

# Ritsumeikan University

## Application Handbook 2020 Enrollment AO Admissions [English Basis]

### ■ Global Studies Major (GS Major)

Department of International Relations,  
College of International Relations

Enrollment	Period	Application Period
April 2020	—	2019/8/28 Wed. – 2019/9/17 Tue.
September 2020	Period 1	2019/12/11 Wed. - 2020/1/14 Tue.
	Period 2	2020/2/19 Wed. - 2020/3/10 Tue.

### ■ American University - Ritsumeikan University Joint Degree Program (JD Program)

College of International Relations

Enrollment	Application Period
April 2020	2019/8/28 Wed. - 2019/9/17 Tue.

### ■ Community and Regional Policy Studies Major (CRPS Major)

Department of Policy Science,  
College of Policy Science

Enrollment	Period	Application Period
September 2020	Period 1	2019/12/11 Wed. - 2020/1/14 Tue.
	Period 2	2020/2/19 Wed. - 2020/3/10 Tue.

### ■ Information Systems Science and Engineering Course (ISSE Course)

Department of Information Science and Engineering,  
College of Information Science and Engineering

Enrollment	Period	Application Period
April 2020	Period 2	2019/8/28 Wed. – 2019/9/17 Tue.
	Period 3	2019/10/9 Wed. - 2019/10/31 Thu.

### ■ College of Global Liberal Arts (GLA)

Enrollment	Period	Application Period
April 2020	Period 1	2019/6/5 Wed. - 2019/6/25 Tue.
	Period 2	2019/8/28 Wed. – 2019/9/17 Tue.
September 2020	Period 1	2019/10/9 Wed. - 2019/10/31 Thu.
	Period 2	2019/12/11 Wed. - 2020/1/14 Tue.
	Period 3	2020/2/19 Wed. - 2020/3/10 Tue.

<Table of Contents>

**Admissions Guidelines** p.2

1. Admissions Policy -----	p.2
2. Target of This Entrance Examination Method -----	p.5
3. Number of Students Accepted -----	p.8
4. Application Period and Other Key Dates -----	p.9
5. Applying to Multiple Programs / Applying Multiple Times -----	p.11
6. Application Eligibility -----	p.12
7. Application Procedure -----	p.19
8. Screening -----	p.30
9. Notification of Results -----	p.32

**Enrollment Procedures** p.33

1. Payment of Enrollment Procedure Fees -----	p.35
2. Submitting Enrollment Documents -----	p.36
3. Common Application Registration -----	p.37

**Considerations** p.38

**Admission Fee, Tuition Fees, and Other Membership Fees** p.41

1. First Year University Fees and Other Fees for Students Enrolling in 2020 -----	p.41
2. Tuition Fees for the Second Year (2021) and Beyond -----	p.46
3. Student Government Board, Parents Association of Student Education Assistance and Academic Association -----	p.49

(For International Students ONLY)

**Status of Residence in Japan and Procedures to Enter Japan** p.50

1. Status of Residence of International Students -----	p.50
2. Certificate of Eligibility (COE) and Obtaining a Student Visa -----	p.50

**Tuition Reduction and Scholarships** p.52

1. Ritsumeikan University Tuition Reduction Scholarship for International Students-----	p.52
2. Other Scholarships Offered While Studying at AU/ANU -----	p.53

**Personal Information Policy** p.54

# 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

### Joint Degree Program, College of International Relations

---

The Global International Relations Joint Degree Program is looking for globally minded students who can be effective leaders both on and off campuses. We expect our graduates to take an active role in their professional fields and contribute directly and indirectly to the deepening of mutually beneficial relations between the U.S., Japan and the rest of East Asia, as well as to the peace and prosperity of the international community.

### 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.

Education and research at the College of Information Science and Engineering encompasses a wide range of topics. These relate to the core knowledge of technologies, and their application at the cutting edge.

Our educational goal is to develop specialists and researchers with expertise in utilizing computers to obtain effective and innovative solutions to unforeseen issues. Graduates of CISE will be ready to play the leading role in a variety of organizations at the global level.

With these objectives in mind, we welcome prospective students with the following qualities and attitudes.

- (1) The prospective students should have acquired logical thinking skills and fundamental understanding of mathematics and natural sciences necessary to pursue studies in information science.
- (2) For those who are to choose one of the six courses provided in Japanese, they should have sufficient Japanese proficiency to understand and produce Japanese texts, as well as the fundamental proficiency in English. For those who are to be enrolled in the course provided in English, they should be able to display sufficient command of English to pursue academic studies in the language.
- (3) They should have acquired academic underpinnings to start a wide range of studies at the tertiary education level.
- (4) They should have wide and keen interests in academic fields related to information technology.
- (5) They should be strongly motivated to acquire the fundamentals of programming.
- (6) They should have sincere motivation to acquire specialized and advanced knowledge and technologies, ethical attitudes, and leadership.
- (7) They should be fully aware of the significance of skills for problem-identifying/solving and those for communication, and are ready to improve those skills to the more advanced levels.

## College of Global Liberal Arts

---

Based on the school spirit of “freedom and innovation” and on the educational philosophy of “peace and democracy,” Ritsumeikan College of Global Liberal Arts seeks students from Japan and the world who agree with its Human Resources Development Aims and educational goals and have passion to study at Ritsumeikan University. In accordance to this context, the students, admitted to the College, should have the following academic abilities, interests, and aptitudes.

### (1) Knowledge and Understanding

Through education at a senior high school, etc., the applicants must have obtained the academic ability and English language ability necessary for the wide array of studies in the humanities and social sciences.

### (2) Thinking and Judgment

Applicants must have the critical thinking abilities that form the foundation of academic knowledge and of making ethical judgments with global viewpoints.

### (3) Interest, Motivation and Attitude

Applicants should be interested in social change, progress in science and technology, history in global perspective, and socio-cultural diversity.

Applicants must have challenging spirit, social tolerance, cooperative mind, and leadership in identifying and solving problems.

### (4) Skill and Expression

Applicants must have the ability to reason appropriate data collections and their analyses, and the ability to clearly express and discuss their own opinions.

## 2. Target of This Entrance Examination Method

### GS Major

---

The Global Studies Major (hereafter the course is referred to as “Global Studies Major” (or “GS Major”) in this Handbook) 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.

### JD Program

---

American University-Ritsumeikan University Joint Degree Program (hereafter the course is referred to as “JD Program” in this Handbook) aims to foster students who could appropriately understand wide range of issues in global international society from a perspective of Global International Relation Studies and contribute to the problem solving or peaceful and sustainable development. In addition, the admissions examination aims to recruit students who have an interest in those issues, who would like to study both in Japan and the U.S., and who are highly motivated to work with international perspective in various fields such as government, economics and culture in the future.

In this Joint Degree Program, Ritsumeikan University College of International Relations and American University School of International Service jointly offer a single curriculum and bachelor degree for the qualified students. The universities have constructed a sophisticated systematic curriculum which will offer students a new kind of international education, in order to achieve the common goal for talent development.

## **CRPS Major**

---

The Community and Regional Policy Studies Major (hereafter the course is referred to as “Community and Regional Policy Studies Major” (or “CRPS Major”) in this Handbook) 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.

## **ISSE Course**

---

The College of Information Science and Engineering aims to educate students to become professionals who are able to play active and leading roles in information technology teams anywhere in the world. In the International Program of Information Systems Science and Engineering (hereafter the course is referred to as “Information Systems Science and Engineering Course” (or “ISSE Course”) in this Handbook), an English-mediated, project-based program, students will have ample opportunity to acquire skills and knowledge in information systems engineering necessary to function as innovative and competent specialists. After successful completion of the program, graduates are expected to be able to apply engineering knowledge acquired to resolve current and future issues societies face globally.

We seek to attract students from all over the world who are determined to take full advantage of the learning opportunities and diverse environment offered in the ISSE, with an aim to acquire leadership skills to play key roles in the globalized society. Prospective applicants to the program must have high school level knowledge of mathematics and science, and also English proficiency sufficient to understand college-level lectures and exercises. The applicants must be eager to learn new technology, and be able to work both individually and as part of a team.

The College of Global Liberal Arts (GLA) provides students with the comprehensive liberal arts education in English required for our globalized times. We strive to produce graduates who can put knowledge into practice to take the initiative in identifying and solving problems and can keep learning throughout their lives in the globalized society. We are looking for students who are eager to collaborate with others in a multi-cultural environment through dual-degree courses offered in Japan and Australia, and are strongly motivated to take on leadership roles contributing not only to Japan and Asia, but to the entire international community.

The dual undergraduate degree program is offered jointly by GLA at Ritsumeikan University and the Coral Bell School of Asia Pacific Affairs at the Australian National University (ANU). The two undergraduate degree programs together form an extensive, coherent system of learning, in which students aim to earn two degrees, one from each university. They study at both campuses, taking courses with the aim of generating synergies between the two degrees.

This entrance examination is designed to admit students with the academic aptitude, skills and interests stated in the GLA admission policy. Decisions to admit students are made on the basis of academic records, an interview and two essays: one essay tests applicants' knowledge and understanding of topics relating to those studied at GLA, while the other evaluates their motivation and interest in learning at GLA.



### 3. Number of Students Accepted

The number of places available for students through this entrance examination method is detailed in the following table. These are the total numbers of places available for all application periods stated in '4. Application Period and Other Key Dates' for 2020 enrollment.

#### GS Major

Enrollment	Number
April 2020	10
September 2020	28

#### JD Program

Enrollment	Number
April 2020	5

#### CRPS Major

Enrollment	Number
September 2020	25

#### ISSE Course

Enrollment	Number
April 2020	24

#### GLA

Enrollment	Number
April 2020	7
September 2020	40

<NOTE>

- The number of accepted students in each admission may be lower than the number indicated above depending on the number of applications and the admission results. In this case, unfilled places will be filled through other admission methods.
- This entrance examination method does not exclude applicants from applying to other courses/universities.

