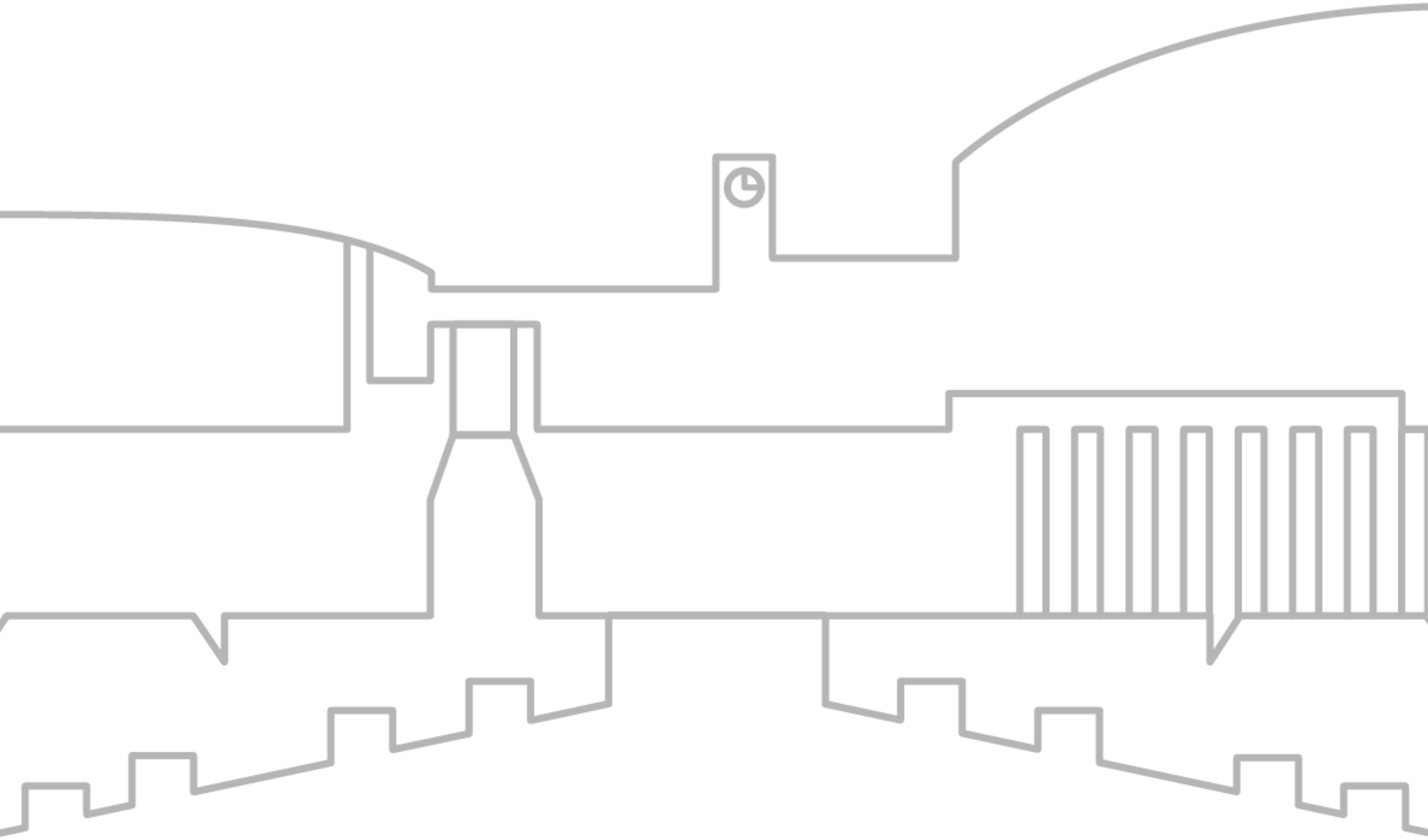
RITSUMEIKAN
UNIVERSITY

Ritsu-Mate Enrollment Procedures Registration Manual

（ for Graduate School Applicants ）

- This manual will show you how to use "Ritsu-Mate“. Please be sure to read it when using “Ritsu-Mate”.
- This manual is a user guide for enrollment procedures with “Ritsu-mate”. There is another user manual for application procedures.
-This manual is intended for graduate applicants. There is a separate manual for undergraduate school applicants.



Updated：Feb. 2024

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STEP 5 Create mailing label for Enrollment Documents
STEP 6 Photo Upload for Student Information Card

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

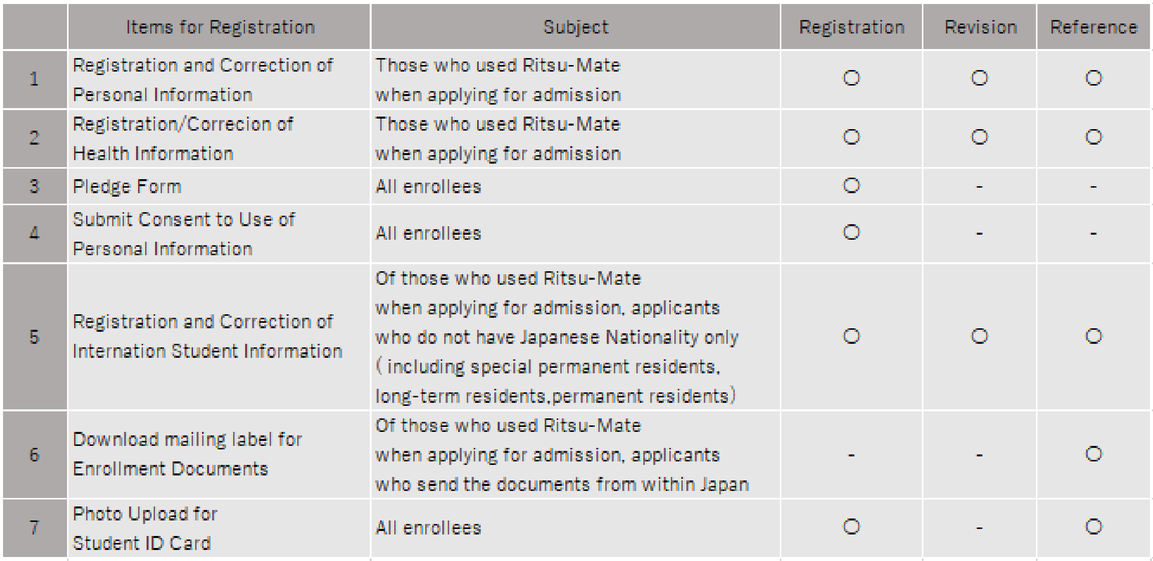
②Online Enrollment Procedure

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	○	-	○

Introduction

＜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

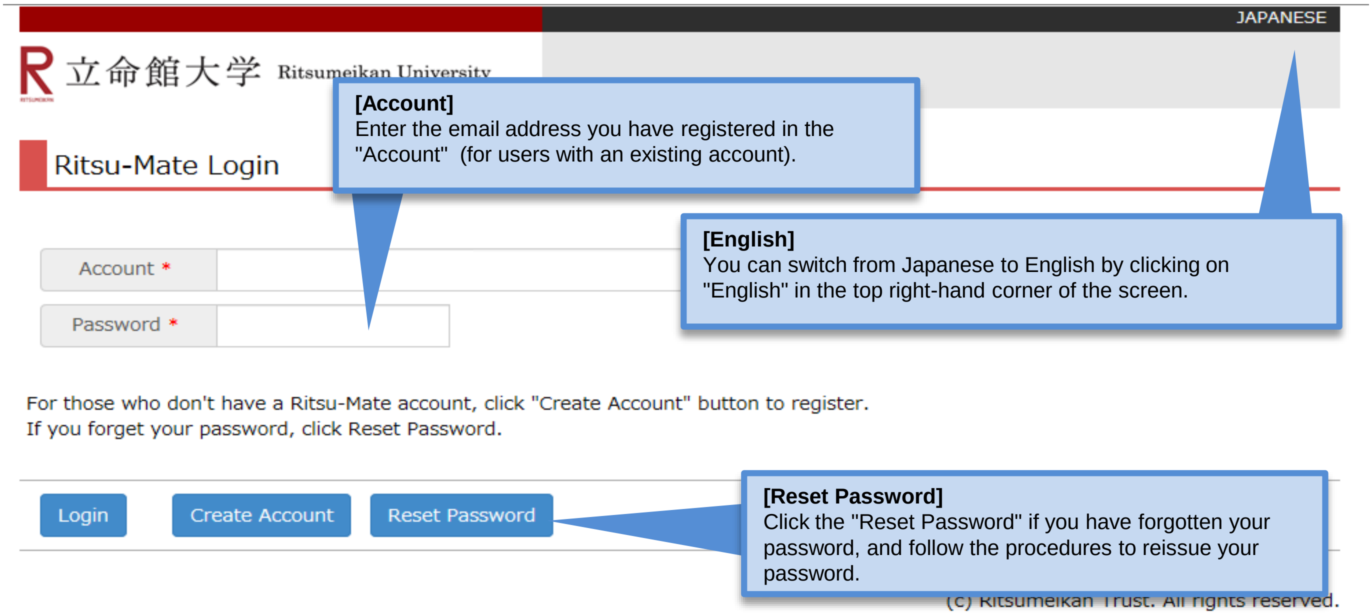
Logout,Close all the screens and log in again.

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
立命館大学 Ritsumeikan University
Ritsu-Mate Login
Account *
Password *
Login
Create Account
Reset 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.

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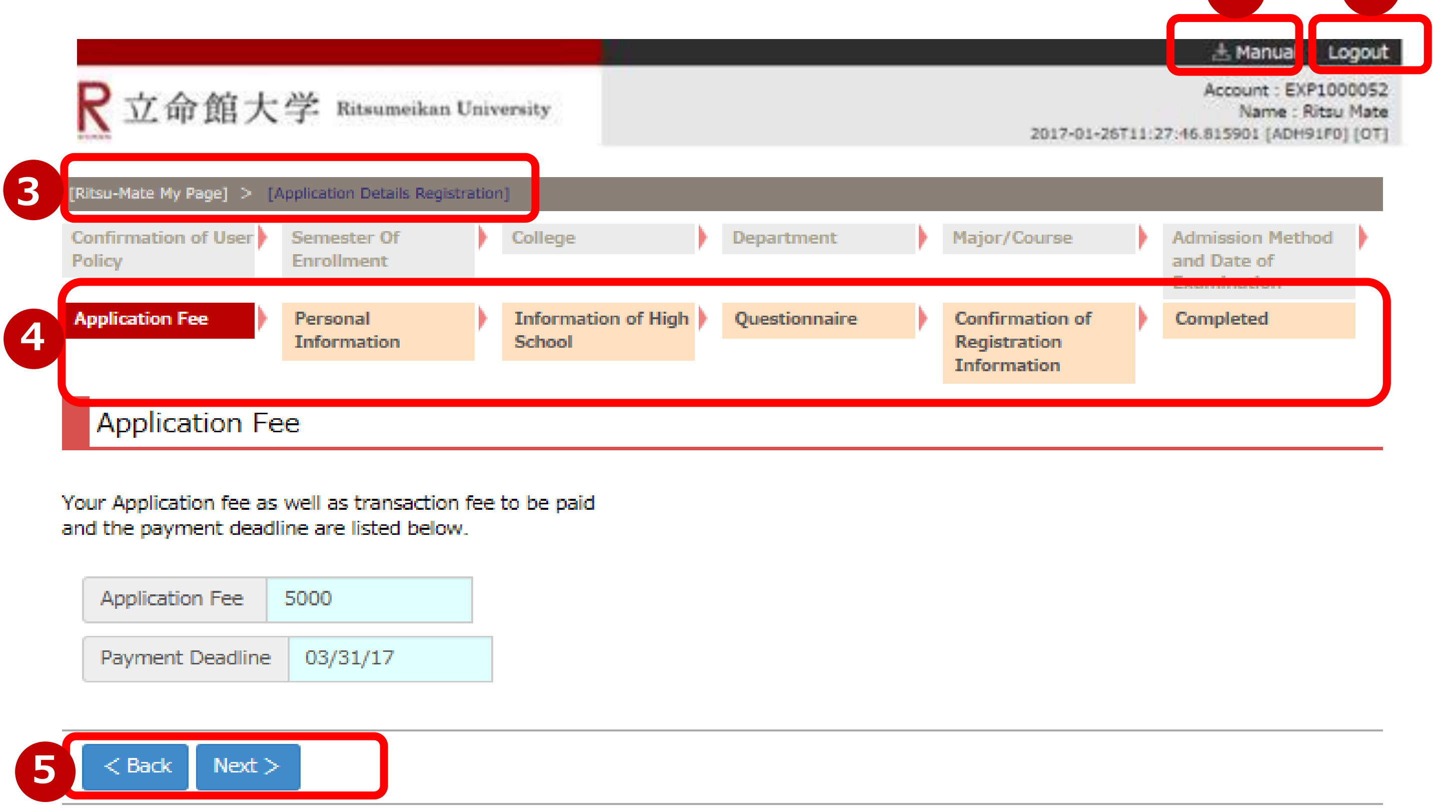
[Account]
Enter the email address you have registered in the "Account" (for users with an existing account).

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

[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
Manual
Logout
立命館大学 Ritsumeikan University
Account : EXP1000052
Name : Ritsu Mate
2017-01-26T11:27:46.815901 [ADH91F0] [OT]
3
[Ritsu-Mate My Page] > [Application Details Registration]
Confirmation of User Policy
Semester Of Enrollment
College
Department
Major/Course
Admission Method and Date of Examination
4
Application Fee
Personal Information
Information of High School
Questionnaire
Confirmation of Registration Information
Completed
Application Fee
5
< Back
Next >

Your Application fee as well as transaction fee to be paid and the payment deadline are listed below.

