Ritsu-Mate Registration Manual
(for Graduate School Applicants)

- Ritsumeikan University has introduced an Online Application System in which applicants complete a part of the Graduate School application process.
- This Online Application System is called "Ritsu-Mate".
- This manual shows you how to use "Ritsu-Mate". Please be sure to read it when using "Ritsu-Mate".

RITSUMEIKAN UNIVERSITY

Updated on Novenber 16, 2023

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R RITSUMEIKAN UNIVERSITY

＜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 10 or latest
 (iOS10 or latest) Apple Safari
 (Android 7.0 or latest) Google Chrome

▼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.ritsumei.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.ritsumei.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"

＜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".

JAPANESE

R 立命館大学 Ritsumeikan University

Ritsu-Mate Login

[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.

Account *

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.

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

Login   Create Account   Reset Password

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

<3> Explanation on Screen Display

①You can consult the manual during registration by clicking on "Manual" in the top right-hand corner.

②Be sure to click on "Logout" in the top right-hand corner once you have finished entering your information.

③The current status is displayed after you log in.

④The current status is displayed after each entry item is selected or registered.

⑤Click 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 to5:30 a.m. (Japan time)of the following day.
   Please be aware that "Ritsu-Mate" is not available during this period.

STEP 1 Register "Ritsu-Mate" Account

Procedure 1 Login Screen

Click on "Create Account" while leaving "Account" and "Password" empty.

JAPANESE

R 立命館大学 Ritsumeikan University

Ritsu-Mate Login

Account *

Password *

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

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

Login   Create Account   Reset Password

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Procedure 2   Confirmation of "Terms of Use"

Read the Terms of Use in full, select "I agree", and click on "Next >".

Procedure 3 Account Registration

Enter your email address, and click on "Submit".

- The email address entered will be used as your Account to log in. Register an email address that you are unlikely to
  modify or delete, and that you can easily check on a daily basis.

 *Please register the email address that you can continue to use from Application to Admission Prosedure completion.
   (You cannot change your registered email address after your application is completed.)

 *You need to set to receive emails from "@st.ritsumei.ac.jp" in advance. If you do not have any email address, you need
   to obtain a free email address.

Once you have completed the registration, click on "Close", and close the screen completely.

An email will be sent to your registered email address. Complete the next step (STEP 2) within 24 hours.

Procedure 1 email Confirmation

The University will send an email about your "Ritsu-Mate Registration" to your registered email address.

Click on the URL indicated in the email to proceed to the registration screen.

email subject:

立命館大学「Ritsu-Mateメンバー」登録申請受付メール／Registration for the "Ritsu-Mate Member" of Ritsumeikan University

【**In case the email from the University to complete your "Ritsu-Mate" registration has not arrived**】

Please check the following:
1）The message could have arrived in another folder such as spam/junk email folder.
2）Messages from the domain, "@st.ritsumei.ac.jp" are blocked due to your email account setting.
3）Your mailbox is full.
4）The email address you registered with "Ritsu-Mate" was incorrect.

If you checked 1) through 4) above, and found anything wrong with your account or the email address you registered, re-register for "Ritsu-Mate Member," or register for "Ritsu-Mate Member" with another email address.

Procedure 2 "Ritsu-Mate" Main Registration

You can choose Japanese or English in entering your information. And then click on "入力内容確認へ進む / Confirm".

R 立命館大学 Ritsumeikan University

Account :
Name :
[ADC30F0] [PR]

[Ritsu-Mate新規登録 / New Register]

登録 / Register ▶ 登録内容確認 / Registration Information ▶ 完了 / Completion

Ritsu-Mate登録 / Registration

以下の情報を入力してください。
登録（日本語）もしくは登録（英語）のいずれかに入力してください。

Please complete the form below.
Please input in one of the register (Japanese) or the register (English).

登録（日本語）/ Register (Japanese)

ログイン用パスワード（登録用）		
ログイン用パスワード（確認用）		
氏名		
受験区分		
入学年度		
入学時期		
国籍		
居住国		

登録（英語）/ Register (English)

Login Password	••••••••	
Confirm Password	••••••••	
Name	RITSUMEI Tarou	
Undergraduate/Graduate	Graduate Scho ∨	
Year of Enrollment	2021	
Semester of Enrollment	April	
Nationality	United States of America	
Country of Residence	United States of America	

入力内容確認へ進む / Confirm >

[Login Password]
Your password must be composed of 6 to 8 half-width alphanumeric characters. The first character must be an alphabet. Both uppercase and lowercase can be used. Be careful not to forget your password.

[Undergraduate/Graduate]
Select "Graduate School Admission Examination".

[Year of Enrollment and Semester of Enrollment]
Select an academic year and a term you are scheduled to enroll.
You do not take a procedure of reapply even if you change it.

[Nationality]
If you have multiple citizenships and one of them is Japan, please select Japan as your nationality.
If you have multiple citizenships and none of them is Japan, select the nationality of the passport that you use when entering Japan as your nationality.

[Country of Residence]
Enter the country where you live at the time of application.

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Procedure 3 Confirmation of Registration Information

Confirm the information you have entered, and click on the "登録 / Register" if there are no errors.

If you find parts to be corrected, please return to the previous screen by clicking "前に戻る / Back".

[登録 / Register]
Note: Once you click on "登録 / Register", your information cannot be changed anymore.

Procedure 4 Completion of "Ritsu-Mate" Registration

The following screen is displayed upon completion of the registration.

Once you have completed the registration, <u>click on "閉じる / Close" and close the screen completely</u>.

Before moving onto the Procedure 5 Confirmation of the email from the University, make sure to close all the screens or tabs.

Procedure 5 Confirmation of the email from the University

The University will send an email about "Completion of Your Registration" to your registered email address.

Click on the URL indicated in the email to proceed to the login screen.

email subject:

Ritsu-Mate登録完了メール／Completion of your registration for the "Ritsu-Mate Member" of Ritsumeikan University

Ritsu-Mate登録完了メール／Completion of your registration for the "Ritsu-Mate Member" of Ritsumeikan University

do-not-reply_rumll01@st.ritsumei.ac.jp

RISING4GシステムカイハツテストADユーザ179(r4tad179)

Ritsu Mate 様
この度、Ritsu-Mateにご登録いただき誠にありがとうございます。会員登録が完了しましたので、ご連絡させていただきます。

http://test-ritsumei/test/*********************
ご登録いただいたメールアドレスとパスワードで以下のURLからログインしてください。

http://172.17.226.44:19081/applicants/login.html

※クリックしても画面が開かないときは、上記URLをコピーしてブラウザで開いてください。

【ご注意】
※このメールは、立命館大学「Ritsu-Mateメンバー」に登録された方にお送りしています。
内容にお心当たりがない場合には、当メールを破棄していただきますようお願いいたします。
※本メールについてご不明な点等がございましたら、下記メールアドレスにご連絡ください。
学部入試：ru-iadm@st.ritsumei.ac.jp
大学院入試：ru-gs-ad@st.ritsumei.ac.jp
※本メールに返信いただいても回答はできませんのであらかじめご了承ください。

http://test-ritsumei/test/*********************
Dear Ritsu Mate,
Thank you for joining the Ritsu-Mate Member. Your registration has been successfully completed.

