

Graduate School of Global Studies

Admissions Guide for International Students

September 2024 Entry

I. Qualifications for Applicants

Doctoral Program:

Those who have foreign nationalities and who satisfy one of the following qualifications are eligible:

- (1) Those who have certification for a master's degree from an institution outside Japan or are expected to receive it before September 20, 2024.
- (2) Those who have certification for a master's degree from an institution in Japan as a foreign student or are expected to receive it before September 20, 2024.
- (3) Those who Doshisha University recognizes as having an equivalent qualification to one of the above requirements (1)(2), and who are 24 years or older by the time of enrollment, will be considered for admission.

■ Note

1 : Students enrolled in the clusters of American Studies and Global Society Studies can complete the degree by taking classes taught in English. Please be aware that courses in Contemporary Asian Studies Cluster Ph.D. Program is basically conducted in Japanese.

2 : Those who apply to above (3) are required to take an eligibility screening for application in advance. Applicants shall contact the office of Graduate School of Global Studies in advance, and send the required documents as following by mail to the office by Thursday, November 30, 2023. (Simplified Registered Express Mail only. The documents must reach the office on or before the deadline). The result of the screening shall be notified by Monday, December 25, 2023 to the applicant those who are already residing in Japan by mail, and to the applicant those who are residing abroad by e-mail.

<Documents Required for Application Eligibility Screening>

- Application Form for Eligibility Screening for Application and Curriculum Vitae (Prescribed Form GS④)
- Certificate of Graduation and Official Transcripts
(Proved by the president of the final school which the applicant graduated from)
- A Personal Statement
(A4 sized paper, horizontal writing, approximately 1,000 words, Word is accepted)
- Academic Performance as a substitute for a master's thesis
(There is no fixed minimum number of the theses nor word count in a thesis)
- Reference Materials for Eligibility (Optional)
Certificates or Documents to prove that the applicant has:
 - National Qualifications
 - Foreign Language Proficiency
 - Academic History after graduating from the final school which the applicant completed
 - Research or Activity Experiences
 - Qualities and Ability relevant to applicant's working background, position, specialized/professional field

3 : Applicants who have any questions concerning the qualifications other than above Note2 should consult the Office of International Students prior to application.

4 : Admission will be denied if the applicant who passes the entrance examination does not meet the application requirements by September 20, 2024.

II. Degree, Major, Cluster, Student Status and Number of Students Admitted

Degree	Major	Cluster	Student Status	Number of Students Admitted
Ph.D.	Global Studies	American Studies Cluster Contemporary Asian Studies Cluster Global Society Studies Cluster	Regular	Limited
			Special	Limited

※Standard period of study is 3 years.

III. Application Schedule

Degree	Admission Type	Residence	Student Status	Application Period	Examination Date	Notification of Result
Ph.D.	General Applicants	Japan	Regular	December 26 (Tue), 2023- January 11 (Thu), 2024 No later than 5:00 p.m. (Japan time)	February 11 (Sun), 2024	February 23 (Fri), 2024
			Special		Documentary Screening	
		Abroad	Regular			
			Special			

※Our office is closed from December 29 (Fri), 2023 to January 8 (Mon), 2024. We will be unable to answer phone and email inquiries during this period.

IV. Application Procedure

Degree	Admission Type	Residence	Student Status	Application Fee	Period for Payment of Application Fee	Application Period
Ph.D.	General Applicants	Japan	Regular	15,000 yen	December 18 (Mon), 2023 - January 11 (Thu), 2024	December 26 (Tue), 2023- January 11 (Thu), 2024 No later than 5:00 p.m. (Japan time)
			Special	10,000 yen		
		Abroad	Regular			
			Special			

As for the payment of the Application Fees, the important notes on application documents and submission, see on page 15 to 16 and “III. Payment of Application Fees” on page 279 to 283.

