Introduction

Overview of Enrollment Procedures

【First Enrollment Procedure】
①Paying Admission Fee
　*Students from Ritsumeikan Academy are exceptional. For more information,
　please refer to "Tuition and Fees/Other Payments"
　in the "**Application Guidelines (For all Graduate Schools)** ".

【Second Enrollment Procedure】
①Paying Tuition and Membership Fees
②Online Enrollment Procedure
③Sending the second enrollment documents by post

The enrollment procedures will be completed after the above steps.

・Designated period for the enrollment procedures varies according to the College and the Admission Method.
　Please check the Admission Guidelines.
・For the first enrollment procedure, there are no procedures that need to be done online.
　In order to avoid mistakes, please complete the procedures within the designated period after reading the Admission
　Guidelines carefully.

This manual is intended as a guide to the ②**Online Enrollment Procedure** for the Second Enrollment Procedure.

	Items for Registration	Subject	Registration	Revision	Reference
1	Registration and Correction of Personal Information	Those who used Ritsu-Mate when applying for admission	○	○	○
2	Registration/Correcion of Health Information	Those who used Ritsu-Mate when applying for admission	○	○	○
3	Pledge Form	All enrollees	○	-	-
4	Submit Consent to Use of Personal Information	All enrollees	○	-	-
5	Registration and Correction of Internation Student Information	Of those who used Ritsu-Mate when applying for admission, applicants who do not have Japanese Nationality only (including special permanent residents, long-term residents,permanent residents)	○	○	○
6	Download mailing label for Enrollment Documents	Of those who used Ritsu-Mate when applying for admission, applicants who send the documents from within Japan	-	-	○
7	Photo Upload for Student ID Card	All enrollees	○	-	○

＜1＞ Before start to use "Ritsu-Mate"

☐ **Check Internet Environment**

Prepare devices with internet service such as PC, tablets, and smartphones.
Use devices which fulfill the following requirements.

▼ 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.

▼Software

To confirm the mailing label for Enrollment Documents in PDF format, Adobe Acrobat Reader (Free) by Adobe Systems Inc. is required.
- Some devices may not work properly even with the above browsers.

☐ **Printing Environment**

To print the mailing label for Enrollment Documents, 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.

☐**Prepare Information to enter in "Ritsu-Mate"**

In "Ritsu-Mate", applicants are required to enter several information, such as applying schools, colleges, courses as well as personal and Parent's/Guardian's mailing address.
Check the manual beforehand for what to enter in the "Ritsu-Mate", and prepare necessary information before starting the application. **Please note that "Ritsu-Mate" will automatically logout if there is no screen transition for 90 minutes.**

☐**In case you can't move on to the next Step**

Logout,Close all the screens and log in again.

> **Access "Ritsu-Mate"**
> "Ritsu-Mate" URL : https://www.ritsumei.ac.jp/applicants/
> The URL is available at the "Ritsumeikan University Graduate School Entrance Examination Information Website".
> "Ritsumeikan University Web page"→ "Admissions & Aid" "Master's", "Doctoral"
> → "Information for Graduates"→ "Ritsumeikan University Graduate School GraduateSchool Entrance Examination Information Website" → "Ritsu-Mate"

＜2＞Login

-For those who used "Ritsu-Mate" when applying and users with an existing account:
Enter the email address you have registered in the "Account" and the password you have registered in the "Password".
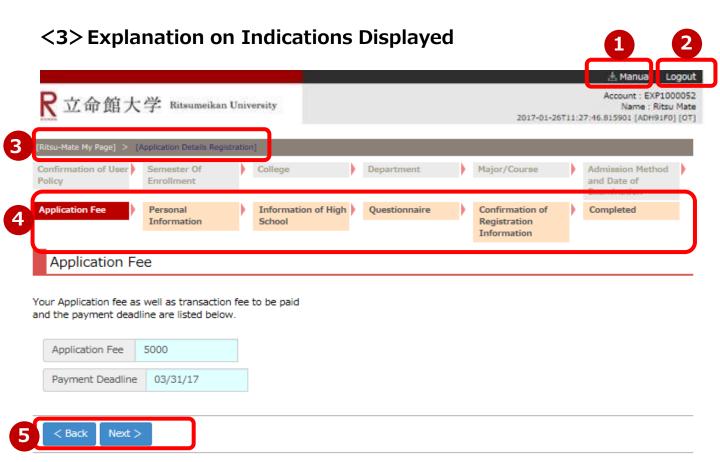
If you forgot the E-mail address you registered at the time of graduate admission application, please contact the Office of Graduate Studies.

JAPANESE

R 立命館大学 Ritsumeikan University

Ritsu-Mate Login

[Account]
Enter the email address you have registered in the "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.

Login   Create Account   Reset Password

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

＜3＞ Explanation on Indications Displayed

1 **2**

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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

You can modify your information any number of times during the designated period for second enrollment

procedure.(other than photos for Student ID) However, you cannot make any changes once this period is over.

3. "Ritsu-Mate" service available time

Access to the site is interrupted every week between Wednesday 7:30 p.m. and Thursday 5:30 a.m. (Japan

Time) to conduct system maintenance.

We will inform you of Maintenance Schedule on the Welcome page in case of an urgent interruption.