

STEP 4 Pay Application Fee

Procedure 1 Application Fee Payment

This step is unnecessary for those who do not need to pay the Application Fee.
Please move to “STEP5 Print Application Sheet and Mailing Label”.

The screenshot shows the user interface of the Ritsumeikan University application portal. At the top, there is a header with the university's name in Japanese and English, and navigation links for 'JAPANESE', 'Manual', and 'Logout'. Below the header, the user's account information is displayed: 'Account : EXP1015418', 'Name: RITSUMEI Tarc', and a session ID '2020-10-29T16:26:23.227649 [ADK10A0] [PR]'. The main content area is titled 'RITSUMEI Taro's Page' and contains a 'MESSAGE' section with a link to the message box. Below that is a 'MENU' section with a blue notification bar stating 'Admission *Registration opens at 10AM (JST) on 1st day of Application Period.' The menu items are: 'Register Application Information for Undergraduate Schools', 'Register Application Information for Graduate Schools', 'Register International Student Information', 'Pay Application Fee' (highlighted with a red border), '(for RJ Admissions)Photo Upload', 'Download Application Sheet & Mailing Label', 'Examination Sheet Download', and 'Check Application Information'.

* "Pay Application Fee" button will be appeared only application period.

STEP 4 Pay Application Fee

Procedure 2 Payment Status Confirmation

Click on "Unpaid" next to the Examination Method you are applying for.
(After the payment is completed, "Status of Payment" will be displayed as "Complete.")

JAPANESE | Manual | Logout

R 立命館大学 Ritsumeikan University

Account : EXP1015418
Name:RITSUMEI Tarc
2020-10-29T16:26:23.227649 [ADK10A0] [PR]

[Ritsu-Mate My Page] > [Payment Status of Application Fee]

Payment Status of Application Fee

The payment status for Entrance Examination Method you are applying for is as follows.

"Unpaid" : You have not completed the payment.

For making payment, please proceed to the next page from "Unpaid" link.

*For updating the status, please click on "Reload."

*The time and date are Japan Standard Time.

*For admission methods which do not implement written examinations, result notification date is shown in the column 'Examination Date'.

Reload

(Total 1 item (s))

Status of Payment	Registration Number	College/Graduate School	Admission Method	Examination date	Application Fee(JPY)	Commission Paid(JPY)	Due Date & Time for Payment	Payment Date & Time	Method of Payment
Unpaid	0211101318	Graduate School of Sociology	International Student Admissions (April Enrollment)	2020/09/12	35000	500	2020/08/19 23:59:59		

Back

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STEP 4 Pay Application Fee

Procedure 3 Confirmation of Entrance Examination

A separate window will open, and "Confirmation of Entrance Examination" screen is displayed. Confirm the displayed information, and click on "Next".

JAPANESE | Manual | Logout

立命館大学 Ritsumeikan University

Account : EXP101541B
Name:RITSUMEI Tarc
2020-10-29T16:26:23.227649 [ADK10A0] [PR]

Confirmation of Entrance Examination

Entrance Examination Method you have applied for is as follows.
Please click "Next" if no correction is needed

College/Graduate School	Graduate School of International Relations
Admission Method	Regular Admissions (Document Screening for Japanese Based Program) (April)
Exam. Date	2020/12/02
Application Fee	35000
Commission paid(JPY)	500
Due Date & Time for Payment	2020/10/21 23:59:59

Close **Next >**

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In case the screen does not move to the next page even you click "Confirm >", logout at once and login again.

STEP 4 Pay Application Fee

Procedure 4 Start Application Fee Payment

Click on "Make Payment".

The screenshot shows the top navigation bar with 'JAPANESE | Manual | Logout'. The main header features the Ritsumeikan University logo and name. Below this, a grey box contains account information: 'Account : EXP1015418', 'Name:RITSUMEI Tarc', and a timestamp '2020-10-29T16:26:23.227649 [ADK10A0] [PR]'. A pink banner with a white icon and the text 'Payment Processing' is visible. Below the banner, there is instructional text and a blue 'Make Payment' button with a red border.

JAPANESE | Manual | Logout

立命館大学 Ritsumeikan University

Account : EXP1015418
Name:RITSUMEI Tarc
2020-10-29T16:26:23.227649 [ADK10A0] [PR]

Payment Processing

Please click "Make Payment" in order to complete the payment.
If you choose "Convenience store payment", the number necessary for payment will be displayed on the screen,
Please take down the number or print out the screen.
Note : The payment systems in convenience stores are only available in Japanese.