V. Application Documents (including this “List of Required Documents”)

List of Required Documents for Applicants to the Graduate School of Global Studies for September 2024 Entry

Name _____

Doctoral Program

Check the box to confirm you have prepared all the required documents, and submit the required documents together with this checklist. Print and keep a copy of this checklist for your record as you may be inquired regarding your submission of the documents.

NOTES: Applicants corresponding to the followings are exempt from submission of documents 2, 3, 4, 5, 8 and 9 listed below.

- International student of the Graduate School of Global Studies, Doshisha University (Special Student of Doctoral Program)
- Graduated or expected to graduate from the Graduate School of Global Studies, Doshisha University (Master’s Degree) by September 20th, 2024
- Graduated from the Graduate School of American Studies, Doshisha University (Master’s Degree)

	Type of Document	Note	Check	For office use only
1	Application for Admission to Doshisha University (Prescribed Form①)	Application form should be filled out by the applicant. ID photo must be attached. Please specify one of the three clusters (American Studies Cluster, Contemporary Asian Studies Cluster or Global Society Studies Cluster) you wish to be considered for admission in the field “Course/Cluster” in 7. Write “19. The reason for applying to Doshisha University” in Japanese or English.	<input type="checkbox"/>	
2	Letter of Graduation Confirmation or Graduation Certificate ※Except Above-mentioned Applicants	Original: may be returned to the applicant upon request For details, see page 15 [5. Important Notes on Application Documents] ③ and ④. ※Both graduation certificate and certificate of Master’s degree should be submitted if both certificates are issued.	<input type="checkbox"/>	
3	Official Transcripts ※Except Above-mentioned Applicants	Original: may be returned to the applicant upon request For details, see page 15 [5. Important Notes on Application Documents] ③ and ④. A list of all previous undergraduate and graduate study credits obtained at the undergraduate and graduate courses.	<input type="checkbox"/>	
4	One Letter of Recommendation (Prescribed Form②) ※Except Above-mentioned Applicants	Written by a faculty or a staff member of an educational or research institution. ※MUST be sealed by a recommender.	<input type="checkbox"/>	
5	Prescribed Form for Proficiency in Languages (Prescribed Form GS①) ※Except Above-mentioned Applicants	Submit this form even if you have not taken a language proficiency exam. (In that case, please evaluate your abilities using the prescribed form.)	<input type="checkbox"/>	
6	Request Sheet for the Main Faculty Research Advisor (Prescribed Form GS②-1~3)	Fill out and submit a prescribed form of the cluster you wish.	<input type="checkbox"/>	
7	Plan for Study at Doshisha University	An essay which consists of four sections described below must be written in Japanese OR English on A4-size paper. ※Please write down each section separately. ※The plan must be typed and printed on one side only. Your name must be written on the back side so that the examiner cannot identify the applicant. ※ Those who write Section (1) in Japanese must submit an English summary with a title of approximately 250 words on another sheet. Section(1) Your Academic Objectives and Research Proposal for this Program This section should be approximately 5,000–10,000 Japanese characters or 1,250–2,500 words (in English) long, and should include [1]-[4]. [1] The title of the research [2] An evaluation of related study in the field [3] The objective, method, content, and originality of your research project [4] A bibliography NOTE: [1]-[4] should be clearly stated in order. Section (2) Your Academic Background and Accomplishments Please indicate the universities, graduate schools, faculties, and departments where you studied and specify what you studied there. If you studied abroad, please indicate the countries and the institutions you visited and what you studied there. If you have done any extracurricular or social activities related to the research plan, you can mention them in this section. In addition, if you have any work experience (especially that related to your research area at the Graduate School), please list it with your job descriptions. This section should have 1,200 characters or less in Japanese or 500 words or less in English. Section(3) Reasons for Applying to this Program This section should be approximately 200 Japanese characters or approximately 80 words (in English) long. Section(4) Your Career Plans after Completing this Program This section should be approximately 200 Japanese characters or approximately 80 words (in English) long. *Applicants are strongly recommended to contact a professor they wish to work with prior to the application.	<input type="checkbox"/>	

