

[17]Services of Office of Graduate School of Global Studies

The Graduate School of Global Studies Office is located on the first floor of Shiko-kan on Karasuma Campus.

Tel: 075-251-3930

E-mail: ji-gs@mail.doshisha.ac.jp

Office Hours

Mon-Fri: 9:00a.m.-11:30a.m., 12:30p.m.-5:00p.m.

※Any changes will be posted on the message board.

Main services

1. Course registration, answering questions regarding courses
2. Examination administration, recording and storing academic grades
3. Services relating to scholarships
4. Services relating to study abroad
5. Services relating to Thesis/ Dissertation
6. Answering questions regarding faculty members
7. Administration of enrollment: entering school, withdrawal, leave of absence, returning school, changing names etc.
8. Processing Applications for Admission, Leave of Absence Requests, University Withdrawal, Re-admission and Change of Address/Name
9. Administration relating to entrance examination
10. Issuance of Student ID card and Certificate for Commuter Pass
11. Issuance of certificates not issued by machines or in case the machine is out of service
12. Administration of Teaching Assistants (TA), Student Assistants (SA) and Research Assistants (RA)
13. Lending services of academic materials
14. Application for after-hours use of student study rooms in Shiko-kan
15. Lending locker keys for student study rooms
16. Procedures for charging additional copies to student ID card
17. Administration relating to Society of Global Studies

Message Board

Basically, notices from the University will be posted on the message board. **Please check message board every time you come to school.** The Board is next to and in front of the door of the GSGS Office.

Supplementary information is sent to student Doshisha e-mail accounts. To avoid missing necessary information, please be sure to check your university email account frequently or use automatic transfer service so that mails sent to your university e-mail address are automatically forwarded to your personal e-mail account. (You can set it up on Office 365).

Please note that you may also receive important information on DUET (Doshisha University Electronic Tutorial System) regarding the courses you have registered or lectures you need to attend and other important issues.