

STEP 6 Photo Upload for Student information Card

Procedure 1 Preparing the photo for Student information Card (About photos)

- Please prepare your photo data which taken from the front in photo booth/photo studio. If you cannot prepare, please pay attention to the following guideline and take a photo with a digital camera, smartphone etc. Please do not retaking an existing paper photo with your smartphone or scanning to avoid to make the image rough.
- Keep in mind that the photo will be used throughout your college years as your student ID photo.
- The photo must be in color, clear background and face must look straight forward. You must not wear head covering except for medical and religious reason.
- It is preferable to upload the ID photo you used for your application to Ritsumeikan University. If it is no longer available, upload a new photo clearly showing that the individual on the new photo is the same person.

【 Acceptable 】



【 Not Acceptable 】



Not facing front



Face is hidden by hand



Multiple person in photo



Wearing sunglasses and head covering(unless it's for religious or medical reasons)



Not clear background



Not neutral expression



Too big

STEP 6 Photo Upload for Student Information Card

Procedure 2 Upload the ID Photo

On the "Online Enrollment Procedures" screen, press the "Reg" for the "Photo Upload for Student Information Card".

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 "Edit".

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Student ID Photo Upload]

Choose Photo for Student ID Card → Confirm the Photo → Confirm Content of Upload → Complete

Student ID Photo Upload

Upload ID photo for your Student ID card.

* Required field

Student ID photo

Click "Edit".

Edit

Select and edit the photo. Then click "Next".



Back

Next

STEP 6 Photo Upload for Student Information Card

Procedure 2 Upload the ID Photo

Click "Select a file" and select a photo for your student ID card.

🔍 Edit Your Photo

Select your photo for ID card and edit.

NOTE: Only jpg, jpeg, gif or png are uploadable.

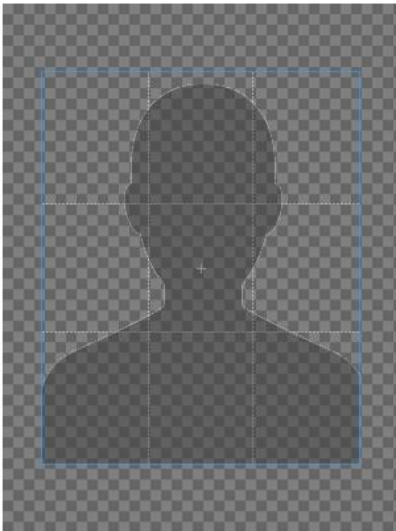
For each file name, use only alphabets, numbers, "." (period)", "-" (hyphen)", or "_" (underbar)".
" (space)" cannot be contained in filenames.

Read following manual before uploading. →[Taking Student ID Card Photo](#)

1. Click "Select a file" and upload a photo.

Select a file

Use "Enlarge" "Reduce" "Rotate left" "Rotate right" to adjust the photo to fit the figure inside of blue frame.



Enlarge

Reduce

Rotate left

Rotate right



3. Check the sample of student ID card, and click "Finish editing and close the tab"

Finish editing and close the tab

Close

STEP 6 Photo Upload for Student Information Card

Procedure 2 Upload the ID Photo

Use "Enlarge", "Reduce", "Rotate left" and "Rotate right" to edit your photo.

Q Edit Your Photo

Select your photo for ID card and edit.

NOTE: Only jpg, jpeg, gif or png are uploadable.

For each file name, use only alphabets, numbers, "." (period), "-" (hyphen), or "_" (underbar)".

" (space)" cannot be contained in filenames.

Read following manual before uploading. →[Taking Student ID Card Photo](#)

1. Click "Select a file" and upload a photo.

Select a file

Use "Enlarge" "Reduce" "Rotate left" "Rotate right" to adjust the photo to fit the figure inside of blue frame.



Use the dark figure within the blue frame to adjust size and placement of the photo.
You can drag the blue frame to adjust placement.

A preview of student ID card will appear at the bottom of the page.
If it appears OK, click "Finish editing and close the tab".

Enlarge Reduce Rotate left Rotate right



3. Check the sample of student ID card, and click "Finish editing and close the tab"

Finish editing and close the tab

Close

STEP 6 Photo Upload for Student Information Card

Procedure 3 Confirm Uploading Photo

Make sure the ID photo appears on the preview is the one you chose.
If there are no further needs for editing, click "Next".
If there are, click "Edit" and resume editing.

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Student ID Photo Upload]

Choose Photo for Student ID Card | Confirm the Photo | Confirm Content of Upload | Complete

Student ID Photo Upload

Upload ID photo for your Student ID card.

* Required field

Student ID photo

Click "Edit".

Edit

Select and edit the photo. Then click "Next".



Back

Next

STEP 6 Photo Upload for Student Information Card

Procedure 3 Confirm Uploading Photo

Uploaded ID photo will appear on preview.
Check the list if the photo fulfil the condition, and click "Confirm" content of upload.

[Ritsui-Matsui My Page] > [Enrollment Procedures] > [Student ID Photo Upload]

Choose Photo for
Student ID Card

Confirm the Photo

Confirm Content of
Upload

Complete

Student ID Photo Requirement Check

Check each box if the photo you are about to upload fulfills the condition. Then click "Confirm content of upload".
You cannot change your photo once upload process is completed.

Student ID photo



- The photo contains no other objects or people.
- The photo is in color.
- The photo is clear and in focus.
- The photo is free of any reflection or glare from glasses. (If wearing glasses)
- The photo is not discolored, creased or torn.
- The subject on the photo is facing forward and not wearing a hat, with nothing in the background.
- The subject on the photo looks natural. (Photo such as mouth opened and showing too much tooth is unacceptable.)
- The subject on the photo does not have a head covering (unless it's for religious or medical reasons).
- The manual is thoroughly read and understood: list above is all checked.

< Back

Confirm >

STEP 6 Photo Upload for Student Information Card

Procedure 3 Confirm Uploading Photo

Photo on the preview will be uploaded.
If you wish to change the photo, click "Back"
If you wish to proceed with the photo, click "Submit".

Once uploaded, you cannot replace or edit your ID photo.

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Student ID Photo Upload]

Choose Photo for Student ID Card ▶ Confirm the Photo ▶ **Confirm Content of Upload** ▶ Complete

Student ID Photo Confirmation

This image will be uploaded as the ID photo for your Student ID card.

Student ID photo



- The photo contains no other objects or people.
- The photo is in color.
- The photo is clear and in focus.
- The photo is free of any reflection or glare from glasses. (If wearing glasses)
- The photo is not discolored, creased or torn.
- The subject on the photo is facing forward and not wearing a hat, with nothing in the background.
- The subject on the photo looks natural. (Photo such as mouth opened and showing too much tooth is unacceptable.)
- The subject on the photo does not have a head covering (unless it's for religious or medical reasons).
- The manual is thoroughly read and understood: list above is all checked.

< Back **Submit**

STEP 6 Photo Upload for Student Information Card

Procedure 4 Student ID Photo Uploaded

The upload is completed.
Click "Completed" to return to menu.



"Final Registration Date" shows the date you registered your ID photo.
Once upload is completed, "Reg" disappears and you can no longer make change.
"Ref" button appears and you can refer to the uploaded photo.