Global Studies

〈Continued on the reverse side〉

Name _____

Doctoral Program (September 2024 Entry)

	Type of Document	Note	Check	For office use only
8	Master's Thesis or Equivalent ※Except Applicants mentioned on the previous page	Please submit one copy of your Master's thesis or an equivalent. (It can be a draft or an unpublished manuscript.) Those who submit thesis written in other language than Japanese or English should create and submit table of contents and abstract in Japanese or English (approximately 4,000 characters long in Japanese / 1,000 words in English). Please contact the Office of Graduate School of Global Studies for further questions.	<input type="checkbox"/>	
9	Certificate of Language Proficiency (Applicants to the all Clusters residing abroad, as well as the applicants to the American Studies Cluster residing in Japan) ※Except Applicants mentioned on the previous page ※Except Applicants to the Contemporary Asian Studies Cluster and Global Society Studies Cluster residing in Japan	The most recent TOEFL iBT®TEST, TOEFL® PBT TEST, TOEIC®LISTENING AND READING TEST (TOEIC®TEST) or IELTS (Academic Module) (original certificate). For the 2024 entrance examination, the original certificate acquired with the TOEFL iBT® Home Edition (TOEFL iBT® Special Home Edition), IELTS on Computer, IELTS for UKVI or IELTS Online is also acceptable. Those who have the certificate of graduation or graduation letter from a graduate school in a country where English is the official language are exempted from the submission of TOEFL iBT®TEST, TOEFL® PBT TEST, TOEIC®LISTENING AND READING TEST (TOEIC®TEST) or IELTS (Academic Module). Please check the right box <input type="checkbox"/> if you intend to send your TOEFL ®Test or IELTS score report directly from the test center to Doshisha University. Only the score reports which reach Doshisha University on or before the application deadline can be accepted. (Score reports delivered to Doshisha University prior to the application period are also acceptable.) Note we do not respond to the applicants' inquiries about the arrival of their score reports. DI code for TOEFL score report (Institutional Score Report / Official Score Report) is 7078. Electronic IELTS score report will be accepted as well only if it is sent directly from the test center to Doshisha University. In this case, please specify the Graduate School of Global Studies as the destination. If you apply with a TOEIC® LISTENING AND READING TEST score, submit the original Official Score Certificate issued on paper (not a printed digital version).	Enclosed to Application Documents <input type="checkbox"/> OR Submit from the test center <input type="checkbox"/> OR Exempted from the submission of Certificate <input type="checkbox"/>	
10	Applicants residing in Japan Copy of Resident Card or Certificate of Items Stated in Resident Register (Must be Original) Applicants residing abroad Copy of Passport or Copy of an Official Government-issued ID ※Read 3. Residence [Japan or Abroad] under 1. Application Flowchart on page 5 carefully and submit the document required for the category that applies to you.	Applicants residing in Japan Either of the following ① or ②: ① Resident Card: submit copies of both front and back of the card, in A4 size. ② Certificate of Items Stated in Resident Register: must include nationality, status of residence, period of stay and date of expiration. Applicants residing abroad Either of the following ① or ②: ① Passport: submit a copy of the page, in A4 size, which includes your photograph and name. ② If you do not have a passport, a copy of an official government-issued ID with your photo must be submitted.	<input type="checkbox"/>	
11	Examination Admission Card (Prescribed Form④)	Please fill out the examination admission card. After receipt of the completed documents, an examination admission card with examinee's number printed on it will be sent only to [Japan] applicant for [Regular] student.	<input type="checkbox"/>	
12	Photo Identification Card (Prescribed Form④)	Affix photograph in space provided on photo identification card. (Photograph should have been taken within 3 months prior to application and should be 3cm H × 2.4cm W, clearly displaying a frontal, hatless view of the upper part of the body. Be sure to write your name and birth date on the back of the photograph.) When your admission is permitted, the photograph will be used for your student ID card, database of students admitted, etc.	<input type="checkbox"/>	
13	Proof of Payment of Application Fee	Payment by credit card Submit a copy (A4-size or similarly sized paper) of the remittance "Result" page. Payment at convenience store (Applicants residing in Japan only) Paste the certificate of payment on the prescribed "Pasteboard for the Receipt of Remittance (Prescribed Form ⑦)." Payment by bank transfer (Applicants residing in Japan only) The receipt of the remittance of the Application Fee (Prescribed Form ⑥-3 or ⑥-4) bearing the authorization of the remittance bank must be pasted onto the prescribed "Pasteboard for the Receipt of Remittance" (Prescribed Form ⑦). Remittance from a financial institution (Applicants residing abroad only) Submit the receipt of the remittance bearing the authorization of your remittance bank.	<input type="checkbox"/>	
14	Mailing Label (Prescribed Form⑤)	Please write your name and mailing address to receive information about examination and your examination result, etc.	<input type="checkbox"/>	
15	List of Required Documents (this form)	Please make sure that you have all the required documents with the checklist, which must be submitted along with the required documents.	<input type="checkbox"/>	
Those who wish to have their original document(s) returned				
	Request for Returning Original Document ※No Prescribed Form	Does your request for returning original document include 1) name of the document, 2) your name, and 3) address to which the document should be returned? ※Documents submitted will generally not be returned to the applicant; however, document(s) that cannot be reissued, such as a diploma, may be returned. ※We will return such document(s) only when a request for returning original document is enclosed in the application packet.	<input type="checkbox"/>	