▼Log-in Information
With your registered e-mail address and password, please log in from the URL below.

http://172.17.226.44:19081/applicants/login.html

＊If the URL does not work, please copy the URL and open the link in a browser.

NOTE:
1. This e-mail is sent to everyone who registered as the "Ritsu-Mate Member" of Ritsumeikan University. Please delete this e-mail if you didn't register.
2. If you have any inquiries regarding this e-mail, please contact us at the e-mail address below.
Undergraduate Admission : ru-iadm@st.ritsumei.ac.jp
Graduate Admission : ru-gs-ad@st.ritsumei.ac.jp
3. Your reply to this e-mail will not be answered. Thank you for your understanding.

Procedure 6 Confirmation of "Ritsu-Mate" top page

Enter the email address as an "Account" and the password you had registered as a "Password", and then click on the "Login".

After you log in, "Ritsu-Mate" top page will be displayed.

【If you cannot login】 Please check the following points;
・Entered all characters, including @.
・Entered using half-width characters.
・Not containing space, etc.

Procedure 1   Start Application Registration

**The application registration can be made from 10:00 AM (Japan time)
of the first day of the application period of the Graduate School/Examination method.
Any application cannot be made outside the specified period.**

Note: Changing registered information

 Once you click on "Register", your information cannot be changed any more. 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.

Procedure 2 Confirmation of "Terms and Conditions and Use of Personal Information"

Read the Terms and Conditions and Use of Personal Information in full, select "I agree," and click on "Next >".

Procedure 3   Semester of Enrollment   Selection

Select a semester of enrollment.
Note: Only the semesters that you can apply on the day when you log in are displayed.

Procedure 4 Graduate School Selection

Select a graduate school from the list below.
Note: Only the graduate schools that you can apply at the time you log in are displayed.

Please select a graduate school.

The application registration can be made from 10:00 AM (Japan Standard Time) of the first day the application period.

- Graduate School of Law
- Graduate School of Economics
- Graduate School of Business Administration
- Graduate School of Sociology
- Graduate School of International Relations
- Graduate School of Policy Science
- Graduate School of Letters
- Graduate School of Science for Human Services
- Graduate School of Science and Engineering
- Graduate School of Core Ethics and Frontier Sciences
- Graduate School of Language Education & Information Science
- School of Law   Juris Doctor Program
- Graduate School of Technology   Management

Procedure 5 Program Selection

Select Master's or Doctoral program.
Note: Only the graduate school programs that you can apply on the you log in are displayed.

Procedure 6 Major / Course Selection

Select a major, and click on "Next >".

Procedure 7   Course Selection

Select a course, and click on "Next >".

Procedure 8　Select Examination Date and Method

Read the Application Guidelines thoroughly, and click on one of the examination date and admission method you apply.

Regarding the Admission Method of documents screening only, or the Admission Method of which examination date is not fixed at the time the application period starts, the results notification date is indicated instead of the examination date.

Procedure 9　Application Fee Confirmation

Confirm the deadline for the payment of the Application Fee, and click on the "Next >".
Note: Besides the displayed Application Fee, a transaction fee is also charged.

<Points to note for those who do not need to pay Application Fee>

The Application Fee may be displayed for system processing reasons even you do not need to pay it.
There is no need to actually pay it.

To confirm whether you NEED to or you do NOT NEED to pay the Application Fee, check "（3）Application fee" of "1 : How to Apply / Application Process" in "Application Guidelines (For all Graduate Schools)".

Procedure 10 Personal Details Registration

Fill in all the fields below,
and click on "Next>".

【Example】

[Name]
For details on how to enter your name, check "2：Points to Note when Applying for Admission" in the "Application Guidelines (For all Graduate Schools) ".

<Applicants with Japanese citizenship>
  Please enter your name on the family register (written in the official family registry (戸籍, koseki) or Certificate of Residence (住民票, juminhyo).
<Applicants with non-Japanese citizenship but who have a Student Visa (including who are expected to get）>
  - Please enter your name written on the Certificate of Residence or Passport in Western alphabet
  - Even if you use Chinese characters in your own country, do not use Chinese characters.
  - Enter your name in the order of Family name (all uppercase), First name (the first letter in uppercase and the rest in lowercase), and Middle name (the first letter in uppercase and the rest in lowercase).   Example: RITSUMEI Taro Saionji
<Applicants with non-Japanese citizenship and who have other residential status (such as Special Permanent Resident, Permanent Resident etc.）>
  Please enter your name or alias recorded on the Certificate of Residence or substitute for it such as Passport or Residence Card.

[Name (Katakana)]
Enter your name in Katakana in the "Name (Katakana)".
・If you selected Japanese nationality during the registration in STEP 2, this field must be filled with Katakana though the red asterisk is not indicated
・Those who don't have Japanese nationality need to enter their names in Katakana or please leave the blank in this field.

[Date of Birth]
Enter your date of birth directly into the field.
E.g.: 1990/04/01

[Application Fee]
Select "Required."
Only those who do not need to pay it, please select "Non-Required".

※Regarding the qualification for exemption from the application fee, please check "1：How to Apply / Application Process" in the "Application Guidelines (For all Graduate Schools) .

[Address]
If you click a magnifying glass icon next to Postal Code, the search screen appears.
If you input your Postal Code directly in the search screen and search, then the address only in Japan will be inputted automatically.

<Overseas Address>
Postal Code: Enter "999-9999."
Prefecture: Enter "Other than those above."
Address 1 to 3:
- The maximum number of characters you can use to enter information for any of these fields is 40.
- Please include your country name.
- Enter your information using alphabets even for countries or regions where Chinese characters are used.
     E.g.: 10 Xisanhuan Beilu,
            Haidian District,
            Beijing, China

<Sending the result notification to an address different from the one entered>
Enter the alternate name and address in the "Notes (Ex. Another Address" box at the bottom of the "Application Sheet" printed in "Printing the Application Sheet" in STEP 5.