Application Fee	5000
Payment Deadline	03/31/17

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

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

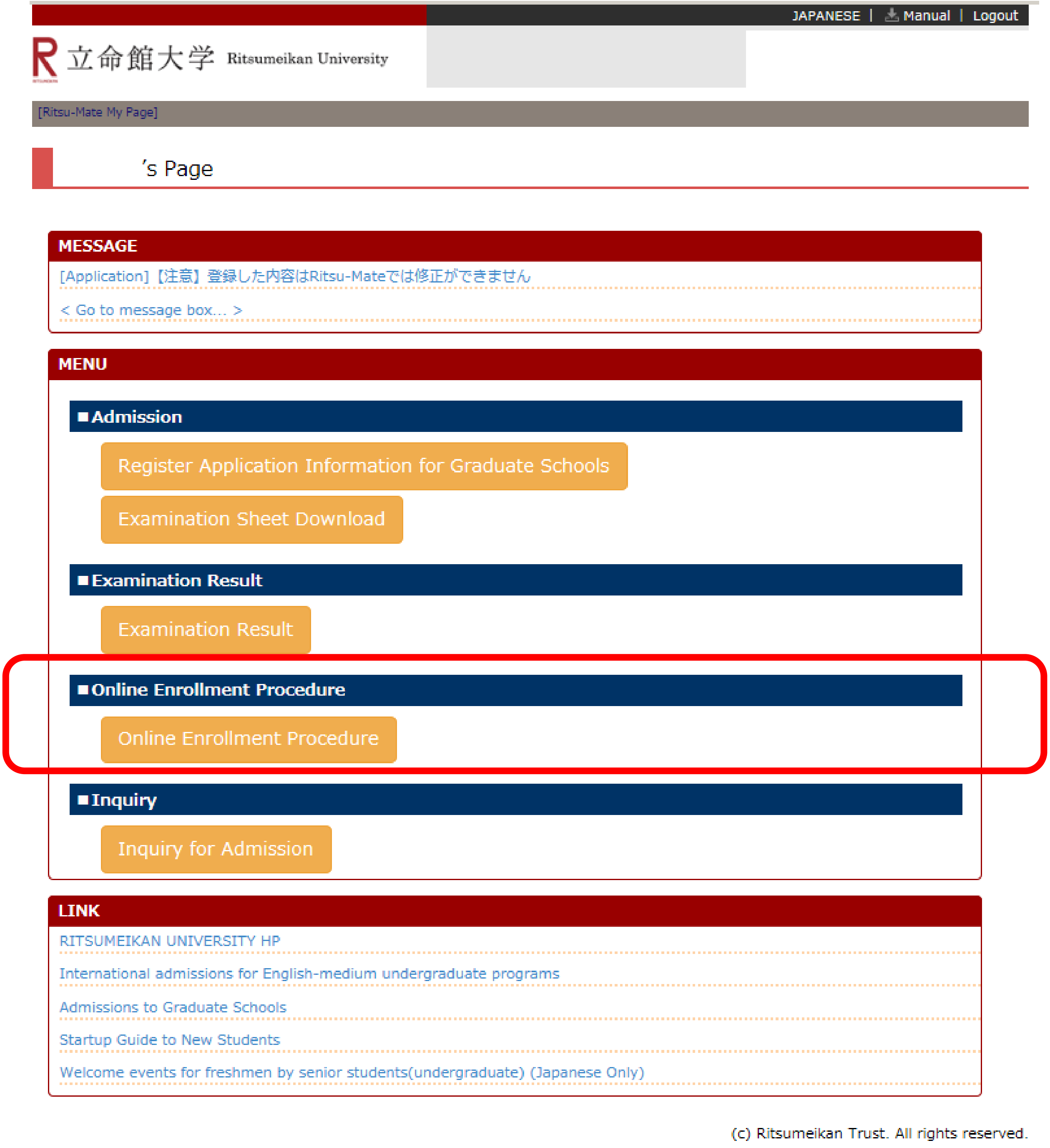
Access to the site is interrupted every week between Wednesday 7:30 p.m. and Thursday 5:30 a.m. (Japan Time) to conduct system maintenance.

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

Online Enrollment Procedure

Procedure 1　Confirmation of Top Page

The “ Online Enrollment Procedure” will appear at 10:00 AM (Japan Time) of the first day the Second Enrollment Procedure period after you login.


JAPANESE | Manual | Logout
立命館大学 Ritsumeikan University
[Ritsu-Mate My Page]
’s Page
MESSAGE

[Application]【注意】登録した内容はRitsu-Mateでは修正ができません

< Go to message box... >

MENU
■Admission
Register Application Information for Graduate Schools
Examination Sheet Download
■Examination Result
Examination Result
■Online Enrollment Procedure
Online Enrollment Procedure
■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)

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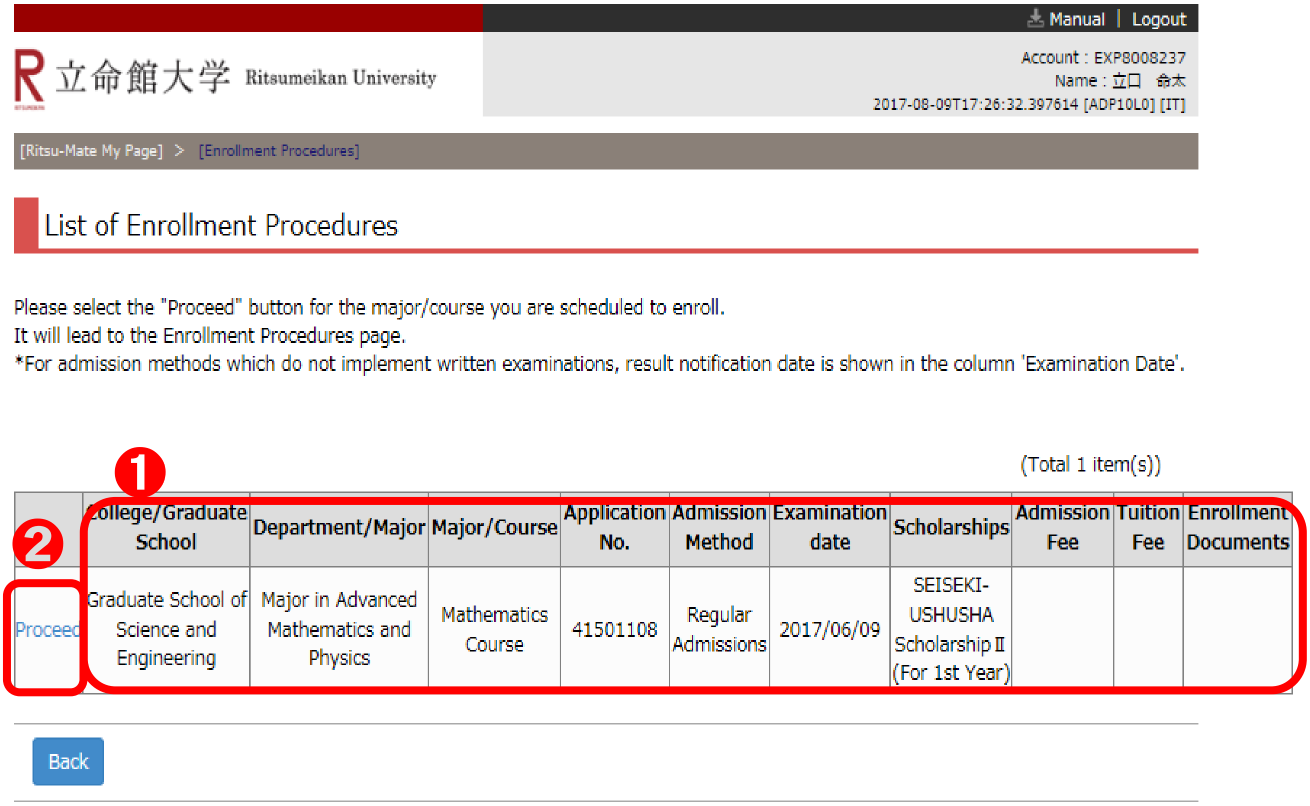
List of Enrollment Procedures

Examination information you have passed is displayed here.



Account : EXP8008237
Name : 立口　命太
2017-08-09T17:26:32.397614 [ADP10L0] [IT]

[Ritsu-Mate My Page] > [Enrollment Procedures]

List of Enrollment Procedures

Please select the "Proceed" button for the major/course you are scheduled to enroll.
It will lead to the Enrollment Procedures page.
*For admission methods which do not implement written examinations, result notification date is shown in the column 'Examination Date'.

(Total 1 item(s))

	College/Graduate School	Department/Major	Major/Course	Application No.	Admission Method	Examination date	Scholarships	Admission Fee	Tuition Fee	Enrollment Documents
Proceed	Graduate School of Science and Engineering	Major in Advanced Mathematics and Physics	Mathematics Course	41501108	Regular Admissions	2017/06/09	SEISEKI-USHUSHA Scholarship Ⅱ (For 1st Year)			

1 Please confirm whether or not there are any mistakes in the following information (College/Graduate School, Department/Major, Major/Course or Application No.).

"Application No. " : The application number for proceeding with the Enrollment Procedures.
"Examination date" : The date that the examination was conducted. For Admission Methods which do not have examinations, the date of the announcement of results is displayed here instead.
"Admission Fee" : This shows the payment date of your Admission Fee. It takes 1-2 days to display after the payment. For those who are exempt from paying the Admission Fee, the result notification date will be displayed.
"Tuition Fee" : This shows the payment date of your Tuition Fee. It takes 1-2 days to display after the payment.
"Enrollment Documents" : This shows the date of the arrival of your second enrollment documents. It takes 2-3 days to display after arrival.

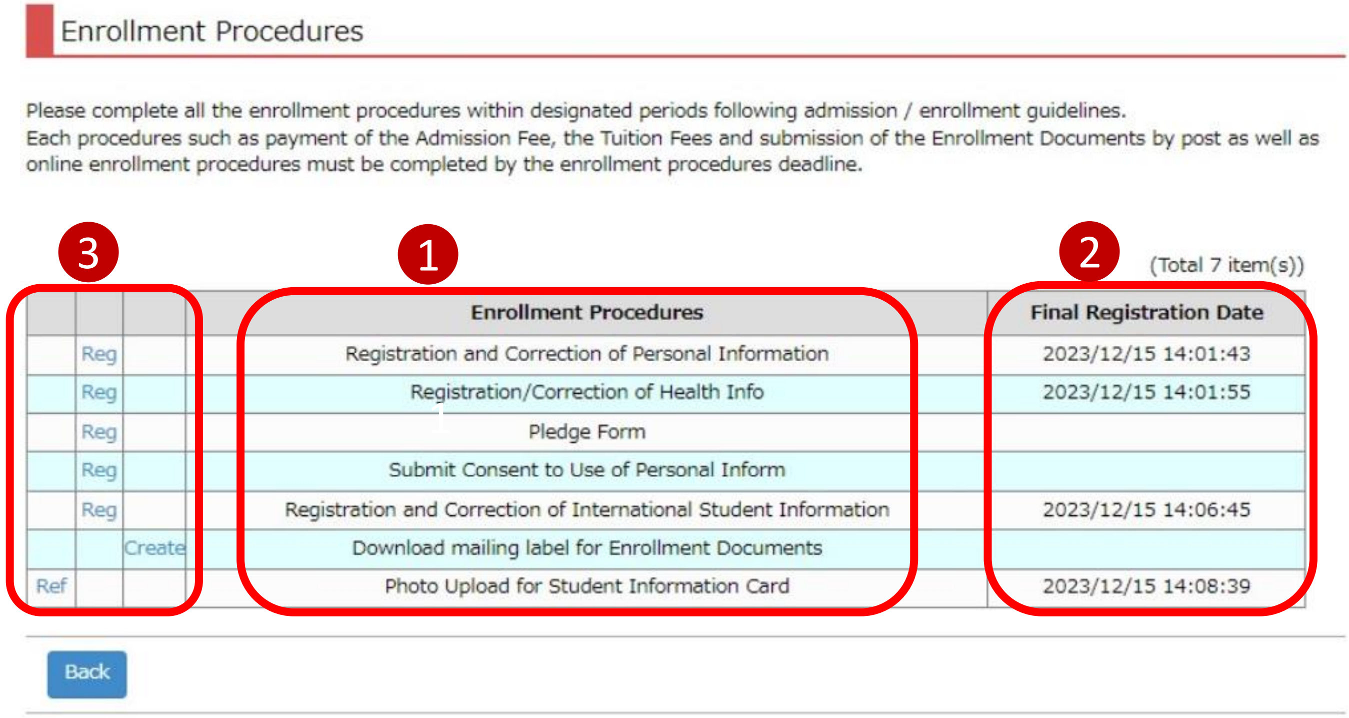
2 Please click "Proceed" after confirming the above information.

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.

(Total 7 item(s))

			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

① Items that require registration will be shown.

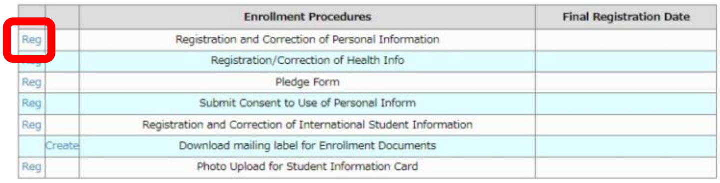
② The date and time of your final registration will be shown.

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

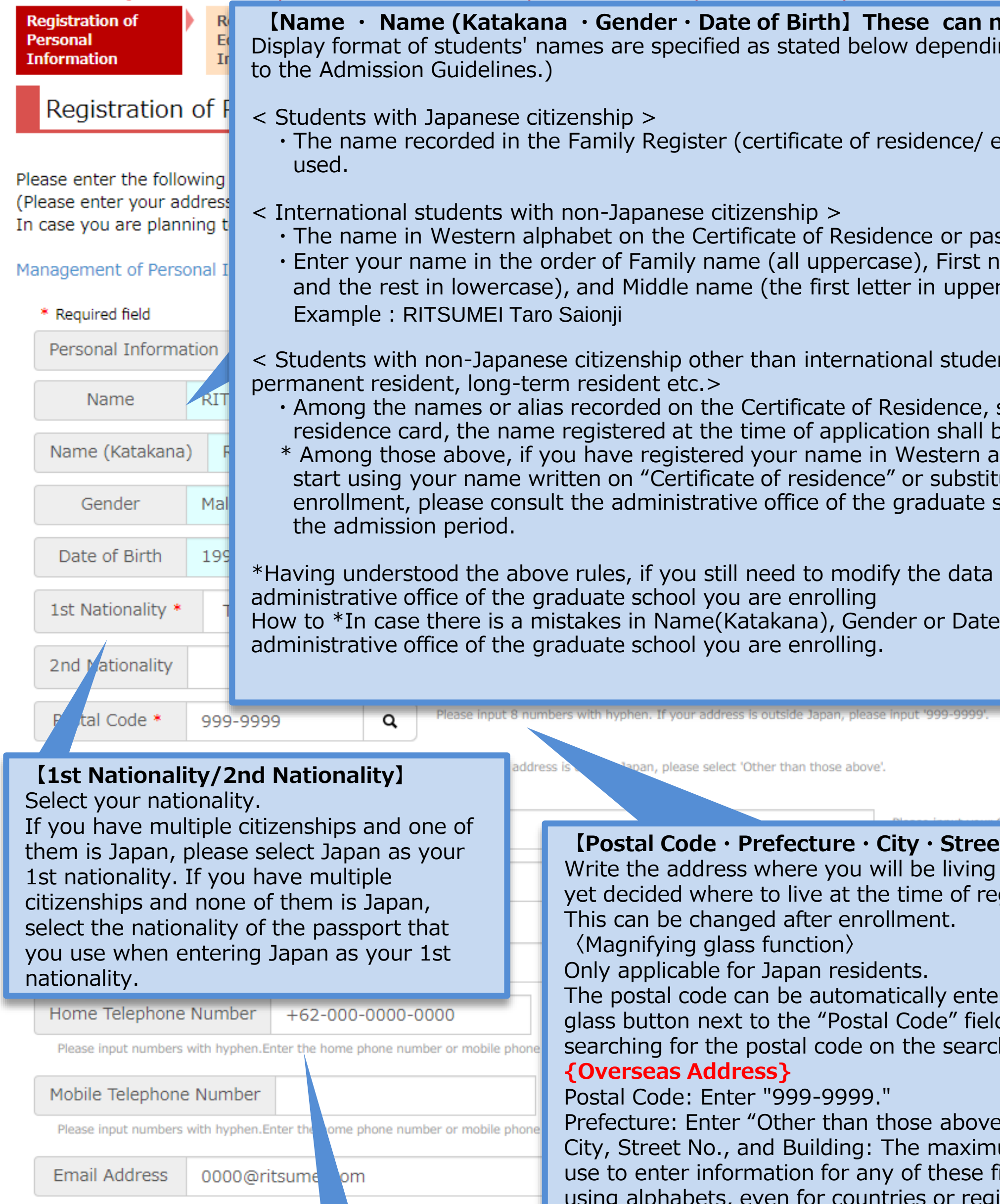
Procedure 1 Registration of Personal Information

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

Please enter the following
(Please enter your address
In case you are planning t

Management of Personal I

* Required field

Personal Information

Name	RIT
Name (Katakana)	
Gender	Mal
Date of Birth	199
1st Nationality *	T
2nd Nationality	
Postal Code *	999-9999

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

address is apan, please select 'Other than those above'.

