RITSUMEIKAN UNIVERSITY
立命館大学

Application Handbook

English Basis

2018 ENTRY

GS Major

September AO Admissions

CRPS Major

September AO Admissions

Global Studies Major

- Department of International Relations, College of International Relations
- Enrollment Date ：September 26, 2018
- Campus Location ：Kyoto

Community and Regional Policy Studies Major

- Department of Policy Science, College of Policy Science
- Enrollment Date ：September 26, 2018
- Campus Location：Osaka

〔Application Period 1〕December 15, 2017 to January 15, 2018

〔Application Period 2〕February 16 to March 9, 2018

RITSUMEIKAN UNIVERSITY

TOP GLOBAL UNIVERSITY JAPAN

■ **Admissions Guidelines** 2
1. **Admissions Policy** 2
2. **Target of This Examination Entrance Method** 2
3. **Number of Students Accepted** 3
4. **Application** 3
5. **Screening** 15
6. **Notification of Results** 16
■ **Enrollment Procedures** 18
■ **Admission Fee, Tuition Fees, and Other Membership Fees** 20
1. **First Year University Fees and Other Fees for Students Enrolling in 2017** 20
2. **Tuition Fees for the Second Year (2018) and Beyond** 21
3. **Student Government Board, Academic Association, and Parents Association of Student Education Assistance** 21
■ **For International Students: Status of Residence in Japan and Procedures to Enter Japan** 22
1. **Status of Residence of International Students** 22
2. **Certificate of Eligibility (COE) and Obtaining a Student Visa** 22
■ **Ritsumeikan University Special Encouragement Scholarship for Privately Financed International Students** 23
■ **Personal Information Policy** 24

Important Note:

* From 2018 Entry, Ritsumeikan University is introducing the online application system called “Ritsu-Mate”. Certain application documents must be submitted online (via "Ritsu-Mate") while other documents must be submitted by post. Please read this Handbook carefully and submit all your application in the designated method.
* The manual for “Ritsu-Mate” is available on the Ritsu-Mate webpage from July 2017.
  You can access to the Ritsu-Mate from the website below.
  GS: http://en.ritsumei.ac.jp/e-ug/apply/gs/gs_apply.html/
  CRPS: http://en.ritsumei.ac.jp/e-ug/apply/crps/crps_apply.html/
  Please read the manual carefully before you make your application and prepare necessary information / documents.
* Your email in the online system cannot be changed once registered.
* All times in this Handbook are Japan Standard Time.

■ Admissions Guidelines

1. Admissions Policy

【College of International Relations】

In the Department of International Relations within the College of International Relations, students systematically learn three types of essential approaches to understanding global society: language skills, theories, and area studies. Throughout this learning process, students develop a high level of foreign language proficiency and the ability to think logically, while cultivating deeper intellectual capacities to better understand cultural diversity. The college seeks students who have the will to act independently and the desire to contribute to society in terms of governance, economics, culture, and peace.

To this end, the college admits students who already possess the following abilities and motivations:

1. Basic academic skills necessary to analyze problems facing global society
2. A deep interest in the problems facing global society and the self-motivation to pursue them
3. Language abilities necessary to understand and explain the problems facing global society

【College of Policy Science】

The College of Policy Science seeks students who will challenge themselves both in practical and scholastic terms, with the aim of creating a better society through policy solutions. Thus, the College expects students to have the following academic abilities and interests upon admission:

1. Basic academic knowledge acquired at high school or equivalent educational institutions.
2. Interest in acquiring thinking skills and abilities for problem solving based on that knowledge.
3. Willingness to design and work on practical solutions to a wide-range of social problems.

2. Target of This Examination Entrance Method

【College of International Relations, Department of International Relations, Global Studies Major】

The Global Studies Major within the College of International Relations aims to allow students to acquire an advanced understanding of international relations through specialized courses delivered in English. Students in the Global Studies Major have the opportunity to discuss and study issues currently faced by the international community as part of a diverse student body. It is expected that students will have a strong desire to take full advantage of the opportunities offered by studying in English together with students of different backgrounds and that they will develop their abilities within this diverse academic community.

The College of International Relations seeks students who will actively participate in all aspects of their academic lives. It is looking to attract students who wish to make use of their knowledge of international relations and their experiences at the college to take on jobs in which they can form a bridge between their home countries, Japan, and the rest of the world as “globally minded leaders” working beyond borders.

【College of Policy Science, Department of Policy Science, Community and Regional Policy Studies Major】

The Community and Regional Policy Studies Major of the College of Policy Science encourages students to acquire the skills necessary to solve policy problems in current societies.

The purpose of this major is to motivate students to learn how to better understand the issues which have been occurring in communities and/or regions in the local and global context, how to elucidate the cause of the problems as well as how to create solutions, especially through the understanding of social science theories and research methodologies.

As it is expected that students from all over the world will enroll in this major, ample opportunities will be given to study a wide variety of global issues using multiple perspectives.

Students will study the following subject areas within the three CRPS programs: Sustainable Urban Policy; Regional Economy and Development; Multi-level Governance.

We are seeking ambitious and innovative students who are dedicated to developing a better future and to solving various global policy issues with the knowledge and experience acquired in our English-based major.

3. Number of Students Accepted

September AO Admissions [English Basis]

The number of places available for students through the above entrance examination method is detailed in the following table.

College	Department and Major	September 26 2018 Enrollment
College of International Relations	Department of International Relations, Global Studies Major	24
College of Policy Science	Department of Policy Science, Community and Regional Policy Studies Major	25

Hereafter the courses are referred to as “Global Studies Major” (or “GS Major”) and “Community and Regional Policy Studies Major” (or “CRPS Major”) in this Handbook.

*This entrance examination does not preclude applicants from applying for other courses/universities.

