirm the contents of your application package before shipment.
- v. **Please send your application to:**
Global Business and Management Studies, Admissions Team
Doshisha Business School
Doshisha University Karasuma-Imadegawa, Kamigyo-ku, Kyoto, 602-8580 JAPAN
TEL: +81-75-251-4600
- vi. **IMPORTANT:** Please send the tracking number to Doshisha Business School Office via e-mail after shipment.

NOTE:

- I. Applications or supporting documents brought to Doshisha Business School in person will not be accepted.
- II. The application package must arrive at Doshisha Business School on or before the deadline of a round in order to be considered for that round.
- III. The application materials must be sent in one package, with the exception of their original GMAT® or GRE® official score report and English proficiency test score report(s) which are required or available to be sent directly from the test institutions.

(2) Submission of application by e-mail:

The below must be submitted via e-mail to ji-gmba@mail.doshisha.ac.jp

- i. **Completed application form (Excel file format)**
- ii. **Digital photograph (.jpeg or .png file format)**
- iii. The application form Excel file title and the e-mail title should be **“<your full name>_2024 Formal Application”**.

3.7 Protection of Personal Information

Doshisha University is dedicated to collecting, handling, storing, and using any personal identifiable information securely and properly. Following the enforcement of the “Act on the Protection of Personal Information,” Doshisha University defined the “Basic Policy on Protection of Personal Information” regarding the handling of personal information. Based on this policy for safeguarding personal information, the “Regulations on Protection of Personal Information” have been established. We ensure that such information will be handled and protected appropriately and that we will use applicants’ personal information only for the purpose of contacting them and making statistics of entrance examination and database of students admitted.

3.8 Temporary Closure of Doshisha Business School Office

Please note that the office of Doshisha Business School will be closed from **December 29, 2023 to January 7, 2024**, and from the **end of April 2024 to early May 2024**. All enquires or messages received on holidays (or weekends) will be responded to during normal office hours. Please check our website for the latest information on dates and office hours.

4. Contact Details

Global Business and Management Studies
Doshisha Business School
Doshisha University
Karasuma-Imadegawa
Kamigyo-ku, Kyoto, 602-8580 JAPAN

TEL: +81-75-251-4600
FAX: +81-75-251-4710
E-mail: ji-gmba@mail.doshisha.ac.jp
Web: <https://gmba.doshisha.ac.jp/en/>

SECTION B Registration Procedures

1. Overview

For successful international applicants, registration procedures are handled by the **Office of International Students**. (Japanese applicants, applicants not intending on applying for a student visa are mainly handled by the Business School Office) Upon acceptance, applicants must complete the following procedures. Admission will be denied if the applicant fails to complete these procedures by the deadlines. Please refer to the guide for initial registration procedures enclosed with the **Notification of Acceptance** for further details and contact the **Office of International Students** for queries using the contact information in **5. Contact Details**.

2. Initial Registration Procedures

2.1 Initial registration Fees

Applicants are required to pay the **initial registration fees**. This consists of three components:

1. **Admission fee**^{*1}
2. **Tuition**^{*2}
3. **Facilities fee**^{*2}

(Japanese Yen)

INITIAL REGISTRATION FEES	
Admission fee	200,000
Tuition	257,500
Facilities fee	58,500
Total payable	516,000

^{*1} The **admission fee** may be regarded as a non-refundable deposit and commits the applicant to entry to Global Business and Management Studies at Doshisha Business School.

^{*2} The **tuition** and **facilities fee** as a part of the initial registration fees stated above are for Year 1 Fall Semester only. Please refer to **Section A 2.3.1** for further information.

^{*3} If you overpay the transaction fee or initial registration fees when paying by overseas remittance the excess amount will be applied to spring semester university fees.

2.2 International Applicants Residing Overseas (Rounds 1-4)

[Step 1] Applicants must pay the **admission fee** by the date indicated below. Applicants are also required to prepare all necessary documents to the Office of International Students, who will then apply to the Ministry of Justice for a **Certificate of Eligibility** for a Student VISA for each applicant, after or at the same time of payment of the admission fee.

