

V. Initial Registration Procedures

※As for Japanese version, see page 281. 日本語版は、281ページからです。

Complete the following registration procedures by the deadline. Please refer to the guidance for the Initial Registration Procedures enclosed in the Notification of Acceptance for details. Admission will be denied if the registration procedures are not completed by the deadline.

1. Payment of Initial Registration Fee

Applicants residing in Japan

The Payment must be made using the payment slip by telegraphic transfer at a bank counter. Details for method of payment and amount of payment will be given in the guidance for Initial Registration Procedures.

	Payment Period	Amount of Payment
April 2023 Entry	Wednesday, February 1, 2023- Thursday, March 9, 2023	Prescribed amount of the Initial Registration Fee
September 2023 Entry	Monday, August 14, 2023- Wednesday, August 30, 2023	

⇒ As soon as the University has confirmed the receipt of the fee, an “Admission Certificate” will be sent to the applicant.

※Successful applicants for the Graduate School of Brain Science, who wish to apply for “Doshisha University Graduate School of Brain Science Special Scholarship” are required to pay the Registration Fee (equivalent to the Admission Fee) and submit an application form (provided) for this scholarship by **Thursday, December 15, 2022**. For details about the scholarship, see page 301.

Applicants residing outside Japan

Successful applicants will be required to complete the initial registration procedures as below. These procedures may change. Please follow the guidance provided in the “Notification of Acceptance and Initial Registration Procedures” to be sent to successful applicants. Payment of fees must be done from a bank counter. Details for method of payment and amount of payment will be given in the guidance for Initial Registration Procedures.

	Payment Period	Amount of Payment
April 2023 Entry	Thursday, December 15, 2022 is the deadline.	Prescribed amount of the Initial Registration Fee
September 2023 Entry	Saturday, April 1, 2023- Tuesday, June 20, 2023	

[Step1]

- ① Applicants must pay the Prescribed amount of the Initial Registration Fee by the deadline stated above.
- ② Applicants must submit all necessary documents to apply for the Certificate of Eligibility (COE) including documents related to funding indicated on page 285 to the Office of International Students by the deadline stated below.

	Submission Deadline
April 2023 Entry	Thursday, December 15, 2022
September 2023 Entry	Tuesday, June 20, 2023

⇒ For applicants who completed Step 1, Doshisha University will apply by proxy for the Certificate of Eligibility to the Ministry of Justice.

※Successful applicants for the Graduate School of Brain Science, who wish to apply for “Doshisha University Graduate School of Brain Science Special Scholarship” are required to pay the Registration Fee (equivalent to the Admission Fee) and submit an application form (provided) for this scholarship by **Thursday, December 15, 2022**. For details about the scholarship, see page 301.

[Step2]

After the Certificate of Eligibility is issued, it will be sent to the applicants together with the Admission Certificate. You will then apply for a Student visa by bringing the Certificate of Eligibility and the Admission Certificate to the Japanese Embassy or the Japanese Consulate in your home country.

Applicants must enter Japan with a valid Student visa on their passports. Applicants who do not have a Student visa may have to leave Japan and then re-apply for a Student visa at the Japanese Embassy or the Japanese Consulate.

If you overpaid the transaction fee etc. when paying the Initial Registration Fee by overseas remittance, the excess amount will be applied to the following semester’s University Fees.

◆Documents Related to Funding to Obtain a Certificate of Eligibility◆

① **If the applicant supplies the funds by him/herself:**

- Bank Account Balance Statement of the applicant (the balance statement should show sufficient funds to cover the university fees for one year + a minimum of ¥100,000 × 12 months to cover living expenses. **It should be issued by a bank which is able to transfer the funds to Japan in Japanese yen.**)
- Certificate of Employment (or Verification of Employment) of the applicant
- Certificate of Annual Income (or a Tax Certificate indicating the applicant's total income for the previous year) of the applicant

② **If a family member, a relative of the applicant (or any other person) supplies the funds:**

- Statement of Financial Support (prescribed form) filled out by the sponsor (if the form is filled out in a language other than Japanese or English, a Japanese or English translation done by a professional translator must be attached).
- Bank Account Balance Statement in the sponsor's name (the balance statement should show sufficient funds to cover the university fees for one year + a minimum of ¥100,000 × 12 months to cover living expenses. **It should be issued by a bank which is able to transfer the funds to Japan in Japanese yen.**)
- Certificate of Employment (or Verification of Employment) of the sponsor
- Certificate of Annual Income (or a Tax Certificate indicating the applicant's total income for the previous year) of the sponsor
- Document to prove the sponsor's relationship with the applicant (one of the followings: a copy of the Family Register, Birth Certificate, Resident Card or Public Certification of Kinship)

③ **If the applicant supplies the funds through a scholarship:**

- Scholarship Certificate indicating the amount, duration of the scholarship, and the name of sponsoring foundation or institution

④ **If a sponsor residing in Japan supplies the funds:**

- Statement of Financial Support (prescribed form) filled out by the sponsor
- Tax Certificate indicating the sponsor's total income for the previous year (one of the followings: Withholding Tax Slip, copy of Final Income Tax Return, Residential Tax Return or Income Tax Certificate)
- If the sponsor is a relative of the applicant, a document to prove the sponsor's relationship with the applicant (one of the following: a copy of the Family Register, Birth Certificate, Resident Card or Public Certification of Kinship)
- If the sponsor is an acquaintance or a friend, an explanatory note mentioning the relationship with the applicant and a picture taken together, etc.

* If you have multiple sponsors, submit the required documents for all of them.

* If you have any inquiries regarding the documents related to funding, please contact the Section for International Admissions, Office of International Students, International Center (Imadegawa Campus).

2. Submission of Initial Registration Documents

- (1) Date of Submission: **the day of Convocation Ceremony**
(Please follow the instruction of the office of your graduate school)
- (2) Method: Submit in person
- (3) Submit to: Please follow the instruction of the office of your graduate school.
- (4) Required Documents:
 - ① Certificate of Graduation (Completion) –required only for those who submitted a Certificate of Expected Graduation (Completion) at the time of application. If you were at 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'.
 - ② Certificate of Items Stated in Resident Register (Juminhyo Kisaijiko Shomeisho) :
You can apply for this certificate at a local ward office in your resident area.
 - ③ Written Pledge and Notification of Contact Person (prescribed form to be sent to successful applicants):
A contact person must be the applicant's father or mother in principle (any place of residence accepted). This contact person must be designated to maintain communication with the University during the student's absence, and be responsible for delivering messages/information from the University to the student.

Note

Once received, the Admission Fee (equivalent to the Registration Fee) will not be refunded under any circumstances. Only in the case the applicant goes through the prescribed cancellation procedure (submission of cancellation letter and return of the Admission Certificate) by the deadline stated below, the amount after deduction of the Admission Fee from the Initial Registration Fee will be refunded to the applicant.

	Cancellation Deadline
April 2023 Entry	Postmarked: Friday, March 31, 2023 when sending by post
September 2023 Entry	Postmarked: Wednesday, September 20, 2023 when sending by post

Those who have already received the "Certificate of Eligibility" must return this to the Office of International Students along with the cancellation letter and the Admission Certificate. For details, refer to the guidance for Initial Registration Procedures.