## 4. Application Period and Other Key Dates

### GS Major

(Japan Standard Time)

Enrollment	Period	Application Period	* Final Result/ Call for Interview	Interview (if required)	Final Result
April 2020	Period 1	2019/8/28 Wed. - 2019/9/17 Tue.	2019/11/7 Thu.	-	-
			2019/11/7 Thu.	2019/11/23 Sat. 2019/11/24 Sun.	2019/12/12 Thu.
September 2020	Period 1	2019/12/11 Wed. - 2020/1/14 Tue.	2020/2/27 Thu.	-	-
			2020/2/27 Thu.	2020/3/14 Sat. 2020/3/15 Sun.	2020/4/2 Thu.
	Period 2	2020/2/19 Wed. - 2020/3/10 Tue.	2020/4/23 Thu.	-	-
			2020/4/23 Thu.	2020/5/9 Sat. 2020/5/10 Sun.	2020/5/28 Thu.

\* Please see "8. Screening" for screening method (p.30).

### JD Program

(Japan Standard Time)

Enrollment	Application Period	1st Screening Result	Interview (if shortlisted)	Final Result
April 2020	2019/8/28 Wed. - 2019/9/17 Tue.	2019/11/7 Thu.	2019/11/23 Sat. 2019/11/24 Sun.	2019/12/12 Thu.

### CRPS Major

(Japan Standard Time)

Enrollment	Period	Application Period	1st Screening Result	Interview (if shortlisted)	Final Result
September 2020	Period 1	2019/12/11 Wed. - 2020/1/14 Tue.	2020/2/27 Thu.	2020/3/14 Sat. 2020/3/15 Sun.	2020/4/2 Thu.
	Period 2	2020/2/19 Wed. - 2020/3/10 Tue.	2020/4/23 Thu.	2020/5/9 Sat. 2020/5/10 Sun.	2020/5/28 Thu.

### ISSE Course

(Japan Standard Time)

Enrollment	Period	Application Period	Final Result
April 2020	Period 2	2019/8/28 Wed. - 2019/9/17 Tue.	2019/10/29 Tue.
	Period 3	2019/10/9 Wed. - 2019/10/31 Thu.	2019/12/12 Thu.

Enrollment	Period	Application Period	* Final Result/ Call for Interview	Interview (if required)	Final Result
April 2020	Period 1	2019/6/5 Wed. - 2019/6/25 Tue.	2019/8/8 Thu.	-	-
			2019/8/8 Thu.	2019/8/31 Sat. 2019/9/1 Sun.	2019/9/12 Thu.
	Period 2	2019/8/28 Wed. - 2019/9/17 Tue.	2019/11/14 Thu.	-	-
			2019/11/14 Thu.	2019/11/30 Sat. 2019/12/1 Sun.	2019/12/12 Thu.
September 2020	Period 1	2019/10/9 Wed. - 2019/10/31 Thu.	2019/12/12 Thu.	-	-
			2019/12/12 Thu.	2019/12/21 Sat. 2019/12/22 Sun.	2020/1/23 Thu.
	Period 2	2019/12/11 Wed. - 2020/1/14 Tue.	2020/3/5 Thu.	-	-
			2020/3/5 Thu.	2020/3/21 Sat. 2020/3/22 Sun.	2020/4/2 Thu.
	Period 3	2020/2/19 Wed. - 2020/3/10 Tue.	2020/4/30 Thu.	-	-
			2020/4/30 Thu.	2020/5/16 Sat. 2020/5/17 Sun.	2020/5/28 Thu.

\* Please see "8. Screening" for screening method (p.30).

## 5. Applying to Multiple Programs / Applying Multiple Times

### (1) Applying to multiple programs at the same time

When applying to the other English-medium undergraduate programs offered at Ritsumeikan University during the same application period, applicants must upload application documents and pay the application fees for each program. Applicants do not need to submit a different set of Letter(s) of Reference for each program as one can be used for all applications.

### (2) Applying to the same program in more than one application period

There are multiple application periods set via this entrance examination method. Applicants may apply in more than one application period; however, a separate set of application documents and payment of application fee (5,000 yen) is required for each application.

#### <NOTE>

- Applicants who apply through the Global Studies Major AO Admissions [English Basis] or the Joint Degree Program AO Admissions [English Basis] are not allowed to apply through any other AO Admissions of the College of International Relations at Ritsumeikan University (2020年度 AO 選抜 国際関係学部「グローバル・スタディーズ専攻総合評価方式」入学試験および2020年度 AO 選抜 国際関係学部「ジョイント・ディグリー・プログラム総合評価方式」入学試験), although they may apply through both GS Major AO Admissions [English Basis] and JD Program AO Admissions [English Basis] at the same time.

If applicants did not get admitted through the AO Admissions [English Basis] system, they may apply for other AO Admissions of College of International Relations at Ritsumeikan University.

## 6. Application Eligibility

Applicants MUST fulfill ALL of the following three requirements: (1) Nationality [For April 2020 Enrollment ONLY], (2) University Entrance Eligibility, and (3) English Language Proficiency.

### (1) Nationality [For April 2020 Enrollment ONLY]

Applicants must meet one of the following requirements.

1	Possess non-Japanese nationality.
2	Possess only Japanese nationality and have graduated or are to graduate from high schools / senior secondary schools located abroad, by the time of enrollment.

### (2) University Entrance Eligibility

Applicants must meet one of the following educational criteria.

Applicants, admitted into the University in the prospect of satisfying one of the requirements below, should fulfill the requirement before the enrollment date; otherwise, the offer of admission will be revoked.

1	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 Ministry of Education, Culture, Sports, Science and Technology (MEXT) (*1). Those who have completed a standard 12-year curriculum in less than 12 years with appropriate reasons, such as grade skipping or early graduation, will be regarded as having met the requirement. In order to prove their eligibility, applicants are 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.
2	Have completed school education in a country where the curriculum is shorter than 12 years, AND have completed a Japanese pre-university preparatory course accredited by the Minister of MEXT before the enrollment date at Ritsumeikan University.
3	Possess a qualification of the International Baccalaureate Diploma, Abitur, Baccalaureate, or GCE A-Level, that is recognized by universities outside of Japan as an entrance qualification before the enrollment date at Ritsumeikan University.
4	Have passed an exam demonstrating equivalent academic ability to completion of a standard 12-year course curriculum outside Japan AND have reached 18 years of age before the enrollment date at Ritsumeikan University.
5	Have passed 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 have reached 18 years of age before the enrollment date at Ritsumeikan University (*2).
6	Have completed a 12-year course 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 before the enrollment date at Ritsumeikan University.

7	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, from their academic background and other qualifications, AND have reached 18 years of age before the enrollment date at Ritsumeikan University. 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.
---	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<NOTE>

Applicants who wish to apply and are unsure if they meet the eligibility requirement must contact the International Admissions Office, three weeks prior to the start date of the application period that the applicant applies for.

(\*1) Applicants will be considered eligible if they have completed school education in a country where the curriculum is 11 years AND the country's education curriculum is approved by the Minister of MEXT.

(\*2) This criteria is not applicable for JD Program applicants.

### (3) English Language Proficiency

**GS Major**   **CRPS Major**   **ISSE Course**

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 at least the minimum score indicated below.

Program	TOEFL iBT® Test	IELTS (Academic Module)	TOEIC® L&R Test
GS Major	76	6.0	740
CRPS Major	71	5.5	730
ISSE Course	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 only accepts TOEFL iBT® scores from a single test date, not MyBest™ scores.
- The University does not accept institutional tests such as TOEFL ITP® Test or TOEIC® IP Test.
- Applicants whose most recent six (6) years of formal education before the enrollment date were conducted and instructed only in English do not need to submit the test scores listed above. Instead, applicants must submit evidence the formal education is delivered only in English. (e.g. a letter or a school profile that states the medium of instruction).

## JD Program

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 at least the minimum score indicated below.

Program	TOEFL iBT® Test	IELTS (Academic Module)	Pearson Test of English	SAT Critical Reading
JD Program	80 (with 20 in each section)	6.5 (with 6.0 in each component)	53	530

- 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 only accepts TOEFL iBT® scores from a single test date, not MyBest™ scores.
- The University does not accept institutional tests such as TOEFL ITP® Test.
- A proof of English proficiency via TOEFL, IELTS, etc., is not required of applicants stated in a) or b) below. The applicants must contact Ritsumeikan University prior to the start date of the application period in order to confirm if they are eligible for this waiver.
  - a) Have been educated in U.S. regionally-accredited post-secondary institutions inside or outside the U.S. where English is the only medium of instruction AND where the student successfully completes two English college composition (non-ESL) classes with a "C" or higher;
  - b) Have graduated within the past two years, 4 years (grades 9, 10, 11 and 12 or equivalent) of secondary/high school(s) where English was the only medium of instruction with no ESL, in one of the following:
    - U.S. regionally-accredited high schools inside or outside the U.S.
    - In the following countries or in the educational systems of these countries where English was the only medium of instruction AND no ESL courses were taken.  
(English-speaking countries include: UK, Ireland, Scotland, Australia, New Zealand, and Canada (except Quebec).)
    - IB secondary schools inside or outside the U.S. In this case, the applicants must have completed both MYP and DP.

In order to demonstrate sufficient English language ability, applicants must satisfy the University's English language requirements by providing evidence that they meet one of the following requirements: 1) English Language Tests, 2) Citizenship status, 3) Prior study.

Please note that the following is a summary of the English language admission requirements for the ANU. The complete policy document can be found here:

[https://policies.anu.edu.au/ppl/document/ANUP\\_000408](https://policies.anu.edu.au/ppl/document/ANUP_000408)

This policy may be updated from time to time. The most up-to-date information for RU applicants is available on the following RU website as of the first date of each relevant application period.

[http://en.ritsumeai.ac.jp/e-ug/apply/gla/gla\\_apply.html/](http://en.ritsumeai.ac.jp/e-ug/apply/gla/gla_apply.html/)

For information on the valid period of the English Language Test scores, RU applicants must comply with the rules as stated in the RU Application Handbook.

### 1) English Language Tests

Successful performance in a single acceptable English Language Test taken within the two-year period prior to the start date of each relevant application period will meet the English language requirements. The test results will only be considered valid if the test score is available during the application period.

#### [Requirements for accepted English Language Tests]

Academic IELTS	An overall score of 6.5 with a minimum of 6.0 in each component of the test.
TOEFL - internet based test	An overall score of 80, with a minimum of 20 in Reading and Writing and 18 in Speaking and Listening.
Cambridge CAE Advanced (Post 2015)	An overall score of 176 with a minimum of 169 in all sub-skills.
PTE Academic	An overall score of 64 with a minimum score of 55 in each of the communicative skills.

The University only accepts TOEFL iBT® scores from a single test date, not MyBest™ scores.