[Step 2] After confirming the payment of the admission fee, the applicant will be required to complete payment of the remaining amount of initial registration fees (**the tuition and the facilities fee**). Upon completion of this payment, the Office of International Students will apply by proxy for the **Certificate of Eligibility** to the Ministry of Justice. The **Certificate of Eligibility** will be sent to the applicants together with the **Admission Certificate** after issuance.

[Step 3] After **[Step 2]** above, the applicant must apply for a Student VISA by bringing these documents to the Japanese Embassy or a Japanese Consulate in their home country. Also, after arrival in Japan, applicants must submit certain required forms by **late September, 2024** (See **3. Secondary Registration Procedures**).

Round	Due date for Admission Fee ⁽ⁱ⁾	Documents preparation for COE application	Due date for remaining fees (Tuition, Facilities fee) ⁽ⁱ⁾	COE application to the Ministry of Justice
1	March 4, 2024	By the end of May	June 18, 2024	After payment of the initial registration fees
2	March 25, 2024	By the end of May	June 18, 2024	After payment of the initial registration fees
3	June 6, 2024	By June 18	June 18, 2024	After payment of the initial registration fees
4	June 18, 2024 ⁽ⁱⁱ⁾	By June 18 ⁽ⁱⁱⁱ⁾	June 18, 2024	After payment of the initial registration fees

NOTE:

- I. Applicants who fail to complete the payment of admission fee and the remaining fees by each deadline will not be accepted to Doshisha University.
- II. **Successful applicants for Round 4:** Applicants must pay the initial registration fees (admission fee, tuition and facilities fee) all together.

2.3 Applicants who are Foreign Residents of Japan (Round 1-5)

Applicants must pay the **admission fee** by the date indicated in the guide for initial registration procedures. Applicants will then be required to complete the payment of the remaining initial registration fees (the tuition and the facilities fee) by the announced date and to submit required documents by **late September 2024** (see **3. Secondary Registration Procedures**).

Applicants who are foreign residents of Japan should consult with the Office of International Students directly concerning their visa status. In principle, to be able to extend or change visa status while remaining in Japan with support from Doshisha University, applicants who are foreign residents of Japan must maintain a valid visa and continue to engage in the activities related to their current visa status until enrollment*. Those who meet these requirements may change or extend their visa status as Doshisha University students after receiving the Admission Certificate from the Office of International Students, which is issued after the initial registration fees are paid in full.

Individuals staying in Japan under the status of “Temporary Visitor” (also referred to as a visa waiver or “tourist visa”) are not considered residents of Japan and in principle will not be able to change their status of residence to “Student” while in Japan. Any successful applicants staying in Japan on “Temporary Visitor” status will be expected to leave Japan and follow the immigration procedures for overseas applicants in a timely manner.

*International applicants who are studying or working in Japan with a visa to be expired before enrollment (not to be renewed) when applying, they are considered as applicants residing overseas (See **2.2 International Applicants Residing Overseas** for the registration procedures). Applicants should consult with the Office of International Students directly concerning their visa status.

2.4 Applicants with Japanese Nationality (Round 1-5)

Applicants must pay the **admission fee** by the date indicated in the guide for initial registration procedures. Applicants will then be required to complete the payment of the remaining initial registration fees (the tuition and the facilities fee) by the announced date and to submit required documents by **late September 2024** (See **3. Secondary Registration Procedures**).

2.5 Important Notes

Once received, the **admission fee** cannot be refunded. Cancellation of registration after the completion of initial registration procedures would be permitted only in the case the applicant goes through the prescribed cancellation procedure by **September 20, 2024**. In such a case, the initial registration fees minus the admission fee will be refunded to the applicant.

However, if the university has applied (by proxy) for the Certificate of Eligibility for Status of Residence (Student) in Japan for the applicant, the applicant will be refunded the initial registration fees minus the admission fee only in the case they complete the prescribed procedures by **September 20, 2024**. Details will be enclosed with the **Notification of Acceptance**.

3. Secondary Registration Procedures

3.1 Arrival in Japan

Please be aware that successful applicants are required to arrive in Kyoto by early September to allow enough time for final registration and settling in.

3.2 Submission of Documents

Successful applicants are required to visit the Doshisha Business School Office and submit the documents listed below.

