

Introduction

<1> Before start using "Ritsu-Mate"



Check Internet Environment

Prepare devices with internet connection such as computers, tablets, and smartphones.

▼ Browsers

There may be cases where some devices don't work correctly under the recommended environment as below.

(Windows) Microsoft Edge, Google Chrome, Mozilla Firefox

(MacOS) Safari

(iOS) Safari

(Android) Google Chrome

* Recommended OS versions are based on the supports by Microsoft, Apple and Google.

* Recommended browsers are based on the latest edition of the OS.

▼ Other necessary software requirements

To confirm the application documents in PDF format, Adobe Acrobat Reader (Free) by Adobe Systems Inc. is required.

Printing Environment

To print the Application Sheet, Examination Sheet, and Mailing Label, you need to secure a place for printing. In case there is no printer at home, make sure that you can print at convenience store, etc.

email Address

To register "Ritsu-Mate", an email address is required. It is used as an ID for log-in.

Please use an email

address which is most frequently used without any possibilities of changes or deletion during the whole application process. Also, please check the email setting to make sure that messages from "@st.ritsumeai.ac.jp" can be received if domain setting is currently on.

Payment Method of Application Fee

Credit Card, Convenience Store, PayPal, Alipay are available. Each method requires a handling charge, and has the limitations and procedures. Please check "(3) Application fee" of "1: How to Apply / Application Process" in "[Application Guidelines \(For all Graduate Schools\)](#)" in advance, and then select the payment method.

Prepare Information to enter in "Ritsu-Mate"

In "Ritsu-Mate", applicants are required to enter several information such as applying school, program, major, course as well as personal and Parent's/Guardian's mailing ,academic backgrounds (Name of institutions, colleges) .

Check the manual beforehand for what to enter in "Ritsu-Mate", and prepare necessary information before starting the application. **Please note that "Ritsu-Mate" does not have a saving function, and the system will be automatically logout if there is no screen transition for 90 minutes.**

In case the screen froze etc. during operation

Logout at once, close all the screens and log in again.

How to access "Ritsu-Mate"

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

The URL is available in the "Ritsumeikan University Graduate School Entrance Examination Information Website".

<How to reach "Ritsu-Mate" from the University top page>

"Ritsumeikan University Web page" → "Admissions & Aid" → "Master's", "Doctoral" →

"Information for Graduates" → "Ritsumeikan University Graduate School Entrance Examination Information Website" → "Ritsu-Mate"

Introduction

<2> First-time users Login screen

- First time users:
Click on the "Create Account" while leaving the "Account" and "Password" empty.
- Users with an existing account:
Enter the email address you have registered as "Account" and the password you have registered as "Password".

The screenshot shows the Ritsu-Mate Login interface. At the top left is the Ritsumeikan University logo and name. At the top right is a language selector set to 'JAPANESE'. Below the header is the 'Ritsu-Mate Login' title. There are two input fields: 'Account *' and 'Password *'. Below the input fields are three buttons: 'Login', 'Create Account', and 'Reset Password'. Four callout boxes provide instructions: 1. '[Account]': Enter the email address you have registered as "Account" (for users with an existing account). 2. '[English]': You can switch from Japanese to English by clicking on "English" in the top right-hand corner of the screen. 3. '[Reset Password]': Click on the "Reset Password" if you have forgotten your password, and follow the procedures to reissue your password. 4. '[Create Account]': Click on the "Create Account" if you are a first time user.

[Account]
Enter the email address you have registered as "Account"
(for users with an existing account).

[English]
You can switch from Japanese to English by clicking on
"English" in the top right-hand corner of the screen.

[Reset Password]
Click on the "Reset Password" if you have forgotten your
password, and follow the procedures to reissue your password.

[Create Account]
Click on the "Create Account" if you are a first time user.

立命館大学 Ritsumeikan University

JAPANESE

Ritsu-Mate Login

Account *

Password *

Login Create Account Reset Password

For those who don't have a Ritsu-Mate account, click "Create Account" button to register.
If you forget your password, click Reset Password.

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Introduction

<3> Explanation on Screen Display

Your Application fee as well as transaction fee to be paid and the payment deadline are listed below.

Application Fee	5000
Payment Deadline	03/31/17

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- ① You can consult the manual during registration by clicking on "Manual" in the top right-hand corner.
- ② Be sure to click on "Logout" in the top right-hand corner once you have finished entering your information.
- ③ The current status is displayed after you log in.
- ④ The current status is displayed after each entry item is selected or registered.
- ⑤ Click on the relevant blue button at the bottom of each screen to go forward or back from the current screen. Alternatively, you can click on the link to display the previous screen in the upper area of the screen (③).

<4> Notes

1. Session timeout

You will be automatically logged out after 90 minutes of inactivity.

2. Changing registered information

Once you click on "Register", your information cannot be changed anymore. If you need to modify your application, take the following procedures. **Please do not register again.**

(1) Items which are shown on your Application Sheet

1) Year of Enrollment, Semester of Enrollment and Graduate School which you apply for

... Cannot be corrected. In case you have registered wrong details, contact the administrative office of graduate school which you applied for.

2) Other than 1)

... Correct the printed Application Sheet by handwriting (in red).

(2) Items which are not shown on your Application Sheet (Education Information, International Student Information, etc.)

... Clarify the details to be corrected and contact the administrative office of graduate school which you applied for.

3. Suspension of "Ritsu-Mate" service

Periodic maintenance will be performed from 7:30 p.m. on every Wednesday to 5:30 a.m. (Japan time) of the following day.

Please be aware that "Ritsu-Mate" is not available during this period.