4. Application

(1) Key Dates in the Application Process

【For September 2018 Intake】

Global Studies Major

Community and Regional Policy Studies Major

* Japan Standard Time

Application Period		Examination Sheet Download	1st Screening result	Interview	2nd Screening result	Enrollment Procedures		
						①Step 1: Payment of Admission Fee	②Step 2: Payment of Tuition Fee(s)	③Step 3: Submission of Enrollment Documents
1	2017/12/15 Fri. – 2018/1/15 Mon.	2018/2/20 Tue	2018/2/27 Tue.	2018/3/17 Sat. 2018/3/18 Sun.	2018/4/5 Thu.	2018/4/6 Fri. - 2018/4/19 Thu.	2018/4/20 Fri. - 2018/5/10 Thu.	2018/8/24 Fri. – 2018/9/3 Mon.
2	2018/2/16 Fri. – 2018/3/9 Fri.	2018/4/24 Tue	2018/5/1 Tue.	2018/5/19 Sat. 2018/5/20 Sun.	2018/5/31 Thu.	2018/6/1 Fri. - 2018/6/14 Thu.	2018/6/15 Fri. - 2018/6/25 Mon.	

(2) Overall Application Process

Check "Application Handbook"

Step 1 [Via Ritsu-Mate] Register Account

1) Access "Ritsu-Mate"
2) Register "Ritsu-Mate" Account
3) Complete "Ritsu-Mate" Registration

Step 2 [Via Ritsu-Mate] Register Application

1) Register Application
2) Register International Student Information (Only applicable for non-Japanese nationality)

Step 3 Prepare Application Documents with Document Checklist

- Document A : Registration Form → UPLOAD
- Document B : Application Essays → UPLOAD
- Document C : Application Sheet → UPLOAD or POST
- Document D : Evidence of Applicaiton Fee Payment → UPLOAD or POST
  *Step4 should be finished beforehand.
- Document E : Photocopy of Passport → UPLOAD or POST
- Document F : Photographs → UPLOAD or POST
- Letter of Reference → POST
- University Entrance Eligibility Documents → POST
- Academic Transcripts → POST
- English Proficiency Test Score Result → POST
- Awards in Math, Science, and Computer Programming → POST
  *Optional, only for ISSE Course

Step 4 Pay Application Fee

Methods of Payment

[Via Ritsu-Mate] Credit Card; Convenience Store *only in Japan; Paypal; Alipay

[Others] Wire Transfer

Step 5 Submit

1) Check if all the application documents are ready.
2) Send via a courier service or EMS. (If you send from outside Japan)
   Send via registered express mail (簡易書留速達郵便). (If you send in Japan)

EMS FedEx DHL DCS 日本郵便

Application Completed!

[Via Ritsu-Mate] Download the Examination Sheet

Take Interview Examination *If shortlisted in the 1st screening

(3) Application Eligibility

Applicants MUST fulfill **BOTH of the following requirements**.

Where a student submits an application in the expectation of achieving one of the requirements under ① below and is made an offer of a place at the University, should the student fail to fulfill the requirement before the enrollment date, the offer of the place will be revoked.

① Applicants must fulfill **one of the following requirements**.

1) Applicants must have completed, before the enrollment date at Ritsumeikan University, a standard 12-year course curriculum, or an equivalent curriculum as designated by the Minister of MEXT.
2) Applicants must possess a qualification, such as the International Baccalaureate Diploma, Abitur, Baccalaureate, etc., that is recognized by universities outside of Japan as an entrance qualification and must have reached 18 years of age before the enrollment date at Ritsumeikan University.
3) Applicants must have passed an exam demonstrating equivalent academic ability to completion of a standard 12-year course curriculum outside Japan or the High School Equivalency Exam (高等学校卒業程度認定試験) / the University Entrance Qualification Exam (大学入学資格検定) provided by MEXT in Japan and must have reached 18 years of age before the enrollment date at Ritsumeikan University.
4) Applicants must have completed a 12-year curriculum at a school for international students accredited by an international accrediting organization (WASC, CIS or ACSI) or a school for international students in Japan accredited by the Minister of MEXT to be equivalent to a High School outside of Japan and must have reached 18 years of age before the enrollment date at Ritsumeikan University.
5) Applicants must have been recognized, through an individual screening review by Ritsumeikan University, as having an academic ability equivalent to or greater than that of a person who has completed high school, and be at least 18 years of age before the enrollment date at Ritsumeikan University.

* Regarding the requirements 1), 3), and 4) above, where an applicant has completed school education in a country where the curriculum is shorter than 12 years, they will be regarded as having met the qualifications if they complete, before the enrollment date at Ritsumeikan University, a Japanese pre-university preparatory course accredited by the Minister of MEXT, and reach 18 years of age. It might be the case that an applicant will be regarded as having met the qualifications without completing the Japanese pre-university preparatory course, if the applicant's country and school are approved by the Minister of MEXT. Contact the International Admissions Office for details.

* If an applicant has completed a 12 (or more)-year curriculum at a school in less than 12 years with appropriate reasons, such as grade skipping or early graduation, they will be regarded as having met the requirement. In order to prove their eligibility, the applicant is required to submit an official document issued from their school explaining the reason for the early completion and details such as the skipped grade and date.

* The University will determine the eligibility of applicants who wish to apply using the requirement 5) by screening their academic background and other qualifications. If you wish to apply with the requirement 5), you should contact the International Admissions Office ahead of submitting your application in order to confirm the details, such as required documents and the application period for the individual screening.

* Regarding the requirement 5), the University recognizes applicants who graduate, before the enrollment date at Ritsumeikan University, from Korean senior schools (朝鮮高級学校 Chosen Kokyu Gakko) as having met this requirement.

② Applicants must be able to demonstrate sufficient English ability to understand lectures in English. In order to demonstrate sufficient English ability, applicants must take one of the tests listed below and achieve a score of at least the minimum score indicated below by the time of application.