Deadline	Late September 2024
Hours	9:00 - 11:30, 12:30 - 17:00 (Monday through Friday) Please note that registration will not be processed on Saturdays, Sundays, or holidays.
Place	Doshisha Business School , Kambaikan building 3F, Imadegawa campus

- **Written Pledge and Notification of Contact Person (prescribed form to be sent to successful applicants)**
All students must have a contact person (regardless of nationality or place of residence) during their enrollment period at Doshisha University. This contact person should be the applicant’s parent or legal guardian, and be designated to maintain communication with the university during the student’s absence, and responsible for delivering messages/information from the university to the student.

- **University Graduation Certificate(s) and Final Academic Transcript(s)**
Those who have applied with a **certificate of expected graduation** must submit their university graduation certificate(s) and final academic transcript(s). If you were a student of another university or graduate school at the time of application, and did not graduate from or complete that university or graduate school, you must submit a ‘Certificate of Withdrawal’.

- **Certificate of Residence**

For successful international applicants:

All foreign nationals residing in Japan for more than 3 months need to register their place of residence at a local municipal office within 14 days of moving into their new residence. Please register your residence in Japan at your local municipal office and request either of the following documents.

Certificate of Residence (住民票, Juminhyo) or

Certificate of Items Stated in Resident Register

(住民票記載事項証明書, Juminhyo Kisai Jiko Shomeisho)

“Certificate of Residence” or “Certificate of Items Stated in Resident Register” will only be issued upon request. Please note that this certificate is NOT the ‘Resident Register Code Number Notification’ (住民票コード通知書) which will be given upon completion of registration of your address.

Notes

- i. If you cannot submit the certificate by the deadline, please notify the Doshisha Business School Office in advance.
- ii. This requirement may change due to legal amendments, the latest information will be sent to successful applicants with the Notification of Acceptance.

For successful applicants with Japanese nationality:

Please submit a Certificate of Residence (住民票) or a Certificate of Items Stated in Resident Register (住民票記載事項証明書) that has your full name, address, gender, and date of birth.

4. Notes

- i. The Doshisha Business School academic year begins on **September 21** and ends in late September of the following year.
- ii. All international students enrolled at Doshisha University are required to obtain a valid visa status as prescribed in the Immigration Control and Refugee Recognition Act Appendix 1. In general, international students should hold a “Student” visa and shall not be allowed to enroll at Doshisha University with the status of “Temporary Visitor.”
- iii. Permission for the Certificate of Eligibility (COE) is granted by the Ministry of Justice. 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. When the COE application is rejected, the university may deny admission. Also, students who have lost status of residence will be dismissed.
- iv. Application documents not prescribed by Doshisha Business School or Doshisha University may be accepted and screened at a time other than the normal schedule when requested by: the Japanese Government or governmental offices of other countries involved; foundations in Japan or other countries; overseas institutions having academic exchange agreements with Doshisha Business School or Doshisha University; or if the applicant has been granted a scholarship by any of the above organizations.
- v. Enrollment other than in September may be approved if it is requested by any of the organizations described above and deemed necessary by the graduate school. If necessary, a special student may be permitted to enroll for a period other than the normal length of enrollment, which is no less than six months and no more than one year with an extension for enrollment for up to one year possible upon screening.
- vi. Admission will be denied if there is any false information on the application form or the submitted documents.

5. Contact Details**Office of International Students**

Doshisha University
Karasuma-Imadegawa,
Kamigyo-ku, Kyoto, 602-8580 JAPAN

TEL: +81-75-251-3257
FAX: +81-75-251-3123
E-mail: ji-intad@mail.doshisha.ac.jp
Web: <https://intad.doshisha.ac.jp/en/index.html>

Global Business and Management Studies

Doshisha Business School,
Doshisha University
Karasuma-Imadegawa,
Kamigyo-ku, Kyoto, 602-8580 JAPAN

TEL: +81-75-251-4600
FAX: +81-75-251-4710
E-mail: ji-gmba@mail.doshisha.ac.jp
Web: <https://gmba.doshisha.ac.jp/en>

Appendix

1. Form for Telegraphic Transfer (only for applicants residing in Japan)

<This form can only be used by applicants residing in Japan>
日本国内居住者のみ使用

Payment of Application Fee

- Fill in the spaces with (☆) in the following (A) to (C). Do not separate them before remitting the application fee by telegraphic transfer from a bank. Transfer through ATM or Japan Post Bank “Yucho Ginko” is not acceptable.
- No transaction charge is necessary when the applicant remits from the (central) branches of the banks listed in “振込依頼書(A)”.
- Make sure the seals of the bank are on “振込金証明書(B)” and “領収証(C)” after remitting.
- Submit “振込金証明書(B)” to the university with other application materials after pasting it onto the “Pasteboard for Receipt of Telegraphic Transfer (prescribed form)”.
- Keep the transaction receipt “領収証(C)” for your reference.