Home Telephone Number	+62-000-0000-0000

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

Mobile Telephone Number	

Please input numbers with hyphen.Enter the ome phone number or mobile phone

Email Address	0000@ritsume om

【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*

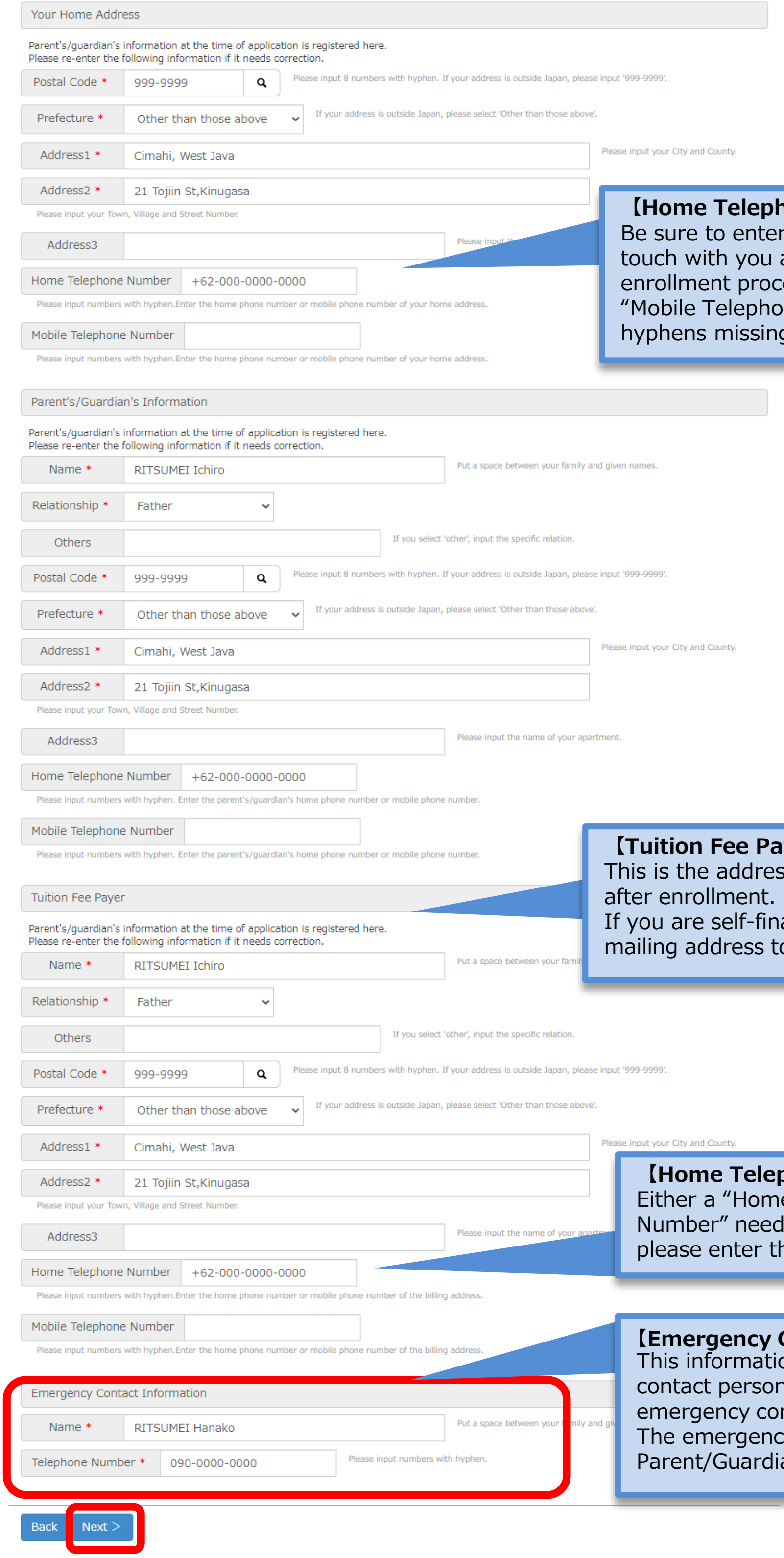
【Home Telephone Number・Mobile Telephone Number】
Be sure to enter a telephone number that can be used to get in touch with you as it will be necessary to contact you about the enrollment procedures. Either a “Home Telephone Number” or a “Mobile Telephone Number” must be entered. If there are hyphens missing, 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 th
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 famil
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 apartm
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

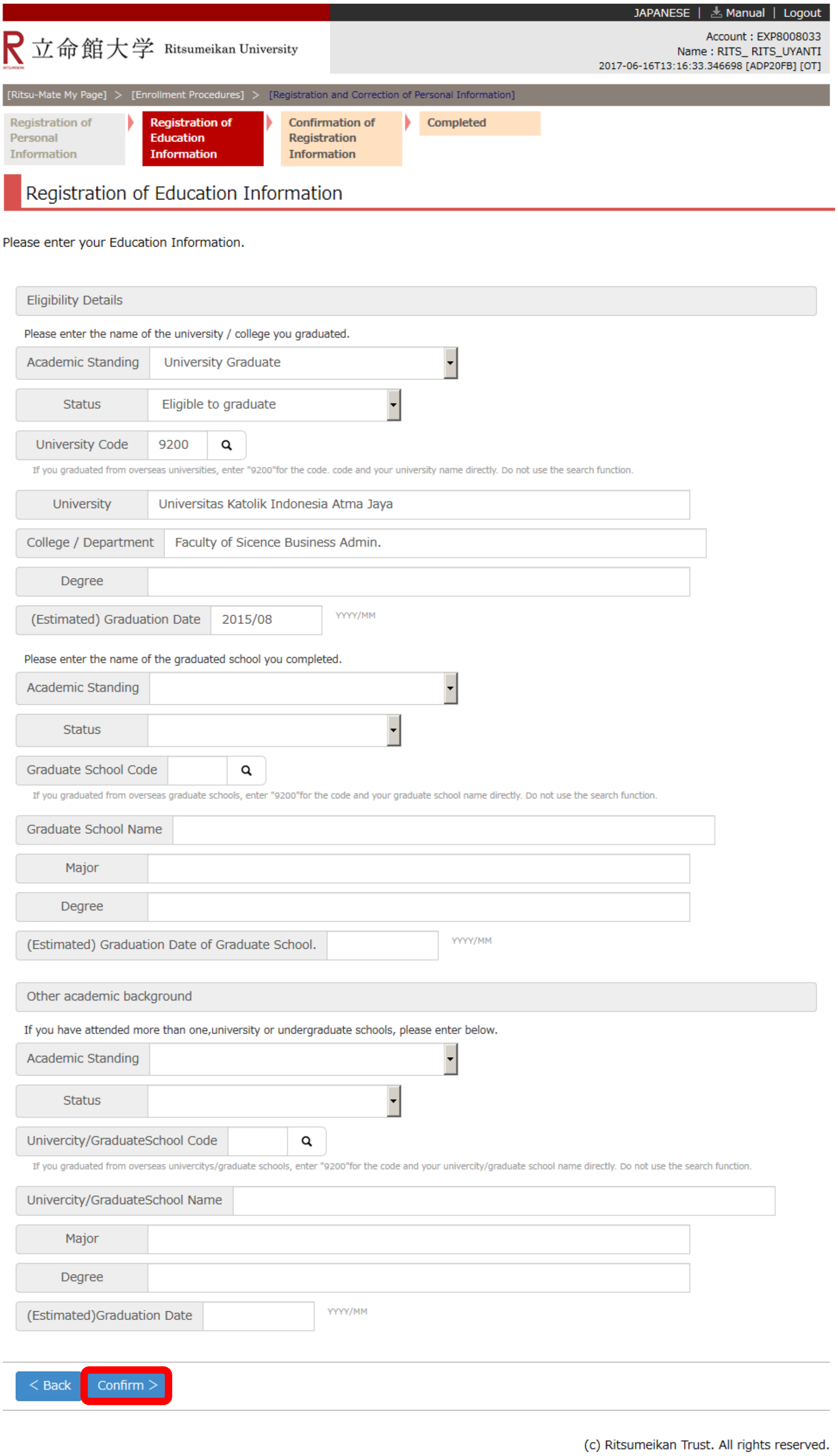
Name * RITSUMEI Hanako — Put a space between your mily and gi
Telephone Number * 090-0000-0000 — Please input numbers with hyphen.

【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.

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
[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
< Back
Confirm >
(c) Ritsumeikan Trust. All rights reserved.

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

Registration of Education Information

Please enter your Education Information.

Eligibility Details

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

Academic Standing	University Graduate
Status	Eligible to graduate
University Code	9200

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

University	Universitas Katolik Indonesia Atma Jaya
College / Department	Faculty of Sicence Business Admin.
Degree	
(Estimated) Graduation Date	2015/08

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	
Univercity/GraduateSchool Code	

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

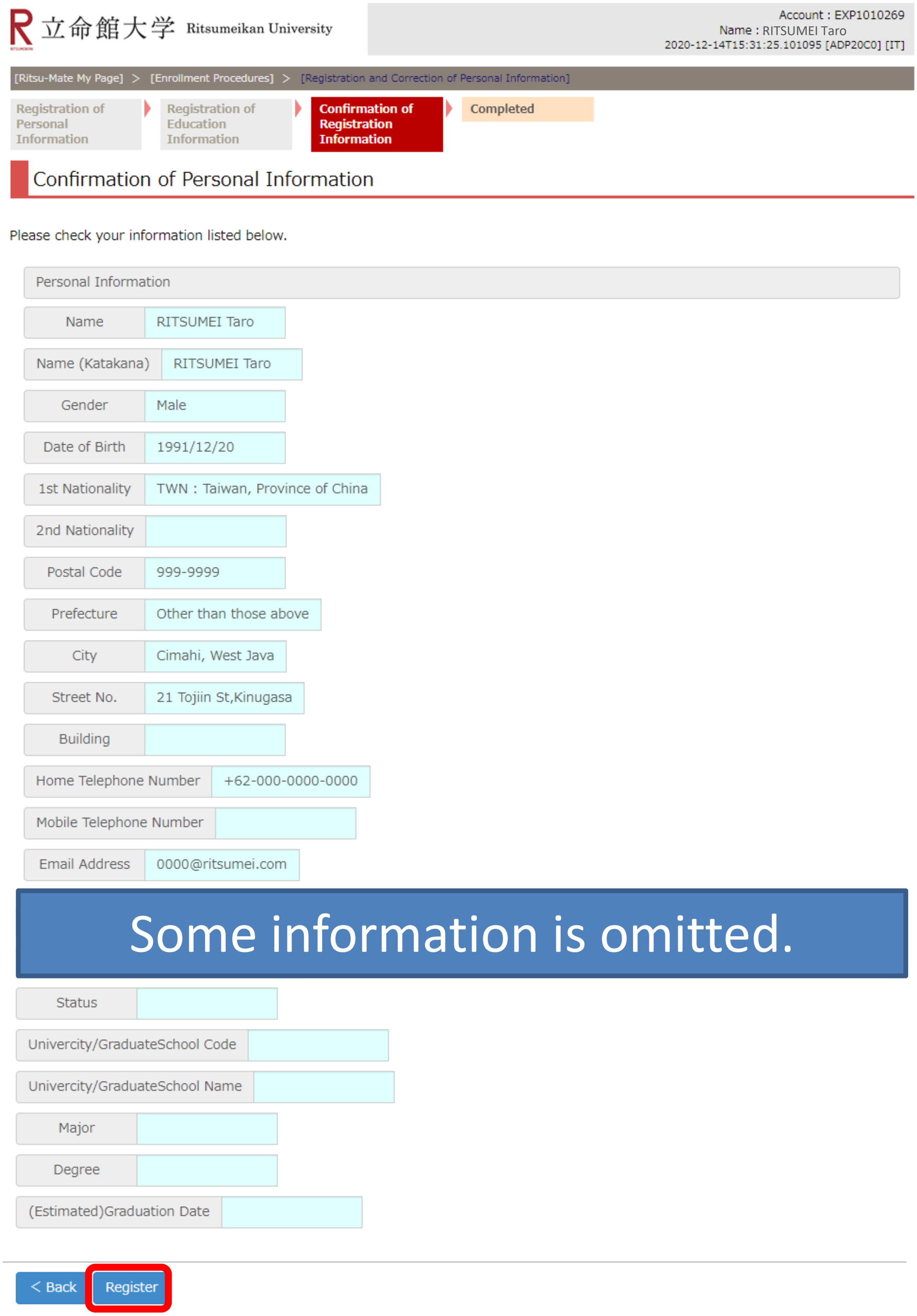
Univercity/GraduateSchool Name	
Major	
Degree	
(Estimated)Graduation Date	

YYYY/MM

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”.


立命館大学 Ritsumeikan University
Registration of Personal Information
Registration of Education Information
Confirmation of Registration Information
Completed
< Back
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]

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.

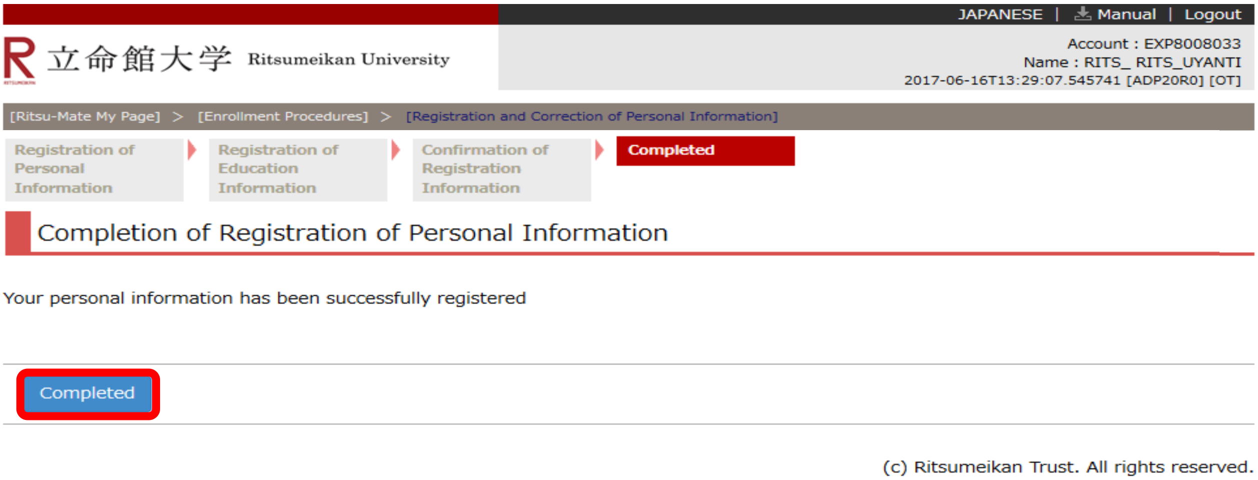
Status	
Univercity/GraduateSchool Code	
Univercity/GraduateSchool Name	
Major	
Degree	
(Estimated)Graduation Date	

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”.