[Telephone Number]
Be sure to enter a telephone number that can be used to get in touch with you as it will be necessary to contact you about the application. Either a "Home Telephone Number" or a "Mobile Telephone Number" must be entered. Insert hyphens between the numbers.

[Parent/Guardian's Telephone Number]
Either "Home Telephone Number" or "Mobile Telephone Number" must be entered for the Parent/Guardian's information.

Procedure 11　Eligibility Details Registration

Enter all the necessary information, and click on "Confirm >".

[How to fill in each Eligibility Details, and examples of Academic Standing and Graduation]
*Eligibility Details except "Degree" must be entered.
*Education Information before entering university need not be entered (but need to be entered only for those whose educational background is high school)
*If you have graduated from several universities/schools, please enter the educational background which is related to the eligibilities to apply.
Example1: You are now a 4th year student of university and apply for Master's Program.
　　　　　Fill in the part ① about the university which you are expected to graduate.
　　　　　Academic Standing: University Graduate, Status: Expected to graduate
Example2: You have already graduated from a university and apply for Master's Program.
　　　　　Fill in the part ① about the university which you have already graduated.
　　　　　Academic Standing: University Graduate, Status: Eligible to graduate
Example3: You are now a 2nd year master student and apply for Doctoral Program.
　　　　　Fill in the part ① about the university which you have already graduated.
　　　　　Academic Standing: University Graduate, Status: Eligible to graduate
　　　　　Fill in the part ② about the graduate school which you are expected to have completed.
　　　　　Academic Standing: Completed a Master's Program, Status: Thesis under evaluation
Example4: You are now a 3rd year student of Ritsumeikan University and apply for Master Program with
　　　　　Admissions for Accelerated Learners (Grade skippers).
　　　　　Fill in the part ① about the university which you are now enrolled in.
　　　　　Academic Standing: Completed a 3 Years of University Study, Status: Expected to receive credit
　　　　　*(Estimated)Graduation Date: Enter the expected year/month you will be expected to finish
　　　　　　　your 3rd year
Example5: You have already graduated from a university and completed a Master's Program,
　　　　　in addition you have graduated from vocational schools etc.
　　　　　Fill in the part ① about the university which you are expected to graduate.
　　　　　Academic Standing: University Graduate, Status: Eligible to graduate
　　　　　Fill in the part ② about the graduate university which you have already completed.
　　　　　Academic Standing: Completed a Master's Program, Status: Received qualification
　　　　　Fill in the part③ about the vocational school which you have graduated.
　　　　　*University code can be left as blank.
　　　　　Academic Standing: Other, Status: Eligible to graduate
Example6: You are now a 5th or 6th semester in Acclerated program and apply for Master's Program.
　　　　　Fill in the part ① about the university which you are expected to graduate.
　　　　　Academic Standing : Completed a 3 Years of University Study, Status: Expected to graduate

[Those Who Gained Eligibility to Enter a Graduate School by the Individual Preliminary Screening]
*On entering Eligibility Details, all parts except "Degree" must be filled in.
Enter your educational background in ①.
Example: If your educational background is high school
　Academic Standing: 3-Year Senior High School Graduate , Status: Eligible to graduate
　University Code: Blank
　University: Enter the name of high school which you have graduated
　College/Department: College(Course/Program) of high school which you have graduated
　(Estimated) Graduation Date: The year/month you passed the Individual Preliminary Screening
Enter the items below in the part of Other academic background
　Academic Standing: Other , Status: Expected to receive qualification
　University/Graduate School Name:9998
　University/Graduate School Name, College and Department/Major and Degree：
　Enter "入学資格弾力化対象"or "Nyugakushikakudanryokuka".
　(Estimated) Graduation Date：The year/month you passed the Individual Preliminary Screening

[University Code]
　Click on the magnifying glass button, enter the university name, and search.
　Search is done by a partial match.
[Our University Codes]
　Ritsumeikan University: 2200
　Ritsumeikan Asia Pacific University: 2480
[Overseas universities]
　Do not use the magnifying glass button search function.
　University Code: Enter "9200" directly into the field.
　University: Enter the university name directly into the field.
[Magnifying Glass Function]
　- Search the University Code by "Prefecture" or "University" name.
　- Please do not select a university which has（旧）in front of the University Code.
　- A country code cannot be used.

[Degree]
This is not a required field. The name of the degree is often indicated on the graduation certificate and other similar documents. However, this field can be left blank if you are not sure about the name of your degree.
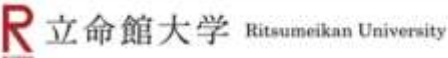
[Student ID Number]
Be sure to enter your Student ID Number if you have graduated from or currently enrolled in Ritsumeikan University (except a hyphen) .

①

②

③

Procedure 12   Questionnaire (Optional)

Put a check mark next to all applicable items, and click on "Confirm >".
Your answer to this inquiry has no impact on your examination result.

Procedure 13　　Confirmation of Application Registration Details

Confirm the information you have entered, and click on "Register >".

NOTE: Once you click on "Register", your information cannot be changed any more. Please confirm the information you have entered carefully before registration.

Click on "< Back" to return to the previous screen if you need to make any corrections/changes.