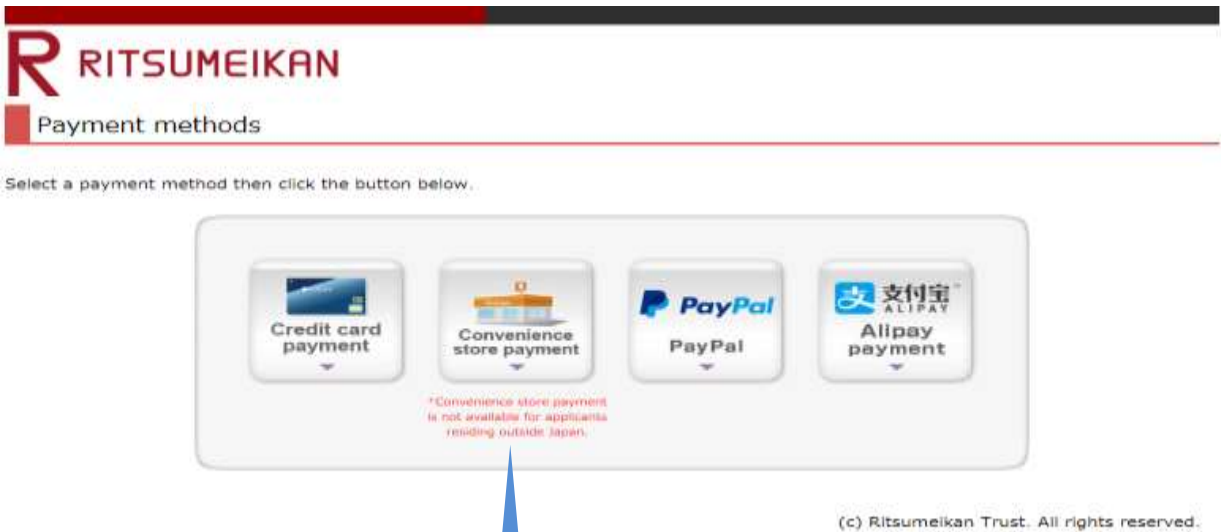
Make Payment

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STEP 4 Pay Application Fee

Procedure 5 Payment Method Selection

Select a payment method by clicking on one of the following four options.



[Convenience Store Payment]
The payment systems in convenience stores are available only in Japanese.

-Credit card payment	Go to Procedures (6)-1
-Convenience store payment	Go to Procedures (6)-2
-PayPal payment	Go to Procedures (6)-3
-Alipay payment	Go to Procedures (6)-4

If you are making a payment from overseas and cannot use any of the four options above, you can make an overseas remittance at a financial institution. Read the [“Application Guidelines \(For all Graduate Schools\)”](#) for more information about overseas remittance option.

STEP 4 Pay Application Fee

Procedures 6-1 Credit card payment

Credit Card

Select "Credit card payment" as the payment method in Procedures (5).
Enter your credit card information, and click on "Next >".



Please fill out the required information below.

Credit card number (omit "-")

Credit card expiration date mm / yyyy

Security Code Please enter your Security Code.

What is a Security Code?
The Security Code is the last three digits in the signature area on the back of the credit card.
(If the number is 1234 567, the Security Code is 567.)

In some cases, a four-digit number printed on the front side of the credit card, above the main credit card number, is the Security Code.
If you have any questions, please contact your credit card company.

Accepted credit cards:
JCB, MasterCard, VISA, American Express



[Note]
If you click on "Cancel", you will need to wait for about 30 minutes before you can try again. After 30 minutes, start again from Procedures 2.

STEP 4 Pay Application Fee

Procedures 6-1 Payment Information Confirmation

Credit Card

Confirm the payment information, and click on the "Confirm >".



R RITSUMEIKAN

Information regarding your payment

The details of your payment are shown below.
If the information is correct, please click the "Confirm" button.

Purpose	検定料 / Application Fee
Fee amount	¥35,500

< Back Cancel **Confirm >**

[Payment Amount]
The total amount, including the transaction fee, is displayed.

[Note]
If you click on "Cancel", you will need to wait for about 30 minutes before you can try again. After 30 minutes, start again from Procedures 2.

STEP 4 Pay Application Fee

Procedures 6-1 Payment Completion

Credit Card

Confirm the information displayed on the screen below, and click on "Next >".