TOEFL® PBT Test	TOEFL iBT® Test	IELTS (Academic Module)	TOEIC® L&R Test
530	71	5.5	730

* The English tests must have been taken within the two-year period prior to the start date of the application period that the applicant applies for and the test score must be available during the application period.
* The University does not accept institutional tests such as TOEFL ITP® Test or TOEIC® IP Test.
* L&R is an abbreviation of Listening and Reading.
* Applicants whose most recent six years of formal education before the enrollment date were conducted entirely in English do not need to submit the test scores listed above. However, the University may request evidence that education at the student's school is delivered in English.
* TOEIC® and TOEFL® are registered trademarks of Educational Testing Service (ETS).

(4) Applications for Both Majors and Multiple Applications

① Applying for both majors at the same time

You may apply for GS Major or CRPS Major through this entrance examination method.

You may apply for one of the Majors or both GS Major and CRPS Major at the same time.

When applying for both Majors at the same time, only one set of application documents is required. However, the following are additionally required.

1) Submit ALL application essays for both of GS Major and CRPS Major. (See (5)-①-2 on page 6 and Application Forms for details)
2) Pay Application Fee of 10,000 yen (5,000 yen per major). For more information regarding the Application Fee, see page 11.

② Multiple Applications

There are multiple application periods set for the admission via this entrance examination method.

You may apply in more than one application period; however, a separate set of application documents and the separate payment of the Application Fee of 5,000 yen is required for each application. Refer to the 'Application Fee' section on page 11 for details.

(5) Application Documents

① Required components

No.	Documents	Further Details		Submission Methods
1	Registration Form **<Document A>**	The applicant must complete all sections referring to the instruction on the forms. It must be typed.		**UPLOAD**
2	Application Essays **<Document B>**	GS	Follow the instructions in the "Application Essays" section on Form 3. Each essay has a word limit. (GS Essay 1&2: 300 words, GS Essay 3: 600 words)	
		CRPS	Follow the instructions in the "Application Essays" section on Form 3. Each essay has a word limit. (CRPS Essay 1&2: 400 words, CRPS Essay 3: 600 words)	
		GS	The total number of words for each essay must be indicated. It must be typed. If you refer to specific data, facts, or opinions, do not fail to have a reference list at the end of your essay. Plagiarism (drawing or copying any ideas from someone else without crediting the source) is deemed a dishonest act and your application will not be considered.	
3	Application Sheet **<Document C>**	Print out from the Ritsu-Mate once you complete registration and payment of application fee. Attach a photo to the specified section on the upper right corner of the form.		**UPLOAD or POST**
4	Evidence of Application Fee Payment Relevant Applicants Only **<Document D>**	If you pay the Application Fee by bank remittance in or outside Japan or at convenience store in Japan, submit a scanned copy of the bank remittance form / receipt from convenience store. Refer to the 'Application Fee' section on page 11 for information on payment methods.		
5	Photocopy of passport **<Document E>**	Submit a photocopy of the page of your passport showing your photo, name and passport number. ● If you do not have a valid passport, submit a photocopy of another official certificate of your country, such as a birth certificate or an official registry. ● If you possess more than one nationality, submit copies of all of the passports you have. If you are living in Japan and do not possess Japanese nationality, submit photocopies of your passport and both sides of your Residence Card.		
6	2 photographs **<Document F>**	Two identical photographs taken within three months of the time of application are required. The photographs must meet all the requirements below. ● Cutouts from personal photos are not acceptable. ● Photos printed out at home are not acceptable. ● The photographs must be 3 centimeters high by 2.4 centimeters wide. ● Must be in color showing a front view above the chest level with a plain background. ● No cap or hat is allowed. ● Must show your entire head, from the top of your hair to the bottom of your chin. ● Write your name and nationality in English on the back of the photographs. ● Attach one of the photographs onto the Application Sheet. If you submit the photo online, upload a (jpeg/png) file on Ritsu-Mate. ● Successful applicants will be required to submit several more identical photos. Please keep additional copies of photos and/or the photo negative.		

<table>
<tr><td>7</td><td>Letter of Reference</td><td><u>The letter must be signed and sealed in an envelope by the referee who wrote it.</u>
The letter must be written in English or Japanese by a teacher at your school. The original must be submitted (photocopies are not allowed).
If you have already graduated from high school and you cannot obtain a letter of reference from a teacher/a staff member of your school, a letter from your supervisor or manager at your place of employment would be acceptable.</td><td>POST</td></tr>
<tr><td>8</td><td>Documents proving that you meet the university entrance eligibility requirements</td><td>Submit <u>ONE of</u> the following four documents:
1) Original documents that prove completion (or scheduled completion) of a standard 12-year school curriculum based on standard course curriculum in your country (e.g. Certificate of High School Graduation, Certificate of Scheduled High School Graduation, High School Diploma).
● The Certificate of (Scheduled) High School Graduation should list your name, date of birth, and (scheduled) graduation date (Month/Year) with the school stamp and/or headmaster’s signature.
2) Original documents proving that you hold a recognized university entrance qualification or have passed a high school equivalency exam.
3) If you are from a country or region where, even after completion of a 12-year school curriculum, high school graduation certificates are not issued but rather national exam (or equivalent) results serve as a qualification for university entrance and completion of secondary education, you must provide the original certificate(s) of these exam results.
● The followings are examples of the national exams / entrance qualification.
● If you have not taken these exams at the time of application, ask your school to provide a letter which proves your scheduled attendance in such exams by detailing the Month and Year of the examination.
<table>
<tr><td>France</td><td>Baccalaureate</td></tr>
<tr><td>Germany</td><td>Abitur</td></tr>
<tr><td>India</td><td>All India Senior Secondary School Examination</td></tr>
<tr><td>Indonesia</td><td>Senior Secondary School Certificate of Completion</td></tr>
<tr><td>-</td><td>International Baccalaureate</td></tr>
</table>
4) If you are from such a country or region as referred to in 3) above and either did not take the national exams (or equivalent) or did not pass them, you must provide an official document from your school stating that you completed a 12-year national curriculum containing details of what you studied. The University will determine your eligibility with this information.
If you cannot submit any of the documents above, please contact the University.</td><td>POST</td></tr>
<tr><td>9</td><td>Academic transcripts</td><td>Submit at least one of the following documents (where possible, both of the documents should be submitted).
1) Original Academic Transcripts for all grades of your high school or senior secondary education
● Ask your school to include a grading scale
● If you are yet to graduate and have not completed all grades of the school curriculum, submit the academic transcripts of high school or senior secondary education for the period until the most recent academic term.
● The transcripts should have school stamp and/or headmaster’s signature.
● If you complete a 12-year school curriculum in less than 12 years by grade skipping or early graduation, submit transcripts describing the details of your grade skipping/early graduation, such as the grade/year you skipped and the reason for grade skipping/early graduation. If the transcripts do not contain this information, you must submit a letter from your school confirming your grade skipping/early graduation and its details.</td><td></td></tr>
</table>