Note: Once you click on "Register", your information cannot be changed any more. 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 have applied for.
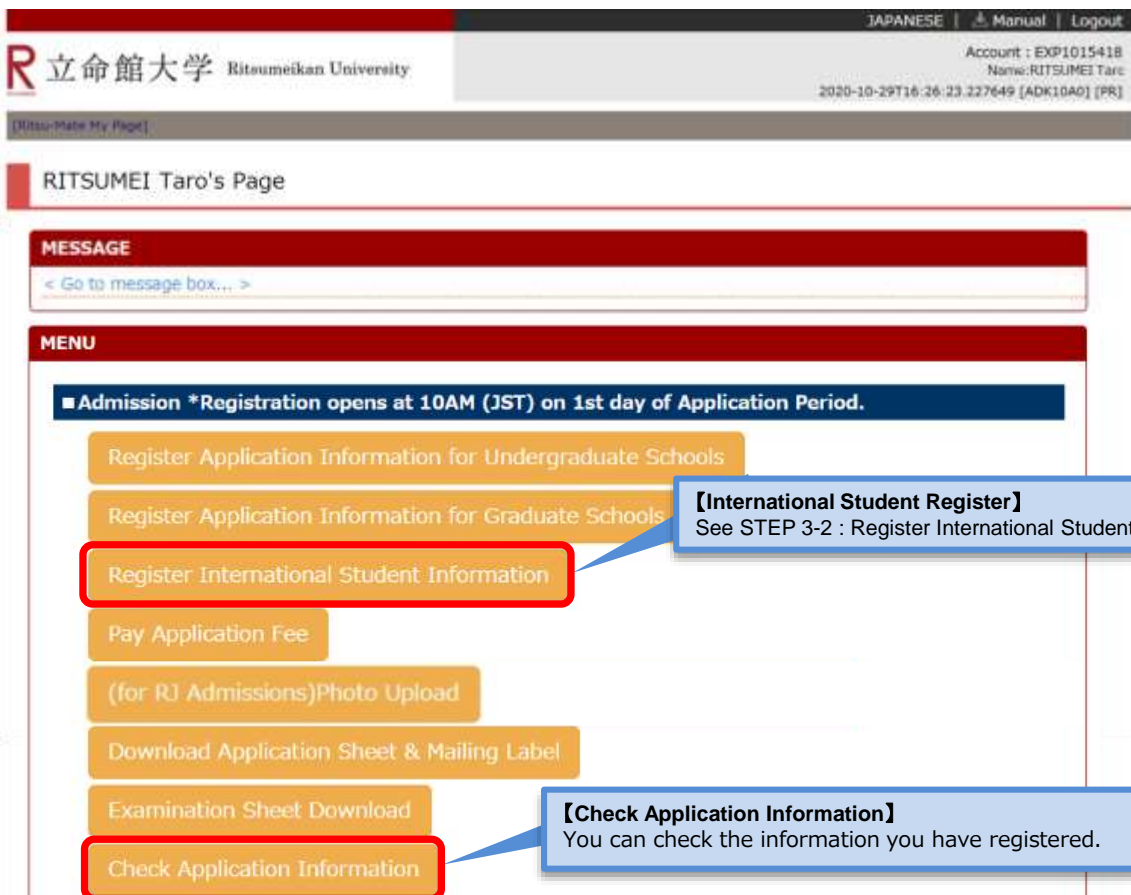
Procedure 14 Completion of Application Registration Details

Confirm that the following screen is displayed, and click on "Completed".
- Applicants who do not have Japanese nationality… Move to STEP3-2 "International Student Register"
- Applicants who have Japanese nationality … Move to STEP4 "Pay Application Fee"

The top page will be displayed.

【International Student Register】
See STEP 3-2 : Register International Student Information
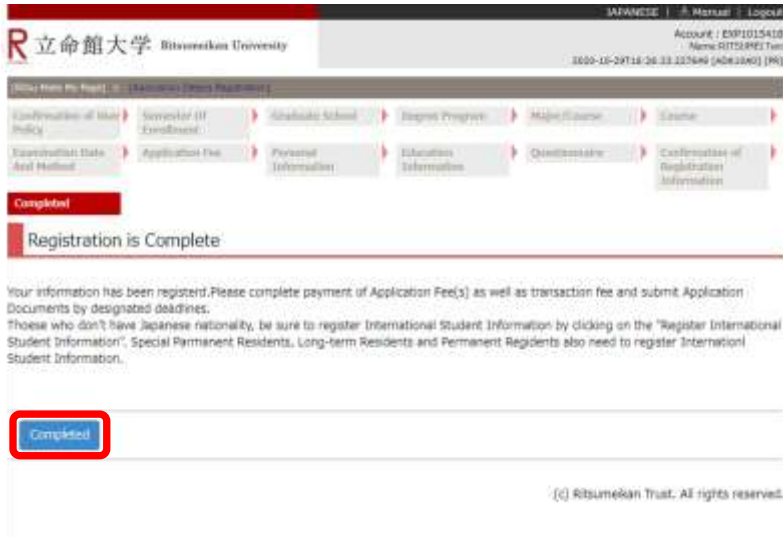
【Check Application Information】
You can check the information you have registered.

Procedure 1   Start International Student Information Registration

Be sure to register if you don't have Japanese nationality (Those who are Special Permanent Resident, Long-term Resident and Permanent Resident also need to register).
Click on the "Register International Student Information" button.

Procedure 2 Examination Selection

Confirm the application information you have registered during the Application Registration step, and click on "Reg."

In case your application information is not displayed logout and login again.

Procedure 3　Register International Student Information

Fill in all the fields below, and click on "Confirm >".

[Name]
Name in roman alphabet as indicated on the Certificate of Residence or passport. Applicants from countries or regions where Chinese characters are used should NOT enter their names in Chinese characters.
E.g.: RITSUMEI Hanako

Read "2. Points to note when Applying for Admission" in "Application Guidelines (For all Graduate Schools) " carefully and enter your name.

[Resident Status]
If you have a status of residence in Japan:
　Enter your Resident Status as well as the Expiry Date.
If you do not have a status of residence in Japan:
　Choose "Unqualified" from the drop-down list, and leave the Expiry Date field blank.

※ This field can be left blank if you are Special Permanent Resident.

[Financial Aid]
"MEXT Scholarship" refers to the Ministry of Education, Culture, Sports, Science and Technology's "Monbukagakusho Scholarships". Select "MEXT Scholarship" if this applies to you. If it does not apply to you, select "Privately financed."

[(Scheduled) Date of Arrival]
This field can be left blank if you are not sure of your scheduled date of arrival.

[Past Experience with Japanese Government (Monbukagakusho) Scholarships]
This item refers to the Ministry of Education, Culture, Sports, Science and Technology's "Monbukagakusho Scholarships".

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

Procedure 4 Confirmation of International Student Information Registration

Confirm the information you have entered, and click on "Register" if there are no errors.
If you find parts to be corrected, please return to the previous screen by clicking "Back".

NOTE: Once you click on "Register", your information cannot be changed any more. Please confirm the information you have entered carefully before registration.
*Please do not register again.

Procedure 5 Completion of International Student Information Registration

Confirm that the following screen is displayed, and click on "Completed".

The top page will be displayed.

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".

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

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.")

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 ".

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

Procedure 4 Start Application Fee Payment

Click on "Make Payment".