### 2) Citizenship status

Citizens of the following countries who have undertaken secondary and/or tertiary study in English, at a recognized institution, in the national education system (or equivalent) of a Group A country listed below:



[Group A Countries]

American Samoa, Australia, Botswana, Canada (excluding Quebec), Fiji, Ghana, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, New Zealand, Nigeria, Papua New Guinea, Samoa, Singapore, Solomon Islands, South Africa, Tonga, Trinidad and Tobago, United Kingdom (including Northern Ireland), United States of America, Zambia, Zimbabwe

<NOTE>

These countries are determined by the ANU Academic and Quality Assurance Committee.

3) Prior study

- Applicants to undergraduate programs must have successfully completed two years of full-time (or equivalent) secondary (year 12 equivalent) or tertiary education within the last four years, in the medium of English. For the purposes of this, successful completion is considered to be a pass result in no less than 50 per cent of attempted units/courses in any assessable period (for example, term or semester) in the academic year.
- Study must be undertaken at a recognized institution, in the national education system (or equivalent) of a Group A country stated above.
- Study undertaken must result in a sequence of study or qualification which is accepted for entry into ANU undergraduate programs.
  
- Applicants who complete a qualification listed below must achieve specified levels to meet the University's English language requirements.

[Achievement Level Requirements for accepted Secondary Qualifications]

Australian Year 12 (*1)	ACT: A score of 170 or more in English as a Second Language (ESL) T major. Alternatively, a pass result in any other English T Major course. Victoria: Victorian Certificate of Education (VCE) – A raw unscaled score of 30 or more in English as an Additional Language (EAL). Alternatively, a raw unscaled score of 25 or more in units 3 and 4 of any other VCE English subject. Other States/Territory: Successful completion of Year 12 will meet the University's English language requirements.
ANU College Foundation Studies	A score of 65% or more in Advanced Academic English.
ANU Access Program	A score of 60% or more.
French Baccalaureate	Students seeking admission to undergraduate programs on the basis of performance in the French Baccalaureate undertaken at Narrabundah College will be considered to have met the University's English language requirements if they have achieved a pass result in any English T Major or T Minor course. Students undertaking the French Baccalaureate anywhere else will be required to meet the University's normal English Language requirements.

GCE & Singapore A-Level NOTE: Sri Lankan GCE A-Level applicants MUST present an English test result listed in “Requirements for accepted English Language Tests”	A grade of C or better in a Humanities-based subject, General Studies or General Paper.
HKDSE	A score of 4 or better in English Language (core subject).
Cambridge Certificate of Proficiency in English (CPE)	A grade of C or better.
International Baccalaureate Diploma (IB) (*2)	Presentation of an IB Diploma taught and assessed entirely in English. If not taught and assessed entirely in English, a pass result in ‘English Language A: Literature’ or ‘English Language A: language and literature’ either at Standard Level or Higher Level.
All India Senior School Certificate (AISSCE)	A grade of C2 or better in English Core.
Indian School Certificate (ISC – Year 12)	A numerical grade of 1-7 in English as indicated on the Pass Certificate.
Tamil Nadu Higher School Certificate	A score of 120 (out of 200) or more in English.
Sijil Tinggi Persekolahan Malaysia (STPM/Form 6)	A grade of C or better in English Literature (code 920).
Malaysian Independent Chinese Secondary Schools Unified Examinations (MICSS)/UEC	A grade of A2 or better in English Language.
Norwegian Certificate of Completion of Upper Secondary School Examinations (Vitnemål)	A numerical grade of 4 or better in English at both Level 1 and Level 2 in Upper Secondary Examinations.
Swedish Upper Secondary School Leaving Certificate (Slutbetyg från Gymnasieskolan)	A numerical grade of 4 or better (VG) in English in Upper Secondary School Certificate.
Danish Upper Secondary School Leaving Examinations (Studentereksamen)	A numerical grade of 9 or better at level B Senior High School English.
Finnish Matriculation Certificate (Ylioppilastutkintotodistus Studenteksamensbetyg)	A numerical grade of 8 or better in English or English A in the final year of secondary school.
Dutch Diploma of Pre-University Education (Diploma Voorbereidend Wetenschappelijk Onderwijs)	A numerical grade of 8 or better in final year English.
German Abitur	A numerical grade of 3/‘befriedigend’ (satisfactory) or better in English.
Austrian Maturity Certificate	A numerical grade of 3/‘befriedigend’ (satisfactory) or better in English.
Foundation Programs accepted by ANU for admission to Undergraduate Programs	A score of 65% or more in Academic English on all Foundation Studies programs currently approved for admission (in lieu of an English test).

<NOTE>

For qualifications that require achievement of specified levels in the table above, applicants must be able to present their final results/grades by the end of each application period. This does not apply to those who will possess the following qualifications (Australian Year 12 – other States/Territory and the IB Diploma).

(\*1) Australian Matriculation such as AUSMAT, SACE International, New South Wales HSC is classified as “Australian Year 12 – other States/Territory”.

Applicants who fall under “Australian Year 12 – other States/Territory” will meet the English language requirement by submitting the Certificate of Scheduled Graduation during the application period. Applicants then must present the original Graduation Certificate after acceptance to the University. If the applicant does not present the original Graduation Certificate, the offer of admission will be revoked.

(\*2) Applicants who are to complete the IB Diploma (taught and assessed entirely in English) will meet the English language requirement by submitting the IB Predicted Grades during the application period. Applicants then must present the original IB Diploma after acceptance to the University. If the applicant does not acquire the Diploma, the offer of admission will be revoked.

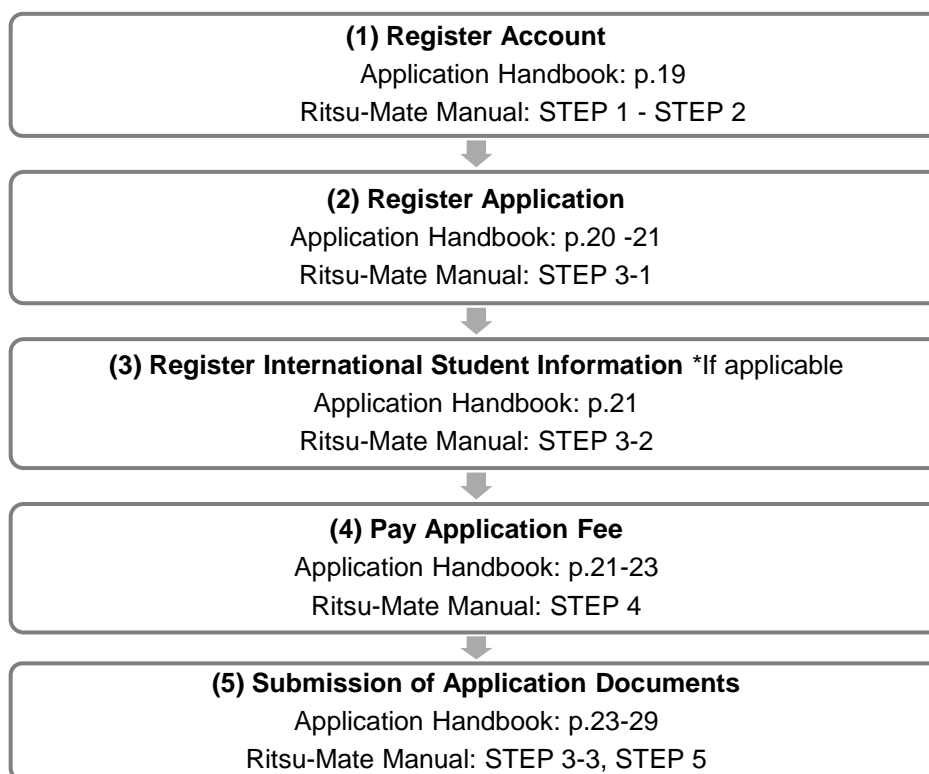
## 7. Application Procedure

In order to complete application, applicants must follow the steps below referring to this 'Application Handbook' and 'Ritsu-Mate' (Ritsumeikan University Online Application System) Manual.

'Ritsu-Mate' Manual URL: <http://www.ritsumeai.ac.jp/applicants>

Application Flowchart: <http://en.ritsumeai.ac.jp/e-ug/apply.pdf>

- Applicants can register 'Ritsu-Mate' Account and complete 'Ritsu-Mate' Main Registration anytime EXCEPT during the weekly system maintenance period between 7:30 PM on Wednesday and 5:30 AM on Thursday (JST).
- Sections (2) to (5) in the chart below are only available from 10:00 AM (JST) on the first day of the application period until 11:00 PM (JST) on the last day of the application period, EXCEPT during the weekly system maintenance period.



### (1) [Ritsu-Mate] Register Account

Applicants must register ALL of the relevant information following the instructions in 'Ritsu-Mate' Manual, considering the points below.

#### <Account E-mail Address>

- The University will contact applicants by E-mail after checking submitted documents. It is the applicant's responsibility to regularly check E-mail communication and respond in a timely manner.

- In case there is set mail rejection, enable settings to be able to receive E-mails from “@st.ritsumeai.ac.jp”.
- E-mail addresses when registering for a ‘Ritsu-Mate’ account cannot be changed. Please choose wisely and ensure accessibility.

## **(2) [Ritsu-Mate] Register Application**

Applicants must register ALL relevant information following the instructions in ‘Ritsu-Mate’ Manual, considering the points below.

### **1) Admission Method**

Choose ‘AO Admission for International Students (English Basis)’.

### **2) Name**

- Use all CAPITAL LETTERS for family name or surname. Capitalize the first letters of given names.
- 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.

Example: RITSUMEI Taro

#### **<Applicants without Japanese Nationality>**

Input name as recorded in an official certificate of home country, such as a passport, a birth certificate or an official registry in the English alphabet.

#### **<Applicants with Japanese Nationality>**

Input name as written in the 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 (特別永住者) >**

Input name as recorded in the Certificate of Residence (住民票, juminhyo) or passport. If the applicant wishes to use a name other than the formal name in a passport (an alias) after enrolling at Ritsumeikan University, the applicant may write the alias, as recorded in the Certificate of Residence (住民票, juminhyo), as well as real name in parentheses next to the alias.

### **3) Address / Contact Information**

Input address in English, including post code and country.

