



For Program coordinator

# Doshisha University Exchange Program

Nomination & Application  
Guidelines

[Spring 2027 semester]



**【Note】 This guide is for the exchange program under the University-level agreement**

※This is NOT the program under the Faculty-level agreement, where students belong to specific faculties.

👉 **Nomination deadline:**  
**Sep 25(Fri), 2026**

👉 **Application deadline:**  
**Oct 23 (Fri), 2026**

👉 **Official notification of acceptance**  
**Mid to late Dec 2026**

- Applicants are strongly advised to refer to the curriculum and course lists, and course restrictions of each module and understand the content before deciding which module to apply for.

- Please forward another attachment titled 'For Applicant' to applicant(s).

- For the URLs listed in the following pages, access restrictions by email address or password are not set. Therefore, you should be able to access the URLs without an ID and password.
- \* If you and applicants normally use “Office365”, please open a different browser, and copy & paste the URLs directly into the address bar instead of clicking the URLs. (Chrome or Edge recommended)

Click ➡

**GEM (Global Education Module)**

※ Courses offered by GEM are undergraduate-level

**Nichibun (Japanese Language and Culture Module)**

※ Courses offered by Nichibun are designed based on Japanese language proficiency, regardless of whether the students is at the bachelor's, master's, or doctoral level.

# 3 Key changes

## 1. Nomination Form

- A new field “Date of Birth (yyyymmdd),” has been added to the nomination form. Applicant’s date of birth will serve as their password for logging in to “D-gate”\*.

\*“D-gate” is an online system used to collect the information and documents necessary for the COE application.

## 2. Documents

- As in previous years, exchange program application documents, including a copy of the passport and a phot, other than those required for the COE application, should be submitted through the student’s home university.
- Only the documents required for the COE application need to be submitted directly by applicants through D-gate.

## 3. D-gate

- Once I receive the nomination form from you and complete the registration of the nominated applicants in D-gate on my end, I will directly send the application pack, including the D-gate user manual, to the nominated applicants, who will then be able to log in to D-gate.
- The email address listed on the nomination form will serve as the applicant’s login ID, and the applicant’s date of birth (yyyymmdd) will serve as the login password.
- Applicant login to D-gate, enter required information and upload their financial documents, passport and photo by the application deadline.  
**Therefore, documents required for the COE application are no longer submitted through the applicant’s home university.**

## ■ Name of the folder <For Program coordinator>

Please download the following documents from the URL below

[https://webdisk.doshisha.ac.jp/public/QHp\\_AS3MqL-ZSziOm2hs86di7scT2CJXRolzu8Wrufcm](https://webdisk.doshisha.ac.jp/public/QHp_AS3MqL-ZSziOm2hs86di7scT2CJXRolzu8Wrufcm)

- 01. Program Guide for Spring 2027 (in EN and JP)
- 02. Nomination Form (Spring 2027) - Excel
- 03. Checklist (in EN and JP)

## Nomination (by Sep 25)

To protect personal information, please complete the “*Nomination Form (Spring 2027)*” and upload it to Doshisha’s [OneDrive](#) or the following URL instead of emailing.

[https://doshishaacjp-my.sharepoint.com/:f:/g/personal/ji-incmg\\_mail\\_doshisha\\_ac\\_jp/IgA6BK3EYGHSSalvy8US9gf-AURgs2mEEck0I27dXdzi\\_OM](https://doshishaacjp-my.sharepoint.com/:f:/g/personal/ji-incmg_mail_doshisha_ac_jp/IgA6BK3EYGHSSalvy8US9gf-AURgs2mEEck0I27dXdzi_OM)

When accessing OneDrive, you may be asked to enter your name; however, please enter the Name of the institution instead of your own name.

Partners who have uploaded the “*Nomination Form (Spring 2027)*” will be provided with a URL to upload the application documents within one week.

