

You, Unlimited

Ryukoku University

Exchange Application Spring 2026 Entry

Manual



**RYUKOKU
UNIVERSITY**

Please read this manual carefully before proceeding with the application process. Additionally, obtaining a residence status to stay in Japan as an exchange student takes time. Therefore, please prepare the required documents below as soon as possible.

出願の手続きをする前に、このマニュアルをよく読んでください。
また、日本に住むための「在留資格」をもらうには、時間がかかります。
できるだけ早く、下の書類を準備してください。

STEP① Membership Registration/ 会員登録

■Please start by registering as a member from the screen below.

The screenshot shows the homepage of 'The Admissions Office'. On the left, there is a logo and text: 'The Admissions Office', 'Offering the choice of colleges from the world map', and 'An entrance exam system for the new era, convenient for both university and applicants. The Admissions Office is a consortium system that covers online entrance exams in general.' Below this is an illustration of six diverse students. On the right, there is a navigation bar with 'Applicants' and 'Recommenders/Requestees'. Below this, there are input fields for 'Email address' and 'Password', a 'Login' button, and a red box highlighting the 'Account registration' button. A red circle with the number '1' points to the language dropdown menu (set to 'English'), and a red circle with the number '2' points to the 'Account registration' button.

① You can choose between English and Japanese.

使う言葉は、「英語」か「日本語」をえらぶことができます。

② Please click the "Membership Registration" button.

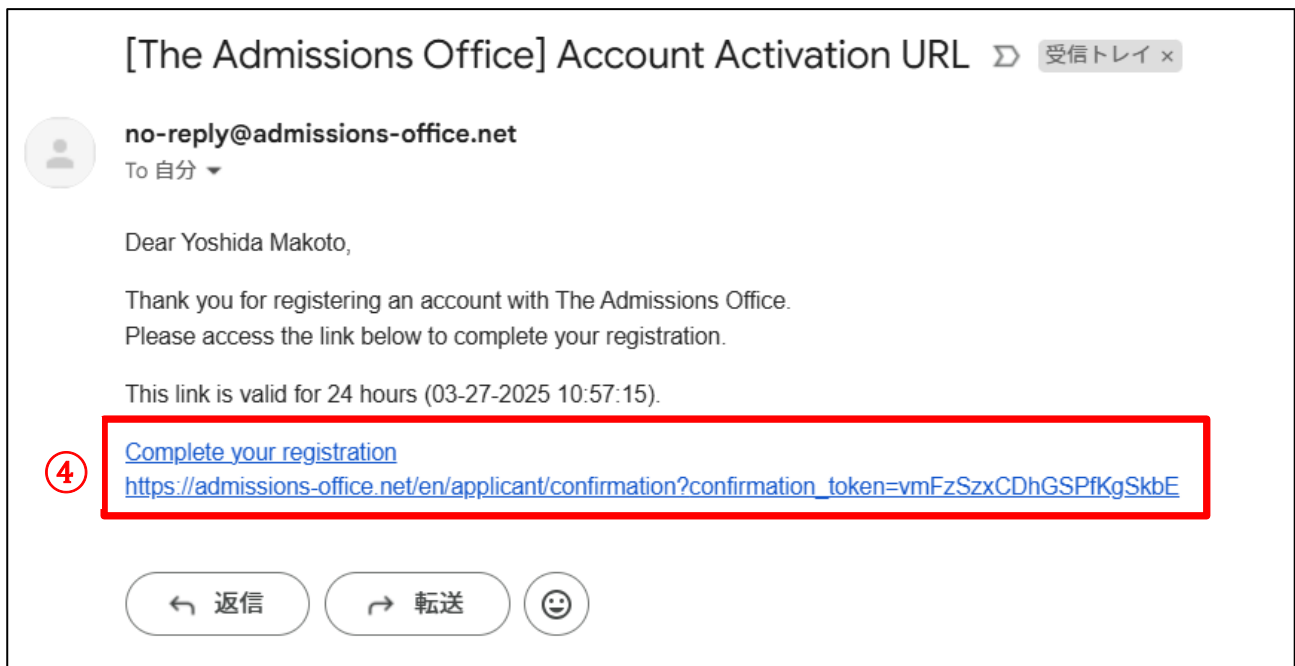
会員登録」のボタンをおしてください。

The screenshot shows the 'Create an applicant's account' form. The title 'Create an applicant's account' is highlighted with a red box. Below the title, there is a language dropdown menu (set to 'English') and a red asterisk indicating required fields. The form contains three input fields: 'Email address', 'Password', and 'Please enter the new password again'. A red circle with the number '3' points to the 'Email address' field.