Payment confirmation

Your payment has been successfully completed.
Thank you.

Next >

(c) Rits

Once payment has been confirmed, click on "Close" to close the screen completely.



Payment completed

Your payment has been successfully completed.

Close

STEP 4 Pay Application Fee

Procedures 6-1 Payment Status Confirmation

Credit Card

Click on "Reload" on the "Payment Status of Application Fee" screen.
Once "Status of Payment" and "Method of Payment" are displayed as "Complete" and "Credit Card Payment" respectively, the payment procedures are completed.



立命館大学 Ritsumeikan University

Manual | Logout

Account : EXP1000052
Name : Ritsui Mate
2017-01-26T15:52:18.482413 [ADHE0L0] [OT]

[Ritsui-Mate My Page] > [Payment Status of Application Fee]

Payment Status of Application Fee

The payment status for Entrance Examination Method you are applying for is as follows.
"Unpaid" : You have not completed the payment.
For making payment, please proceed to the next page from "Unpaid" link.
* For updating the status, please click on "Reload."
* The time and date are Japan Standard Time.
* For admission methods which do not implement written examinations, result notification date is shown in the column 'Examination Date'.

[Reload](#)

Status of Payment	Registration Number	College/Graduate School	Admission Method	Examination date	Application Fee(JPY)	Commission Paid(JPY)	Due Date & Time for Payment	Payment Date & Time	Method of Payment
Complete	20210000000	Graduate School of Law	Regular Admissions	2017/02/01	35000	500	2017/03/31 23:59:59	2017/01/01 14:50:49	Credit Card Payment

STEP 4 Pay Application Fee

Procedures 6-2 Convenience store payment

Convenience store

Select "Convenience store payment (コンビニでのお支払い)" as the payment method in Procedure 5.

Note: This payment method cannot be used by applicants living overseas. "Convenience Store Payment" can only be made at convenience stores located in Japan.

In addition, the payment systems in convenience stores are available only in Japanese.

It may be different from the actual screen or message.

Enter your name, email address and phone number and select the convenient store you will use, then click "Pay>".



氏名・eメールアドレス・電話番号を入力し、お支払いになるコンビニを選択してください。

The screenshot shows a payment form with the following fields:

- 氏名 (Name): 立命 (Ritsumeikan) and 花子 (Hanako)
- email: xxx@xxx.xxx.xx
- email(確認用) (Confirmation email): xxx@xxx.xxx.xx
- 電話番号 (Phone number): xxxxxxxxxx

Below the form, there is a section for selecting a convenience store:

- コーソン (Lawson)
- ファミリーマート (FamilyMart)
- ミニストップ (Mini Stop)
- デイリーヤマザキ (Daily Yamazaki)
- セブンイレブン (7-Eleven)
- セイコーマート (Seicomart)

Enter your name in Chinese characters.
(For International Students, enter your name in full-width alphabets)



[Note]
If you click on "Cancel", you will need to wait for about 30 minutes before you can try again. After 30 minutes, start again from Procedure 2.

STEP 4 Pay Application Fee

[Convenience Store Payment]

The payment systems in convenience stores are available only in Japanese.

Procedures 6-2 Convenience store payment

Convenience store

Confirm the payment details, and then click “支払”.



お支払い内容の確認

下記の内容で支払いをします。
内容をご確認のうえ、よろしければ【支払】ボタンを押してください。

申込内容	検定料 / Application Fee
お支払い金額	¥35,500
お客様情報	
氏名	茨木華子
email	r4tad177@gst.ritsume.ac.jp
電話番号	09099999999
お支払いになるコンビニ	セブンイレブン

[Payment Amount]

Payment amount including the handling charge is displayed.

< 戻る 中止 支払 >

[Note]

If you click on "Cancel", you will need to wait for about 30 minutes before you can try again. After 30 minutes, start again from Procedure 2.

STEP 4 Pay Application Fee

[Convenience Store Payment]

The payment systems in convenience stores are available only in Japanese.

Procedures 6-2 Convenience store payment

Convenience store

The number necessary for paying the Admission Fee at a convenient store will be displayed. (The name of the number is different depending on convenient stores). Please make a note of the displayed number. This number will be also sent to the registered email address. Cases below are examples of some convenient stores.