<table>
<tr><td></td><td></td><td>2) The original certificate(s) of results for national university entrance exams such as SAT, ACT, etc. or equivalent (for those countries that hold such exams)
● Ritsumeikan University's SAT code is 5766.
● SAT Subject Tests are not acceptable.</td><td></td></tr>
<tr><td>10</td><td>Documents proving English proficiency</td><td>Submit a photocopy of the results certificate for one of the following English tests. The applicant is required to submit the original result certificate after acceptance into the university. For details of how to submit the original, refer to the "Enrollment Procedures Handbook Ⅱ" enclosed with other enrollment documents. The test results will only be considered valid if the test was taken within the two-year period prior to the relevant application period and if the test score is available during the application period.
If your most recent six years of formal education before the enrollment date were conducted entirely in English, you do not need to submit the test scores listed below. However, the University may request evidence that education at your school is delivered in English. (e.g. a letter from your high school)
<table>
<tr><th colspan="2">English Proficiency Test</th><th>Required score</th></tr>
<tr><td>1</td><td>TOEFL iBT® Test / TOEFL® PBT Test
Submit one of the following documents to prove that your score is valid and meets the application requirement.
a) A photocopy of your Test Taker Score Report (Examinee Score Report)
b) A printout of the "View Scores" which you can reach from "My TOEFL iBT Account" on the website of ETS
＊ Request ETS to send the Official Score Report to the University after you are accepted before the enrollment procedure deadline.
Ritsumeikan University's DI Code (institution code) is 0659.
Acceptance into the University will be revoked if, upon comparison with the Official Score Reports, any of the submitted documents are found to have been altered in any way.</td><td>iBT 71 or higher
PBT 530 or higher</td></tr>
<tr><td>2</td><td>IELTS (Academic Module) Test Report Form</td><td>5.5 or higher</td></tr>
<tr><td>3</td><td>TOEIC® L&R Test Official Score Certificate</td><td>730 or higher</td></tr>
<tr><td colspan="3">The University does not accept institutional tests such as TOEFL ITP® Test or TOEIC® IP Test.</td></tr>
</table></td><td rowspan="2">POST</td></tr>
<tr><td>11</td><td>Document Checklist</td><td>Check all the components of application documents above and ensure that you have prepared all required items before submitting to the University.</td></tr>
</table>

② Important points regarding application by post

1) All application documents, apart from the documents proving English proficiency, must be original.
2) Where it is not possible for a certificate to be reissued, a certified true copy of the original with the school stamp and/or headmaster's signature or a copy enclosed in an envelope, sealed and stamped or signed across the seal by a school official will be accepted. In principle, the official organization that issued the document must certify the copy as identical to the original.
3) As a rule, submitted documents will not be returned. The University returns submitted documents only in cases where the applicant has only one copy of the original, the document cannot be reissued or the certified true copy cannot be issued, and it is problematic if the document is not returned to the applicant.

4) If you wish your documents to be returned, you must follow the procedures below:
   [1] Write down the names of the documents you would like to be returned on a sheet of paper.
   [2] Write down your name and the address you would like the documents to be sent to on the paper, as well.
   [3] Attach the paper with a paper clip to the documents you would like the University to return.
5) For documents that are not written in either English or Japanese, an official translation must be submitted along with the original. Only translations certified by official organizations such as an embassy will be accepted.
6) Submit only the documents indicated in this handbook. The University will not consider any other documents as a part of your application.

③ Important points regarding online application

- Ritsu-Mate is available generally for 24 hours EXCEPT between 7:30 pm on Wednesday and 5:30 am on Thursday (JST) for the purpose of system maintenance.
- No changes are allowed once registered. Fill in accurately.
- Read the following instructions thoroughly when registering application information.

1) Register "Ritsu-Mate" Account

E-mail

The University will contact applicants when your application by post has been received by E-mail. You will receive a notice to your email address when communication from the University is updated on the "Ritsu-Mate". It is the applicant's responsibility to check your email regularly and respond in a timely manner. In case you have set mail rejection, change the setting so as to be able to receive emails from "@st.ritsumei.ac.jp". **Once you register your email address when making an account for "Ritsu-Mate", it can not be changed.**

Name

[1] Use all CAPITAL LETTERS for your family name. Capitalize the first letters of your given names
[2] Middle names may be abbreviated to an initial and a period by the University if they are too long to be registered on the University's system.

◆ **Applicants without Japanese Nationality**

Write your name as recorded in an official certificate of your country, such as a passport, a birth certificate or an official registry in English alphabet.

◆ **Applicants with Japanese Nationality**

Write your name as written in your official family registry（戸籍, koseki） or Certificate of Residence (住民票, juminhyo). English alphabet is not applicable. The Name in Katakana must be filled in.

◆ **Applicants with Special Permanent Residency / Permanent Residency in Japan (特別永住者 / 永住者)**

Write your name as recorded in the Certificate of Residence (住民票, juminhyo) or passport. If you wish to use a name other than the formal name in your passport (an alias) after you enroll at Ritsumeikan University, you can write your alias, as recorded in the Certificate of Residence ~~in Japan~~ (住民票, juminhyo), as well as your real name in parentheses next to your alias.