③ Please enter your personal information. There is a button labeled "Enable Two-Factor Authentication" among the options. For security reasons, please make sure to check it. Additionally, there is a field to set your password. You will need this password for future logins, so please make sure not to forget it.

Once all the fields are completed, click the "Create Account" button.

自分の情報を入力してください。入力する中に「二段階認証を有効にする」というボタンがあります。安全のために、かならずチェックを入れてください。また、「パスワード」を入力するところがあります。パスワードは、ログインするときに使います。わすれないように気をつけてください。全部入力したら、「アカウントを作成する」ボタンをクリックしてください。

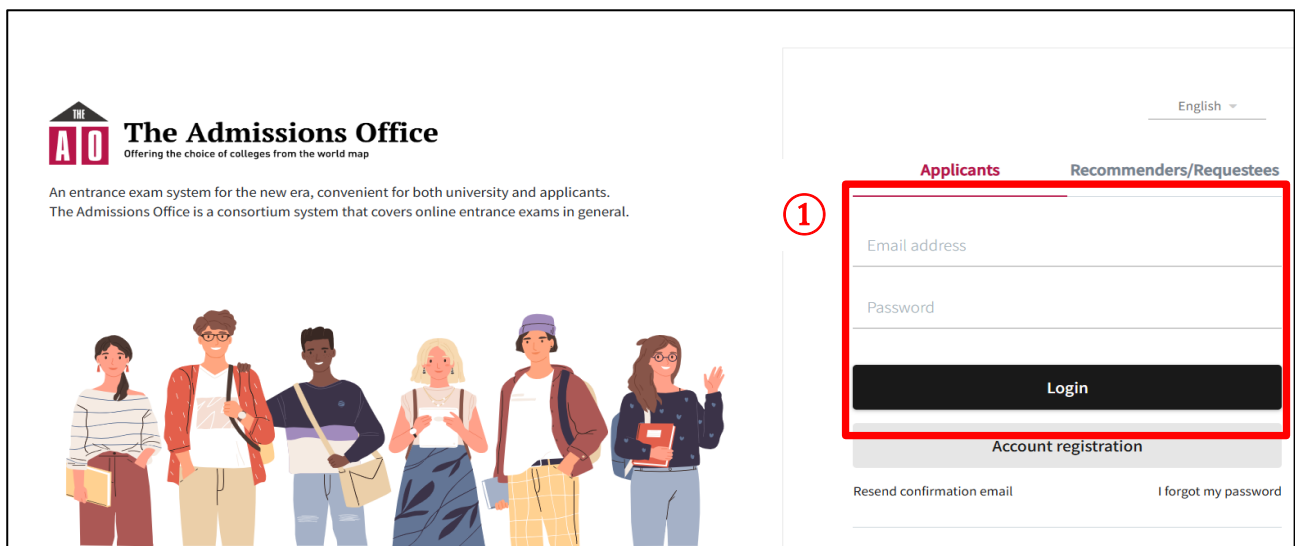


- ④ After clicking the "Create Account" button, a confirmation email will be sent to the email address you entered. Click the link in the email to complete your registration.

「アカウント作成」ボタンをクリックすると、あなたが入力したメールアドレスに、確認メールが届きます。メールの中にあるリンクをおして、登録を終わらせてください。

STEP② Application Process/出願手続き

■Log in and proceed with the application process.



- ① Enter your email address and password to log in.

メールアドレスとパスワードを入力し、ログインしてください。

② Click "Start my application" to begin filling out your information.

「出願を開始する」 をおして、次の画面に進んでください。

③ Please make sure to read the important notes carefully.