#### **4) Guarantor's Contact Information (Emergency Contact)**

The guarantor's contact information will be used when the University needs to contact the guarantor urgently. A guarantor must be a parent, elder brother or elder sister. However, if none of them can be a guarantor, appoint a person who makes an independent living and is able to fulfill his or her obligations as a guarantor. Applicants may also be able to appoint a spouse, brother, sister, or adult child as a guarantor if the applicant is currently working fulltime. If applicants wish to appoint a person other than stated above as a guarantor, applicants must contact the University at the time of enrollment or the orientation for international students.

#### **(3) [Ritsu-Mate] Register International Student Information [For applicants who do not possess Japanese nationality]**

Non-Japanese nationals must complete this section.

#### **(4) [Ritsu-Mate or Bank Transfer] Pay Application Fee**

- Applicants must pay Application Fee (5,000 yen per program) and, if applicable, Commission fee(s), within the admission period via Ritsu-Mate or domestic/international bank transfer as indicated below.
- The University will not accept an application, unless the University is able to confirm receipt of the Application Fee by the designated application deadline.
- 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.
- The Application Fee will not be refunded under any circumstances including overpayment, as it covers the administrative cost of application processing and eligibility evaluation.

#### **1) Payment via 'Ritsu-Mate'**

- Applicants who choose this payment method do not need to submit proof of payment.
- To make a payment by credit card, PayPal, Alipay, or at convenience stores in Japan, visit the Ritsu-Mate and proceed from the "Pay Application Fee" section.
- For these transactions, an additional 500 yen is charged and the total transaction amount will be 5,500 yen.

##### **a) Credit card**

Payment can be made even if the name on the credit card is different from the applicant's name.

##### **b) PayPal (An online payment service)**

A PayPal user account and valid credit card is required.

##### **c) Alipay (An online payment service in China)**

A valid bank account with online banking service in China is required for a user account.

#### d) Convenience store in Japan

Convenience store payment is available only for applicants residing in Japan. Applicants must go to the designated convenience store to complete payment after receiving a confirmation number through 'Ritsu-Mate'.

### 2) Yen-denominated wire transfer

- Applicants who choose this payment method must submit to the University a copy of the bank remittance form or receipt along with other application documents.

#### a) From a financial institution outside of Japan

To make a bank transfer, use the information indicated below.

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

Please note that if only 5,000 yen is sent (10,000 yen or 15,000 yen when applying for multiple programs at the same time), the amount that enters the University account will not be sufficient and applicants will need to make another payment to cover the shortfall.

Amount to Transfer	Applying for 1 program: 7,500 yen - 5,000 yen for the Application Fee - 2,500 yen for bank commission in Japan
	Applying for 2 programs: 12,500 yen - 10,000 yen for the Application Fee - 2,500 yen for bank commission in Japan
	Applying for 3 programs: 17,500 yen - 15,000 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	<i>Name of Applicant</i>
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 the applicant

#### b) From a financial institution in Japan

When making the transfer, applicants must use the transfer application form designated by the financial institution and fill in the information below. Write the name of the applicant in the Sender's Name box on the form.

Amount to Transfer	5,000 yen for 1 program
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	<i>Name of Applicant</i>
Transfer Fees	To be paid by the applicant

## (5) Submission of Application Documents

There are documents that must be submitted online (via 'Ritsu-Mate') and documents that must be submitted by post. For details on the required documents please consult the charts below. Documents other than indicated in the charts will not be considered as part of an application.

### [Upload via Ritsu-Mate]

- All application documents, EXCEPT for the Letter(s) of Reference, must first be submitted online (uploaded via "Ritsu-Mate"). The University will not accept applications by E-mail or Fax.
  - When submitting and uploading application documents, applicants must ensure that completed payment of the Application Fee and ensure preparation of all the required documents.
  - Please be aware of the following points when uploading application documents to "Ritsu-Mate";
    - a) File types for documents must be in the format of either 'pdf', 'xlsx', 'docx', 'txt', 'jpeg', 'gif', 'png'.
    - b) For each file name, use only alphabets, numbers, or ". (period)", "- (hyphen)", and "\_ (underbar)".
    - c) " (space)" cannot be contained in filenames.
  - **The University will not accept applications submitted after the end of each application period.**
  - **Once accepted into the University, submission of the following documents is required.**
    - a) Official English Language Test score report (Document No.4)
    - b) The Original or the Certified True Copy of documents proving applicants' fulfillment of University Entrance Eligibility requirements (Document No.8)
    - c) The Original or the Certified True Copy(ies) of Academic Transcripts (Document No.9)
- Application and acceptance into the University will be revoked if any false information or forgeries are found in the submitted documents.



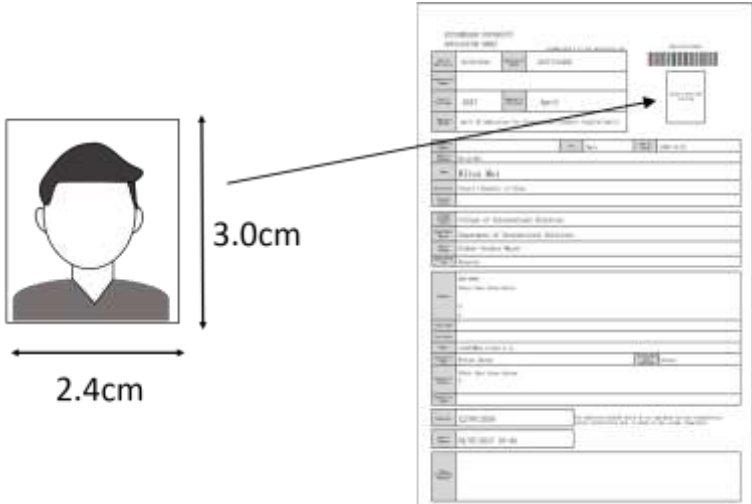
**[Send by Post]**

- The Original Letter(s) of Reference must be postmarked or collected by the courier service by the application deadline. **The University will not accept applications if the application documents are postmarked after the end of each application period.**
- DO NOT USE REGULAR MAIL as it takes longer to arrive and is not traceable. To submit the Letter(s) of Reference from outside Japan, applicants must use traceable EMS or a courier service (DHL, FedEx, OCS, etc.). To submit the Letter(s) of Reference in Japan, applicants must use registered express mail (簡易書留速達郵便, Kanikakitome Sokutatsu Yubin).

[Mailing Address to submit the Letter(s) of Reference]

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

**[Upload via Ritsu-Mate] Submission of Application Documents**

No	Documents	Further Details
1	Application Sheet	<p>Must be printed out from Ritsu-Mate upon complete registration and payment of Application Fee. Attach a photograph on the photo attachment space.</p> <p>&lt; Specifications for photos to be submitted &gt;</p> <ul style="list-style-type: none"> <li>-Must be taken within three months before the application.</li> <li>- Must be 3 centimeters high by 2.4 centimeters wide.</li> <li>- Must be in color showing a front view above the chest level with a plain background.</li> <li>- Must show the entire head, from the top of the hair to the bottom of the chin.</li> <li>- No cap or hat is allowed.</li> <li>- Cutouts from personal photos are not acceptable.</li> </ul> <div style="text-align: center;">  </div>

2	Registration Form	Must be typed. The applicant must complete all sections referring to the instruction on the forms.														
3	Application Essays	<p>Must be typed in English following the instructions in the “Application Essays” Form. Each essay has a word limit. The total number of words for each essay must be indicated.</p> <p>References to specific data, facts, or opinions, must be listed in a reference list at the end of each essay. Plagiarism (drawing or copying any ideas from someone else without crediting the source) is deemed a dishonest act and the application will not be considered.</p>														
4	Documents Proving English Language Proficiency	<p>Upload one of the following documents.</p> <p>The test results will only be considered valid if the test was taken within the <u>two-year period prior to the start date of each relevant application period</u> and if the test score is available during the application period.</p> <p><b>GS Major</b>   <b>CRPS Major</b>   <b>ISSE Course</b></p> <table border="1" data-bbox="507 763 1430 1368"> <tr> <td data-bbox="507 763 571 1167"></td> <td data-bbox="571 763 1430 1167"> <p>A photocopy of TOEFL iBT® Test</p> <p>a) A photocopy of the Test Taker Score Report (Examinee Score Report)</p> <p>b) A screenshot of the “View Scores” which can be reached from “My TOEFL iBT Account” on the website of ETS</p> <p>* Request ETS to send an Institutional Score Report (Official Score Report) to the University after being accepted, before the enrollment procedure deadline.</p> <p>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.</p> </td> </tr> <tr> <td data-bbox="507 1167 571 1205">OR</td> <td data-bbox="571 1167 1430 1205">A photocopy of IELTS (Academic Module) Test Report Form</td> </tr> <tr> <td data-bbox="507 1205 571 1243">OR</td> <td data-bbox="571 1205 1430 1243">A photocopy of TOEIC® L&amp;R Test Official Score Certificate</td> </tr> <tr> <td data-bbox="507 1243 571 1368">OR</td> <td data-bbox="571 1243 1430 1368">Evidence of most recent six years of formal education before the enrollment date were conducted only in English (e.g. a letter or a school profile that states the medium of instruction ).</td> </tr> </table> <p><b>JD Program</b></p> <table border="1" data-bbox="507 1458 1430 2051"> <tr> <td data-bbox="507 1458 571 1861"></td> <td data-bbox="571 1458 1430 1861"> <p>A photocopy of TOEFL iBT® Test</p> <p>a) A photocopy of the Test Taker Score Report (Examinee Score Report)</p> <p>b) A screenshot of the “View Scores” which can be reached from “My TOEFL iBT Account” on the website of ETS</p> <p>* Request ETS to send an Institutional Score Report (Official Score Report) to the University after being accepted, before the enrollment procedure deadline.</p> <p>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.</p> </td> </tr> <tr> <td data-bbox="507 1861 571 1899">OR</td> <td data-bbox="571 1861 1430 1899">A photocopy of IELTS (Academic Module) Test Report Form</td> </tr> <tr> <td data-bbox="507 1899 571 2051">OR</td> <td data-bbox="571 1899 1430 2051"> <p>A Photocopy of PTE Academic Test Taker Score Report</p> <p>a) A photocopy of the Test Taker Score Report</p> <p>b) A screenshot of the “Test Taker Score Report” which can be reached from “My Account” on the website of PTE Academic.</p> </td> </tr> </table>		<p>A photocopy of TOEFL iBT® Test</p> <p>a) A photocopy of the Test Taker Score Report (Examinee Score Report)</p> <p>b) A screenshot of the “View Scores” which can be reached from “My TOEFL iBT Account” on the website of ETS</p> <p>* Request ETS to send an Institutional Score Report (Official Score Report) to the University after being accepted, before the enrollment procedure deadline.</p> <p>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.</p>	OR	A photocopy of IELTS (Academic Module) Test Report Form	OR	A photocopy of TOEIC® L&R Test Official Score Certificate	OR	Evidence of most recent six years of formal education before the enrollment date were conducted only in English (e.g. a letter or a school profile that states the medium of instruction ).		<p>A photocopy of TOEFL iBT® Test</p> <p>a) A photocopy of the Test Taker Score Report (Examinee Score Report)</p> <p>b) A screenshot of the “View Scores” which can be reached from “My TOEFL iBT Account” on the website of ETS</p> <p>* Request ETS to send an Institutional Score Report (Official Score Report) to the University after being accepted, before the enrollment procedure deadline.</p> <p>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.</p>	OR	A photocopy of IELTS (Academic Module) Test Report Form	OR	<p>A Photocopy of PTE Academic Test Taker Score Report</p> <p>a) A photocopy of the Test Taker Score Report</p> <p>b) A screenshot of the “Test Taker Score Report” which can be reached from “My Account” on the website of PTE Academic.</p>
	<p>A photocopy of TOEFL iBT® Test</p> <p>a) A photocopy of the Test Taker Score Report (Examinee Score Report)</p> <p>b) A screenshot of the “View Scores” which can be reached from “My TOEFL iBT Account” on the website of ETS</p> <p>* Request ETS to send an Institutional Score Report (Official Score Report) to the University after being accepted, before the enrollment procedure deadline.</p> <p>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.</p>															
OR	A photocopy of IELTS (Academic Module) Test Report Form															
OR	A photocopy of TOEIC® L&R Test Official Score Certificate															
OR	Evidence of most recent six years of formal education before the enrollment date were conducted only in English (e.g. a letter or a school profile that states the medium of instruction ).															
	<p>A photocopy of TOEFL iBT® Test</p> <p>a) A photocopy of the Test Taker Score Report (Examinee Score Report)</p> <p>b) A screenshot of the “View Scores” which can be reached from “My TOEFL iBT Account” on the website of ETS</p> <p>* Request ETS to send an Institutional Score Report (Official Score Report) to the University after being accepted, before the enrollment procedure deadline.</p> <p>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.</p>															
OR	A photocopy of IELTS (Academic Module) Test Report Form															
OR	<p>A Photocopy of PTE Academic Test Taker Score Report</p> <p>a) A photocopy of the Test Taker Score Report</p> <p>b) A screenshot of the “Test Taker Score Report” which can be reached from “My Account” on the website of PTE Academic.</p>															