Example 1) Pay at LAWSON

RITSUMEIKAN
お支払い受付の完了

お支払いの受付が完了しました。

コンビニ請求情報は以下になります。
なお、お客様のメールアドレスへも通知されます。

お支払方法：コンビニ払い
お支払いになるコンビニ：ローソン

お客様番号：03495500079
確認番号：890168

次へ >

do-not-reply@st.ritsumeai.ac.jp
今日, 10:33

立命館オンライン決済をご利用いただきましてありがとうございます。

下記内容にて、請求をさせていただきます。
ご指定のコンビニエンスストアでのお支払をお願いいたします。

お支払方法：コンビニ払い
お支払いになるコンビニ：ローソン
支払期限：2022/11/03

受付日：2022/09/05
利用費氏名：XXXXXXXX
お客様番号：03495500079
確認番号：890168

請求金額：XXXX円

なお、各コンビニエンスストアでの、お支払方法については、下記サイトをご参照ください。
https://www.sbpayment.jp/support/how_to_pay/cvs_welnet/

Example 2) Pay at FamilyMart

RITSUMEIKAN
お支払い受付の完了

お支払いの受付が完了しました。

コンビニ請求情報は以下になります。
なお、お客様のメールアドレスへも通知されます。

お支払方法：コンビニ払い
お支払いになるコンビニ：ファミリーマート

お客様番号：03495506453
確認番号：890168

次へ >

【受付完了のお知らせ】立命館オンライン決済

do-not-reply@st.ritsumeai.ac.jp
今日, 10:38

立命館オンライン決済をご利用いただきましてありがとうございます。

下記内容にて、請求をさせていただきます。
ご指定のコンビニエンスストアでのお支払をお願いいたします。

お支払方法：コンビニ払い
お支払いになるコンビニ：ファミリーマート
支払期限：2022/11/03

受付日：2022/09/05
利用費氏名：XXXXXXXX
お客様番号：03495506453
確認番号：890168

請求金額：XXXX円

なお、各コンビニエンスストアでの、お支払方法については、下記サイトをご参照ください。
https://www.sbpayment.jp/support/how_to_pay/cvs_welnet/

STEP 4 Pay Application Fee

[Convenience Store Payment]

The payment systems in convenience stores are available only in Japanese.

Procedures 6-2 Convenience store payment

Convenience store



Example 3) Pay at Daily YAMAZAKI



お支払い受付の完了

お支払いの受付が完了しました。

コンビニ請求情報は以下になります。
なお、お客様のメールアドレスへも通知されます。

お支払方法：コンビニ払い
お支払いになるコンビニ：デイリーヤマザキ

オンライン決済番号：94645524625

次へ >

【受付完了のお知らせ】立命館オンライン決済

D do-not-reply@st.ritsumei.ac.jp
今日, 10:50

立命館オンライン決済をご利用いただきましてありがとうございます。
下記内容にて、請求をさせていただきます。
ご指定のコンビニエンスストアでのお支払をお願いいたします。

お支払方法：コンビニ払い
お支払いになるコンビニ：デイリーヤマザキ
支払期限：2022/11/03

受付日：2022/09/05
利用者氏名：XXXXXXXX
オンライン決済番号：94645524625

請求金額：XXXX円

なお、各コンビニエンスストアでの、お支払方法については、下記サイトをご参照ください。
https://www.stpayment.jp/support/how_to_pay/cvs_wellnet/

STEP 4 Pay Application Fee

[Convenience Store Payment]
The payment systems in convenience stores are available only in Japanese.

Procedures 6-2 Convenience store payment

Convenience store



Example 4) Pay at SEVEN ELEVEN

Click the URL shown on the screen, move to the site of SEVEN ELEVEN, and then confirm the payment slip number (振込票番号).
The notice is also sent to the registered email address.



お支払いの受付が完了しました。
コンビニ請求情報は以下になります。
なお、お客様のメールアドレスへも通知されます。

お支払方法：コンビニ払い
お支払いになるコンビニ：セブンイレブン

<https://payment.sej.co.jp:943/od/hi.asp?8539023355281923ef5891d709411e46>



次へ >



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セブン-イレブン
お支払い方法のご案内

お支払い内容

1. 「払込票を表示」ボタンをクリックしてください。

2. 画面表示される払込票をプリントアウトするか、レジにて「セブン-イレブン インターネット代金支払」とお申し出の上、「7180-7791-06707」のメモをご提示ください。

払込票を表示

前のページに戻る

Please print out the payment slip or make a note of a payment slip number, and tell the number at the cashier.