注意事項を必ず読んでください。

④ Enter the required information in items 1 to 13 under "Prepared by applicant" on the left side of the screen.

画面の左にある「出願書類」の①から⑬までのところに、必要な情報を入力してください。

⑦ You must select "Student" from the options.

この中からえらぶときは、かならず「留学」にチェックを入れてください。

Purpose of entry *

☐ Professor ☐ Instructor ☐ Artist ☐ Cultural Activities ☐ Religious Activities
☐ Journalist ☐ Intra-company Transferee ☐ Researcher (Transferee) ☐ Business Manager
☐ Researcher ☐ Engineer / Specialist in Humanities / International Services ☐ Nursing Care
☐ Skilled Labor ☐ Designated Activities (Researcher or IT engineer of a designated org)
☐ Designated Activities (Graduate from a university in Japan) ☐ Specified Skilled Worker (i)
☐ Specified Skilled Worker (ii) ☐ Entertainer ☐ Student ☐ Trainee
☐ Technical Intern Training (i) ☐ Technical Intern Training (ii) ☐ Technical Intern Training (iii)
☐ Dependent ☐ Designated Activities (Dependent of Researcher or IT engineer of a designated org)
☐ Designated Activities (Dependent of EPA)
☐ Designated Activities (Dependent of Graduate from a university in Japan)
☐ Spouse or Child of Japanese National ☐ Spouse or Child of Permanent Resident
☐ Long Term Resident ☐ Highly Skilled Professional (i)(a) ☐ Highly Skilled Professional (i)(b)
☐ Highly Skilled Professional (i)(c) ☐ Others

In general, please choose "Student".

Date of entry *

As a rule, you cannot choose a date earlier than 3 weeks before the program start date.

Port of entry *

⑧ Intended length of stay * Months

Please enter your program duration.

⑧ For Half Year / 1 Semester, enter 7 months. For One Year / 2 Semesters, enter 13 months.

Half Year / 1 Semester の場合は、「7ヶ月」と入力してください。

One Year / 2 Semesters の場合は、「13ヶ月」と入力してください。

⑨ Month and year of (scheduled) graduation (year) (month)

⑩ Month and year of expiration of the exchange student acceptance period (year) (month)

⑨ The field "Month and year of (scheduled) graduation" does not need to be filled in.

「卒業年月 (予定)」は入力しないでください。

⑩ For "Month and year of expiration of the exchange student acceptance period", enter February 2026 for Half Year / 1 Semester and August 2027 for One Year / 2 Semesters.

「交換留学受入満了年月」には、次のように入力してください。

Half Year / 1 Semester のときは、「2026 年 8 月」

One Year / 2 Semesters のときは、「2027 年 3 月」

Family in Japan (father, mother, spouse, children, siblings, grandparents, uncle, aunt or others) and cohabitants *

Family in Japan, if any * ☐ Yes ☐ No

If yes, please fill in your family members in Japan and co-residents in the following columns.

+ Add Family in Japan

⑪ If you have family members (father, mother, spouse, children, siblings, grandparents, uncle, aunt, etc.) or cohabitants in Japan, you must select "Yes".

Then, click "Add Family in Japan" and enter the required information.

日本にいる家族（父、母、配偶者、子ども、兄弟姉妹、祖父母、おじ・おば など）や、いっしょに住んでいる人がいる人は、かならず「Yes」にチェックを入れてください。

そのあと、「在日親族を追加する」をクリックして、必要な情報を入力してください。

Education (last school or institution) or currently enrolled school or institution * Required

Your current status *

☐ G **12** ☒ Currently enrolled ☐ Temporary absent ☐ Withdrawal

Your current status *

☐ Doctor ☐ Master ☐ Bachelor ☐ junior College ☐ College of technology ☐ Senior High School ☐ Junior High School ☐ Elementary School ☐ Others

Name of the current school *

Date of graduation or expected graduation *

12 Please select "Currently enrolled" in this field and enter the name of your university.

この欄は 「在学中」 を選択し、あなたの大学名称をご記入ください。

Personal history(Work experience and educational background for the last 5 years (limited to those after graduating from senior high school))

Start *

(year) (month)

End *

(year) (month)

Personal history *

13

× Delete Personal history

+ Add Personal history

13 In this field, you are required to enter your educational and employment history from the past five years (limited to those after graduating from high school). Please make sure to provide accurate information. For employment history, part-time jobs do not need to be included; only positions where you were formally employed should be listed.