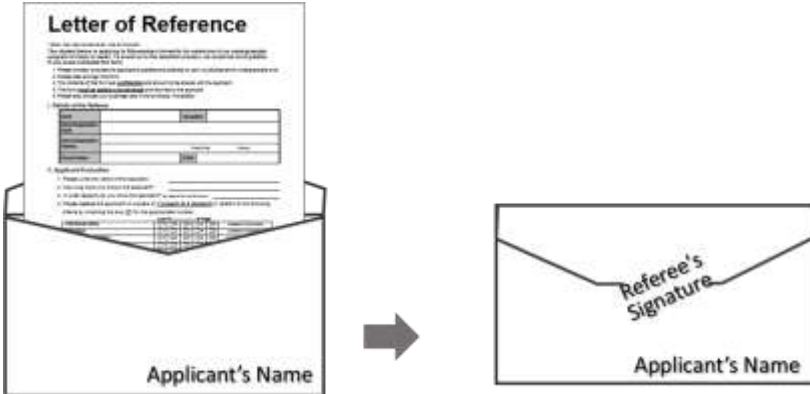
		<p>* Request Pearson to send Test Taker Score Report to the University after being accepted before the enrollment procedure deadline. Acceptance into the University will be revoked if, upon comparison with the Test Taker Score Report, any of the submitted documents are found to have been altered in any way.</p>
		<p>OR A Photocopy of SAT Score Report a) A photocopy of the SAT Score Report b) A screenshot of the "SAT Score Report" on the College Board website * Request College Board to send the official score report to the University after being accepted before the enrollment procedure deadline. (Ritsumeikan University College Code is 5766.) 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.</p>
		<p><b>GLA</b></p>
		<p>A photocopy of TOEFL iBT® Test a) A photocopy of the Test Taker Score Report (Examinee Score Report) b) A screenshot of the "View Scores" which can be reached from "My TOEFL iBT Account" on the website of ETS * Request ETS to send an Institutional Score Report (Official Score Report) to the University after being accepted, before the enrollment procedure deadline. 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.</p>
		<p>OR A photocopy of IELTS (Academic Module) Test Report Form</p>
		<p>OR A photocopy of PTE Academic Test Taker Score Report a) A photocopy of the Test Taker Score Report b) A screenshot of the "Test Taker Score Report" which can be reached from "My Account" on the website of PTE Academic. * Request Pearson to send the Test Taker Score Report to the University after being accepted before the enrollment procedure deadline. Acceptance into the University will be revoked if, upon comparison with the Test Taker Score Report, any of the submitted documents are found to have been altered in any way.</p>
		<p>OR A photocopy of Cambridge CAE Advanced a) A photocopy of Confirmation of Entry and Timetable b) A photocopy of Certificate or Statement of Results</p>
		<p>OR Evidence that the applicant's citizenship status and/or prior study meet(s) the University's English language requirements as stated in page 15-18.</p>
5	Evidence of Application Fee Payment [For Relevant Applicants Only]	Applicants paying the fee online through 'Ritsu-Mate' do not need to submit the proof. If the Application Fee is paid by bank remittance in or outside Japan or at a convenience store in Japan, upload a scanned copy of the bank remittance form OR receipt from the convenience store.

6	Photocopy of Passport	<p>Upload a photocopy of the page showing the photo, name and passport number.</p> <p>If an applicant does not have a valid passport, submit a photocopy of another official certificate of birth or home country, such as a birth certificate or an official registry.</p> <p>If an applicant possesses more than one nationality, submit copies of ALL passports.</p> <p><u>If an applicant is living in Japan and does not possess Japanese nationality, submit photocopies of passport and both sides of the Residence Card.</u></p>
7	Awards (Optional) <b>ISSE Course</b>	<p>Where applicable, an applicant may upload evidence of awards (copies of certificates and contact information for the awarding organizations) received for achievements in mathematics, science, and computer programming. Awards in irrelevant fields other than the 3 aforementioned areas will not be considered. If the awards are not written in either English or Japanese, an official translation must be submitted along with the Original.</p>
8	Documents proving applicants' fulfillment of University Entrance Eligibility requirements	<p>Upload ONE of the following documents. For documents that are not written in English or Japanese, an official translation must be uploaded along with the Original.</p> <p>Documents that prove completion (or scheduled completion) of a standard 12-year school curriculum (e.g. Certificate of High School Graduation, Certificate of Scheduled High School Graduation, High School Diploma).</p> <ul style="list-style-type: none"> <li>-The Certificate of (Scheduled) High School Graduation should list the applicants' name, date of birth, and (scheduled) graduation date (Month/Year) with the school stamp and/or headmaster's signature.</li> <li>- If an applicant completes a 12-year school curriculum in less than 12 years by grade skipping or early graduation, submit an official document issued by the school explaining the reason for the early completion and details such as the skipped grade and date.</li> <li>- If an applicant is 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, applicants must provide the Original certificate(s) of these exam results. (e.g. All India Senior Secondary School Examination, (Indonesia) Senior Secondary School Certificate of Completion)</li> </ul> <ul style="list-style-type: none"> <li>* If an applicant is yet to take these exams at the time of application, ask the school to provide a letter which proves scheduled attendance in such exams by detailing the Month and Year of the examination.</li> <li>* If an applicant did not pass these exams, the applicant must provide an official document from the school stating that completion as a 12-year standard national curriculum containing details of what was studied. The University will determine eligibility with this information.</li> </ul> <p>OR</p> <p>Documents demonstrating equivalent academic ability to completion of a standard 12-year course curriculum <u>outside</u> Japan.</p> <p>OR</p> <p>Documents proving that the applicant has passed 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. (*)</p> <p>OR</p> <p>Certificate(s) of International Baccalaureate, Baccalaureate, Abitur or GCE A-Level.</p> <ul style="list-style-type: none"> <li>* If applicants are yet to take these exams at the time of application, ask the school to provide a letter which proves scheduled attendance in such exams by detailing the Month and Year of the examination.</li> </ul>

			<p>Also, the applicants must submit "Certificate of Expected Graduation".</p> <p>* If the applicants did not pass these exams, applicants must provide an official document from the school stating the completion of a <u>12-year national curriculum</u> containing details of what was studied. The University will determine eligibility with this information.</p>
		OR	Other document(s) which prove eligibility for university entrance under the condition stated in '6. Application eligibility' (2) University entrance eligibility'.
9	Academic Transcripts		<p>Upload ONE of the following documents. For documents that are not written in English or Japanese, an official translation must be uploaded along with the Original.</p> <p>Academic Transcripts or Documents that are officially sealed in an envelope by the issuing body should not be opened. Opening it would make it invalid, uploading is not necessary. Instead, please mail the transcripts and documents directly to the University.</p>
			Academic Transcripts for all grades of high school or senior secondary education.
		OR/ AND	Final grade document of International Baccalaureate, Baccalaureate, Abitur, or GCE-A Level. If applicants are yet to obtain the final grade at the time of application, the official document of predicted grades, such as IB Predicted Grades or GCE-A Level Provisional Results, are acceptable.
		OR/ AND	<p>Certificate(s) of results for national university entrance exams such as SAT, ACT, etc. or equivalent (for those countries that hold such exams)</p> <p>Ritsumeikan University's SAT code: 5766.</p> <p>SAT Subject Tests are not acceptable.</p>

(\*) Not applicable for JD Program applicants.