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VI. Selection Process

Degree	Admission Type	Residence	Student Status	Selection Process
Ph.D.	General Applicants	Japan	Regular	The selection is made based on a comprehensive consideration of the application forms and the result of oral examination. Also, prior to the application, applicants are strongly recommended to contact a professor they wish to work with.
			Special	Admission will be decided solely on application documents. When necessary, we may ask questions online to the applicants individually about the contents of research plans, etc. Also, prior to the application, applicants are strongly recommended to contact a professor they wish to work with.
		Abroad	Regular	
			Special	

■ Examination Admission Card (for Applicants of “Residence: Japan” AND “Student Status: Regular”)

Numbered examination admission cards will be sent out around February 2, 2024 after confirmation that the applicant is qualified to apply. If you do not receive the examination admission card by February 6, 2024, contact the Office of Graduate School of Global Studies.
 ※ After the University receives their application forms, applicants will be notified of the place and time of the oral examinations.
 ※ Inquiries regarding the venue, time, subjects, etc. of the entrance examination after receiving the examination admission card may be directly sent to the Office of Graduate School of Global Studies.

VII. Examination Date / Subjects / Venue

■ Doctoral Program (Regular Students) American Studies Cluster

Date of examination	9:30 ~	Examination Venue
February 11, 2024	Oral Examination	Karasuma Campus

Contemporary Asian Studies Cluster

Date of examination	9:30 ~	Examination Venue
February 11, 2024	Oral Examination	Karasuma Campus

Global Society Studies Cluster

Date of examination	9:30 ~	Examination Venue
February 11, 2024	Oral Examination	Karasuma Campus

- (1) Selection will be made based on application documents and oral examination.
- (2) In the oral examinations, questions about research plans will be asked in Japanese or English. Questions may also be asked about language proficiency in Chinese, Korean, or Japanese to applicants for Contemporary Asian Studies Cluster. Reference materials cannot be brought into the examination room.
- (3) Depending on the number of applicants, some oral examinations might be scheduled for the afternoon.
- (4) Those who have arrived more than 15 minutes late for the meeting time are not permitted to take the examination.
- (5) If the school determines that it is difficult to conduct the entrance examination due to a contingency like a natural disaster, alternative measures may be taken, such as postponing it or the examinations may be conducted online. In such cases, details will be announced on the Graduate School's website.

VIII. Notification of Result

February 23 (Fri), 2024

See “IV. Notification of Result” (page 284).

For your reference, see “V. Initial Registration Procedures” and “VI. Other Important Information” (page 288-292).