R 立命館大学 Ritsumeikan University

Account : EXP1015418
Name:RITSUMEI Taro
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

Procedure 5　　Payment Method Selection

Select a payment method by clicking on one of the following four options.
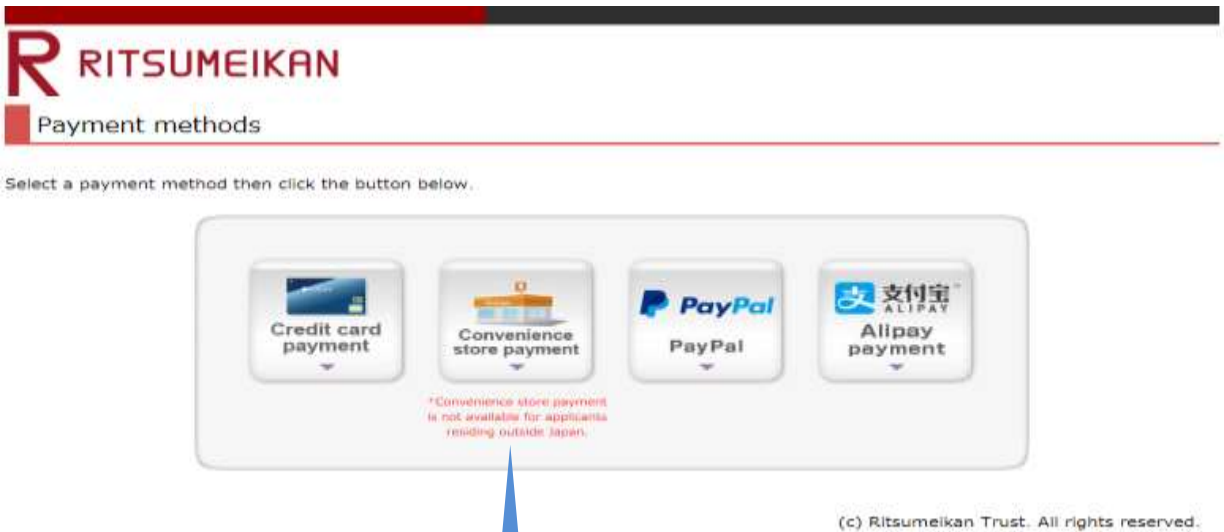
[Convenience Store Payment]
The payment systems in convenience stores are available only in Japanese.

-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 oversea 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 >".

クレジット

R RITSUMEIKAN

Credit card payment

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

< Back　Cancel　Next >

[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.

Procedures 6-1 　 Payment Information Confirmation

Credit Card

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

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.

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

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.

Procedures 6-2　　Convenience store payment

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>".

コンビニ払い

R RITSUMEIKAN

コンビニでのお支払い

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。

| 氏名 ※全角で入力 | 立命 | 花子 |

email	***@***.***.**
email(確認用)	***@***.***.**
電話番号	***********

◆お支払いになるコンビニを選択してください◆

■ローソン　　　LAWSON

○ファミリーマート

○ミニストップ

○デイリーヤマザキ

○セブンイレブン

○セイコーマート　Seicomart

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

< 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.

[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".

コンビニ払い

R RITSUMEIKAN

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.ritsumei.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

Example 2) Pay at FamilyMart

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

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.

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

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".

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"

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) ".

Procedures 6-3   PayPal payment

PayPal

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).

Procedures 6-3 　　Logging into PayPal 　　　　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.

Confirm the displayed information, and click "Agree and Pay".
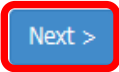
Procedures 6-3   Payment Completion

PayPal

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

Payment confirmation

Your payment has been successfully completed.
Thank you.

Next >
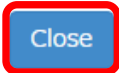
(c) Rits

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

PayPal

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.

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

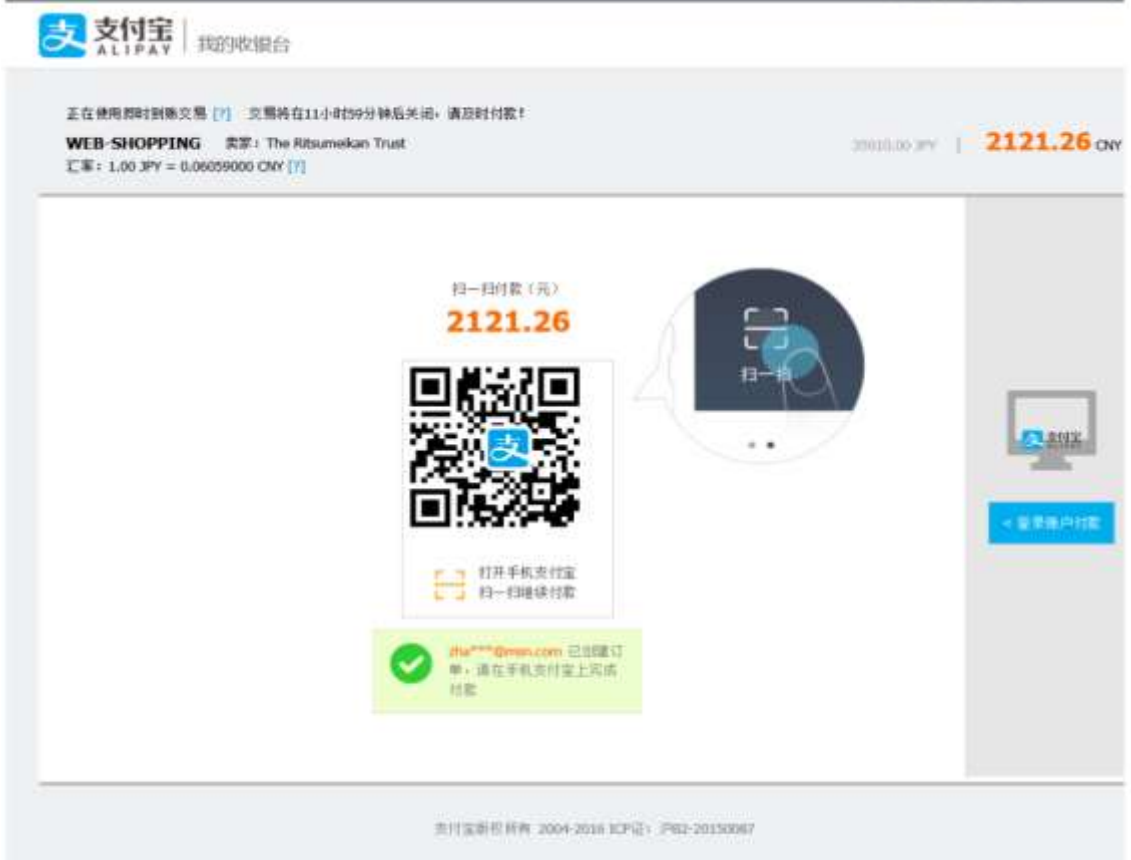## Procedures 6-4   Alipay payment

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.