2) Address / Contact Information

If you will be staying in a different place from your current address during the interview date, or wish notification of your result to be sent to another address, notify us of the designated address in the “Notes” column in the “Application Sheet”.

If your current address is outside Japan, write your address in English.

If your current address is in Japan, write your address in Japanese.

Guarantor’s Contact Information (Emergency Contact)

The guarantor’s contact information will be used when the University needs to contact your guarantor urgently. A guarantor must be a parent, elder brother or elder sister. However, if none of them can be your guarantor, appoint a person who makes an independent living and is able to fulfill his or her obligations as your guarantor. You may also be able to appoint your spouse, brother, sister, or adult child as your guarantor if you are currently working fulltime. If you would like to have a different person as your guarantor, you need to contact the University at the time of enrollment or the orientation for international students.

Write your guarantor’s name in Kanji if they are Japanese.

Write your guarantor’s address in Japanese if they live in Japan. Write in English if they live outside Japan.

3) Upload application documents

When you upload your application documents on the “Ritsu-Mate”, make sure files of documents are in the format of either ‘pdf’, ‘xlsx’, ‘docx’, ‘txt’, ‘jpeg’, 'gif', 'png'. For each file name, use only alphabets, numbers, or “.(period)”, “-(hyphen)”, and “_(underbar)”.

(6) Application Fee

① Application Fee: 5,000 yen per major (10,000 yen for applying both majors)

- **<u>The University will not accept an application, unless we are able to confirm receipt of the Application Fee by the designated application deadline.</u>**
- The Application Fee can be paid by the following methods below.
- You must submit proof that you have completed the payment of the Application Fee, such as a copy of the bank remittance form / receipt from convenience store. You do not need to submit proof of payment for online payment such as credit card, PayPal, or Alipay.
- **<u>The Application Fee will not be refunded under any circumstances including overpayment</u>, as it covers the administrative cost of application processing and eligibility evaluation.**
- Cash or postal money orders will not be accepted. DO NOT send cash or postal money orders with the application documents. The University does not accept any liability for loss.

① How to make payment

When making a payment by credit card, convenience store, PayPal, or Alipay (1)-4) below), an additional 500 yen is charged per application. The total transaction amount is 5,500 yen.

Online payment can be made anytime during the following times:

From 10:00 am (JST) on the first day of the application period to 11:00 pm (JST) on the last day of the application period. **<u>All times are Japan Standard Time.</u>**

To make a transaction, visit the Ritsu-Mate and proceed from the “Pay Application Fee”.

1) Credit card

Payment can be made even if the name on the credit card is different from the applicant’s name. Read the manual of the “Ritsu-Mate” for further details.

2) Convenience store

Convenience store payment is not available for applicants residing outside Japan. The payment system in each convenience store only corresponds to the Japanese language. After you receive a confirmation number on the Ritsu-Mate, you must go to the designated convenience store to complete your payment. You must submit, along with other application documents, your receipt which you receive at the convenience store.

3) PayPal

PayPal is an online payment service. You need a user account and your credit card information. Read the manual of the “Ritsu-Mate” for further details.

4) Alipay

Alipay is an online payment service in China. You need a bank account with online banking service in China to have a user account. Read the manual of the “Ritsu-Mate” for further details.

5) Yen-denominated wire transfer

[1] From a financial institution outside of Japan

When making a remittance from abroad, an additional 2,500 yen is required to cover bank commission in Japan. This 2,500 yen commission and any fees charged by the overseas bank must be paid by the applicant.

Please note that if you only send 5,000 yen (10,000 yen when applying for both majors at the same time), the amount that enters the University account will not be sufficient and you will need to make another payment to cover the shortfall.

You must submit a copy of the bank remittance application or receipt.

Amount to Transfer	Applying for 1 major : 7,500 yen - 5,000 yen for the Application Fee - 2,500 yen for bank commission in Japan
	Applying for 2 majors : 12,500 yen - 10,000 yen for the Application Fee - 2,500 yen for bank commission in Japan
Type of Transfer	Telegraphic Transfer Remittance
Purpose of Transfer	Application Fee Payment
Contact Information	Name of Applicant
Bank Name	SUMITOMO MITSUI BANKING CORPORATION
Branch Name	Kyoto Branch
Account Name	Ritsumeikan University
Account Number	5408448
Branch Address	8 Naginatabokocho, Shimogyo-ku, Kyoto 6008008 JAPAN
Branch Telephone Number	+81-75-211-4131
SWIFT CODE	SMBCJPJT
Transfer Fees	To be paid by applicant

[2] From a financial institution in Japan

When making the transfer, you must use the transfer application form provided by the bank and write the name of the applicant to Ritsumeikan University in the Sender's Name box on the form.

You must submit, along with other application documents, a copy of the bank remittance form/ receipt.

Amount to Transfer	Applying for 1 major: 5,000 yen
	Applying for 2 majors : 10,000 yen
Type of Transfer	Telegraphic Transfer Remittance
Purpose of Transfer	Application Fee Payment
Bank Name	三井住友銀行 (SUMITOMO MITSUI BANKING CORPORATION)
Branch Name	京都支店 (Kyoto Branch)
Account Type	普通 (*Futsu*/ Savings Account)
Account Number	5408448
Account Name	立命館大学（リツメイカンダイガク）
Sender's name	Applicant's name
Transfer Fees	To be paid by applicant

(7) Submitting the Application Documents

Certain application documents must be submitted online (via "Ritsu-Mate") while other documents must be submitted by post. Refer to the details on page 6-8. The University will not accept applications by E-mail or Fax.

DO NOT USE REGULAR MAIL as it takes longer to arrive and is not traceable.

To submit the application documents from outside Japan, you must use a courier service (DHL, FedEx, OCS, etc.) or EMS.

To submit the application documents in Japan, you must use registered express mail (簡易書留速達郵便, *Kanikakitome Sokutatsu Yubin*).

