

# Exchange Student Application Form

Doshisha University, Graduate School of Business

We are delighted that you are considering studying at Doshisha Business School as an international exchange student. Please complete this application form and submit it along with the items listed below. If you have any questions, feel free to contact us at [ji-gmba@mail.doshisha.ac.jp](mailto:ji-gmba@mail.doshisha.ac.jp).

Photo

## Application Checklist:

- ☐ Completed Exchange Student Application Form (this form)
- ☐ Motivation Letter
- ☐ Copy of Academic Transcripts
- ☐ Curriculum Vitae / Resume
- ☐ 4 cm x 3 cm ID Photo

Application Date (MM/DD/YY)

## 1. Personal Information

Last Name \_\_\_\_\_  
First Name \_\_\_\_\_  
Middle Name(s) \_\_\_\_\_  
Name in Chinese Characters (if any) \_\_\_\_\_  
Name in Japanese Katakana (optional) \_\_\_\_\_

Gender \_\_\_\_\_ Nationality \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_  
(Month) (Day) (Year)

Current Address \_\_\_\_\_

Country \_\_\_\_\_ Postal code \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

## 2. Academic Information

Name of Home Institution \_\_\_\_\_

Name of Exchange Coordinator \_\_\_\_\_

Email Address of Exchange Coordinator \_\_\_\_\_

Desired Period of Stay at Doshisha Business School ☐ Semester ☐ Quarter Dates \_\_\_\_\_ to \_\_\_\_\_  
(MM/DD) (MM/DD)

## 3. Language Proficiency

Native Language \_\_\_\_\_

English Test(s) Taken ☐ IELTS ☐ TOEFL-IBT ☐ TOEFL-CBT ☐ TOEFL-PBT ☐ Cambridge Exam ☐ TOEIC  
☐ Other \_\_\_\_\_

English Test Score(s) \_\_\_\_\_

Date Taken (MM/DD/YY) \_\_\_\_\_

4. Student Course Preferences at Doshisha Business School

Each exchange student may choose up to 4 courses. Some courses with low enrollment may be cancelled, so please select up to two alternate courses.

Course 1 \_\_\_\_\_

Course 2 \_\_\_\_\_

Course 3 \_\_\_\_\_

Course 4 \_\_\_\_\_

Alternative Course 1 \_\_\_\_\_

Alternative Course 2 \_\_\_\_\_

5. Emergency Contact Information

Relationship to Student \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Address \_\_\_\_\_

Country \_\_\_\_\_

6. Motivation Letter

Please attach this cover letter to your application. In approximately 400 words, describe your academic interests and your reasons for applying to study at Doshisha Business School, all within one page.

7. Signature

I certify that the information I have provided on this application form is true and accurate. I understand that my participation in the exchange program may be cancelled if this information is found to be false. If admitted, I agree to familiarize myself with the rules and regulations of Doshisha University and to abide by them. I am aware that I will be responsible for completing the necessary steps to obtain a visa in a timely manner, and responsible for associated costs.

Signature \_\_\_\_\_

Date \_\_\_\_\_

MM/DD/YY

**Note:**

Successful candidates will be asked to submit the original signed Exchange Student Application Form upon their arrival in Kyoto. During the application process, however, we are happy to accept all application materials via email at [ji-gmba@mail.doshisha.ac.jp](mailto:ji-gmba@mail.doshisha.ac.jp). Please sign this page and provide us with a scanned PDF of your application to apply.