JAPANESE | Manual | Logout
立命館大学 Ritsumeikan University
[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
Completed
(c) Ritsumeikan Trust. All rights reserved.

Account : EXP8008033
Name : RITS_ RITS_UYANTI
2017-06-16T13:29:07.545741 [ADP20R0] [OT]

Completion of Registration of Personal Information

Your personal information has been successfully registered

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

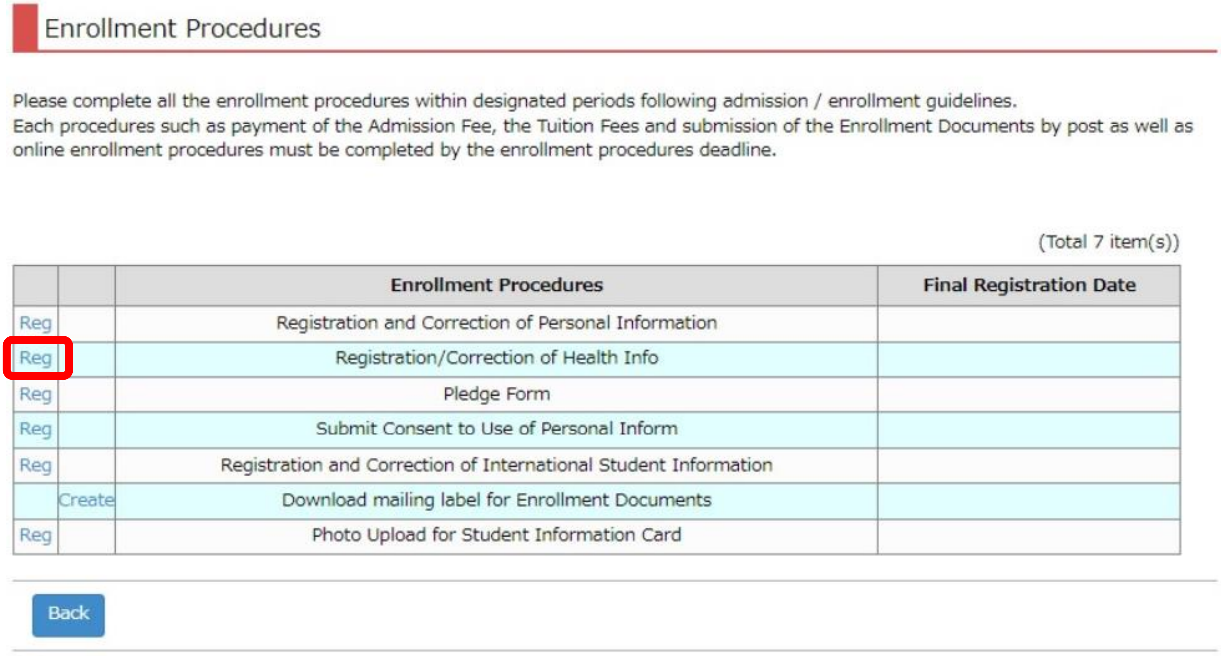
You can make changes during the designated period for online enrollment procedures.

STEP 2 Registration and Correction of Health Information

Inquiry regarding of Register Health Information＜Medical Service Center＞
(Kinugasa Campus)(Suzaku Campus)　TEL 075-465-8232
(Biwako-Kusatsu Campus)　TEL 077-561-2635
(Osaka Ibaraki Campus) TEL 072-665-2110

Procedure 1　Register Health Information

On the “Online Enrollment Procedures” screen, press the “Reg” for the “Registration/Correction of Health Info” .



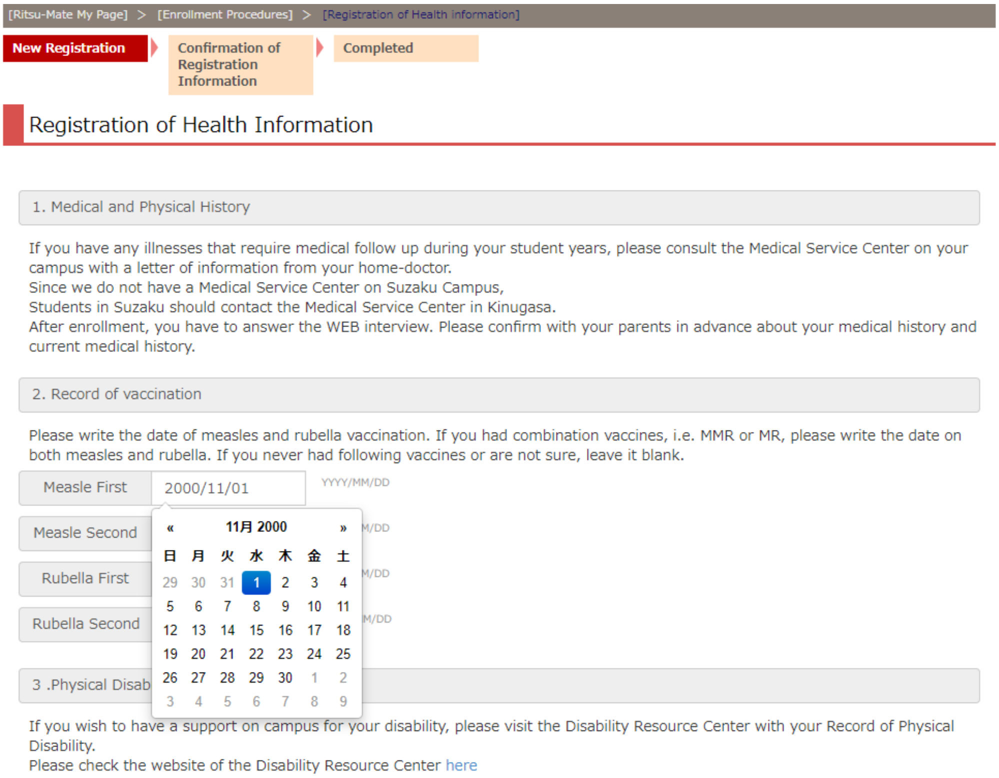
Enrollment Procedures

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	

Please enter your Health Information.



[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration of Health information]

Registration of Health Information

1. Medical and Physical History

If you have any illnesses that require medical follow up during your student years, please consult the Medical Service Center on your campus with a letter of information from your home-doctor.
Since we do not have a Medical Service Center on Suzaku Campus,
Students in Suzaku should contact the Medical Service Center in Kinugasa.
After enrollment, you have to answer the WEB interview. Please confirm with your parents in advance about your medical history and current medical history.

2. Record of vaccination

Please write the date of measles and rubella vaccination. If you had combination vaccines, i.e. MMR or MR, please write the date on both measles and rubella. If you never had following vaccines or are not sure, leave it blank.

Measle First: 2000/11/01 YYYY/MM/DD
Measle Second: M/DD
Rubella First: M/DD
Rubella Second: M/DD

« 11月 2000 »

日	月	火	水	木	金	土
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

3 .Physical Disab

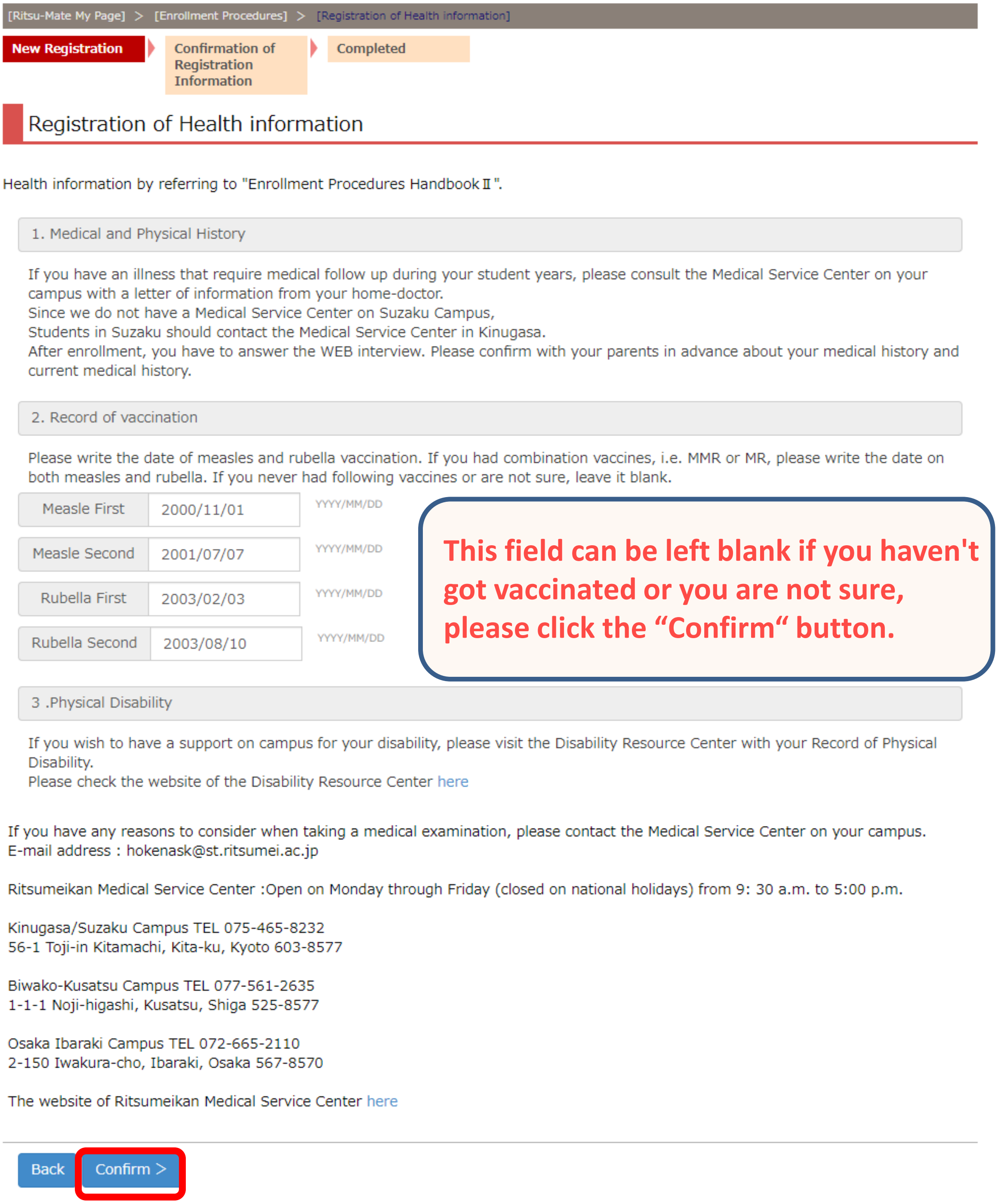
If you wish to have a support on campus for your disability, please visit the Disability Resource Center with your Record of Physical Disability.
Please check the website of the Disability Resource Center here

STEP 2　Registration and Correction of Health Information

Inquiry regarding of Register Health Information＜Medical Service Center＞
(Kinugasa Campus)(Suzaku Campus)　TEL 075-465-8232
(Biwako-Kusatsu Campus)　TEL 077-561-2635
(Osaka Ibaraki Campus) TEL 072-665-2110

Procedure 1　Registration of Health information

Register your Health information. You can modify your information on “Registration and Correction of Health Information” during the designated period of the online enrollment procedures. You do not need to enter any undecided items before entering Japan. Click “Confirm” when you finish entering the information.



[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration of Health information]

Registration of Health information

Health information by referring to "Enrollment Procedures HandbookⅡ".

1. Medical and Physical History

If you have an illness that require medical follow up during your student years, please consult the Medical Service Center on your campus with a letter of information from your home-doctor.
Since we do not have a Medical Service Center on Suzaku Campus,
Students in Suzaku should contact the Medical Service Center in Kinugasa.
After enrollment, you have to answer the WEB interview. Please confirm with your parents in advance about your medical history and current medical history.

2. Record of vaccination

Please write the date of measles and rubella vaccination. If you had combination vaccines, i.e. MMR or MR, please write the date on both measles and rubella. If you never had following vaccines or are not sure, leave it blank.

Measle First	2000/11/01	YYYY/MM/DD
Measle Second	2001/07/07	YYYY/MM/DD
Rubella First	2003/02/03	YYYY/MM/DD
Rubella Second	2003/08/10	YYYY/MM/DD

This field can be left blank if you haven't got vaccinated or you are not sure, please click the “Confirm“ button.

3 .Physical Disability

If you wish to have a support on campus for your disability, please visit the Disability Resource Center with your Record of Physical Disability.
Please check the website of the Disability Resource Center here

If you have any reasons to consider when taking a medical examination, please contact the Medical Service Center on your campus.
E-mail address : hokenask@st.ritsumei.ac.jp

Ritsumeikan Medical Service Center :Open on Monday through Friday (closed on national holidays) from 9: 30 a.m. to 5:00 p.m.

