

- 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, International Center (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), and during summer office closings (August 10 to August 18, 2024) and new year office closings (December 28, 2024 to January 5, 2025).
- ⑤ 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.
- ⑥ **Any changes or retractions of the contents in the application documents will not be allowed, after the application has been accepted.**

6. 出願方法

[本学に郵送]

※**出願期間内必着ですので、余裕を持って発送してください。**

出願書類の到着確認は、各自で郵便局引受番号または国際宅配業者の追跡番号等で確認してください。

送付先：〒602-8580 京都市上京区今出川通烏丸東入

同志社大学 国際センター留学生課国際入学係

Section for International Admissions, Office of International Students, International Center

Doshisha University

Karasuma-higashi-iru, Imadegawa-dori, Kamigyo-ku, Kyoto 602-8580, JAPAN

日本国内居住者

所定用紙（様式⑧）の「出願書類提出用ラベル」を封筒に貼り、必ず簡易書留速達で郵送してください。

日本国外居住者

国際スピード便（EMS）または国際宅配便で郵送してください。追跡確認ができる方法で送付してください。

※窓口への持参は認められませんので、ご注意ください。

6. Submission

[By mail]

* **Send your application well in advance. The application documents must be received before the deadline.**

Applicants should confirm the delivery status of the application documents by him/herself through the Japan Post or EMS tracking number service, etc.

Address: Section for International Admissions, Office of International Students, International Center

Doshisha University

Karasuma-higashi-iru, Imadegawa-dori, Kamigyo-ku, Kyoto 602-8580, JAPAN

Applicants residing in Japan

Please paste the prescribed “label for submitting application documents” (Form ⑧) on the envelope and send it by registered express mail (kan-i kakitome sokutatsu yubin).

Applicants residing abroad

Please send your application documents by EMS (Express Mail Service) or international courier service.

(Please send your application through a shipping method that has a tracking service.)

*Note that submission in person at the office will not be accepted.