Before submitting the application documents, you must ensure that you have completed payment of the Application Fee and have prepared all the required documents.

The University will not accept applications if the payment of the Application Fee cannot be confirmed and/or the application documents are incomplete.

The package containing the application must be postmarked or collected by the courier service by the application deadline.

The University will not accept applications postmarked after the end of the application period.

① Mailing Address to Submit the Application

International Admissions Office at Kinugasa Campus
Ritsumeikan University
56-1 Tojiin Kitamachi, Kita-ku, Kyoto
603-8577 (or 603-8346), Japan
TEL: +81-75-465-8162

② Important Points Regarding Submitting the Application

1) The University will notify applicants if the application is incomplete. When required by the University, you must take appropriate action swiftly, such as submitting additional documents.
2) All the forms filled in by applicants must be written in English, unless otherwise instructed.
3) Application documents will only be returned if the applicant does not meet the application eligibility requirements. No changes to the application are allowed once submitted.
4) Application and acceptance into the University will be revoked if any false information or forgeries are found in the submitted documents.
5) If you require special assistance during examination and/or class work after admission due to illness, injury, or physical disability, please contact the International Admissions Office one month prior to the beginning of the application period. In case of delay of the contact or depending on the content of request, the university might not be able to confirm necessary support measures in advance. Whether or not you apply for the course, contact the International Admissions Office as soon as possible. Information about requests will be shared with relevant sections of the University.

5. Screening

(1) Screening Method

① 1st screening

The 1st screening will be conducted on the basis of a review of application documents.

② 2nd screening

An interview will be conducted for applicants shortlisted in the 1st screening.

③ Final Result

The university will make an overall assessment based on the 1st screening and 2nd screening.

(2) Interview

An interview will be conducted for applicants shortlisted in the 1st screening.

Details of the interview, such as the interview method, venue, date, and time, will be determined by the University and notified in an interview information sheet mailed to the applicant along with the 1st screening result on the result notification date. Applicants cannot choose the interview method, venue, date or time. Applicants are required to contact the International Admissions Office if they don’t receive the interview information sheet after one week from the result notification date.

① Interviews for applicants living outside Japan

As a rule, the interview will be either a web-based interview via SKYPE or a telephone interview.

Applicants who are living outside Japan do not need to come to Japan for the interview.

The University strongly recommends applicants to install SKYPE and familiarize themselves with the system before the interview.

Applicants who cannot use SKYPE must contact the International Admissions Office.

② Interviews for applicants living in Japan

As a rule, the interview will be a face-to-face interview at the Kinugasa Campus of Ritsumeikan University in Kyoto.

③ Important points regarding the interview

1) The interview dates may be changed due to unforeseen circumstances.
2) The University will not bear any responsibility for the cost incurred due to the change of interview date.
3) If any changes are made to the interview arrangements, the University will inform the applicants by phone and/or by E-mail.
4) The University will not reschedule interviews for applicants who did not attend the scheduled interview because of illness, accident, or any other reasons.

6. Notification of Results

(1)Notification Methods

Applicants will be notified of their results in following three methods;

1st Screening Result :〖1st〗 **2nd Screening Result :**【2nd】

① Postal Mail〖1st〗【2nd】

The University notifies the results to the successful applicants by registered mail to addresses in Japan, or by courier to addresses outside Japan. The results are sent out in the afternoon of the dates detailed in the tables on page 2 and it may take a few days to reach applicants' houses. Contact the International Admissions Office if you do not receive the result within 7 days.

The university will not send out the results to the applicants who were not accepted into the university. They are expected to confirm their results on the website showing application numbers of successful applicants.

② Website〖1st〗【2nd】

Application numbers* of applicants shortlisted in the 1st screening or/and accepted into the University will be available on the University's English website from 10:00 am (JST) on the result notification dates for one week.

* Refer to the application number indicated in the "Examination Sheet" which <u>you can download via "Ritsu-Mate" one week prior to the result notification date.</u> Applicants are required to contact the International Admissions Office if they can't download the "Examination Sheet" on the "Ritsu-Mate".

To access the list of successful application numbers, click on the “Result Notification for GS Admission” banner on the following website.

URL: http://en.ritsumei.ac.jp/e-ug/

③ **Ritsu-Mate**【2nd】

The 2nd screening result of the applicant can be confirmed from the “Examination Result” button on the “Ritsu-Mate” from 10:00 am (JST) on the result notification date. For the 1st screening result, please confirm by postal mail and website. It will NOT be indicated on the “Ritsu-Mate”.

(2)Important points regarding the result notification

① For the 2nd screening, for those who did not attend their interviews even though they were invited, and those who came but did not complete the interview, the University will not send out the results.

② The University will not provide any information regarding the results by any other means, such as phone, fax, or e-mail.

③ If any accidents occur during the mailing process, the University shall not be held responsible for any loss or leakage of personal information.

■ Enrollment Procedures

Enrollment Procedures consist of paying Enrollment Procedure Fees* and submitting the required Enrollment Documents that will be sent to successful applicants around 2 months before the enrollment date.

Enrollment Procedures must be completed within the designated time periods. If you do not complete these procedures by the final date of each period, your enrollment into the University will be cancelled.

Further information regarding Enrollment Procedures will be provided in the "Enrollment Procedures Handbook I", which will be sent to successful applicants with the results of their application.

*At Ritsumeikan University, Enrollment Procedure Fees consist of the Admission Fee and Tuition Fee(s).

(1) Enrollment Procedure Fees

① Step 1: Payment of Admission Fee

The Admission Fee (300,000 yen) must be paid during the period for (3) 'Step 1' in section on page 18. Please note that once it has been received, the Admission Fee cannot be refunded under any circumstances.

If successful applicants wish to pay the Admission Fee (Step 1) and Tuition Fee for Semester 1 (Step 2) together, the payment must be completed during the period for Step 1.