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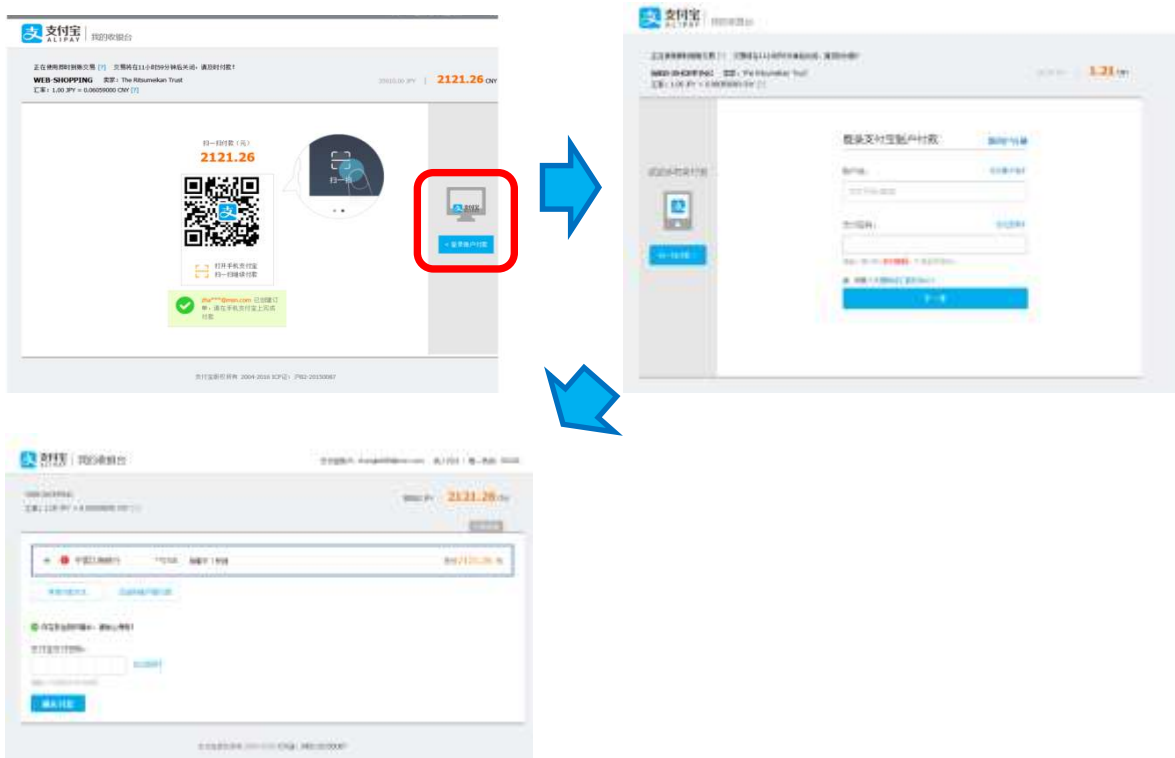
Alipay

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.
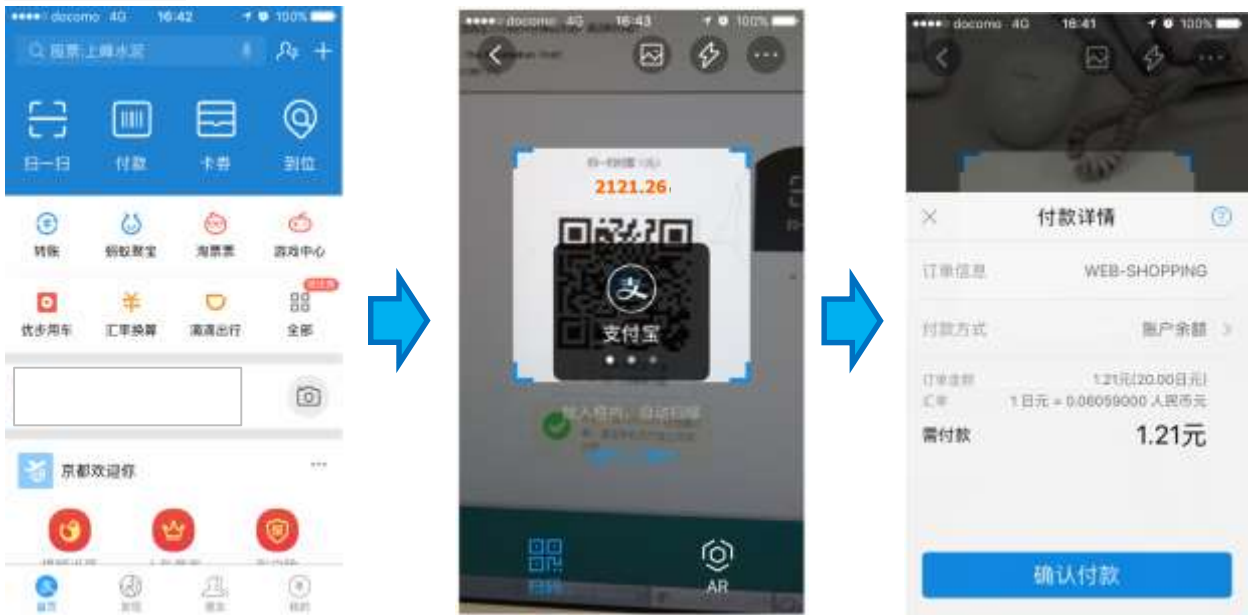
② Payment through means other than smartphone

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.

Procedures 6-4 Payment Completion

Alipay

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

✅ 交易付款成功，正在跳转至商户页面

您的款款已经打到卖家支付宝账户中，请您租极与卖家联系，确保交易顺利完成。

临证高才 | 联系我们 | International Business
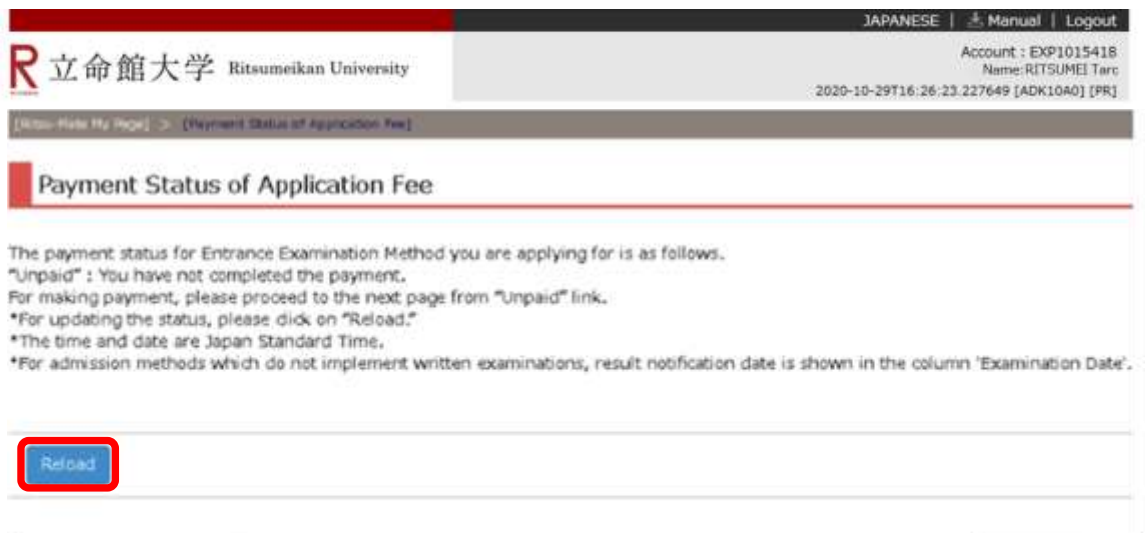支付宝版权所有 2004-2016 ICP证 | JPB2-20150087