Kinugasa/Suzaku Campus TEL 075-465-8232
56-1 Toji-in Kitamachi, Kita-ku, Kyoto 603-8577

Biwako-Kusatsu Campus TEL 077-561-2635
1-1-1 Noji-higashi, Kusatsu, Shiga 525-8577

Osaka Ibaraki Campus TEL 072-665-2110
2-150 Iwakura-cho, Ibaraki, Osaka 567-8570

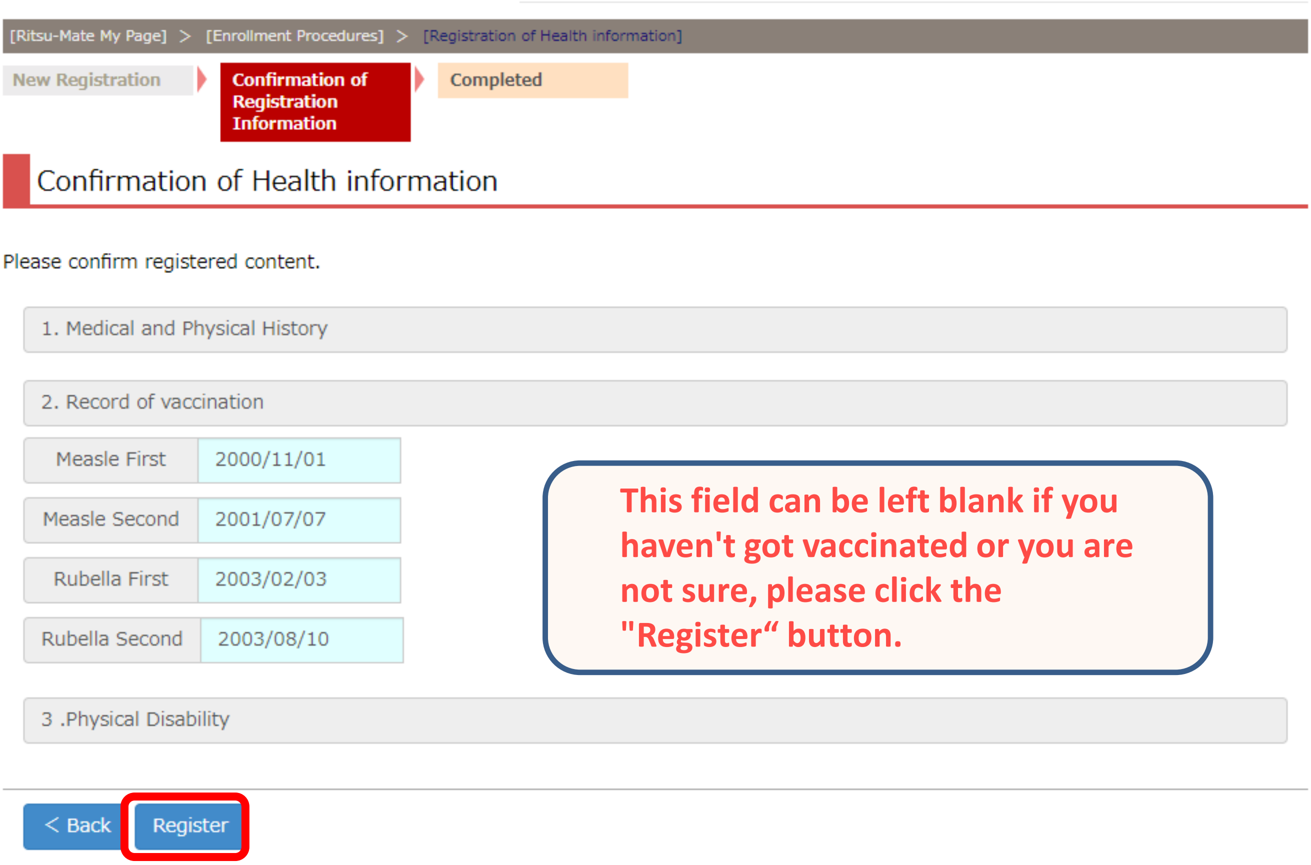
The website of Ritsumeikan Medical Service Center here

STEP 2　Registration and Correction of Health Information

Inquiry regarding of Register Health Information＜Medical Service Center＞
(Kinugasa Campus)(Suzaku Campus)　TEL 075-465-8232
(Biwako-Kusatsu Campus)　TEL 077-561-2635
(Osaka Ibaraki Campus) TEL 072-665-2110

Procedure 2　Confirmation of Health Information

This is the Health information page.
If there are any errors, click "<Back" to modify. If not, click "Register".



[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration of Health information]

Confirmation of Health information

Please confirm registered content.

1. Medical and Physical History

2. Record of vaccination

Measle First	2000/11/01
Measle Second	2001/07/07
Rubella First	2003/02/03
Rubella Second	2003/08/10

3 .Physical Disability

This field can be left blank if you haven't got vaccinated or you are not sure, please click the "Register" button.

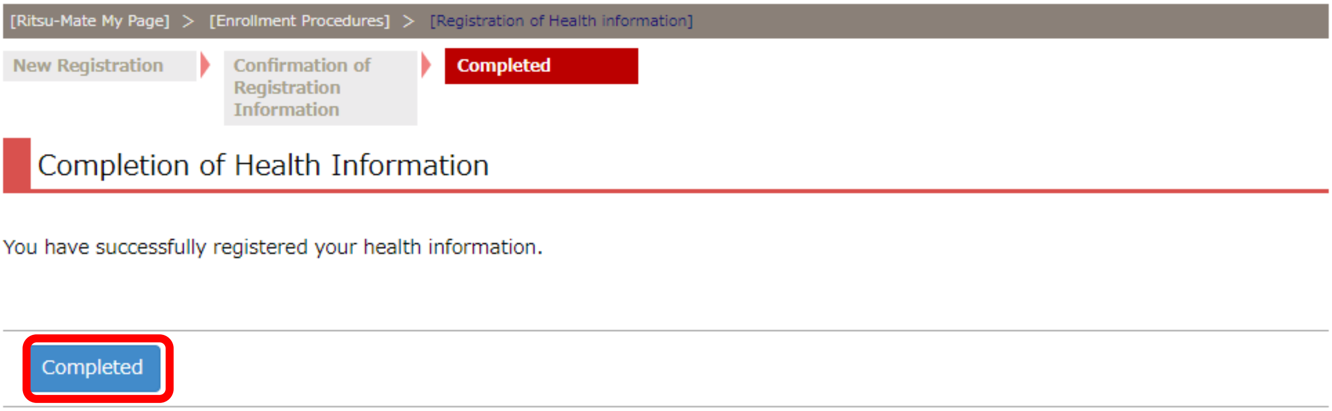
STEP 2　Registration and Correction of Health Information

Inquiry regarding of Register Health Information＜Medical Service Center＞
(Kinugasa Campus)(Suzaku Campus)　TEL 075-465-8232
(Biwako-Kusatsu Campus)　TEL 077-561-2635
(Osaka Ibaraki Campus) TEL 072-665-2110

Procedure 3　Completion of Registration of Health Information

The registration of Health information is completed.

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


[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration of Health information]
New Registration
Confirmation of Registration Information
Completed
Completed

Completion of Health Information

You have successfully registered your health information.

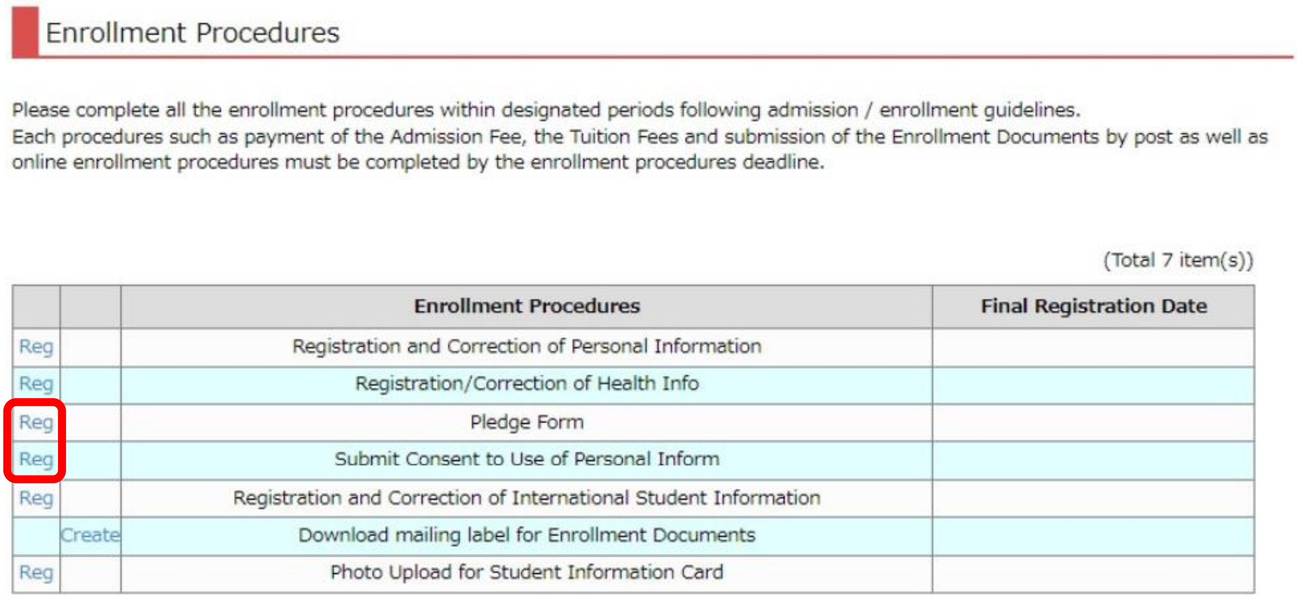
On the menu screen, the date and time will be displayed in the “Final Registration Date” section.

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

STEP 3 Pleadge Form / Submit Consent to Use of Personal Information

On the “Online Enrollment Procedures” screen, press the “Reg” for the “Pleadge Form” “Submit Consent to Use of Personal Information”.

Procedure 1 Pleadge Form, Submit Consent to Use of Personal Information Register

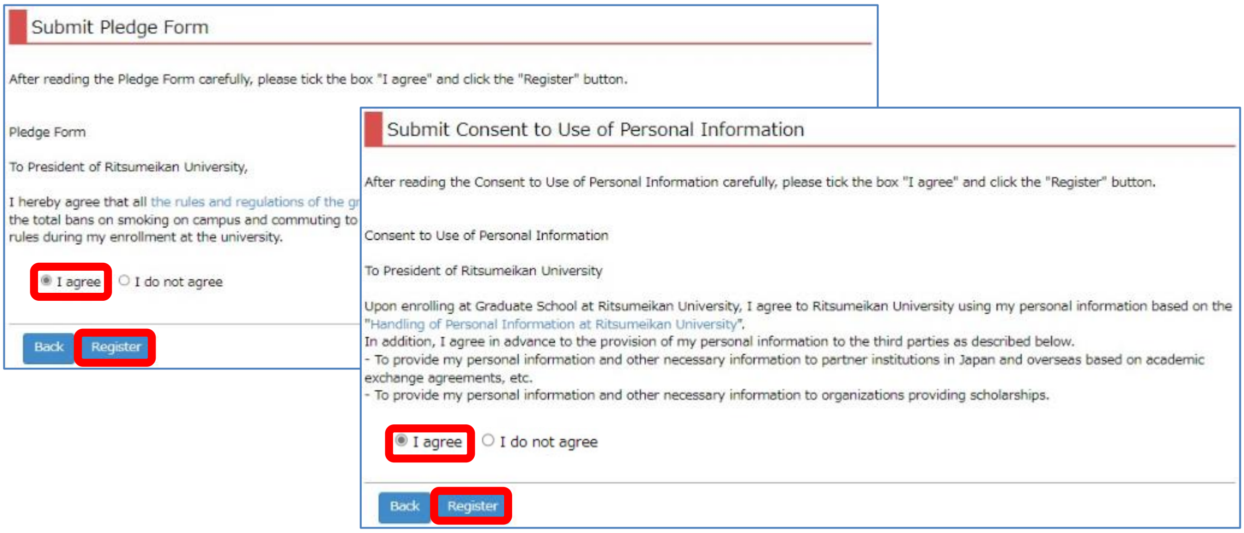


Enrollment Procedures

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	



Submit Pledge Form

After reading the Pledge Form carefully, please tick the box "I agree" and click the "Register" button.

Pledge Form

To President of Ritsumeikan University,

I hereby agree that all the rules and regulations of the g
the total bans on smoking on campus and commuting to
rules during my enrollment at the university.

● I agree ○ I do not agree

Submit Consent to Use of Personal Information

After reading the Consent to Use of Personal Information carefully, please tick the box "I agree" and click the "Register" button.

Consent to Use of Personal Information

To President of Ritsumeikan University

Upon enrolling at Graduate School at Ritsumeikan University, I agree to Ritsumeikan University using my personal information based on the "Handling of Personal Information at Ritsumeikan University".
In addition, I agree in advance to the provision of my personal information to the third parties as described below.
- To provide my personal information and other necessary information to partner institutions in Japan and overseas based on academic exchange agreements, etc.
- To provide my personal information and other necessary information to organizations providing scholarships.

● I agree ○ I do not agree

Procedure 2 Pleadge Form, Submit Consent to Use of Personal Information Completed

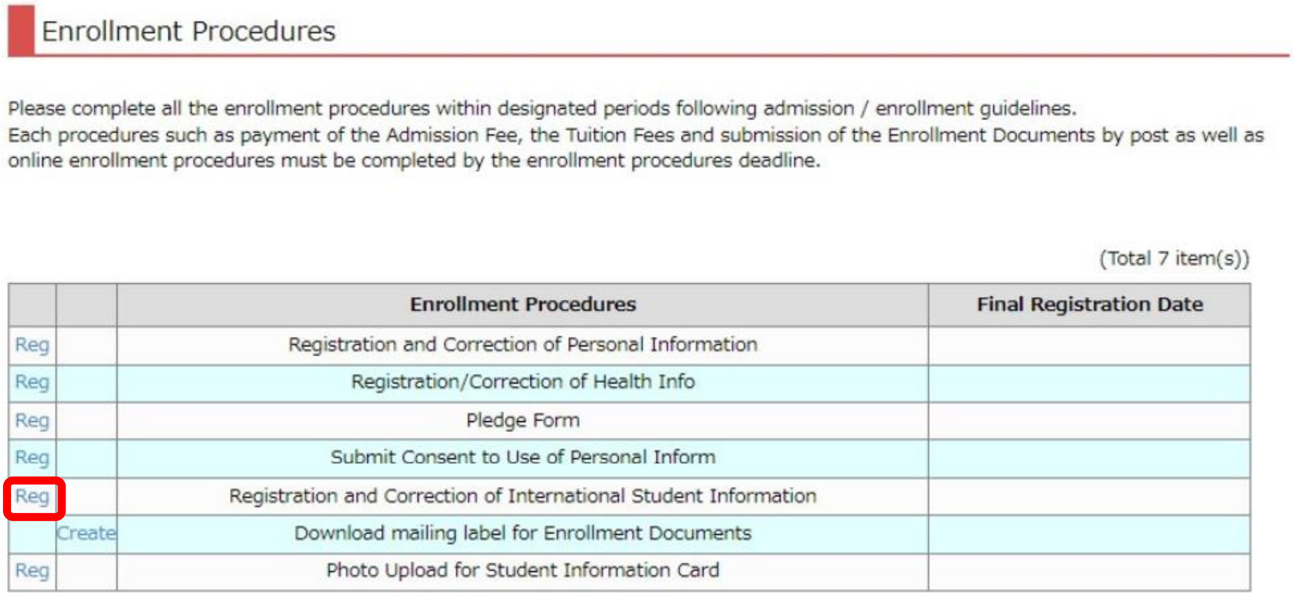
On the menu screen, the date and time will be displayed in the “Final Registration Date” section.

STEP４【Applicants who do not have Japanese Nationality】 Registration and Correction of International Student Information

Procedure 1　Register International Student Information

Applicants who do not have Japanese Nationality must register international student information. This includes special permanent residents, long-term resident and permanent residents. Registration is not necessary for those who are Japanese nationality or have dual nationalities that includes Japanese nationality. If you have dual nationalities and neither of these include Japanese citizenship, enter the information of the passport you use when entering Japan.

Click “Register” for **【Applicants who do not have Japanese Nationality】 “Registration and Correction of International Student Information”** on the Online Enrollment Procedures page.