② Step 2: Payment of required Tuition Fee and Membership Fees

The Tuition Fee for Semester 1 must be paid during the period for (3) 'Step 2' in section on page 18.

Miscellaneous Membership fees for 2018 are collected at the same time.

(2) Payment Methods

To make payment of Enrollment Procedure Fees, payment methods A) and B) below are available. More detailed information about payment will be provided in the "Enrollment Procedures Handbook I" that will be sent to successful applicants.

A) Pay all Enrollment Procedure Fees at the same time (including Tuition Fee for Semester 1)

Payment must be made during the period for 'Step 1'.

Fees include: Admission Fee, Tuition Fee for Semester 1

Miscellaneous Membership Fees (1 semester fee for Academic Association and all other Membership Fees for 2018) are collected at the same time.

B) Pay Admission Fee during the period for 'Step 1'. Then pay Tuition Fee for Semester 1 during the period for 'Step 2'

Miscellaneous Membership Fees (1 semester fee for Academic Association and all other Membership Fees for 2018) are collected at the time of Step 2.

(3) Schedule for Payment of Enrollment Procedure Fees

	Details of Payment	Period for Completion of Payment	
	Item: Enrollment Procedure Fees	1st Application Period	2nd Application Period
Step 1	**Admission Fee**	2018/4/6 Fri. – 2018/4/19 Thu.	2018/6/1 Fri. – 2018/6/14 Thu.
Step 2	**Tuition Fee for Semester 1** and Miscellaneous Membership Fees	2018/4/20 Fri. – 2018/5/10 Thu.	2018/6/15 Fri. – 2018/6/25 Mon.

(4) Refund of Tuition Fees When a Student Cancels Enrollment

If a successful applicant cancels enrollment by September 25, 2018 by submitting the designated form “Cancellation of Enrollment and Request for Refund of Fees Paid at Enrollment (Excluding Admission Fee)”, Tuition Fee(s) and Membership Fees will be refunded to the applicant.

The Admission Fee will not be refunded under any circumstances.

No claims for refund will be accepted on or after September 26, 2018.

For a copy of the designated form, contact the International Admissions Office.

(5) Enrollment Documents

Period for submitting Enrollment Documents:

From August 24 Friday to September 3 Monday, 2018

Certain enrollment documents must be submitted online (via "Ritsu-Mate") while other documents must be submitted by post. Refer to the detail in the “Enrollment Procedures Handbook I” which is sent out to the successful applicants on the result notification date.

Successful applicants living outside Japan must use a courier service (DHL, FedEx, OCS, etc.) or EMS to submit Enrollment Documents.

Successful applicants living in Japan must use registered express mail (簡易書留速達郵便, Kanikakitome Sokutatsu Yubin) to submit Enrollment Documents.

The package containing the Enrollment Documents must be postmarked or collected by the courier service by the deadline above.

■ Admission Fee, Tuition Fees, and Other Membership Fees

1. First Year University Fees and Other Fees for Students Enrolling in 2018

The fees for 2018 are to be finalized in June 2017. The fees below are those for the 2017 academic year and are given for reference.

(1) Admission Fee and Tuition Fees

<For your reference>

First year fee (Semester 1) for students enrolled in 2017 (Unit: yen)

College	Admission Fee	Tuition Fee for Semester 1	Total
International Relations	300,000	463,200	763,200
Policy Science	300,000	414,900	714,900

* Semester 1: September -March

Note:

(1) The Admission Fee is only paid in the first year.

(2) Tuition Fee for Semester 1 is reduced by 160,000 yen in order to lighten the financial burden for the first year.

(3) Separate fees may be charged if a student takes certain courses.

(4) Changes to Tuition Fees may be proposed when social factors, such as rapid inflation, have a significant impact on the University.

(5) Payment of the Miscellaneous Membership Fees detailed below is carried out at the same time as payment of Tuition Fee.

(2) Miscellaneous Membership Fees

The University collects fees on behalf of the various groups detailed in the table below. These Membership Fees are collected at the same time as Tuition Fees.

<For your reference>

First year fees for students enrolled in 2017 (Unit: yen)

College	Student Government Board		Academic Association	Parents Association of Student Education Assistance		Total
	Registration Fee	Annual Membership Fee	Membership Fee per Semester	Registration Fee	Annual Membership Fee	
International Relations	3,000	5,000	4,000	5,000	10,000	27,000
Policy Science	3,000	5,000	4,000	5,000	10,000	27,000

Note:

＊ Registration fees for the Student Government Board and Parents Association of Student Education Assistance are only collected in the first year.

＊ Membership fees for the Student Government Board and Parents Association of Student Education Assistance can only be paid in one payment.

＊ Membership fees for the Academic Association is collected per semester (4,000 yen per semester), however, annual fee of 8,000 yen is collected if, after enrollment, you choose to pay Tuition Fees for 2 semesters (e.g. Semesters 2 & 3) at once.

(3) Payment Amount for Each Step of the Enrollment Procedures

<For your reference>

First year fees for students enrolled in 2017 (Unit: yen)

College	Enrollment Procedure Fees	
	Step 1: Payment of Admission Fee	Step 2: Payment of Tuition Fee for Semester 1 and Membership Fees
International Relations	300,000	490,200
Policy Science	300,000	441,900

2. Tuition Fees for the Second Year (2019) and Beyond

Fees for the second year (2019 academic year) will be finalized in June 2017.

The fees below are the Tuition Fees for the second year and beyond for students who enrolled in 2017 and are given for reference.

(Unit: yen)

College	Tuition Fee (per semester)	Total (/year)
International Relations	623,200	1,246,400
Policy Science	574,900	1,149,800

Note:

(1) Separate fees may be charged if a student takes certain courses.

(2) Changes to Tuition Fees may be proposed when social factors, such as rapid inflation, have a significant impact on the University.

(3) Payment of the Membership Fees is carried out at the same time as payment of Tuition Fees.