この欄は、過去5年間の職歴及び学歴（高等学校卒業以降のものに限る）を入力する必要があります。正確に情報を入力してください。職歴については、アルバイトの場合は記入は不要です。正規に雇用されて働いた場合のみご記入ください。

Japanese language ability (Fill in the followings when the applicant plans to study at advanced vocational school or vocational school (except Japanese language))

⑭

☐ Proof based on a Japanese language test

☐ Organization and period to have received Japanese language education

☐ Other proof

⑭ You do not need to fill in this field.

この欄は入力する必要はありません。

Plan after graduation

* Required

Plan after graduation

⑮

☒ Return to home country

☐ Enter school of higher education in Japan

☐ Find work in Japan

☐ Others

For the exchange students, you must choose the "Return to home country".

⑮ Please select "Return to home country" in this field.

この欄は 「帰国」 を選択してください。

Method of support to pay for expenses while in Japan(Fill in with regard to living expenses, tuition and rent) * multiple answers possible

⑯

Method of support and an amount of support per month (average) *

We would like to ask how you will afford your living expenses while you stay in Japan. Each students need at least JPY 80,000/month as a living expense to obtain visa. You need to explain how you manage your living expenses. * Please note that JPY80,000/month is a minimum living expense to apply for a visa, and the actual living expenses especially in Tokyo can be more.

☐ Self-pay

☐ Supporter living abroad

⑰

☐ Supporter living in Japan

☐ Scholarship

☐ Others

Exchange rate *

Fill in the exchange rate. Please write as 1 JPY= XXX currency Ex) 1JPY=0.0091USD

Date of the exchange rate *

⑯ The method of covering living expenses must be reported accurately. All applicable expenses must be declared. Additionally, each section has a field for entering the amount. Make sure to enter the monthly amount. (Please enter the amount in Japanese Yen.)

日本でかかるお金の出し方 (=滞在費の支弁方法) は、正しく書く必要があります。

お金がかかるすべてのことについて、きちんと書いてください。

また、金額を書くところがありますが、かならず「1 か月にいくらかかるか（＝月の金額）」を書いてください。

①⑦

Supporter(If there is more than one, give information on all of the supporters)*another paper may be attached, which does not have to use a prescribed format. * Required

Supporter, if any * ☐ Yes ☐ No

+ Add Supporter

- ①⑦ If you have entered an overseas or domestic financial sponsor, you must fill in the next "Financial Sponsor" section.If this does not apply to you, please select "None."

「在外経費支弁者」または「在日経費支弁者」を入力した人は、次の「経費支弁者」のところにも情報を入力してください。あてはまらない人は、「無」にチェックを入れてください。

①⑧

Name of intermediary agency or person

Name of intermediary agency or person

Address of intermediary agency or person

Registration number issued by the government

- ①⑧ Do not enter anything in "Name of intermediary agency or person"; leave it blank.

「仲介業者または仲介者」のところは、何も入力しないでください。

Japanese language ability (select all th appropriate ones)

①⑨

☐ Proof based on a Japanese language test

☐ Organization and period to have received Japanese language education

- ①⑨ If you apply for JSP-Japanese, you must complete this field. If you have a JLPT score:In Name of the test, enter Japanese Language Proficiency Test (JLPT).

In Attained level or score, write your result (e.g., N4-150).

Also complete Organization and period to have received Japanese language education.

If you do not have a JLPT score:You do not need to fill in Name of the test.

But you must complete Organization and period to have received Japanese languageeducation.