お客様様
インターネットショッピング払込票

お支払いの品	振込方法	納付先 (現金支払い)
お支払いの品	お名前	納付先住所
お支払いの品	お名前	お振込先 (0000000000000000)
お支払いの品	お名前	7180-77910-06707
お支払いの品	お名前	
お支払いの品	お名前	
お支払いの品	お名前	
お支払いの品	お名前	

*お支払いと納付お振込みの注意

1. 振込先は必ず「7180-77910-06707」にしてください。
2. お振込みの際は必ず「7180-77910-06707」のメモをレジに提示してください。
3. お振込みの際は必ず「セブン-イレブン インターネット代金支払」とお申し出の上、「7180-77910-06707」のメモをご提示ください。
4. お振込みの際は必ず「セブン-イレブン インターネット代金支払」とお申し出の上、「7180-77910-06707」のメモをご提示ください。

STEP 4 Pay Application Fee

[Convenience Store Payment]

The payment systems in convenience stores are available only in Japanese.

Procedures 6-2 Convenience store payment

Convenience store

Confirm the number necessary for payment, and click "次へ".



R RITSUMEIKAN

お支払い受付の完了

お支払いの受付が完了しました。

コンビニ請求情報は以下になります。
なお、お客様のメールアドレスへも通知されます。

お支払方法：コンビニ払い
お支払いになるコンビニ：セブンイレブン

<http://link.kessai.info/JLPCT/JLPpse/?code=C3D.FZV3VZxIDXU496...-J.&rkbn=2>

次へ >

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STEP 4 Pay Application Fee

[Convenience Store Payment]

The payment systems in convenience stores are available only in Japanese.

Procedures 6-2 Convenience store payment

Convenience store

Click on “再読み込み(Reload)” on the “検定料納入状況確認(Payment Status of Application Fee)” screen. And then confirm that “WEBコンビニ決済(Web Payment at convenience stores)” in the section of “Method of Payment”



立命館大学 Ritsumeikan University

Account : EXP1000051
Name : 立 命館
2017-01-26T16:18:15.868526 [ADHEOLD] [OT]

[Ritsu-Mateマイページ] > [検定料納入状況確認]

検定料納入状況確認

現在出願している入学試験への検定料の支払い状況は以下のとおりです。
検定料を支払う場合は、[未]リンクから次の画面に進んでください。
※支払い状況を更新する場合は、[再読み込み]ボタンを押してください。
※日時は日本時間での表記です。
※試験を実施しない入試方式については、合格発表日を試験日の欄に表示しています。

再読み込み

納入状況	志願受付番号	学部・研究科	入試方式	試験日	検定料(円)	手数料(円)	検定料払込締切日時	検定料支払い日時	決済手段
	20201102084	スポーツ健康科学 研究科	一般入学試験(4月入学) 博士前期	2019/11/16	35000	500	2017/03/31 23:59:59		WEBコンビニ 決済

Procedures (6)-2 Convenience store payment

Convenience store

Please go to a convenience store, and transfer the fee by using a dedicated machine or at the cashier. Then, the payment will be completed.

For the details about the procedures at convenient stores are mentioned in “1: How to Apply / Application Process” in [“Application Guidelines \(For all Graduate Schools\)”](#).



STEP 4 Pay Application Fee

Procedures 6-3 PayPal payment



Applicants who have a PayPal account with a credit card registered to their account can complete the payment by simply entering their ID and password.

For more information about PayPal: <https://www.paypal.com/us/webapps/mpp/home>



Select "PayPal" as the payment method in Procedures (5).



The details of your payment are shown below.
If the information is correct, please click the "Checkout with PayPal" button.

Purpose:	検定料 / Examinees Fee
Fee amount:	¥20
<input type="button" value="Checkout with PayPal"/>	



STEP 4 Pay Application Fee

Procedures 6-3 Logging into PayPal



If you have a PayPal account, please log in.

If you do not have a PayPal account, it is necessary to start the procedures by registering an account.



学校法人立命館

Confirm the displayed information, and click “Agree and Pay”.

学校法人立命館

PayPal Pte. Ltd., a Singapore company, is registered with the Financial Services Agency of Japan as a Fund Transfer Business Operator in relation to the provision of fund transfer business services. Kancho #00026

STEP 4 Pay Application Fee

Procedures 6-3 Payment Completion

PayPal

Return to the "Ritsu-Mate" screen, and click on "Next >".