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.

JAPANESE | Manual | Logout

R 立命館大学 Ritsumeikan University

Account : EXP1015418
Name:RITSUMEI Taro
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

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

STEP 5　　Print Application Sheet / Mailing Label

Procedure 1　　Check the Printing Environment

In order to print your Application Sheet and Mailing Label, you need a printer.
If you do not have a printer at home, please look for a place such as your school or a convenience store in Japan where you can print your documents.
*If you send the documents from overseas, do not print the mailing label.

Procedure 2　＜Select Download Application Sheet & Mailing Label ＞

Click on "Download Application Sheet & Mailing Label".
Note: The button is not displayed unless "STEP 3: Application Registration" has been completed.
　　　"Download Application Sheet & Mailing Label" button will be appeared only application period.

STEP 5   Print Application Sheet and Mailing Label

Procedure 3   Application Information Selection

Confirm the displayed information, and click on "Sel."

In case your application information is not displayed logout and login again.

STEP 5   Print Application Sheet / Mailing Label

Procedure 4   Selection of Application Sheet for Printing

Select "Application Sheet (English)" by clicking on "Pri" next to it.
(If you are applying to an Japanese program, select "Application Sheet (Japanese)")

STEP 5   Print Application Sheet / Mailing Label

Procedure 5   Application Sheet Download

Click on "download" from the following screen.
The downloaded data can be saved as a PDF document.

STEP 5   Print Application Sheet / Mailing Label

Procedure 6   Printing Application Sheet

[Photo Attachment]
Attach your facial photograph on the printed Application Sheet.
<facial photograph>
- Attach color facial photograph(without a hat or cap, no background, and 3 cm long × 2.4 cm wide).
- If you wear glasses during examination, have your photograph taken wearing glasses.
- The photograph size is incorrect or the resolution is low, you may asked to resubmit it.
- A facial photograph of an applicant is also required for admission procedures.
We recommend you to save the data of your photo that you used on your application sheet.

[Parent's/Guardian's Phone number]
Only Home Telephone Number is displayed.
(When Mobile Telephone Number is not displayed, you can leave it as blank)

[Exam. Date]
For admission methods which do not implement written examinations or examination date is not fixed yet at the timing of application start, the result notification date is shown in the column "Exam. Date".

[Date of Payment]
If you make a payment at convenience store, the date of payment is only shown here on the next day. Print out the Application Sheet on the next day of payment, or fill it in by hand. The University will confirm the date of payment.

[Notes (Ex. Another Address)]
If you would like the University to send documents such as result notification and enrollment documents to a mailing address other than your registered address, please fill in another designated address in the "Notes" column.

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.

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STEP 5　　　Print Application Sheet / Mailing Label

Procedure 7　　Selection of Mailing Label for Printing

Go back to Procedures (4), and click on "Pri" next to "Mailing Label (Japanese)."

Procedure 8　＜Mailing Label Download＞

Click on "download" from the following screen. The downloaded data can be saved as a PDF document.

STEP 5   Print Application Sheet / Mailing Label

Procedure 9   Printing the Mailing Label

<u>If you send the documents from overseas, do not print the mailing label</u>,
use a courier service which allows you to trace your mail.

速　達

5 2 5 - 8 5 7 7

滋賀県草津市野路東1丁目1-1

立命館大学　大学院入学試験
スポーツ健康科学部事務室　行

簡易書留速達
引受番号

インターネット出願

ポストへの投函不可！
(Mailing from a mailbox is unacceptable!)

志願受付番号
20211102436

博士前期 スポーツ健康科学研究科 スポーツ健康科学専攻 ＊		
入試方式		
フリガナ		
氏名		
自宅電話番号	携帯電話番号	
住所		

Procedure 10   ＜Posting Application Documents＞

Enclose the printed Application Sheet along with the other application documents in the envelope, and mail the envelope by the deadline. Paste the Mailing Label to the envelope.
In case you send the documents from overseas, do not use this Mailing Label.
Use a courier service (DHL, FedEx, OCS, etc.) or EMS.

Procedure 1　　Confirmation before Printing Examination Sheet

- Print "Examination Sheet" from "Ritsu-Mate," and bring it with you on the day of the examination.
Regarding the schedule when the Examination Sheet can be downloaded, please check Application Guidelines of each graduate school.
The exact date when you can download it will be notified to your registered email address (except some graduate schools).

- In order to print your Examination Sheet, you need a printer.
If you do not have a printer at home, please look for a place such as your school or a convenience store in Japan where you can print your documents.

