

STEP 5 Create mailing label for Enrollment Documents

Procedure 1 Check the Printing Environment

If you send the documents from overseas, do not print the mailing label.

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.

Procedure 2 Mailing Label Download

Click "Create" next to "Download mailing label for Enrollment Documents" on the enrollment procedures page.

Enrollment Procedures

Please complete all the enrollment procedures within designated periods following admission / enrollment guidelines.

Each procedures such as payment of the Admission Fee, the Tuition Fees and submission of the Enrollment Documents by post as well as online enrollment procedures must be completed by the enrollment procedures deadline.

(Total 7 item(s))

	Enrollment Procedures	Final Registration Date
Reg	Registration and Correction of Personal Information	
Reg	Registration/Correction of Health Info	
Reg	Pledge Form	
Reg	Submit Consent to Use of Personal Inform	
Reg	Registration and Correction of International Student Information	
Create	Download mailing label for Enrollment Documents	
Reg	Photo Upload for Student Information Card	

Click on "Submit".

JAPANESE | Manual | Logout

立命館大学 Ritsumeikan University Account : EXP8008033
Name : RITS_RITS_UYANTI
2017-06-16T13:55:31.586200 [ADP70F0] [OT]

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Download mailing label for Enrollment Documents]

宛名ラベル作成 ダウンロード

Create mailing label for Enrollment Documents

Create mailing label (Japanese) for Enrollment Documents.
Click "Submit".

Back Submit

Click "download". You can save the downloaded data as a PDF file.

JAPANESE | Manual | Logout

立命館大学 Ritsumeikan University Account : EXP8008033
Name : RITS_RITS_UYANTI
2017-06-16T13:56:26.612204 [ADP70R0] [OT]

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Download mailing label for Enrollment Documents]

宛名ラベル作成 **ダウンロード**

Download mailing label for Enrollment Documents

Please download the mailing label from the link below.

* Color printing is recommended, but black and white is accepted as well.
Attach the label to an envelope, and mail the enrollment documents.

download [72.697 KB]

Completed

STEP 5 Create mailing label for Enrollment Documents

Procedure 3 Display and Printing of the Mailing Label

A PDF file will open. Printing in color is recommended, but you may also print in black and white. If for some reason you are not able to print it, handwrite the items displayed on this page on the envelope. In that case, no need to write down the barcode.

The postal address registered in the “Registration and Correction of Personal Information” will be displayed in the sender’s address. If the address is different from your current address, please use correction fluid and correct the address.

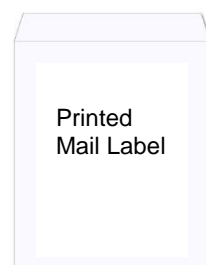
【Mailing Method】
Please mail it as simplified registration/express mail at a post office counter. You cannot mail by putting it in a post box.

速達															
6 0 3 - 8 7 9 9															
日本郵便株式会社 京都北郵便局 留															
立命館大学 入学手続事務室 行															
ポストへの投函不可！ 簡易書留速達															
引受番号															
49.スポーツ健康科学研究科															
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<p>封入したものについて、□に✓をしてください。</p> <p><全員> <input type="checkbox"/> 住民票 <input type="checkbox"/> その他() <input type="checkbox"/> その他()</p> <p><学部入学者のみ> <input type="checkbox"/> 卒業証明書／専修認定合格証明書／大検合格証明書等 <input type="checkbox"/> 手続書類送達／提出済申出書 受験者のみ <input type="checkbox"/> 外部資格試験等の証明書類添付用紙 受験者のみ</p> <p><大学入学共通テスト受験者のみ> <input type="checkbox"/> 大学入学共通テスト受験票</p> <p><大学院入学者のみ> 受験者のみ <input type="checkbox"/> 卒業修了証明書 <input type="checkbox"/> 成績証明書 <input type="checkbox"/> 手続書類送達申出書</p> <p><日本国籍を有しない方のみ(特別永住者を除く)> <input type="checkbox"/> パスポートのコピー</p>															

【Sender’s Information】
The information entered for the “Registration and Correction of Personal Information” will be printed here. If the address etc. is different, use correction fluid to change it to the address at the time of mailing.

Procedure 4 Attaching the Mail Label and Posting

Paste the printed mail label on the plain white envelope that is enclosed with the enrollment procedure documents, place the documents inside the envelope and mail by the deadline as Simplified Registered mail and express mail (KAN-I KAKITOME SOKUTATSU) which allows you to track your package.



【Posting from Overseas】
Put **documents** in the envelope and send them by express mail with tracking number (EMS, etc.). Documents should be sent to the administrative office of the relevant graduate school.