Payment confirmation

Your payment has been successfully completed.
Thank you.

Next >

(c) Rits

Click on "Close" to close the screen completely.

Payment completed

Your payment has been successfully completed.

Close

(

STEP 4 Pay Application Fee

Procedures 6-3 Payment Status Confirmation



Click on "Reload" on the "Payment Status of Application Fee" screen.
Once "Status of Payment" and "Method of Payment" are displayed as "Complete" and "PayPal," respectively, the payment procedures are completed.

The screenshot shows the 'Payment Status of Application Fee' page for Ritsumeikan University. The page includes a header with the university name and a navigation menu. Below the header, there is a section titled 'Payment Status of Application Fee' with instructions and a 'Reload' button. At the bottom, a table displays the payment status for a specific application.

Status of Payment	Registration Number	College/Graduate School	Admission Method	Examination date	Application Fee(JPY)	Commission Paid(JPY)	Due Date & Time for Payment	Payment Date & Time	Method of Payment
Complete	20211111111	Graduate School of Law	Regular Admissions	2017/02/01	35000	10	2017/03/31 23:59:59		PayPal

STEP 4 Pay Application Fee

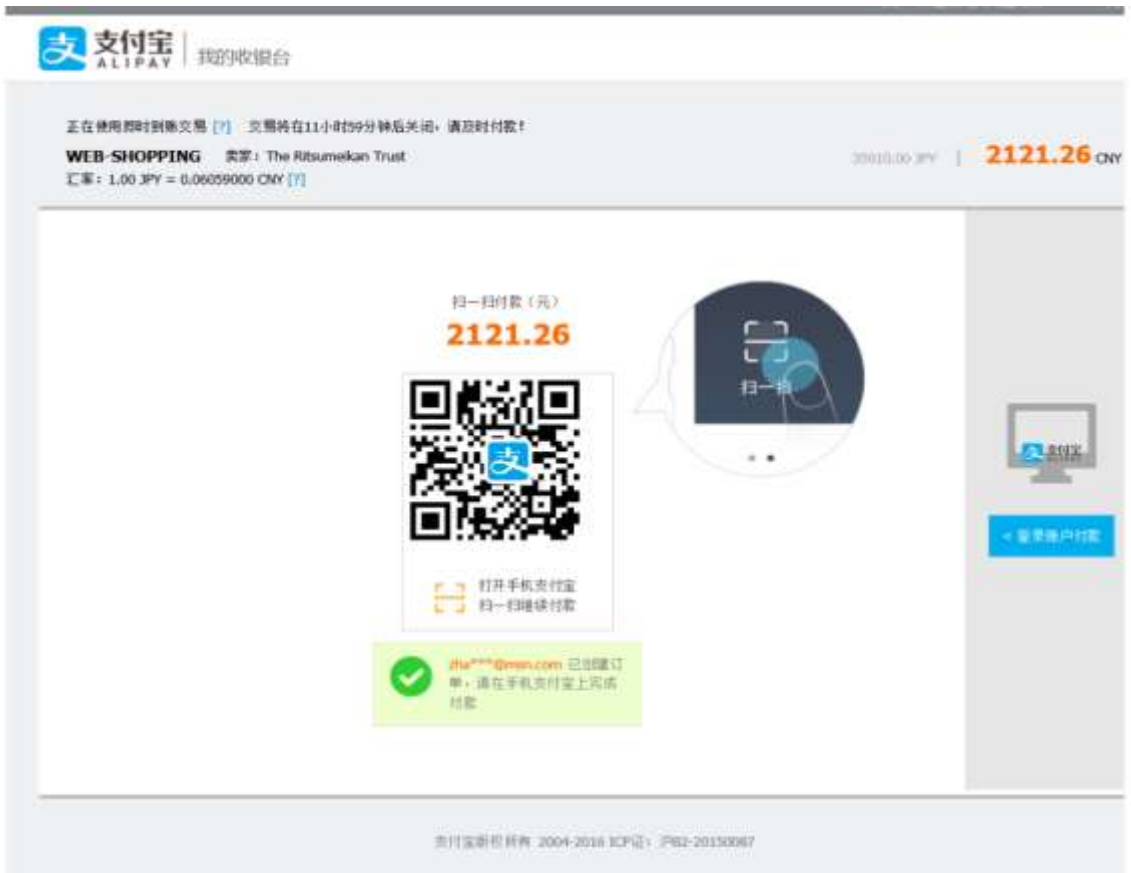
Procedures 6-4 Alipay payment

Alipay

Alipay is a Chinese online payment service. Alipay can be used to process your payment if you are a registered user. (It is necessary to have a bank account in China which allows Internet banking.) For more information about Alipay (only available in Chinese): <https://www.alipay.com/>



Select "Alipay payment" as the payment method in Procedures 5. The "Alipay" screen will be displayed.