Enrollment Procedures

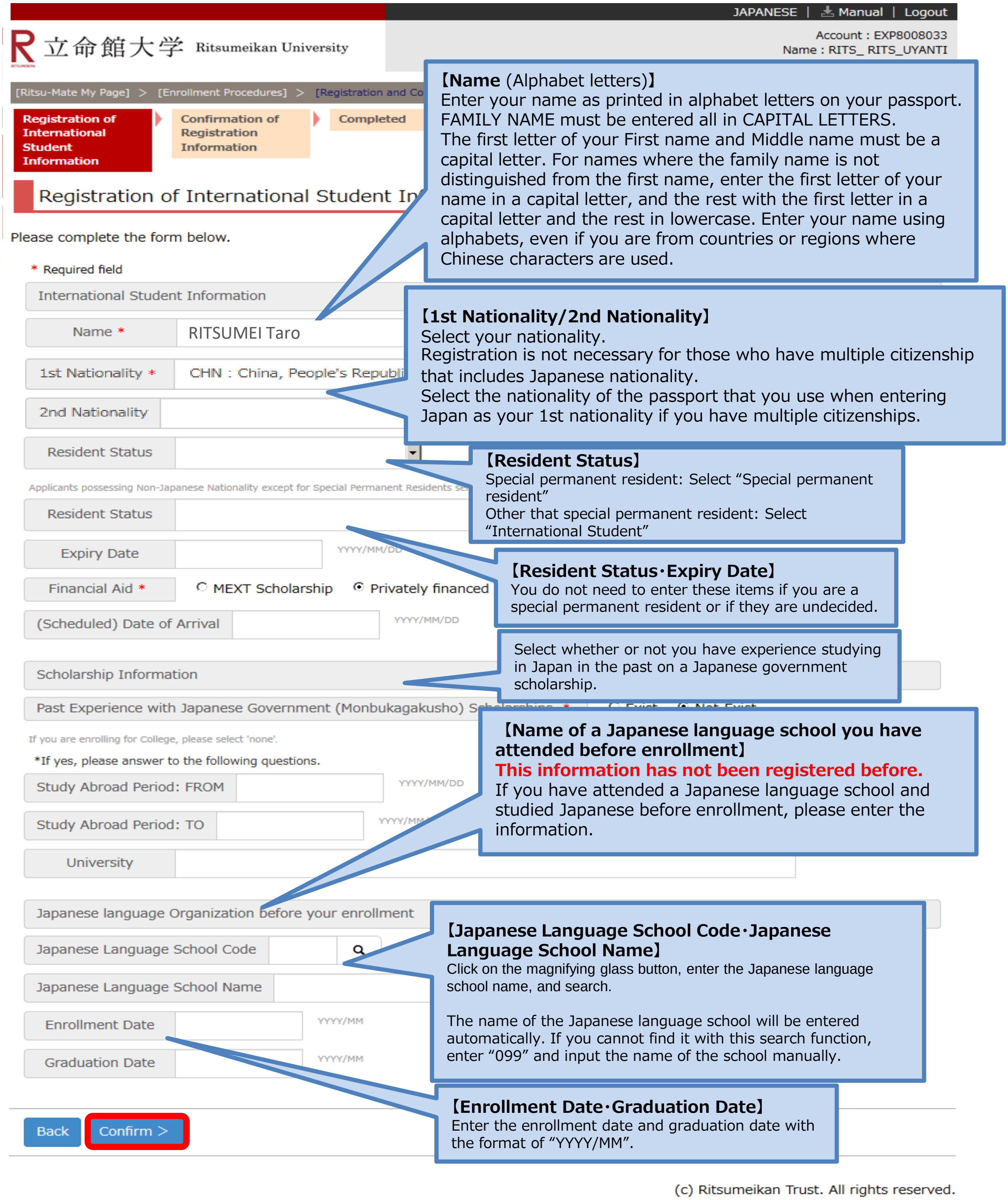
Please complete all the enrollment procedures within designated periods following admission / enrollment guidelines.
Each procedures such as payment of the Admission Fee, the Tuition Fees and submission of the Enrollment Documents by post as well as online enrollment procedures must be completed by the 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	

Procedure 1 Register International Student Information

Register your international student information. You can modify your information on “Registration and Correction of International Student Information” during the designated period of the online enrollment procedures. You do not need to enter any undecided items before entering Japan. Click “Confirm” when you finish entering the information.


JAPANESE | Manual | Logout
立命館大学 Ritsumeikan University
[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration and Co
Registration of International Student Information
Confirmation of Registration Information
Completed
Back
Confirm >

Account : EXP8008033
Name : RITS_ RITS_UYANTI

Registration of International Student In

Please complete the form below.

* Required field

International Student Information

Name * RITSUMEI Taro

1st Nationality * CHN : China, People's Republi

2nd Nationality

Resident Status

Applicants possessing Non-Japanese Nationality except for Special Permanent Residents se

Resident Status

Expiry Date YYYY/MM/DD

Financial Aid * ○ MEXT Scholarship ● Privately financed

(Scheduled) Date of Arrival YYYY/MM/DD

Scholarship Information

Past Experience with Japanese Government (Monbukagakusho) Sc

If you are enrolling for College, please select 'none'.

*If yes, please answer to the following questions.

Study Abroad Period: FROM YYYY/MM/DD

Study Abroad Period: TO YYYY/MM

University

Japanese language Organization before your enrollment

Japanese Language School Code

Japanese Language School Name

Enrollment Date YYYY/MM

Graduation Date YYYY/MM

【Name (Alphabet letters)**】**
Enter your name as printed in alphabet letters on your passport. FAMILY NAME must be entered all in CAPITAL LETTERS. The first letter of your First name and Middle name must be a capital letter. For names where the family name is not distinguished from the first name, enter the first letter of your name in a capital letter, and the rest with the first letter in a capital letter and the rest in lowercase. Enter your name using alphabets, even if you are from countries or regions where Chinese characters are used.

【1st Nationality/2nd Nationality】
Select your nationality.
Registration is not necessary for those who have multiple citizenship that includes Japanese nationality.
Select the nationality of the passport that you use when entering Japan as your 1st nationality if you have multiple citizenships.

【Resident Status】
Special permanent resident: Select “Special permanent resident”
Other that special permanent resident: Select “International Student”

【Resident Status･Expiry Date】
You do not need to enter these items if you are a special permanent resident or if they are undecided.

Select whether or not you have experience studying in Japan in the past on a Japanese government scholarship.

【Name of a Japanese language school you have attended before enrollment】
This information has not been registered before.
If you have attended a Japanese language school and studied Japanese before enrollment, please enter the information.

【Japanese Language School Code･Japanese Language School Name】
Click on the magnifying glass button, enter the Japanese language school name, and search.

The name of the Japanese language school will be entered automatically. If you cannot find it with this search function, enter “099” and input the name of the school manually.

【Enrollment Date･Graduation Date】
Enter the enrollment date and graduation date with the format of “YYYY/MM”.

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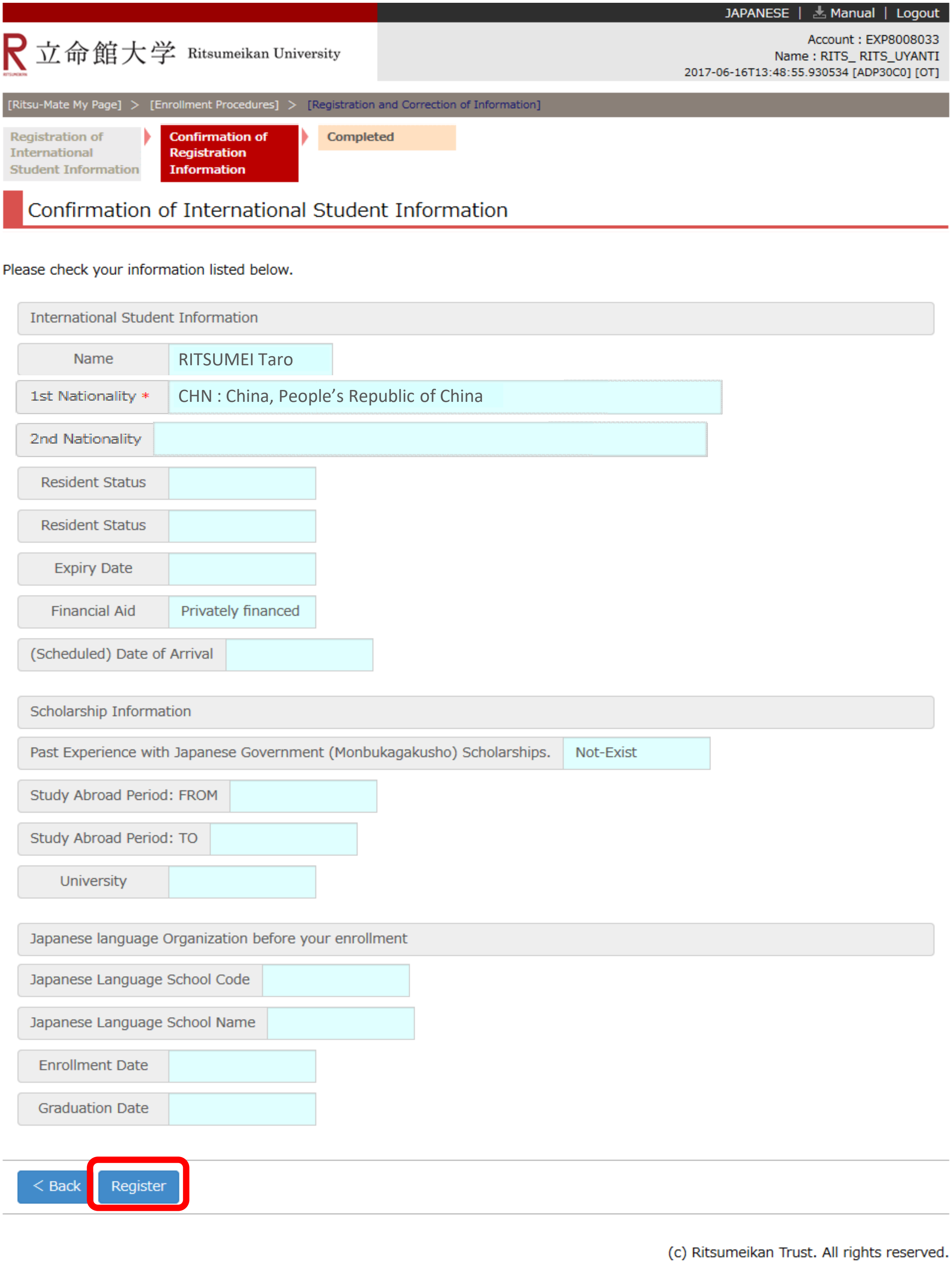
STEP４【Applicants who do not have Japanese Nationality】
Registration and Correction of International Student Information

Procedure 2 Confirmation of International Student Information

This is the confirmation page for international student information.
If there are any errors, click “<Back” to modify. If not, click “Register”.


JAPANESE | Manual | Logout
立命館大学 Ritsumeikan University
[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration and Correction of Information]
Registration of International Student Information
Confirmation of Registration Information
Completed
< Back
Register
(c) Ritsumeikan Trust. All rights reserved.

Account : EXP8008033
Name : RITS_ RITS_UYANTI
2017-06-16T13:48:55.930534 [ADP30C0] [OT]

Confirmation of International Student Information

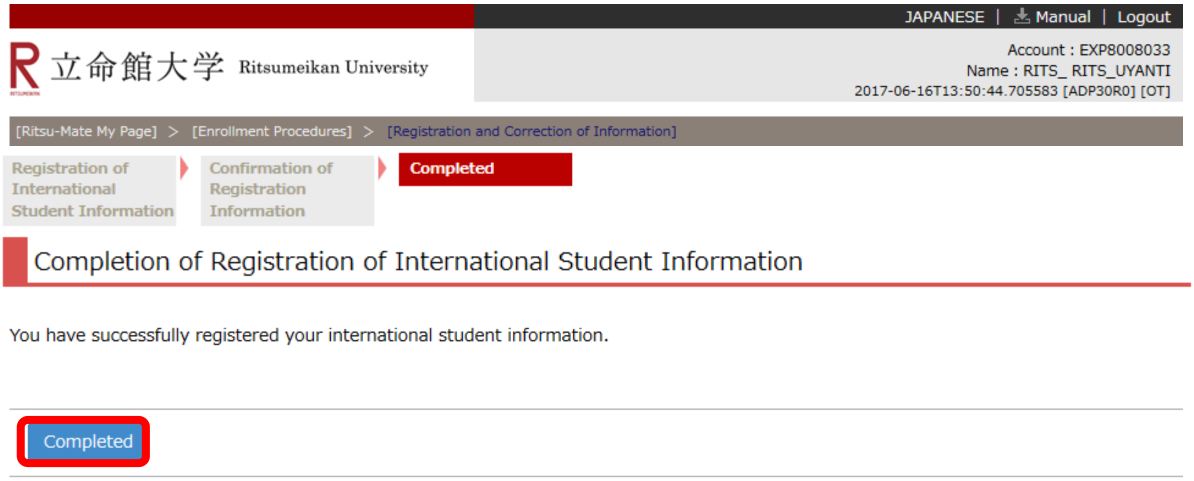
Please check your information listed below.

International Student Information	
Name	RITSUMEI Taro
1st Nationality *	CHN : China, People’s Republic of China
2nd Nationality	
Resident Status	
Resident Status	
Expiry Date	
Financial Aid	Privately financed
(Scheduled) Date of Arrival	
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	
Japanese Language School Name	
Enrollment Date	
Graduation Date	

STEP４【Applicants who do not have Japanese Nationality】 Registration and Correction of International Student Information

Procedure 3　Completion of Registration of International Student Information

Registration of international student information is complete. Click “Completed” to return to the menu.


JAPANESE | Manual | Logout
立命館大学 Ritsumeikan University
[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration and Correction of Information]
Registration of International Student Information
Confirmation of Registration Information
Completed
Completed

Account : EXP8008033
Name : RITS_ RITS_UYANTI
2017-06-16T13:50:44.705583 [ADP30R0] [OT]

Completion of Registration of International Student Information

You have successfully registered your international student information.

Registration date and time will be displayed in the “Final Registration Date” section on the menu screen. You can modify this information during the designated period of the online enrollment procedures.

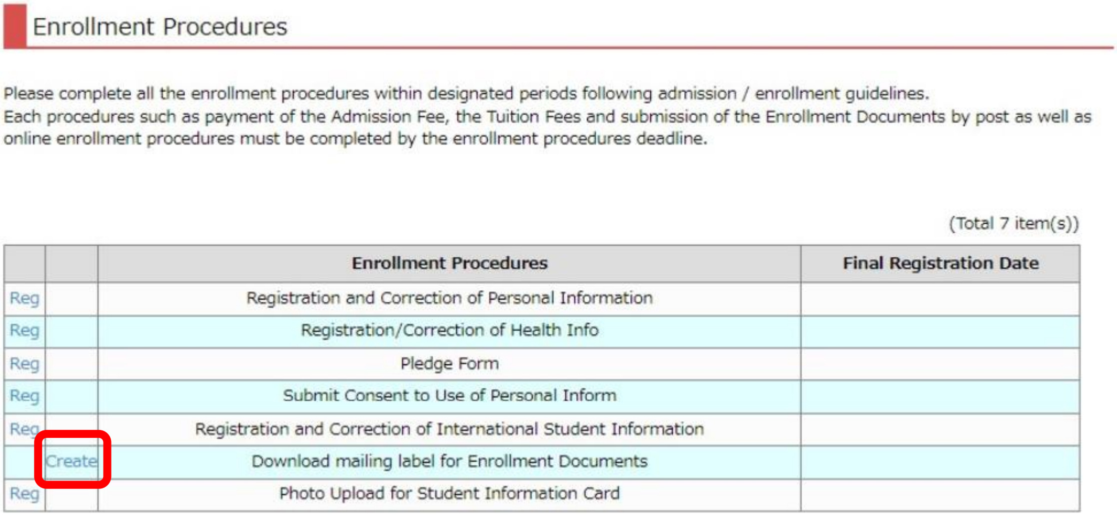
STEP 5 Create mailing label for Enrollment Documents

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

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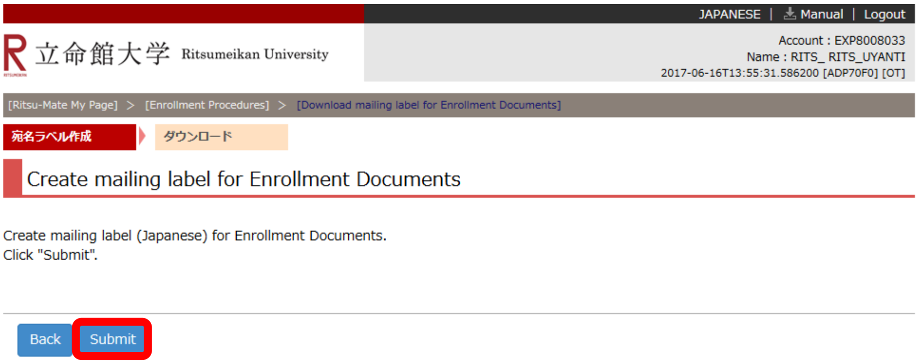
(Total 7 item(s))

		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“.



