

STEP1 Registration and Correction of Personal Information

Online Enrollment Procedure

The menu screen for registration is displayed.

*Below is an example of what is displayed.

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.

		Enrollment Procedures		Final Registration Date	
Reg		Registration and Correction of Personal Information		2023/12/15 14:01:43	
Reg		Registration/Correction of Health Info		2023/12/15 14:01:55	
Reg		Pledge Form			
Reg		Submit Consent to Use of Personal Inform			
Reg		Registration and Correction of International Student Information		2023/12/15 14:06:45	
	Create	Download mailing label for Enrollment Documents			
Ref		Photo Upload for Student Information Card		2023/12/15 14:08:39	

(Total 7 item(s))

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- 1 Items that require registration will be shown.
- 2 The date and time of your final registration will be shown.
- 3 The display will be switched to the Register/Refer/Create screen when you press the corresponding buttons. You can register the items in any order.

STEP1 Registration and Correction of Personal Information

Procedure 1 Registration of Personal Information

On the "Online Enrollment Procedures" screen, press the "Reg" for the "Registration and Correction of Personal Information".

	Enrollment Procedures	Final Registration Date
Reg	Registration and Correction of Personal Information	
	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	

Register your personal information. You can modify the information in "Registration and Correction of Personal Information" during the designated period for online procedures. **The information is displayed using the data at the time of your application. Please make changes if necessary. Some information may be corrected by the university.**

Registration of Personal Information

Registration of Personal Information

[Name · Name (Katakana · Gender · Date of Birth)] These can not be modified.

Display format of students' names are specified as stated below depending on their nationality. (Please refer to the Admission Guidelines.)

< Students with Japanese citizenship >

- The name recorded in the Family Register (certificate of residence/ extract of the family register) shall be used.

< International students with non-Japanese citizenship >

- The name in Western alphabet on the Certificate of Residence or passport shall be used.
- 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

< Students with non-Japanese citizenship other than international students: special permanent resident, permanent resident, long-term resident etc.>

- Among the names or alias recorded on the Certificate of Residence, substitute for it such as passport, residence card, the name registered at the time of application shall be used.
- * Among those above, if you have registered your name in Western alphabet when applying, and wish to start using your name written on "Certificate of residence" or substitute for it from the 1st day after enrollment, please consult the administrative office of the graduate school you are enrolling in during the admission period.

*Having understood the above rules, if you still need to modify the data of your name, contact the administrative office of the graduate school you are enrolling

How to *In case there is a mistakes in Name(Katakana), Gender or Date of Birth, please contact the administrative office of the graduate school you are enrolling.

[1st Nationality/2nd Nationality]

Select your nationality.

If you have multiple citizenships and one of them is Japan, please select Japan as your 1st 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 1st nationality.

[Postal Code · Prefecture · City · Street No. · Building]

Write the address where you will be living after enrollment. If you have not yet decided where to live at the time of register, write your current address. This can be changed after enrollment.

(Magnifying glass function)

Only applicable for Japan residents.

The postal code can be automatically entered by clicking on the magnifying glass button next to the "Postal Code" field, and directly entering and searching for the postal code on the search screen.

{Overseas Address}

Postal Code: Enter "999-9999."

Prefecture: Enter "Other than those above"

City, Street No., and Building: The maximum number of characters you can use to enter information for any of these fields is 40. Enter your information using alphabets, even for countries or regions where Chinese characters are used. *Please write your Country name.

E.g.:
10 Xisanhuan Beilu,
Haidian District,
Beijing, China*

[Home Telephone Number · Mobile 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 enrollment procedures. Either a "Home Telephone Number" or a "Mobile Telephone Number" must be entered. **If there are hyphens missing, please enter them.**

STEP1 Registration and Correction of Personal Information

Procedure 1 Registration of Personal Information

Parent's/Guardian's Information/Tuition Fee Billing Address (who is responsible for the payment of your tuition fees) **are displayed based on the information you submitted for your application.**

Please make changes if necessary. If you do not need to make any changes, please proceed to the next step.