STEP 4 Pay Application Fee

Procedures 6-4 Confirm the displayed information, and proceeding with the payment



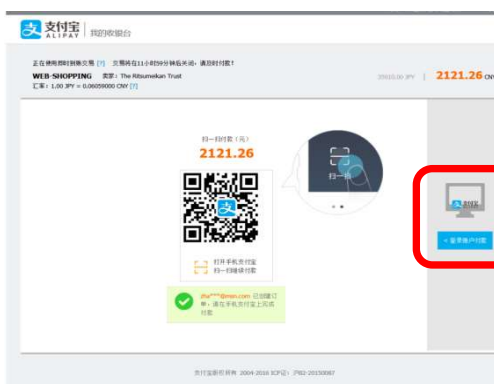
① Payment through smartphone

Open the "Alipay" app, and capture the QR code.
Proceed with the payment by providing authentication information such as entering the password, as necessary.



② Payment through means other than smartphone

Switch to the appropriate screen by clicking on the button on the right. Log into Alipay.
Proceed with the payment by providing authentication information such as entering the password, as necessary.



STEP 4 Pay Application Fee

Procedures 6-4 Payment Completion

Alipay



The following screen will be displayed once the payment is completed. Close the screen.

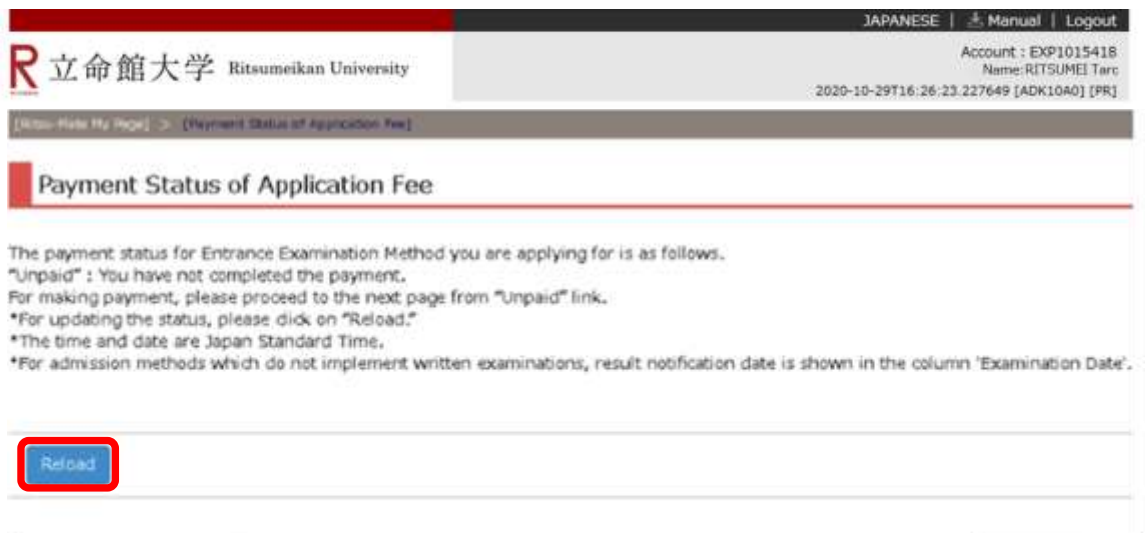


Procedures 6-4 <Payment Status Confirmation>

Alipay



Click on "Reload" on the "Payment Status of Application Fee" screen. Once "Status of Payment" and "Method of Payment" are displayed as "Complete" and "Alipay" respectively, the payment procedures are completed.



Status of Payment	Registration Number	College/Graduate School	Admission Method	Examination date	Application Fee(JPY)	Commission Paid(JPY)	Due Date & Time for Payment	Payment Date & Time	Method of Payment
Complete	20211111111	Graduate School of Law	Regular Admissions	2017/02/01	35000	10	2017/03/31 23:59:59		Alipay