

3. Important Notes on Application Documents

- ① The prescribed forms can be downloaded from the University website.

If writing by hand, application documents must be filled out in black ink with a ballpoint pen. Documents completed in a pencil or an erasable pen will not be accepted. Do not use correction tape or correction fluid.



[https://intad.doshisha.ac.jp/intad/en/admissions/guide_entrance_exam_g.html]

- ② Unless otherwise designated, all application documents must be original. Photocopies of documents/certificates cannot be accepted. (A notarized copy of an original document is not considered equivalent to the original.)
- ③ Application document such as Certificate of Graduation (Completion) or Official Transcripts provided in a language other than Japanese or English must be accompanied by a Japanese or English translation notarized by a diplomatic mission in Japan, such as a consulate or embassy, to certify that the translation of the document is faithful to the original. Diplomatic missions of some countries and regions in Japan do not certify any translation of issued documents. In that case, translation must be notarized in home country. Be sure to prepare well in advance. If neither a translation issued by a diplomatic mission nor a notarized translation issued in your home country is available, a translation by the applicant's university or Japanese language school is acceptable; in such a case, the translation must be affixed an official seal by the applicant's university or Japanese language school. **Also, we cannot accept the translation made by a translation company.**
- ④ **Documents submitted will generally not be returned to the applicant;** however, document(s) that cannot be reissued, such as a diploma, may be returned. If you submit original documents and would like to have them returned, please enclose a request for returning original document in the application packet, indicating which document(s) you wish to have returned as well as your name and address to which the document should be returned. **We will return such document(s) only when a request for returning original document is enclosed in the application packet.**
Documents that are deemed by the university as issuable for multiple times will not be returned even with a request for returning original document.
It takes time to return original documents by mail. If you wish to have any document that cannot be reissued returned to you immediately, you may alternatively bring it to the Office of International Students (Fusokan Building 2nd floor, Imadegawa Campus) to have it checked in person during the period below.
Period: office opening days during the period from 1 month to 1 day before each application period starts
Hours: 9:00 – 11:30, 12:30 – 17:00 (Japan Standard Time)
*Note that the office is closed on weekends, national holidays, Doshisha's Anniversary of Establishment (November 29), during summer office closings (August 10 to August 14, 2026), Nativity Day (December 25) and new year office closings (December 29, 2026 to January 5, 2027).
- ⑤ Special students are allowed to study only for one year in principle. They will not be allowed to study for another one year as a special student even if they wish for such status on the Application for Admission. However, the period may be changed under specific circumstances to the extent of one year after due consideration.
- ⑥ Applicants should note that the University will not accept inadequately completed application documents. Before submitting your documents, double check them using the checklist provided by each graduate school. Be sure to enclose the "List of Required Documents" as well, after filling it out.
- ⑦ **Any changes or retractions of the contents in the application documents will not be allowed, after the application has been accepted.**