## [Send by Post] Submission of Application Documents

10	<p>Letter(s) of Reference</p> <p><b>GS Major</b></p> <p><b>JD Program</b></p> <p><b>CRPS Major</b></p> <p><b>GLA</b></p> <p><u>ONE</u> Letter</p> <p><b>ISSE Course</b></p> <p><u>TWO</u> Letters</p>	<p>The letter(s) must be signed and sealed in an envelope by the referees who wrote it. The letter(s) must be written in English or Japanese by teacher(s)/staff member(s) at applicants' school.</p>  <p>If the applicant has already graduated from high school and cannot obtain a letter of reference from teacher(s)/staff member(s) of the school, letters from supervisor(s) or manager(s) at place of employment would be acceptable. The Original must be submitted (photocopies are not allowed). University may contact the referee(s) for confirmation.</p> <p><b>ISSE Course</b></p> <p>Applicants must submit the letters from two (2) different referees.</p>
----	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### <NOTE> Important points regarding submitting the application

- Application and acceptance into the University will be revoked if any false information or forgeries are found in the submitted documents.
- The University will not accept incomplete application documents. When required by the University, applicants must take appropriate action, such as submitting additional documents, by the indicated deadline. No changes to the application are allowed once submitted unless instructed by the University.
- All documents must be written in either English or Japanese. (The Application Essays must be written in English.) For documents that are not written in 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.
- All documents must be legible.
- No changes can be made by the applicant once uploaded.
- Documents other than indicated above will not be considered as a part of an application.

## 8. Screening

### (1) Screening Process

#### GS Major GLA

#### 1) Document screening

Document screening result will have THREE outcomes.

- a) Accepted to the university without any further screening
- b) Invited for Interview
- c) Not Accepted.

#### 2) Interview

An interview will be conducted for invited applicants.

#### 3) Final Result

The university will make an overall assessment based on document screening alone, or document screening and interview.

#### JD Program

#### 1) 1st screening

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

#### 2) 2nd screening (Interview)

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

#### 3) Final Result

Ritsumeikan University and American University will make an overall assessment based on the 1st screening and 2nd screening.

#### CRPS Major

#### 1) 1st screening

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

#### 2) 2nd screening (Interview)

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.

#### ISSE Course

The decision on an application will be made on the basis of a review of application documents.

## (2) Interview

GS Major

JD Program

CRPS Major

GLA

Details of the interview, such as the interview method, venue, date, and time, will be determined by the University and notified by E-mail to the applicant one week before the interview at latest. Applicants cannot choose the interview method, venue, date or time.

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

- Applicants do not need to come to Ritsumeikan University 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.

### <Important points regarding the interview>

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



## 9. Notification of Results

### (1) Notification of Application Number

The Application number will be shown in the 'Examination Sheet' available for download from 'Ritsu-Mate' from 10:00 AM (JST)

**GS Major** **GLA** on the previous day of the document screening result notification date /

**JD Program** **CRPS Major** on the previous day of the 1st screening result notification date /

**ISSE Course** on the previous day of the final result notification date.

Refer to the 'Ritsu-Mate' Manual for further information.

### (2) Notification Methods

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

#### 1) Website

Application numbers (\*) of applicants who are accepted into the University or invited to the 2nd screening interview will be available on the University's English website from 10:00 AM (JST) on the result notification dates for one week.

URL: <http://en.ritsumeai.ac.jp/e-ug/>

#### 2) Ritsu-Mate [For Final Result ONLY]

The result of the applicant can be confirmed from the "Examination Result" button on "Ritsu-Mate" from 10:00 AM (JST) on the result notification date for one week.

**GS Major** **GLA**

Should the applicant be accepted to the university through only document screening, the result is not indicated on 'Ritsu-Mate'. Applicants will have to confirm results on the website.

#### 3) Postal Mail

The University notifies the results to each successful applicants by registered mail to addresses in Japan, or by courier to addresses outside Japan. It may take a few days to reach applicants. Contact the International Admissions Office if applicants do not receive the result within 7 days. The University will not send out the results to applicants who were not accepted into the university.

### (3) Important points regarding the result notification

- The University will not provide any further information regarding the results.
- 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 (Admission Fee and Tuition Fee(s)) and submitting the required Enrollment Documents that will be sent to successful applicants around 2-4 months before the enrollment date. These procedures must be completed within the designated time periods. If applicants do not complete the procedures by the final date of each period, enrollment into the University will be cancelled. Further information will be instructed to successful applicants with notification of the application results by E-mail.

### GS Major

(Japan Standard Time)

Enrollment	Period	Document Screening Result	Enrollment Procedures		
			Payment of Admission Fee	Payment of Tuition Fee(s) and Miscellaneous Membership Fees	Submission of Enroll Documents
April 2020	-	Accepted to the University without any further screening	2019/11/8 Fri. - 2019/11/21 Thu.	2019/11/22 Fri. - 2019/12/5 Thu.	2020/3/5 Thu. - 2020/3/17 Tue.
		Invited for Interview	2019/12/13 Fri. - 2020/1/9 Thu.	2020/1/10 Fri. - 2020/1/16 Thu.	2020/3/5 Thu. - 2020/3/17 Tue.
September 2020	Period 1	Accepted to the university without any further screening	2020/3/6 Fri. - 2020/3/19 Thu.	2020/3/20 Fri. - 2020/4/2 Thu.	2020/8/25 Tue. - 2020/9/7 Mon.
		Invited for Interview	2020/4/3 Fri. - 2020/4/16 Thu.	2020/4/17 Fri. - 2020/4/30 Thu.	2020/8/25 Tue. - 2020/9/7 Mon.
September 2020	Period 2	Accepted to the university without any further screening	2020/5/1 Fri. - 2020/5/14 Thu.	2020/5/15 Fri. - 2020/5/28 Thu.	2020/8/25 Tue. - 2020/9/7 Mon.
		Invited for Interview	2020/5/29 Fri. - 2020/6/11 Thu.	2020/6/12 Fri. - 2020/6/26 Fri.	2020/8/25 Tue. - 2020/9/7 Mon.

### JD Program

(Japan Standard Time)

Enrollment	Enrollment Procedures		
	Payment of Admission Fee	Payment of Tuition Fee(s) and Miscellaneous Membership Fees	Submission of Enroll Documents
April 2020	2019/12/13 Fri. - 2020/1/9 Thu.	2020/1/10 Fri. - 2020/1/16 Thu.	2020/3/5 Thu. - 2020/3/17 Tue.

### CRPS Major

(Japan Standard Time)

Enrollment	Period	Enrollment Procedures		
		Payment of Admission Fee	Payment of Tuition Fee(s) and Miscellaneous Membership Fees	Submission of Enroll Documents
September 2020	Period 1	2020/4/3 Fri. - 2020/4/16 Thu.	2020/4/17 Fri. - 2020/4/30 Thu.	2020/8/25 Tue. - 2020/9/7 Mon.
	Period 2	2020/5/29 Fri. - 2020/6/11 Thu.	2020/6/12 Fri. - 2020/6/26 Fri.	2020/8/25 Tue. - 2020/9/7 Mon.

## ISSE Course

(Japan Standard Time)

Enrollment	Period	Enrollment Procedures		
		Payment of Admission Fee	Payment of Tuition Fee(s) and Miscellaneous Membership Fees	Submission of Enroll Documents
April 2020	Period 2	2019/11/8 Fri. - 2019/11/21 Thu.	2019/11/22 Fri. - 2019/12/5 Thu.	2020/3/5 Thu. - 2020/3/17 Tue.
	Period 3	2019/12/13 Fri. - 2020/1/9 Thu.	2020/1/10 Fri. - 2020/1/16 Thu.	2020/3/5 Thu. - 2020/3/17 Tue.

## GLA

(Japan Standard Time)

Enrollment	Period	Document Screening Result	Enrollment Procedures		
			Payment of Admission Fee	Payment of Tuition Fee(s) and Miscellaneous Membership Fees	Submission of Enroll Documents
April 2020	Period 1	Accepted to the university without any further screening	2019/8/9 Fri. - 2019/8/29 Thu.	2019/10/5 Fri. - 2019/10/24 Thu.	2020/3/5 Thu. - 2020/3/17 Tue.
		Invited for Interview	2019/9/13 Fri. - 2019/10/4 Fri.	2019/10/5 Sat. - 2019/10/24 Thu.	2020/3/5 Thu. - 2020/3/17 Tue.
	Period 2	Accepted to the university without any further screening	2019/11/15 Fri. - 2019/11/28 Thu.	2019/11/29 Fri. - 2019/12/5 Thu.	2020/3/5 Thu. - 2020/3/17 Tue.
		Invited for Interview	2019/12/13 Fri. - 2020/1/9 Thu.	2020/1/10 Fri. - 2020/1/16 Thu.	2020/3/5 Thu. - 2020/3/17 Tue.
September 2020	Period 1	Accepted to the university without any further screening	2019/12/13 Fri. - 2020/1/9 Thu.	2020/1/24 Fri. - 2020/2/13 Thu.	2020/8/25 Tue. - 2020/9/7 Mon.
		Invited for Interview	2020/1/24 Fri. - 2020/2/13 Thu.	2020/2/14 Fri. - 2020/3/5 Thu.	2020/8/25 Tue. - 2020/9/7 Mon.
	Period 2	Accepted to the university without any further screening	2020/3/6 Fri. - 2020/3/19 Thu.	2020/3/20 Fri. - 2020/4/2 Thu.	2020/8/25 Tue. - 2020/9/7 Mon.
		Invited for Interview	2020/4/3 Fri. - 2020/4/16 Thu.	2020/4/17 Fri. - 2020/4/30 Thu.	2020/8/25 Tue. - 2020/9/7 Mon.
	Period 2	Accepted to the university without any further screening	2020/5/1 Fri. - 2020/5/14 Thu.	2020/5/15 Fri. - 2020/5/28 Thu.	2020/8/25 Tue. - 2020/9/7 Mon.
		Invited for Interview	2020/5/29 Fri. - 2020/6/11 Thu.	2020/6/12 Fri. - 2020/6/26 Fri.	2020/8/25 Tue. - 2020/9/7 Mon.

# 1. Payment of Enrollment Procedure Fees

## (1) Payment Steps

### Step 1) Admission Fee

The Admission Fee must be paid during the period for 'Payment of Admission Fee'. Please note that once it has been received, the Admission Fee cannot be refunded under any circumstances.

<NOTE>

If successful applicants wish to pay the 'Admission Fee', 'Tuition Fee(s) and Miscellaneous Membership Fees' together, the payment must be completed during the period for Step 1.