Your Home Address

Parent's/guardian's information at the time of application is registered here. Please re-enter the following information if it needs correction.

Postal Code * 999-9999 Please input 8 numbers with hyphen. If your address is outside Japan, please input '999-9999'.

Prefecture * Other than those above If your address is outside Japan, please select 'Other than those above'.

Address1 * Cimahi, West Java Please input your City and County.

Address2 * 21 Tojiin St,Kinugasa

Please input your Town, Village and Street Number.

Address3 Please input the name of your apartment.

Home Telephone Number +62-000-0000-0000

Please input numbers with hyphen. Enter the home phone number or mobile phone number of your home address.

Mobile Telephone Number

Please input numbers with hyphen. Enter the home phone number or mobile phone number of your home address.

[Home Telephone Number · Mobile 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 enrollment procedures. Either a "Home Telephone Number" or a "Mobile Telephone Number" must be entered. If there are hyphens missing, please enter them.

Parent's/Guardian's Information

Parent's/guardian's information at the time of application is registered here. Please re-enter the following information if it needs correction.

Name * RITSUMEI Ichiro Put a space between your family and given names.

Relationship * Father

Others If you select 'other', input the specific relation.

Postal Code * 999-9999 Please input 8 numbers with hyphen. If your address is outside Japan, please input '999-9999'.

Prefecture * Other than those above If your address is outside Japan, please select 'Other than those above'.

Address1 * Cimahi, West Java Please input your City and County.

Address2 * 21 Tojiin St,Kinugasa

Please input your Town, Village and Street Number.

Address3 Please input the name of your apartment.

Home Telephone Number +62-000-0000-0000

Please input numbers with hyphen. Enter the parent's/guardian's home phone number or mobile phone number.

Mobile Telephone Number

Please input numbers with hyphen. Enter the parent's/guardian's home phone number or mobile phone number.

[Tuition Fee Payer]

This is the address where the bill for your Tuition Fees will be sent after enrollment.

If you are self-financed students, please modify from registered mailing address to your address.

Tuition Fee Payer

Parent's/guardian's information at the time of application is registered here. Please re-enter the following information if it needs correction.

Name * RITSUMEI Ichiro Put a space between your family and given names.

Relationship * Father

Others If you select 'other', input the specific relation.

Postal Code * 999-9999 Please input 8 numbers with hyphen. If your address is outside Japan, please input '999-9999'.

Prefecture * Other than those above If your address is outside Japan, please select 'Other than those above'.

Address1 * Cimahi, West Java Please input your City and County.

Address2 * 21 Tojiin St,Kinugasa

Please input your Town, Village and Street Number.

Address3 Please input the name of your apartment.

Home Telephone Number +62-000-0000-0000

Please input numbers with hyphen. Enter the home phone number or mobile phone number of the billing address.

Mobile Telephone Number

Please input numbers with hyphen. Enter the home phone number or mobile phone number of the billing address.

[Home Telephone Number/Mobile Telephone Number]

Either a "Home Telephone Number" or "Mobile Telephone Number" needs to be entered. If there are hyphens missing, please enter them.

Emergency Contact Information

Name * RITSUMEI Hanako Put a space between your family and given names.

Telephone Number * 090-0000-0000 Please input numbers with hyphen.

[Emergency Contact Information]

This information has not been registered before. Enter the contact person's name and his/her telephone number for emergency contact after enrollment.

The emergency contact may be different from your Parent/Guardian or a person who will accept the identity.

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STEP1 Registration and Correction of Personal Information

Procedure 2 Education Information Registration

Please confirm the information registered at the time of your Application. Please refer to the “Ritsu-Mate Registration Manual” if you have any questions regarding the fill in the blank. Click “Confirm” if there are no errors.