## Upload the Application documents

※ Please note that the URL to upload the application documents is different from the URL for the nomination form

※ Partners who have uploaded the “Nomination Form (Spring 2027)” will be provided with a URL to upload the application documents within one week

- The program coordinator is responsible for uploading the Exchange Program application documents by the deadline.  
Therefore, please refrain from sharing the URL for uploading the application documents with applicants  
\* Before uploading, please be sure to sign the following documents.
  - ⇒ Application form (at the bottom part of page 3)
  - ⇒ English Language Certificate (all GEM applicants including native English speakers: there is a place to ☒ "the student is a native English speaker")
  - ⇒ Certificate of scholarship/student loan (if applicable) \*Students must submit it through D-gate. (refer to page 3)
  - ⇒ JASSO Scholarship application form (if applicable)
- When accessing OneDrive, you may be asked to enter your name; however, please enter the Name of the Institution instead of your own name or the applicant's name.
- Application documents should be uploaded as single PDF (not document by document) with the applicant's name, in the order listed in the checklist. ※ Please DO NO upload a zip file
  - ⇒ JASSO application form can be uploaded as an excel file separately
  - ⇒ Photo can be uploaded as jpeg separately
- Some designated application forms are provided as fillable PDFs. Students may print them out and complete them by hand. If they choose to enter information directly into the fillable PDFs, please advise them to be sure to flatten the forms after completing them. To do this, open a print menu, select “Microsoft Print to PDF” as the printer, and click “print.” The fillable PDFs will then be saved as flattened PDFs. If you/they merge fillable PDFs into one PDF without flattening them, the information applicants entered may disappear or become mixed with information from other fillable PDFs. It is also acceptable to print the completed fillable PDFs out and rescan them as PDFs.
- After checking the application documents, I will contact you or them regardless of whether there are any incomplete or missing documents/information.

## <Just for your information>

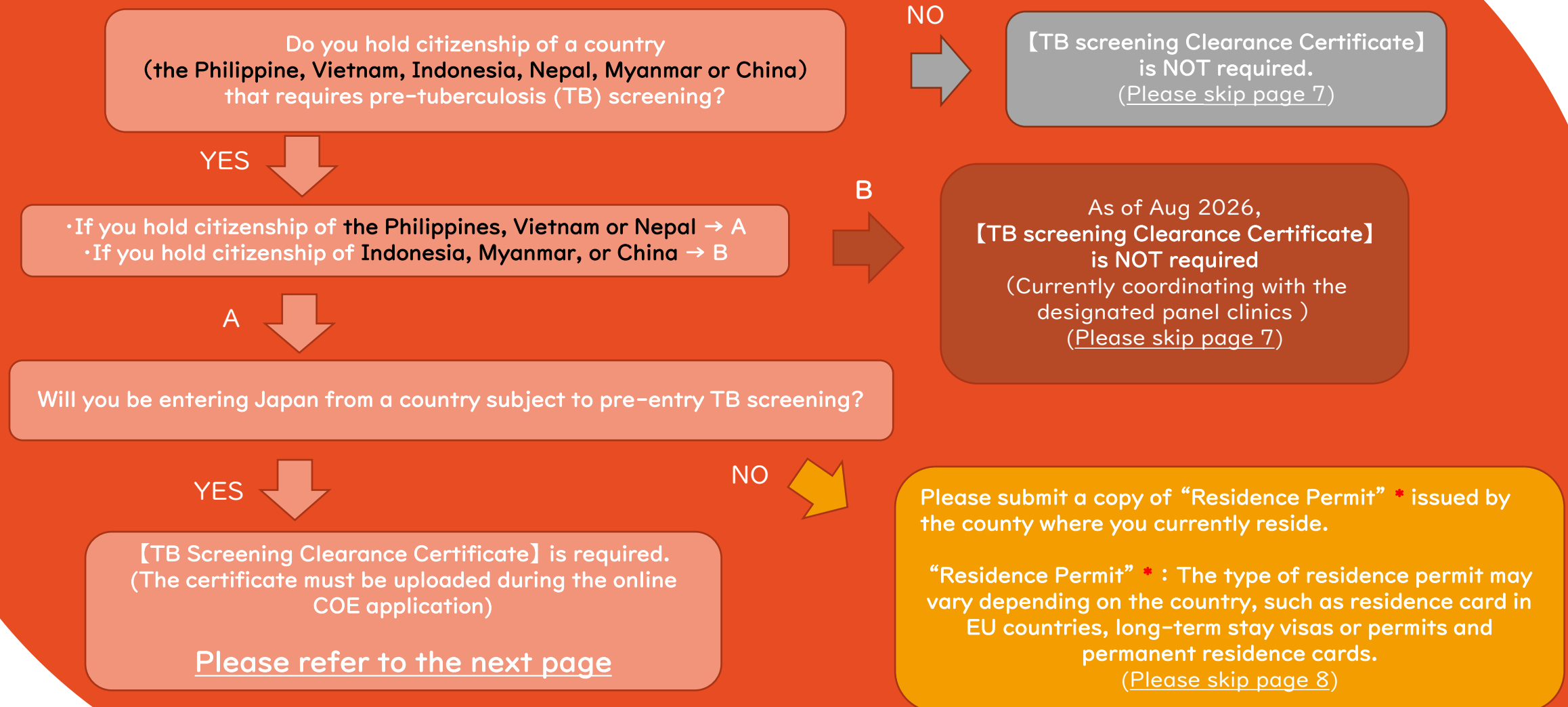
※ Once Doshisha University receives the nomination form, nominated applicants will be sent by email a URL for downloading the following application forms and other relevant information.