Procedure 2　Selection of Examination Sheet Download

The dates Examination Sheet download become available may be different for the screening method which selection is made through document screening and for some graduate schools.
Contact the Office of Graduate Studies if the button is not displayed one week before the day of the examination.
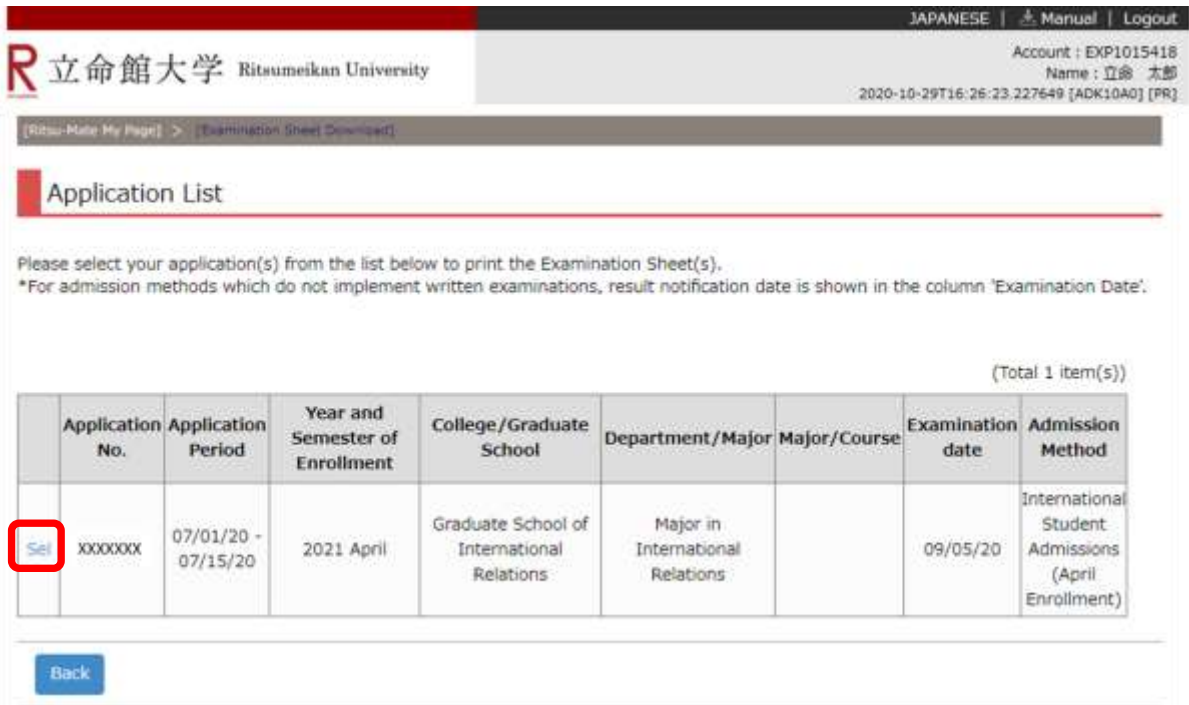
Procedure 3   Examination Information Selection

Confirm the application information, and click on "Sel."

Procedure 4   Selection of Examination Sheet for Printing

Select "Examination Sheet (Japanese)" by clicking on "Pri" next to it.
(If you are applying to an English program, select "Examination Sheet (English).")

Procedure 5   Examination Sheet Download

Click on "download" from the following screen. The downloaded data can be saved as a PDF document.

Procedure 6   Print Examination Sheet

Note: There is no need to print the Examination Sheet for the admission methods of documents screening only.
Please check your application number.

Procedure 7 Confirmation of Notification (Examination Details)

You can confirm whether MESSAGE will be sent or not on the top page.

JAPANESE | Manual | Logout

立命館大学 Ritsumeikan University

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

[Ritsu-Mate My Page]

RITSUMEI Taro's Page

MESSAGE
< Go to message box... >

[MESSAGE]
Along with the Examination Sheet Download, details about the examination (venue, etc.) will be sent to you.
※A notification may be sent to you in other ways.

MENU

■Admission *Registration opens at 10AM (JST) on 1st day of Application Period.

Register Application Information for Undergraduate Schools

Register Application Information for Graduate Schools

Examination Sheet Download

Check Application Information

■Inquiry

Inquiry for Admission

LINK

RITSUMEIKAN UNIVERSITY HP

International admissions for English-medium undergraduate programs

Admissions to Graduate Schools

Startup Guide to New Students

Welcome events for freshmen by senior students(undergraduate) (Japanese Only)

Procedure 8 ＜Take Examination＞

- Bring the printed Examination Sheet with you on the day of the examination.

- Take the examination after confirming the details about the examination (venue, etc.) displayed under "MESSAGE."

Procedure1   Examination Result

"Examination Result" button will be displayed on the top screen at 10:00 (Japan time) on the result notification date.

Procedure 2   Result Confirmation

The result of the Entrance Examination can be confirmed in "Examination Result." Click on "Back" once you have checked your result.

<For Reference> Check Application Information

You can confirm the information you have registered if you need. However, the details you have registered cannot be changed/modified. If you need to modify your application, take the following procedures.

<In case you find the parts to be corrected BEFORE submitting the application documents>
(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, <u>contact the administrative office of graduate school which you applied for.</u>
  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.

<In case you find the parts to be corrected AFTER submitting the application documents>
 Clarify the details to be corrected and contact the administrative office of graduate school which you applied for.

Basic information such as Applicant's Information, Information of Parent/Guardian or a person who will accept the identity and Academic History(Eligibility Details) can be confirmed from "List of Registered Information".

[Upload Application Documents]
Use only RJ method.

<For Reference> Check Application Information

Basic information such as Applicant's Information, Information of Parent/Guardian or a person who will accept the identity and Academic History(Eligibility Details) can be confirmed from "List of Registered Information".

You can confirm the details of what you had registered.

<For Reference> Check Application Information

Regarding the information about International Students, you can check it from "International Student Information".
*Those who don't have Japanese Nationality must register "STEP3-2 Register International Student Information".
(Those who are Special Permanent Resident, Long-term Resident and Permanent Resident also need to register).

You can confirm the details of what you had registered.

R 立命館大学 Ritsumeikan University

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

🖶 Reference of International Student Information

Please confirm the registered information.

International Student Information	
Name (Alphabet)	RITSUMEI Taro
1st Nationality	United Kingdom of Great Britain and Northern Ireland
2nd Nationality	
Resident Status	International student
Resident Status	student
Expiry Date	2021/03/31
Financial Aid	Privately financed
(Scheduled) Date of Arrival	2021/03/01

Scholarship Information	
Past Experience with Japanese Government (Monbukagakusho) Scholarships.	Not-Exist
Study Abroad Period: FROM	
Study Abroad Period: TO	
University	

Japanese language Organization before your enrollment	
Japanese Language School Code	099
Japanese Language School Name	RITSUMEIKAN BKC Japanese Language School
Enrollment Date	2020/04
Graduation Date	2021/01

Close

Your Payment Status can be checked from "Application Fee Payment Status"

Your Payment Status can be checked as below.

R 立命館大学 Ritsumeikan University

Reference of Application Fee Payment Status

Please confirm the registered information.

Application Fee	1 : Required
Registration Number	20211102250
Colleges / Graduate Schools	32 : Graduate School of International Relations
Admission Method	572 : Regular Admissions (Document Screening for Japanese Based Program) (April)
Exam. Date	12/02/20
Application Fee	35000
Commision paid(JPY)	500
Due Date & Time for Payment	10/21/20
Payment Status	
Payment Date & Time	
Method of Payment	

Close