JSP-Japanese を選択する場合、この欄の入力は必須です。

JLPT スコアを持っている場合：「Name of the test」欄に Japanese Language Proficiency Test (JLPT) と入力してください。「Attained level or score」欄に結果を入力してください（例：N4-

150)。

さらに「Organization and period to have received Japanese language education」欄も必ず入力してください。

JLPT スコアがない場合：「Name of the test」欄は不要です。ただし「Organization and period to have received Japanese language education」欄は必ず入力してください。

20

Selection of Entrants (select all th appropriate ones)

- ☐ Test
- ☐ Interview
- ☐ Check of documents
- ☐ Other

20

This field is not required.

この欄の入力は不要です。

21

RYUKOKU UNIVERSITY | Exchange Program | Exchange programs (for all departments and majors) | Exchange Application Fall 2025 Entry

Progress 0 / 13

Progress of required fields 0 / 13

* Indicates a required field.

Prepared by applicant

[1] Application for certificate of eligibility *

[2] 1.Name/氏名 *

[3] 2.Home University 派遣元大学情報 *

[4] 3.Nationality・Gender・Permanent Address・Contact 国籍・性別・現在の住所・連絡先 *

[5] 4.学歴・経歴 Educational Background・Occupational Experience *

[6] 5.Language Background 語学背景 *

[7] 6.Desired undergraduate/graduate school, length of exchange period, and courses you wish to take 希望する学部・大学院、留学期間、履修したいコース *

[8] 7.Will you have a scholarship at the time of your admission to Ryukoku University? 本学入学または大学院に入学時点での奨学金受給の有無 *

[9] 8.留学者の入居意思確認 Confirmation of intent to move into international student dormitory

Some field(s) have not been filled in yet

content confirmation

1.Name/氏名

PLEASE INPUT YOUR FULL NAME, EXACTLY AS IT IS WRITTEN IN YOUR PASSPORT. Please also input the "furigana" (katakana) reading of your name. If you are unsure about how your name is written in katakana, please ask a Japanese speaker or refer to an automatic translator (such as Google, etc.) パスポート記載の氏名を記入してください。

Your name, as written below, will be used in various cases at the university (Student ID, Official Transcript, Completion Certificate, etc. Please fill this section out fully and correctly. ここに記載した氏名は、龍谷大学在学中のIDカードや成績証明書、コースの修了後の修学証明書等に記載されますので、正しく、しっかりと書いてください。

Name/氏名 Katakana/カタカナ * Required

Family Name 姓 *

Katakana カタカナ
Please enter only Katakana.

Length of characters: 0 / 200

First Name (Given Name) 名 *

Katakana/カタカナ
Please enter only Katakana.

Length of characters: 0 / 200

Middle Name(s) (If Applicable) 名

Katakana/カタカナ
Please enter only Katakana.

Length of characters: 0 / 200

Name/氏名 Kanji (if Applicable)/漢字

*You may only use Kanji if your name is officially written in Kanji.
*漢字を使用できるのは、正式な氏名が漢字で表記されている場合のみです。

Family Name 姓

Kanji (if Applicable) 漢字

Save and go to next

21 Enter all the required information in items 1 to 16 under "Application Documents" on the left side of the screen. All fields without specific instructions must be filled in. Please carefully check for any missing information and complete the input process.

画面の左にある「出願書類」の1～16のところに、必要な情報をすべて入力してください。特に指示がないところも、全部入力が必要です。入力を間違えないように、よく確認しながら手続きをしてください。

22 Once all the required fields are completed, you will proceed to the final confirmation screen. Review the details carefully, and if everything is correct, check "Yes, I have confirmed." and click the "Complete Application" button.

すべて入力が終わると、「最終確認」の画面にうつります。内容をよく見て、まちがいないか確認してください。問題がなければ、「はい、確認しました。」にチェックを入れて、「出願を完了する」ボタンをおしてください。