入学検定料の納入について

- 必ず3票 (A票～C票) に必要事項 (☆印欄) を記入のうえ、(A)票～(C)票を切り離さずに、金融機関の窓口から「電信扱」で納入してください(ATM・ゆうちょ銀行は不可)。
- 振込依頼書(A)に記載の大学指定金融機関の本・支店窓口から納入する場合の手数料は不要です。
- 納入後、振込金証明書(B)、領収証(C)に取扱金融機関収納印が押してあることを確認してください。
- 振込金証明書(B)は「振込金証明書」貼付用紙(本学所定用紙)に貼り付けて、出願書類とともに提出してください。
- 領収証(C)は本人が保管してください。

B ビジネス研究科グローバル経営研究専攻 修士課程

(大学提出用)

2024年度
同志社大学入学検定料
振込金証明書

金額 15,000円

住所	☆ (〒)
フリガナ	
氏名	☆

◎本証明書は「振込金証明書」貼付用紙(本学所定用紙)に貼り付けて出願書類とともに提出してください。

取扱金融機関
2
収納印

C ビジネス研究科グローバル経営研究専攻 修士課程

(本人控)

2024年度
同志社大学入学検定料

取扱金融機関
3
収納印

領収証 (兼手数料) (納入者保管)

金額	¥ 1 5 0 0 0
振込日(西暦)	☆ 年 月 日
振込依頼人(志願者)	☆
手数料	

上記の金額正に受け取りました。
<注意> 1. いったん納入された入学検定料は返還いたしませんので、注意してください。
2. この領収証は本人が保管してください。

(金融機関切り離し)

A

(取扱金融機関保管)

電信扱 2024年度 振込依頼書 科目[※]
入学検定料

依頼日(西暦) ☆	年 月 日	振込指定	電信扱	手数料 [※]	円
先方銀行 ☆ご希望の銀行に○印	1	京都銀行 本店営業部 普通	300006	金額	¥ 1 5 0 0 0
	2	三井住友銀行 京都支店 普通	303000	通貨	
				おつり	
受取人	ドウシヤダイガク 同志社大学				
口座名	同志社大学				
整理番号	志願者氏名 (カタカナで記入)		志願者住所		
990116 ☆	☆		☆		
志願者氏名 ☆	方 住 () -				

各票の☆印欄は、払込人において記載してください。

取扱金融機関へのお願ひ
1. 太枠内を打電してください。整理番号、氏名の順で、打電してください。
2. 収納印を必ず押印のうえ、[B][C]票を依頼人にお渡しください。

左記2行の本・支店窓口では手数料無料扱い

取扱金融機関
1
収納印

2. Sample Form for Telegraphic Transfer

Notes for Telegraphic Transfer at a Bank

<This form can only be used by applicants residing in Japan>
日本国内居住者のみ使用

Payment of Application Fee

1. Fill in the spaces with (☆) in the following (A) to (C). Do not separate them before remitting the application fee by telegraphic transfer from a bank. Transfer through ATM or Japan Post Bank “Yucho Ginko” is not acceptable.
2. No transaction charge is necessary when the applicant remits from the (central) branches of the banks listed in “振込依頼書(A)”.
3. Make sure the seals of the bank are on “振込金証明書(B)” and “領収証(C)” after remitting.
4. Submit “振込金証明書(B)” to the university with other application materials after pasting it onto the “Pasteboard for Receipt of Telegraphic Transfer (prescribed form)”.
5. Keep the transaction receipt “領収証(C)” for your reference.