### Step 2) Tuition Fee(s) and Miscellaneous Membership Fees

The Tuition Fee(s) must be paid during the period for 'Payment of Tuition Fee(s) and Miscellaneous Membership Fees'. Miscellaneous Membership Fees for 2020 are collected at the same time.

## (2) Payment Options

To make payment of Tuition Fee(s) and Miscellaneous Membership Fees, following payment methods are available.

April 2020 Enrollment	September 2020 Enrollment
<p>Option 1) Pay Full Amount at Once Pay Admission Fee and Tuition Fees for first and second semesters all together during the period of 'Payment of Admission Fee'.</p>	<p>Option 1) Pay Full Amount at Once Pay Admission Fee and Tuition Fee for first semester during the period of 'Payment of Admission Fee'.</p>
<p>Option 2-A) Pay in 2 Installments 1) Pay Admission Fee and Tuition Fee for first semester together during the period of 'Payment of Admission Fee'. 2) Pay Tuition Fee for second semester by November 30, 2020.</p>	<p>Option 2) Pay in 2 Installments 1) Pay Admission Fee during the period of 'Payment of Admission Fee' 2) Pay Tuition Fee for first semester during the period of 'Payment of Tuition Fee(s) and Miscellaneous Membership Fees'</p>
<p>Option 2-B) Pay in 2 Installments 1) Pay Admission Fee during the period of 'Payment of Admission Fee'. 2) Pay Tuition Fees for first and second semesters together during the period of 'Payment of Tuition Fee(s) and Miscellaneous Membership Fees'.</p>	
<p>Option 3) Pay in 3 Installments 1) Pay Admission Fee during the period of 'Payment of Admission Fee'.</p>	

<p>2) Pay Tuition Fee for first semester during the period of 'Payment of Tuition Fee(s) and Miscellaneous Membership Fees'.</p> <p>3) Pay Tuition Fee for second semester by November 30, 2020.</p>	
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

**(3) Refund of Tuition Fee(s) When a Student Cancels Enrollment**

If a successful applicant cancels enrollment by March 31, 2020 for April 2020 Enrollment / September 25, 2020 for September 2020 Enrollment 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 April 1, 2020 for April 2020 Enrollment / September 26, 2020 for September 2020 Enrollment.

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

**2. Submitting Enrollment Documents**

Certain enrollment documents must be submitted online (via Ritsu-Mate) while other documents must be submitted by post. Refer to details in the "After Admission" webpage for successful applicants.

Successful applicants living outside Japan must use traceable EMS or a courier service (DHL, FedEx, OCS, etc.) 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 designated deadlines.

### 3. Common Application Registration

#### JD Program

---

Common Application (Common App) is an online application system used by over 800 universities in the U.S., including American University. Students who pass this admission will be enrolled in both American University and Ritsumeikan University.

After acceptance to the university, Common App registration is required. Please note that for those who do not complete the registration will not be allowed to take any courses at American University. The period of registration is shown as below and for further details on how to register will be notified to the students at the time of result notification.

Common Application Registration Period: 2019/12/13 Fri. (JST) - 2020/1/9 Thu. (JST)

Furthermore, students will be asked to create an account for AU portal site and create an E-mail address to be used at AU. Also, students will be asked for their intention to enroll to AU through the AU portal site.

For further details, please check the information E-mail which will be sent out by American University.

## Considerations

If an applicant requires 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 each application period. In case of delay of contact or depending on content of request, the University might not be able to confirm necessary support measures in advance. People considering an application should contact the International Admissions Office as soon as possible. Information about requests will be shared with relevant sections of the University.

### GS Major

---

Students who receive scores below 520 with TOEFL® ITP test that they take after entering Ritsumeikan University may not be able to take some of the courses required for graduation from the first semester until they achieve 520. They will also have to take intensive English courses in order to improve their English until they achieve 520.

### JD Program

---

(1) In order to attend American University, all students must have a minimum score of 80 or higher for TOEFL iBT® (scores for each section of the TOEFL should be 20 or higher), Overall Band-score 6.5 or higher for IELTS (scores for each component of the IELTS should be 6.0 or higher), or 53 or higher for Pearson Test of English. A student who does not have a valid minimum score at the time of applying for a VISA to study at American University will not be allowed to take courses at American University from the fall semester of their second academic year, and their graduation will be delayed. In that case, upon the student's request and the College's approval, the student may be allowed to transfer to Department of International Relations at Ritsumeikan University.

#### <NOTE>

The test results will only be considered valid if the test was taken within the two-year period prior to visa application. A student who currently has the required TOEFL score that will expire by the time of applying for a VISA to study at American University must retake TOEFL test and obtain a valid minimum score.

(2) Students of the American University and Ritsumeikan University Joint Degree program are restricted from taking some courses, such as Teacher-Training courses, foreign language courses other than Japanese language courses, or courses offered by other colleges at Ritsumeikan University because of the JD program curriculum and the program structure. Furthermore, students will not earn credit from any other study abroad programs. When students apply for a leave of absence, they may only apply for units of one year (two semesters), not one semester.

(3) Students who begin their studies at Ritsumeikan University (RU Home Students) will need to be able to submit CFIS in order to meet visa requirements to enter the United States and enroll American University (AU).

As of the 2018-2019 AU academic year, the amount they must be able to certify is USD 68,357. This amount is subject to increase each year based on the associated costs (such as tuition, mandatory fees, cost of living, etc.).

### **ISSE Course**

---

In order for the applicants to better understand Information System Science and Engineering, in addition to completing basic Algebra subjects, taking at least one subject of Physics, Chemistry, Biology, and Computer Science is recommended. However please note that this will not affect the application procedure and the University Entrance Eligibility.

### **GLA**

---

(1) Students must meet standards for academic ability throughout their studies to continue coursework into the Bachelor of Asia Pacific Affairs degree of the dual degree program with ANU. Students are assessed at the end of the semester upon completion of 32 RU course credits. Assessment is not conducted a second time. Students who fail to meet standards at this assessment will continue their studies under the Single Degree Track. They are awarded a Bachelor of Global Liberal Arts from RU only.

(2) In following the tradition of liberal arts education, GLA students in principle are required to live in University dormitory, the Yasuhiro Wakebayashi International Exchange Center (\*tentative name). This would provide them with an educational environment that encourages ongoing learning outside the classroom and library. The duration of stay at the International Exchange Center will be until when students leave to study at ANU. After return to Ritsumeikan, the University will introduce resources to help find housing.



(3) GLA provides pre-admission orientation sessions to students accepted on the dual undergraduate degree program for the following purposes:

1) To facilitate the students' transition into the program through actual learning experiences

As the GLA curriculum covers diverse disciplines across humanities and sciences, students can customize the academic experience according to their own purposes. In order to prepare for such a new learning environment, students are provided with information on the GLA curriculum and courses. The orientation also helps students to become familiar with how to take a longer-term perspective in planning their registration for courses over the next four years.

2) To foster a learning community of prospective GLA students

The dual undergraduate degree program offers an international learning environment with about 70% of students originating from outside Japan. This practical orientation will be a great opportunity for the students to prepare for their new life on campus, in which they will live and collaborate with others.

The above information is subject to change.

<NOTE>

Further details regarding the pre-admission orientation sessions will be provided after the final results of the admissions process are announced.

# Admission Fee, Tuition Fees, and Other Membership Fees

## 1. First Year University Fees and Other Fees for Students Enrolling in 2020

The fees for 2020 are to be finalized in June 2019. For details please consult the website: [http://en.ritsumei.ac.jp/e-ug/financial\\_info/fees.html/](http://en.ritsumei.ac.jp/e-ug/financial_info/fees.html/)

For reference, fees below are Tuition Fees for the first year for students who enrolled in 2019.

### (1) Admission Fee and Tuition Fees

<For reference>

First year fee(s) (Spring Semester and Fall Semester OR Fall Semester) for students enrolled in 2019

(Spring Semester: April-September / Fall Semester: September-March)

#### GS Major

(Unit: Yen)

Enrollment	Admission Fee	Tuition Fee(s)		Total
April 2020	300,000	Spring Semester	463,200	1,386,400
		Fall Semester	623,200	
September 2020	300,000	Fall Semester	463,200	763,200

#### JD Program

(Unit: Yen)

Enrollment	Admission Fee	Tuition Fee(s)		Total
April 2020	300,000	Spring Semester	463,200	1,386,400
		Fall Semester	623,200	

#### CRPS Major

(Unit: Yen)

Enrollment	Admission Fee	Tuition Fee(s)		Total
September 2020	300,000	Fall Semester	414,900	714,900

#### ISSE Course

(Unit: Yen)

Enrollment	Admission Fee	Tuition Fee(s)		Total
April 2020	300,000	Spring Semester	612,300	1,684,600
		Fall Semester	772,300	

**GLA**

(Unit: Yen)

Enrollment	Admission Fee	Tuition Fee(s)		Total
		Spring Semester	Fall Semester	
April 2020	300,000	Spring Semester	1,150,000	2,600,000
		Fall Semester	1,150,000	
September 2020	300,000	Fall Semester	1,150,000	1,450,000

## &lt;NOTE&gt;

The Admission Fee is only paid in the first year.

Tuition Fee for the first semester (except for GLA) is reduced by 160,000 yen in order to lighten the financial burden for the first year.

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

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

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

**(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 Fee(s).

<For reference>

First year fees for students enrolled in 2019

**GS Major**

(Unit: Yen)

Enrollment	Student Government Board		Academic Association	Parents Association of Student Education Assistance		Total
	Registration Fee	Annual Membership Fee	Membership Fee	Registration Fee	Annual Membership Fee	
April 2020	3,000	5,000	4,000/Semester 8,000/Year	5,000	10,000	31,000
September 2020	3,000	5,000	4,000/Semester	5,000	10,000	27,000

**JD Program**

(Unit: Yen)

Enrollment	Student Government Board		Academic Association	Parents Association of Student Education Assistance		Total
	Registration Fee	Annual Membership Fee	Membership Fee	Registration Fee	Annual Membership Fee	
April 2020	3,000	5,000	4,000/Semester 8,000/Year	5,000	10,000	31,000

**CRPS Major**

(Unit: Yen)

Enrollment	Student Government Board		Academic Association	Parents Association of Student Education Assistance		Total
	Registration Fee	Annual Membership Fee	Membership Fee	Registration Fee	Annual Membership Fee	
September 2020	3,000	5,000	4,000/Semester	5,000	10,000	27,000

**ISSE Course**

(Unit: Yen)

Enrollment	Student Government Board		Parents Association of Student Education Assistance		Total
	Registration Fee	Annual Membership Fee	Registration Fee	Annual Membership Fee	
April 2020	3,000	5,000	5,000	10,000	23,000

**GLA**

(Unit: Yen)

Enrollment	Student Government Board		Parents Association of Student Education Assistance		Total
	Registration Fee	Annual Membership Fee	Registration Fee	Annual Membership Fee	
April 2020	3,000	5,000	5,000	10,000	23,000
September 2020	3,000	5,000	5,000	10,000	23,000

## &lt;NOTE&gt;

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.