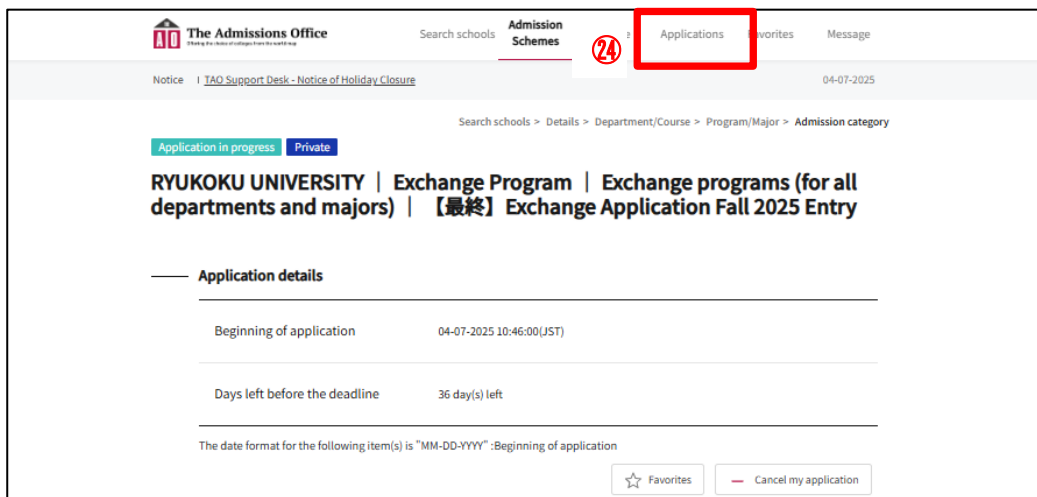
23 "Complete my application" will be displayed. Check "I have reviewed the above and will proceed with the application." and click "Yes."

「出願を完了する」と書かれた画面が出てきます。

「上の内容を確認しました」にチェックを入れて、「はい」をクリックしてください。

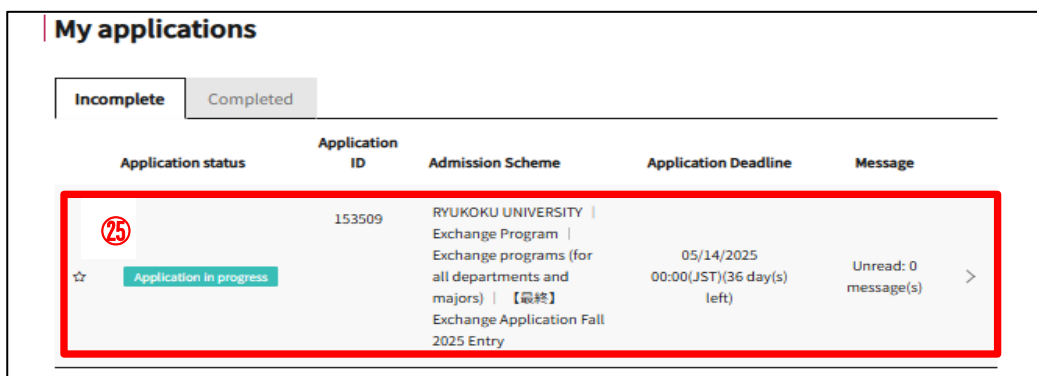
◆ How to save your application and check it again later

出願を途中まで入力して、あとで内容をもう一度見る方法



24 When you log in to the application site again, you will see the following screen. Please click on "List of Applications."