[JAPANESE](#) | [Manual](#) | [Logout](#)

 立命館大学 Ritsumeikan University

Account : EXP8008033
Name : RITS_ RITS_UYANTI
2017-06-16T13:16:33.346698 [ADP20FB] [OT]

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration and Correction of Personal Information]

Registration of Personal InformationRegistration of Education InformationConfirmation of Registration InformationCompleted

Registration of Education Information

Please enter your Education Information.

Eligibility Details

Please enter the name of the university / college you graduated.

Academic Standing

Status

University Code

If you graduated from overseas universities, enter "9200" for the code. code and your university name directly. Do not use the search function.

University

College / Department

Degree

(Estimated) Graduation Date YYYY/MM

Please enter the name of the graduated school you completed.

Academic Standing

Status

Graduate School Code

If you graduated from overseas graduate schools, enter "9200" for the code and your graduate school name directly. Do not use the search function.

Graduate School Name

Major

Degree

(Estimated) Graduation Date of Graduate School. YYYY/MM

Other academic background

If you have attended more than one, university or undergraduate schools, please enter below.

Academic Standing

Status

University/GraduateSchool Code

If you graduated from overseas universitys/graduate schools, enter "9200" for the code and your university/graduate school name directly. Do not use the search function.

University/GraduateSchool Name

Major

Degree

(Estimated) Graduation Date YYYY/MM

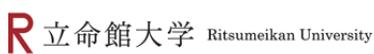
< BackConfirm >

STEP1 Registration and Correction of Personal Information

Procedure 3 Confirmation of Personal Information

This is the Personal Information Confirmation page.

If there are any errors, click "<Back" to modify. If not, click "Register".



Account : EXP1010269
Name : RITSUMEI Taro
2020-12-14T15:31:25.101095 [ADP20C0] [IT]

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration and Correction of Personal Information]

Registration of
Personal
Information

Registration of
Education
Information

**Confirmation of
Registration
Information**

Completed

Confirmation of Personal Information

Please check your information listed below.

Personal Information	
Name	RITSUMEI Taro
Name (Katakana)	RITSUMEI Taro
Gender	Male
Date of Birth	1991/12/20
1st Nationality	TWN : Taiwan, Province of China
2nd Nationality	
Postal Code	999-9999
Prefecture	Other than those above
City	Cimahi, West Java
Street No.	21 Tojiin St,Kinugasa
Building	
Home Telephone Number	+62-000-0000-0000
Mobile Telephone Number	
Email Address	0000@ritsumei.com

Some information is omitted.

Status	
Univercity/GraduateSchool Code	
Univercity/GraduateSchool Name	
Major	
Degree	
(Estimated)Graduation Date	

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Register

STEP1 Registration and Correction of Personal Information

Procedure 4 Completion of Registration of Personal Information

The registration of personal information is completed.

You can return to the menu screen by clicking “Completed”.

The screenshot displays the Ritsumeikan University enrollment system interface. At the top, there is a navigation bar with "JAPANESE", "Manual", and "Logout" links. Below this, the university logo and name "立命館大学 Ritsumeikan University" are visible on the left, and account information "Account : EXP8008033", "Name : RITS_ RITS_UYANTI", and "2017-06-16T13:29:07.545741 [ADP20R0] [OT]" is shown on the right. A breadcrumb trail indicates the current location: "[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration and Correction of Personal Information]". Below the breadcrumb, a series of menu items are shown: "Registration of Personal Information", "Registration of Education Information", "Confirmation of Registration Information", and "Completed". The "Completed" item is highlighted with a red background. Below the menu, a red header bar contains the text "Completion of Registration of Personal Information". Underneath, a message states "Your personal information has been successfully registered". At the bottom of the page, a blue button with the text "Completed" is highlighted with a red border.

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On the menu screen, the date and time will be displayed in the “Final Registration Date” section.

You can make changes during the designated period for online enrollment procedures.