3. Student Government Board, Academic Association, and Parents Association of Student Education Assistance

(1) Student Government Board

The Ritsumeikan University Student Government Board is a self-governed organization made up of Ritsumeikan University students with the aim of contributing to the improvement and expansion of both academic and extra-curricular activities as well as the development of the academy as a whole. The Student Government Board is involved in conducting scholastic, athletic, and volunteer extracurricular activities, such as welcome events for new students and the yearly school festival, as well as contributing to the improvement of the overall learning environment and convenience of student life. These activities are conducted using various grants and subsidies from the university as well as member dues.

(2) Academic Association

The Academic Association of the College of International Relations/the College of Policy Science is made up of undergraduate students, graduate students, and faculty members for the purpose of furthering academic research and presenting its results. The association edits and publishes association materials, hosts conferences and lectures, and organizes surveys and field trips using member dues and other income such as donations.

(3) Parents Association of Student Education Assistance

The Parents Association of Student Education Assistance strives to support educational activities and increase communication between students and parents in accordance with the educational policies of Ritsumeikan University while also promoting friendship between its members. This includes supporting student life through social activities and scholarships as well as conducting activities to support students in their search for post-graduate employment.

■ For International Students: Status of Residence in Japan and Procedures to Enter Japan

1. Status of Residence of International Students

In principle, individuals without Japanese nationality must acquire the status of residence “Student” in order to enter Japan as a university student.

In order to apply for scholarships, international students at Ritsumeikan University are, in many cases, required to possess the status of residence “Student”.

2. Certificate of Eligibility (COE) and Obtaining a Student Visa

In order to acquire the status of residence “Student”, individuals without Japanese nationality must show a “Student” visa at the immigration control when entering Japan.

A “Student” visa will be issued at a Japanese embassy or consulate in your country or region of residence. To apply for a “Student” visa, you will need to submit a “Certificate of Eligibility (COE)”. The COE can only be issued by the immigration bureau in Japan when your proxy in Japan, such as the university you intend to enroll at, makes an application on your behalf.

Ritsumeikan University will apply for the COE on behalf of the successful applicants from outside Japan only when we judge that a COE is necessary for them and that they meet all of the following requirements.

(1) Applicant is currently living outside of Japan, and requires a COE to obtain a “Student” visa.
(2) Applicant has paid the Admission Fee, Tuition Fee(s), and other required fees by the stipulated deadline.
(3) Applicant has submitted all the required documents by the stipulated deadline and can prove that they have sufficient finances available to cover their period of study.

Before applying for the COE on behalf of the successful applicants, Ritsumeikan University must confirm the applicant’s intent to enroll at the University. Ritsumeikan University considers payment of all required Enrollment Procedures Fees by the successful applicants to be a confirmation of their intent to enroll.

More information about the procedures relating to acquiring a status of residence in Japan will be provided in the “Enrollment Procedures Handbook I” which will be sent to successful applicants with their acceptance letter.

If, having read and understood the above information, you wish to have the University apply for the COE on your behalf, please check “Yes” to the question “If No, do you wish Ritsumeikan University to apply for the Certificate of Eligibility for Status of Residence on your behalf?” in section “V. Status of Residence in Japan” on the Registration Form of the booklet of the “APPLICATION FORMS”.

If you possess Japanese nationality or you are non-Japanese living in Japan with a valid status of residence, you do not need to apply for a COE.

The University will not apply for a COE for individuals other than successful applicants.

■ Ritsumeikan University Special Encouragement Scholarship for Privately Financed International Students

“Ritsumeikan University Special Encouragement Scholarship for Privately Financed International Students” is the tuition reduction scheme Ritsumeikan University offers to international students.

This scholarship scheme is only for students who possess the status of residence “Student” by the time of enrollment and who need financial support to pursue their study at the University.

The recipients and amount of the tuition reduction will be determined based on the applicants’ screening results.

Type	Reduction	Period
Undergraduate I	100% of Tuition	One year
Undergraduate II	50% of Tuition	
Undergraduate III	20% of Tuition	

*Recipients must hold a status of residence “Student” to receive the reduction scheme.

*You can apply for the 2nd year and beyond based on the academic performance of the previous year.

Information on other scholarships is also available on the following website.

http://en.ritsumei.ac.jp/e-ug/

■ Personal Information Policy

Personal information collected from individuals during the admissions process will be handled in accordance with the following.

1. Purpose of Use of Personal Information

① To carry out the admissions process, such as screening, mailing admission registration cards, holding interviews, etc.

② To notify results

③ To send enrollment-related documents

④ To make documents relating to the Certificate of Eligibility

⑤ To send information regarding orientation sessions for international students

⑥ To send information regarding student life, such as housing, insurance, National Federation of University Co-operative Associations, etc.

⑦ To send various questionnaires after admission

⑧ To manage student records after their enrollment

2. Management of Personal Information

Ritsumeikan University will manage the personal information of applicants in compliance with relevant Japanese laws and regulations. Information will be managed securely to prevent loss, destruction or divulgence.

3. Outsourcing of the Handling of Personal Information

Ritsumeikan University may outsource part of the handling of the personal information of applicants when necessary, such as the receipt of applications or the data entry of personal details. In such cases, Ritsumeikan University and the external organization will sign a contract regarding the appropriate management of personal information.

4. Statistical Use of Personal Information

Ritsumeikan University may use data extracted from applicants' personal information to conduct various statistical analyses to be used for surveys and research relating to the admission process. This data may also be provided to students interested in applying to Ritsumeikan University. However, the University shall ensure that any information made public cannot be used to identify specific individuals.

CONTACT/SUBMIT APPLICATION TO

International Admissions Office at Kinugasa Campus

Ritsumeikan University

56-1 Tojiin Kitamachi, Kita-ku, Kyoto

603-8577 (or 603-8346), Japan

E-Mail: hello@st.ritsumei.ac.jp
Tel: +81-75-465-8162

Available time: 9:00-17:00 Japan Standard Time
(Except Saturdays, Sundays and Public Holidays)