出願サイトに再度ログインすると、以下のような画面になります。「出願一覧」をクリックしてください。



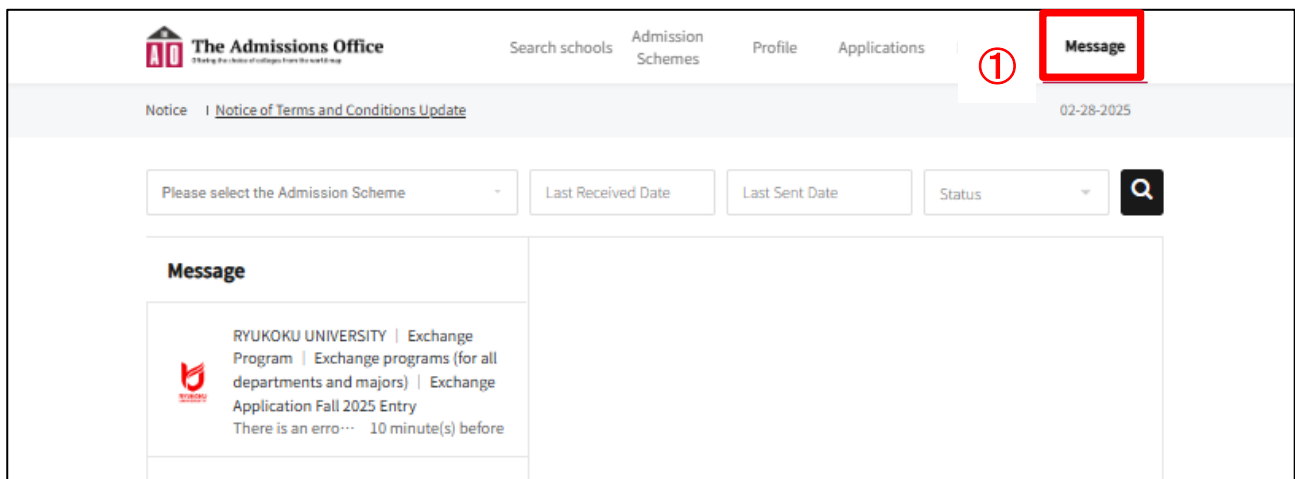
25 Clicking "In Progress" allows you to continue your application.

「出願中」をクリックすると、出願のつづきをすることが できます。

Others/その他

■If there are any issues with your application, the university may send you a message.

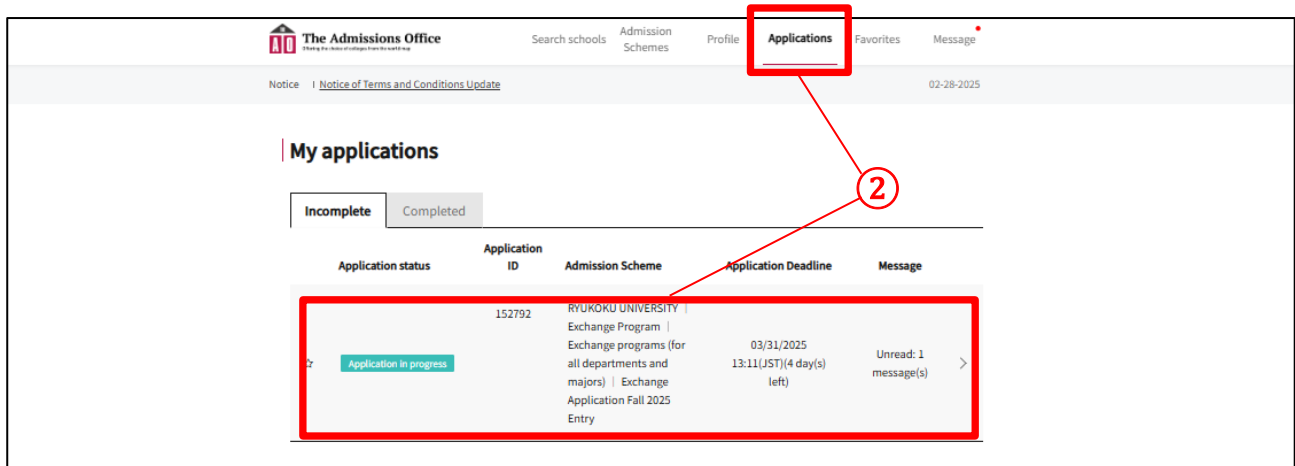
手続きにまちがいがあったときは、大学からメッセージが送られることがあります。



- ① If there are any issues with your application, the university will send you a message. Please check your messages from the link below.

ここをクリックすると、大学からのメッセージを見ることができます。大切なお知らせが入っていることもあるので、かならず見てください。

また、あなたのメールアドレスにも「メッセージを受け取りました」というメールが届きます。見のがさないように、メールもわすれずにチェックしてください。



- ② Click here to review your application details. If there are any input errors, please contact us via message.

ここをクリックすると、自分が入力した出願の内容を確認できます。

もし、まちがいがあったときは、メッセージで大学に連絡してください。



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