[https://webdisk.doshisha.ac.jp/public/kH59AJfMqL-SCz15r\\_E78yTWIK03ilP43\\_U9mGyU1TFE](https://webdisk.doshisha.ac.jp/public/kH59AJfMqL-SCz15r_E78yTWIK03ilP43_U9mGyU1TFE)

|       |                                                                               |
|-------|-------------------------------------------------------------------------------|
| 00.   | Program Guide for Spring 2027 (in EN & JP)                                    |
| 01.   | Application for Exchange Program for Spring 2027                              |
| 02.   | Motivation letter (separate forms for GEM applicants and Nichibun applicants) |
| 03.   | Proficiency in Japanese                                                       |
| 04.   | (Only GEM applicants) English Language certificate                            |
| 05.   | Health Certificate                                                            |
| 06-1. | D-gate: Information for the “Certificate of Eligibility (COE)” application    |
| 06-2. | Statement of expenses payment                                                 |
| 06-3. | Certificate of Scholarship / Student Loan                                     |
| 07-1. | List of dormitories for 2027 (in EN & JP)                                     |
| 07-2. | Information on each dormitory (Spring 2027)                                   |
| 07-3. | Accommodation application form 2027                                           |
| 08-1. | Regarding JASSO scholarship                                                   |
| 08-2. | JASSO Scholarship Application Form                                            |
| 09.   | Check List (in EN & JP)                                                       |

## New entry restriction is currently being implemented by Japanese government

### Pre-Entry Tuberculosis (TB) Screening (as of Aug 2026)



## TB Screening Clearance Certificate

- Only certificate issued by panel clinics designated by the Japanese government will be accepted

### At the time of application documents submission

- Due to expected congestions, if you anticipate being unable to submit the 『TB screening Clearance Certificate』 by the application deadline, please consult with us as soon as possible
- The validity period of the certificate is, in principle, 180 days from the date of the chest X-ray examination. Please note that under certain condition, the validity period may be shortened to 90 days. For detail, please contact the designated panel clinic

【If the validity period is 180 days】

Due to the e-COE application schedule, please submit the certificate issued based on a chest X-ray taken at the designated panel clinic on or after Aug 1, 2026

### The list of designated panel clinics in each country

<https://jpets.mhlw.go.jp/index.html>

### For your information

We are planning to send out the call for nominations for the Fall 2027 semester (starting in September 2027) in early to mid-January 2027 as in previous years,

☞ Nomination deadline will be in late February 2027

☞ Application deadline will be in late March 2027

*Thank you for your continued  
cooperation and support!*

### Contact

Kimika MORI (Ms.) – Assistant Program Coordinator  
Office of International Students, Doshisha University  
Email: [ji-incmg@mail.doshisha.ac.jp](mailto:ji-incmg@mail.doshisha.ac.jp)  
Tel: +81-75-251-3257