**GS Major** **JD Program** **CRPS Major**

[For April Enrollment]

Membership Fees for the Academic Association is collected per semester (4,000 yen per semester), however, annual fee of 8,000 yen is collected when Tuition Fees are paid for both Spring Semester and Fall Semester at once.

[For September Enrollment]

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, the student chooses to pay Tuition Fees for 2 semesters (e.g. the second semester & the third semester) at once.

**GLA**

While studying at ANU, students don't have to pay the Membership Fees for the Student Government Board but do have to pay the Membership Fees for the Parents Association of Student Education Assistance.

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

<For reference>

First year fees for students enrolled in 2019

**GS Major**

(Unit: Yen)

Enrollment	Enrollment Procedure Fees			Amount to Be Paid in The Second Semester (Only If Paying in Installments)
	Step 1: Payment of Admission Fee	Step 2: Payment of Tuition Fees and Membership Fees		
		(a) Paying Fees in Full Tuition Fees for Spring & Fall Semester	(b) Paying in Two Installments Tuition Fee for Spring Semester	
April 2020	300,000	1,117,400	490,200	627,200

(Unit: Yen)

Enrollment	Enrollment Procedure Fees	
	Step 1: Payment of Admission Fee	Step 2: Payment of Tuition Fee for Fall Semester and Membership Fees
September 2020	300,000	490,200

**JD Program**

(Unit: Yen)

Enrollment	Enrollment Procedure Fees			Amount to Be Paid in The Second Semester (Only If Paying in Installments)
	Step 1: Payment of Admission Fee	Step 2: Payment of Tuition Fees and Membership Fees		
		(a) Paying Fees in Full Tuition Fees for Spring & Fall Semester	(b) Paying in Two Installments Tuition Fee for Spring Semester	
April 2020	300,000	1,117,400	490,200	627,200

**CRPS Major**

(Unit: Yen)

Enrollment	Enrollment Procedure Fees	
	Step 1: Payment of Admission Fee	Step 2: Payment of Tuition Fee for Fall Semester and Membership Fees
September 2020	300,000	441,900

**ISSE Course**

(Unit: Yen)

Enrollment	Enrollment Procedure Fees			Amount to Be Paid in The Second Semester (Only If Paying in Installments)
	Step 1: Payment of Admission Fee	Step 2: Payment of Tuition Fees and Membership Fees		
		(a) Paying Fees in Full Tuition Fees for Spring & Fall Semester	(b) Paying in Two Installments Tuition Fee for Spring Semester	
April 2020	300,000	1,407,600	635,300	772,300

**GLA**

(Unit: Yen)

Enrollment	Enrollment Procedure Fees			Amount to Be Paid in The Second Semester (Only If Paying in Installments)
	Step 1: Payment of Admission Fee	Step 2: Payment of Tuition Fees and Membership Fees		
		(a) Paying Fees in Full Tuition Fees for Spring & Fall Semester	(b) Paying in Two Installments Tuition Fee for Spring Semester	
April 2020	300,000	2,323,000	1,173,000	1,150,000

(Unit: Yen)

Enrollment	Enrollment Procedure Fees	
	Step 1: Payment of Admission Fee	Step 2: Payment of Tuition Fee for Fall Semester and Membership Fees
September 2020	300,000	1,173,000

<NOTE>

[For April Enrollment]

If a student chooses to pay in installments, the University will send information to the student about paying the second installment in October. The payment deadline for the second installment is November 30, 2020. If financial institutions are closed on November 30, the payment deadline will be the next business day.

## 2. Tuition Fees for the Second Year (2021) and Beyond

Fees for the second year (2021 academic year) will be finalized in June 2019. For details please consult the website: [http://en.ritsumeai.ac.jp/e-ug/financial\\_info/fees.html/](http://en.ritsumeai.ac.jp/e-ug/financial_info/fees.html/)

For reference, fees below are Tuition Fees for the second year and beyond for students who enrolled in 2019.

<NOTE>

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

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

<For reference>

### GS Major

(Unit: Yen)

Tuition Fee (per semester)	Total (year)
623,200	1,246,400

### CRPS Major

(Unit: Yen)

Tuition Fee (per semester)	Total (year)
574,900	1,149,800

### ISSE Course

(Unit: Yen)

Tuition Fee (per semester)	Total (year)
772,300	1,544,600

Payment of the Miscellaneous Membership Fees is carried out at the same time as payment of Tuition Fees.

### JD Program

#### (1) Tuition Fees and Miscellaneous Fees at Ritsumeikan University

(Unit: Yen)

Tuition Fee (per semester)	Total (year)
623,200	1,246,400

Payment of the Miscellaneous Membership Fees, detailed above, for the years when the students study at Ritsumeikan University is carried out at the same time as payment of Tuition Fee(s).

## (2) Tuition Fees and Miscellaneous Fees at American University

Students of this program will be attending American University for 4 semesters from the fall semester of their second year to the spring semester of their fourth year. Students will pay tuition and other fees to American University during this period. The fees below are tuition and other fees for the 2019-2020 academic year at American University. The fees will change at American University every academic year.

[Tuition Fee]

(Unit: USD)

College	Tuition Fee (per semester)		Total
School of International Service	Full-Time (12-17.5 credit hours)	24,535	49,070
	Full-Time (18 credit hours)	26,170	52,340

[Miscellaneous Fees (Undergraduate Students Full-Time)] (per semester)

(Unit: USD)

College	Sports Center Fee	Undergraduate Activity Fee	Student Technology Fee	Metro U-Pass	Total
School of International Service	65	88.5	120	136	409.5

### <NOTE>

For American University tuition fees, USD 1,635 per additional credit is incurred over 18 credit hours.

The above fees are for the 2019 academic year at American University. The tuition and fees are expected to increase 5-7% annually. Therefore, the fees may be more than the price listed in this handbook by the time students study at American University in their second year (Fall 2020).

In addition to the tuition and fees, students who stay at American University's dormitories will need to spend about USD 5,048 (Double Occupancy) for a dormitory and about USD 1,588 for a meal plan (100 Block Plan) per semester, depending on their dormitories and meal plans. Also, all the fees are subject to change.

Please see below for more information.

<https://www.american.edu/finance/studentaccounts/tuition-and-fees-information.cfm>



(Unit: Yen)

Tuition Fee (per semester)	Total (year)
1,150,000	2,300,000

Payment of the Miscellaneous Membership Fees, detailed above, for the years when the students study at Ritsumeikan University is carried out at the same time as payment of Tuition Fee(s).

In taking Dual Degree Program, tuition fees of ANU shall not be charged separately. However, travel expenses, dormitory fees, and living expenses, etc. in relation to taking the courses offered in Japan and Australia shall be paid by students.

When students study at ANU, they must pay "the Student Services and Amenities Fee" directly to ANU (303 AUD in 2019).

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

#### **(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 membership dues.

#### **(2) 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.

#### **(3) Academic Association**

**GS Major** **JD Program** **CRPS Major**

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 journals, hosts conferences and lectures, and organizes surveys and field trips using membership dues and other income such as donations.

(For International Students ONLY)

## 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 the country or region of residence. To apply for a “Student” visa, students will need to submit a “Certificate of Eligibility (COE)”. The COE can only be issued by the immigration bureau in Japan when the proxy in Japan, such as the university students intend to enroll at, makes an application on 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 After Admission webpage.

If, having read and understood the above information, the student wishes to have the University apply for the COE on behalf, please check “Yes” to the question “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”.

Japanese Nationals or Non-Japanese living in Japan with valid status of residence do not need to apply for a COE.

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

## Tuition Reduction and Scholarships

### 1. Ritsumeikan University Tuition Reduction Scholarship for International Students

“Ritsumeikan University Tuition Reduction Scholarship for 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	

<NOTE>

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

Students can apply for the second year and beyond based on the academic performance of the previous year.

#### JD Program

This scholarship will be applicable for the period when taking courses and paying Tuition Fees at Ritsumeikan University.

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

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

\*The tuition reduction scheme is subject to change in AY2021.

## 2. Other Scholarships Offered While Studying at AU/ANU

### JD Program

#### Tuition Reduction and Scholarships for JD Program RU Home Students

At AU, all students have the chance to get a 30% tuition reduction depending on their GPA level. RU will offer Ritsumeikan Sakura Honors Tuition Stipend (JPY 750,000 / semester) to the top three students who have the highest scores in admission examinations and fulfill the academic requirements after starting the Joint Degree Program. The Ritsumeikan University Study Abroad Challenge Scholarship (JPY 500,000 / semester) will be offered to other students who meet the conditions, achieve the required academic scores at RU, and apply for the scholarship. The Stipend or Scholarship will be paid for a maximum of two years (4 semesters) during their study in AU. The Sakura Honors Tuition Stipend and RU Study Abroad Challenge Scholarship cannot be provided in combination.

\*The scholarship system may be subject to change.

### GLA

#### Scholarships for GLA Students

The College of Global Liberal Arts offers two scholarships: the College of Global Liberal Arts Scholarship for Study Abroad (JPY 700,000); and the Ritsumeikan University Study Abroad Challenge Scholarship (JPY 300,000) to all the GLA students who study at the Australian National University in the dual degree program. Although students can receive both at the same time, they may not be paid in combination with other scholarships specified in university policies.

\*The Ritsumeikan University Study Abroad Challenge Scholarship is subject to change in AY2021.

# 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 interview information sheets, 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.

<NOTE>

TOEIC “L&R” is an abbreviation of Listening and Reading.

TOEIC® and TOEFL® are registered trademarks of Educational Testing Service (ETS).

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](mailto:hello@st.ritsumei.ac.jp)

Tel: +81-75-465-8162

Available time: 9:00-17:30 Japan Standard Time

(Except Saturdays, Sundays and Public Holidays)