1. Do not separate forms prior to remittance.

- (A) Transfer request
- (B) Receipt of remittance (for university)
- (C) Receipt of remittance (for applicant)

3. The processing fee is free at the bank listed below:

- ① The Bank of Kyoto
- ② Sumitomo Mitsui Banking Corporation

2. Application fee is non-refundable.

B ビジネス研究科グローバル経営研究専攻 修士課程
(大学提出用)
2024年度
同志社大学入学検定料
振込金証明書

取扱金融機関
2
取納印

金額 15,000円

志願者住所氏名	☆ (〒)
住所	
氏名	

Applicant's full name with FURIGANA in KATAKANA

◎本証明書は「振込」に貼り付けて出願書類とともに提出してください。

C ビジネス研究科グローバル経営研究専攻 修士課程
(本人控)
2024年度
同志社大学入学検定料

取扱金融機関
3
取納印

Date of Remittance

領収証 (兼手数料) (納入者保管)

金額	¥15000
振込日(西暦)	☆ 年 月 日
振込依頼人(志願者)	☆
手数料	

Applicant's full name

上記の金額正に受け取りました。

<注意> 1.いったん納入された入学検定料は返還いたしませんので、注意してください。
2.この領収証は本人が保管してください。

(振り込み後志願者切り離し)

(金融機関切り離し)

A 電信扱 2024年度 入学検定料 振込依頼書 科目

Date of Remittance

依頼日(西暦)	☆ 年 月 日	振込指定	電信扱	手数料	円
先方銀行	☆	1 京都銀行 本店営業部 普通	300006	金額	¥15000
銀行		2 三井住友銀行 京都支店 普通	303000	通貨	
受取人		口座名		当手	
		整理番号		おつり	
		990116			
		志願者住所			
		志願者氏名			

Applicant's full name in KATAKANA

Applicant's full name

* Select the bank you would like to make a transfer for.

Applicant's address

左記2行の本・支店窓口では手数料無料扱い

取扱金融機関
1
取納印

3. Pasteboard for Receipt of Telegraphic Transfer (only for applicants residing in Japan)

This form is for applicants residing in Japan only.

日本国内居住者用

受験番号 _____

(Office use only)

Receipt of Remittance**入学検定料「振込金証明書」貼付用紙**

For domestic applicants who completed the application fee payment by telegraphic transfer:

Please paste the Receipt of remittance (B) in the box below. The receipt should have the official stamp of the bank on it.

本学所定の振込依頼書を用いて金融機関の窓口から「電信扱」で入学検定料を振り込んだ後、振込金証明書 **B** をこの用紙に貼り付けして提出してください。（日本国内居住者のみ）

Paste the receipt (B) here.

この枠内に振込金証明書 **B** を
貼り付けしてください

4. **Letter of Recommendation Form (For reference, downloadable on DBS website)**

LETTER OF RECOMMENDATION

Instructions for the applicant: Complete **PART 1**, then provide this form to the recommender.

PART 1 To be completed by the applicant

Full legal name			
(In alphabet)	_____	_____	_____
	First	Middle (if any)	Last
Nationality	Date of birth: _____		
	_____	_____	_____
	YYYY	MM	DD

PART 2 To be completed by the recommender

Instructions for the recommender: The person named above is applying for graduate study at Doshisha University. We would appreciate your evaluation of the applicant’s academic/professional performance and potential and of his/her personal qualities. Any information you provide here will be considered strictly confidential. Please enclose this form in a sealed envelope, write your signature over the sealed flap, and return to the applicant.

(Handwritten in ink) Signature: _____ Date: _____
 YYYY MM DD

Name	_____	_____	_____
	First	Middle (if any)	Last
Affiliation (Ex: Name of company / School and etc.)	_____		
Position	_____		
E-mail address	_____	@	_____

1. **How long have you known the applicant?**

	Years
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2. **What is your relationship with the applicant? (Please CHECK the appropriate word)**

<input type="checkbox"/> PREVIOUS Student	<input type="checkbox"/> PRESENT Student	<input type="checkbox"/> PREVIOUS Employee	<input type="checkbox"/> PRESENT Employee
<input type="checkbox"/> Other (_____)			

3. **Please indicate where the applicant would rank among students/employees or etc with whom you are acquainted. (Please CHECK the appropriate word)**

<input type="checkbox"/> OUTSTANDING	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> AVERAGE	<input type="checkbox"/> BELOW AVERAGE
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4. **Your statement concerning the applicant:** We would appreciate your candid opinion of the applicant’s qualifications for studying in Japan. Please continue on reverse side if necessary.)

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