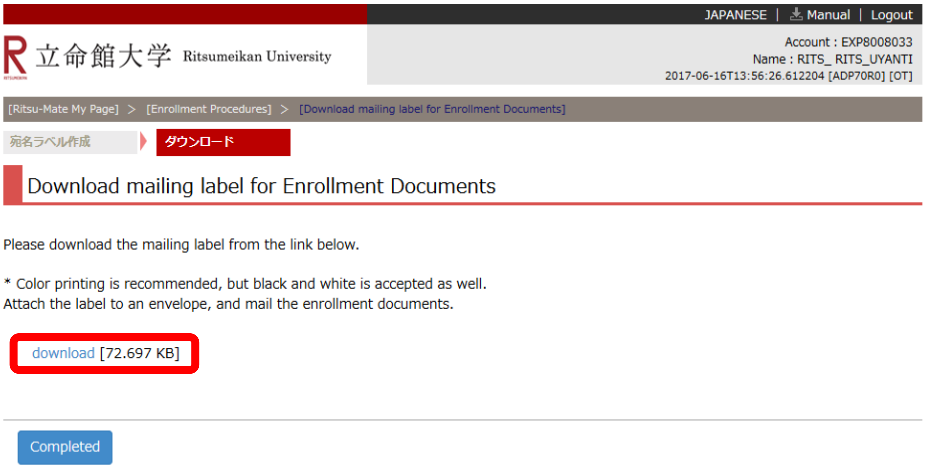
Account : EXP8008033
Name : RITS_ RITS_UYANTI
2017-06-16T13:55:31.586200 [ADP70F0] [OT]

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

Create mailing label for Enrollment Documents

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

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



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]

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.

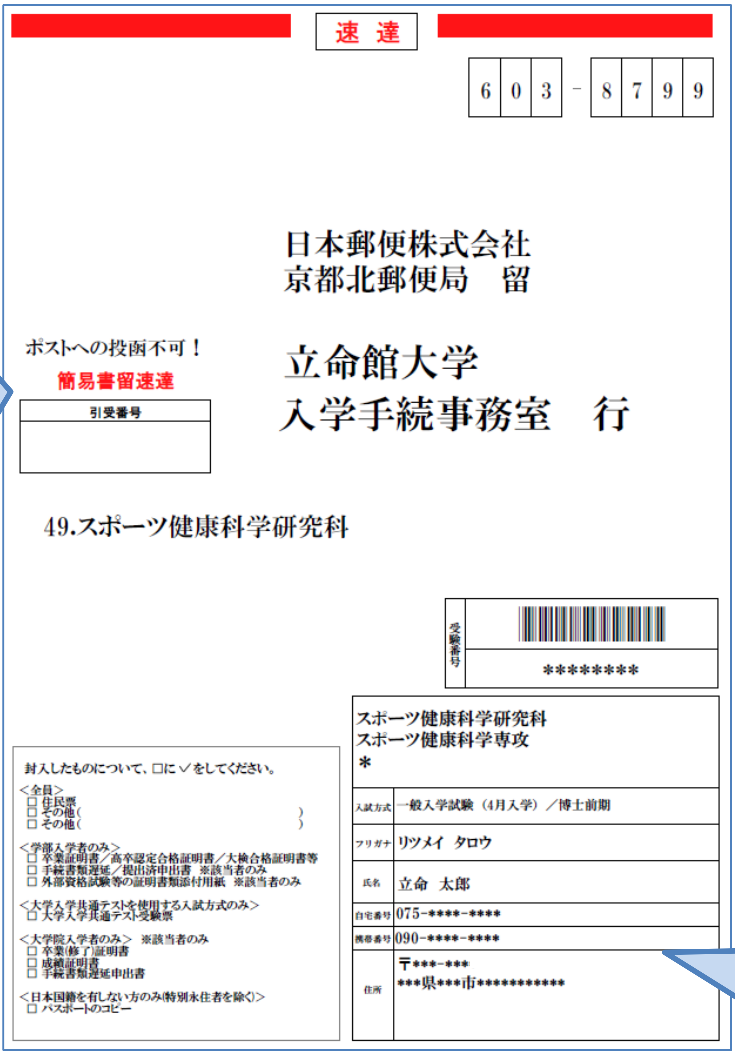
download [72.697 KB]

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.



速　達

603-8799

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

受験番号	*********

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	一般入学試験（4月入学）／博士前期
フリガナ	リツメイ　タロウ
氏名	立命　太郎
自宅番号	075-****-****
携帯番号	090-****-****
住所	〒***-*** ***県***市***********

封入したものについて、□に✓をしてください。

<全員>
□ 住民票
□ その他（　　　　　　　　　　）
□ その他（　　　　　　　　　　）

<学部入学者のみ>
□ 卒業証明書／高卒認定合格証明書／大検合格証明書等
□ 手続書類遅延／提出済申出書　※該当者のみ
□ 外部資格試験等の証明書類添付用紙　※該当者のみ

<大学入学共通テストを使用する入試方式のみ>
□ 大学入学共通テスト受験票

<大学院入学者のみ>　※該当者のみ
□ 卒業(修了)証明書
□ 成績証明書
□ 手続書類遅延申出書

<日本国籍を有しない方のみ(特別永住者を除く)>
□ パスポートのコピー

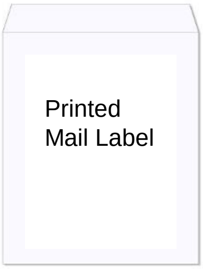
【Mailing Method】
Please mail it as simplified registration/express mail at a post office counter. You cannot mail by putting it in a post box.

【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.

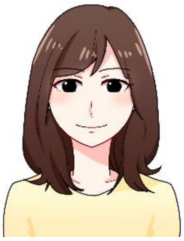


STEP 6　Photo Upload for Student information Card

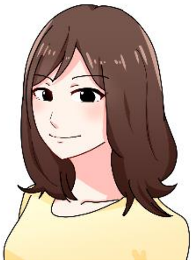
Procedure 1　Preparing the photo for Student information Card（About photos）

- 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.

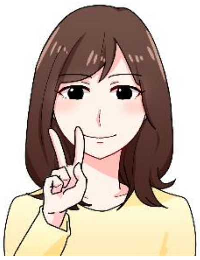
【 Acceptable 】



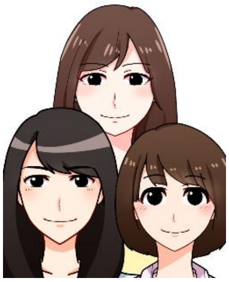
【 Not Acceptable 】



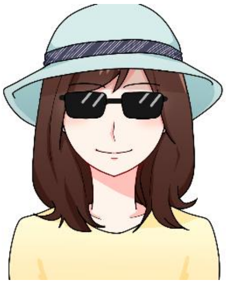
Not facing front



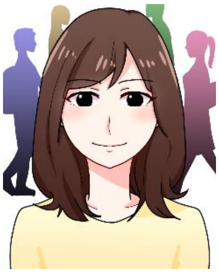
Face is hidden by hand



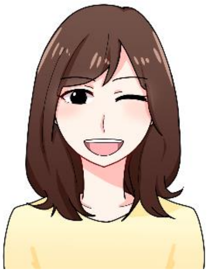
Multiple person in photo



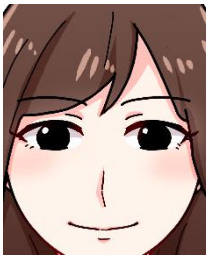
Wearing sunglasses and head covering(unless it's for religious or medical reasons)



Not clear background



Not neutral expression



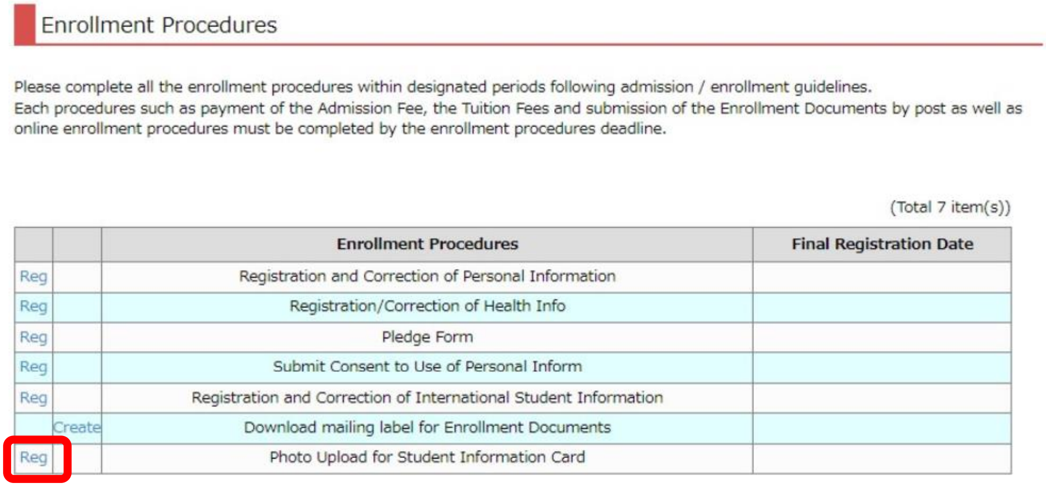
Too big

Illustration by Manki Miho, Graduated from College of Image Arts and Sciences.

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”.



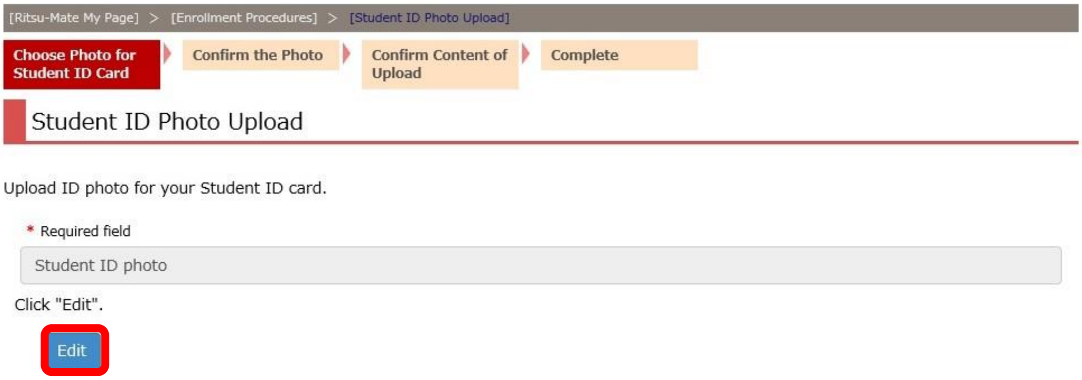
Enrollment Procedures

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

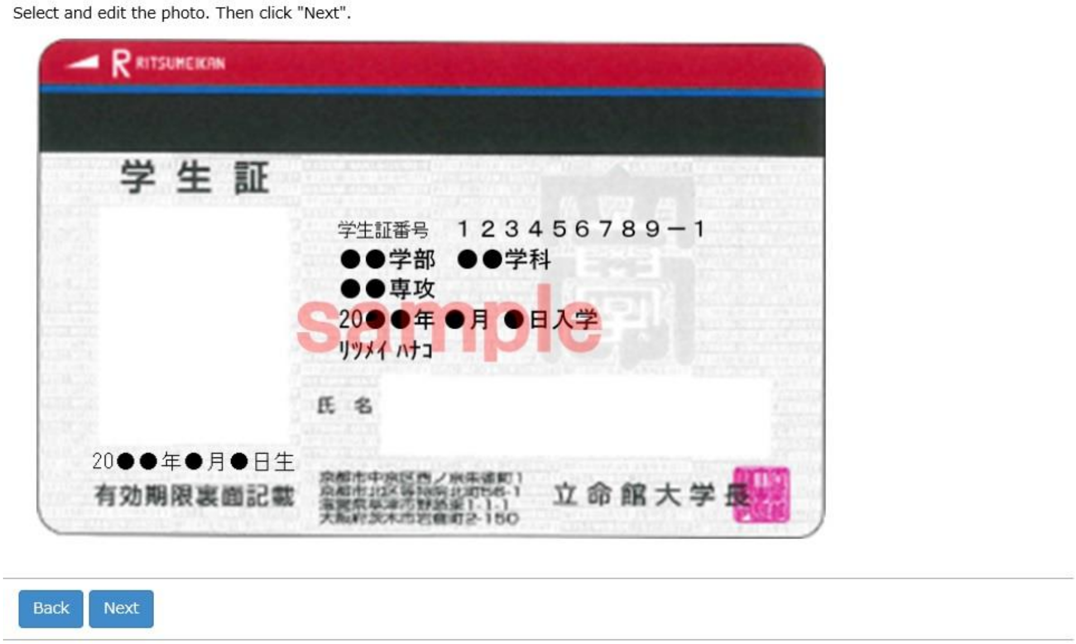
Upload ID photo for your Student ID card.

* Required field

Student ID photo

Click "Edit".

Edit



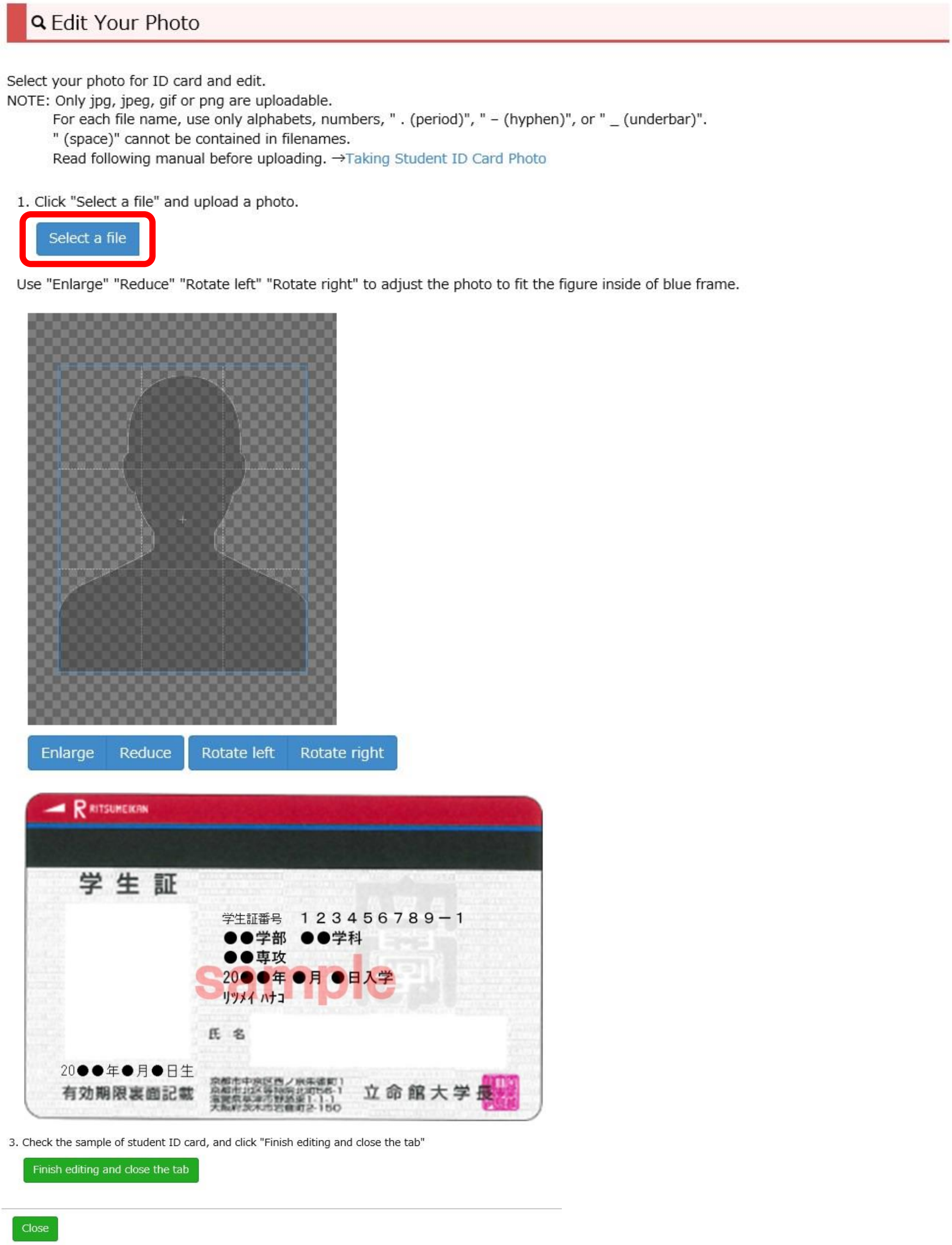
Select and edit the photo. Then click "Next".

RITSUMEIKAN
学 生 証
学生証番号 １２３４５６７８９－１
●●学部 ●●学科
●●専攻
20●●年●月●日入学
ﾘﾂﾒｲ ﾊﾅｺ
氏 名
sample
20●●年●月●日生
有効期限裏面記載
立 命 館 大 学 長
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.

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

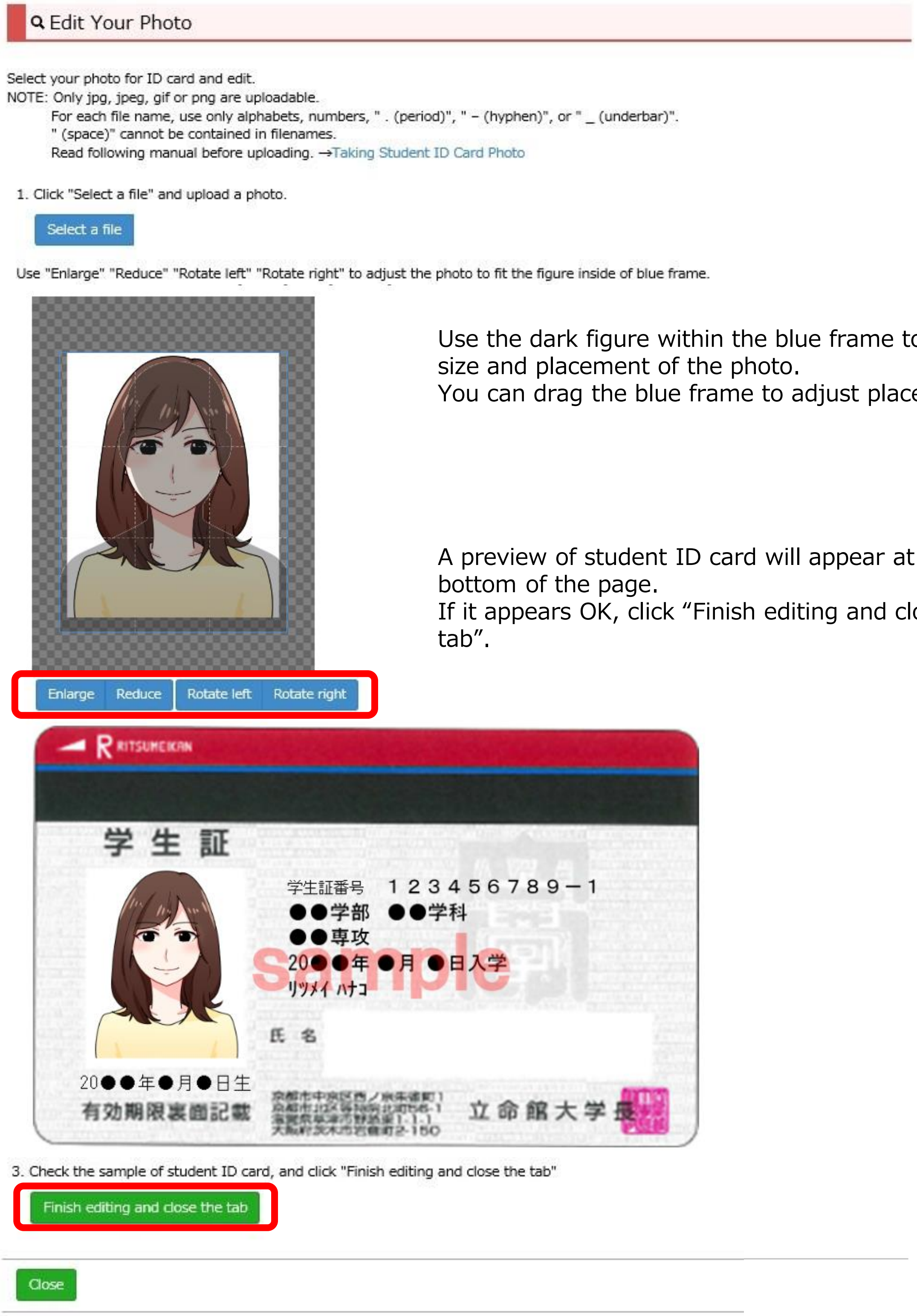
3. Check the sample of student ID card, and click "Finish editing and close the tab"

Select a file
Enlarge
Reduce
Rotate left
Rotate right
RITSUMEIKAN
学 生 証
学生証番号 １２３４５６７８９－１
●●学部 ●●学科
●●専攻
20●●年●月●日入学
ﾘﾂﾒｲ ﾊﾅｺ
sample
氏 名
20●●年●月●日生
有効期限裏面記載
立命館大学長
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.



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

学 生 証
学生証番号 １２３４５６７８９－１
●●学部 ●●学科
●●専攻
20●●年●月●日入学
ﾘﾂﾒｲ ﾊﾅｺ
氏 名
20●●年●月●日生
有効期限裏面記載
立 命 館 大 学 長

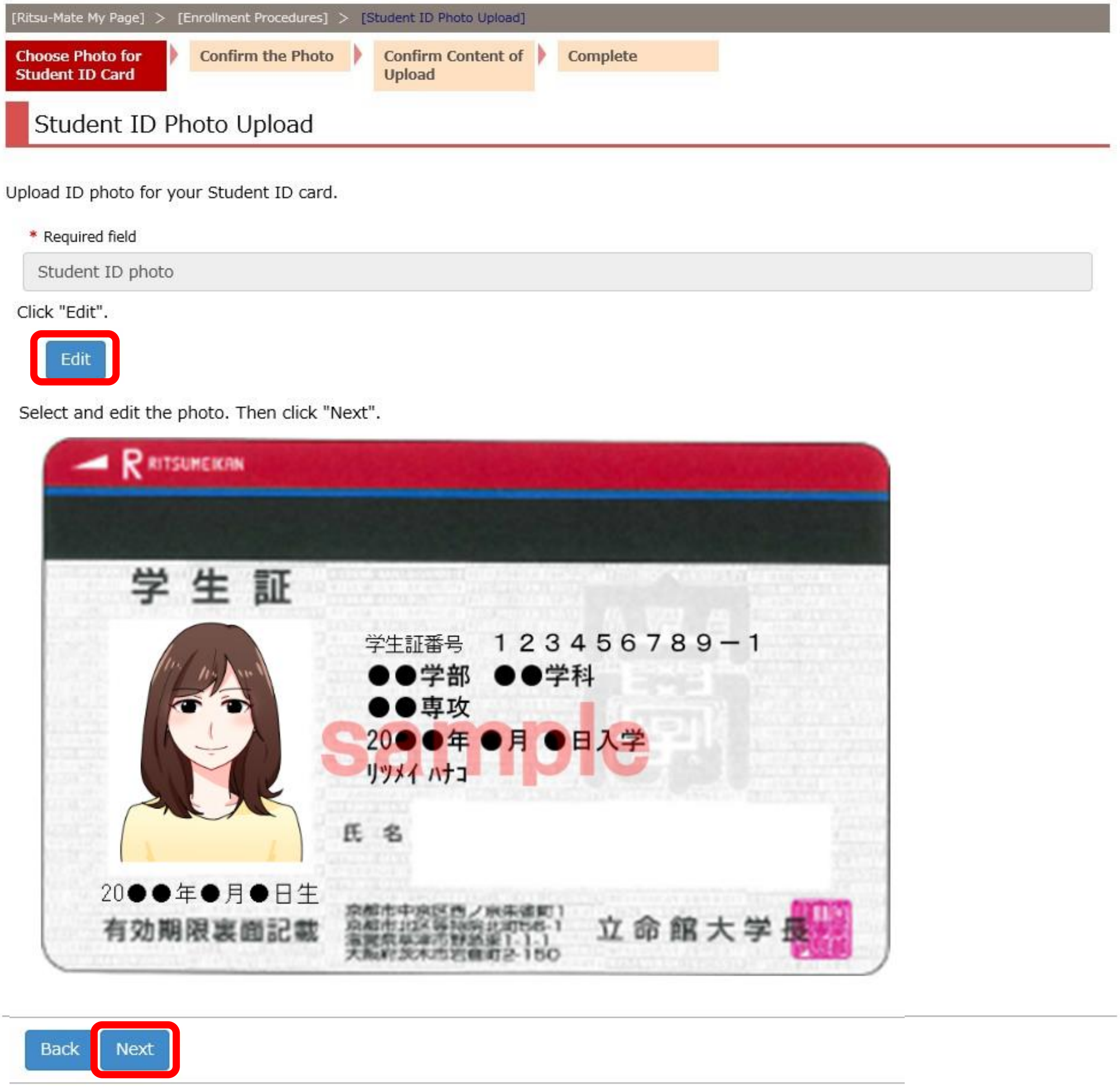
3. Check the sample of student ID card, and click "Finish editing and close the tab"

Finish editing and close the tab

Close

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

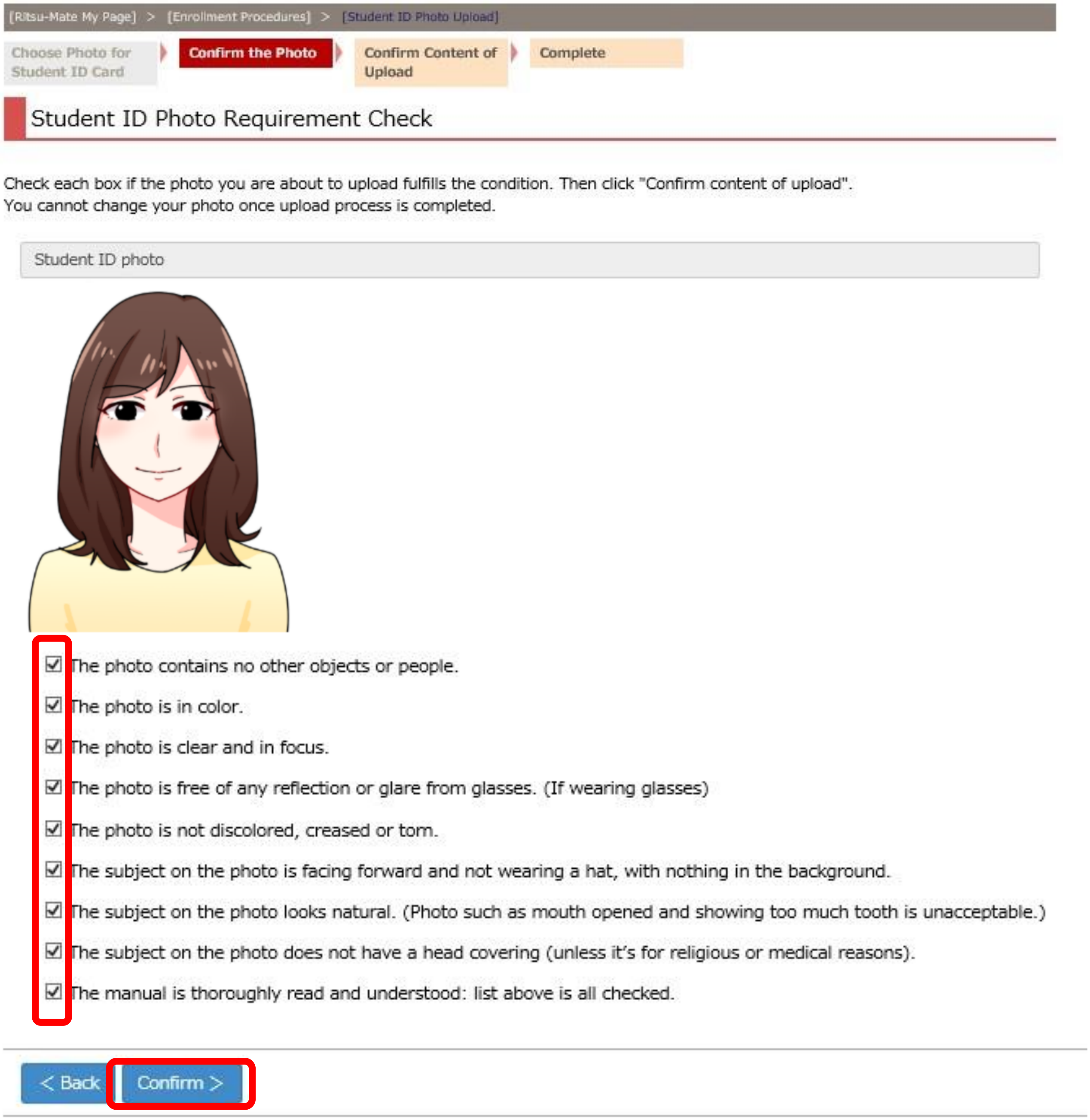
Select and edit the photo. Then click "Next".

RITSUMEIKAN
学 生 証
学生証番号 １２３４５６７８９－１
●●学部 ●●学科
●●専攻
20●●年●月●日入学
ﾘﾂﾒｲ ﾊﾅｺ
氏 名
sample
20●●年●月●日生
有効期限裏面記載
立命館大学長
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.



[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 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.

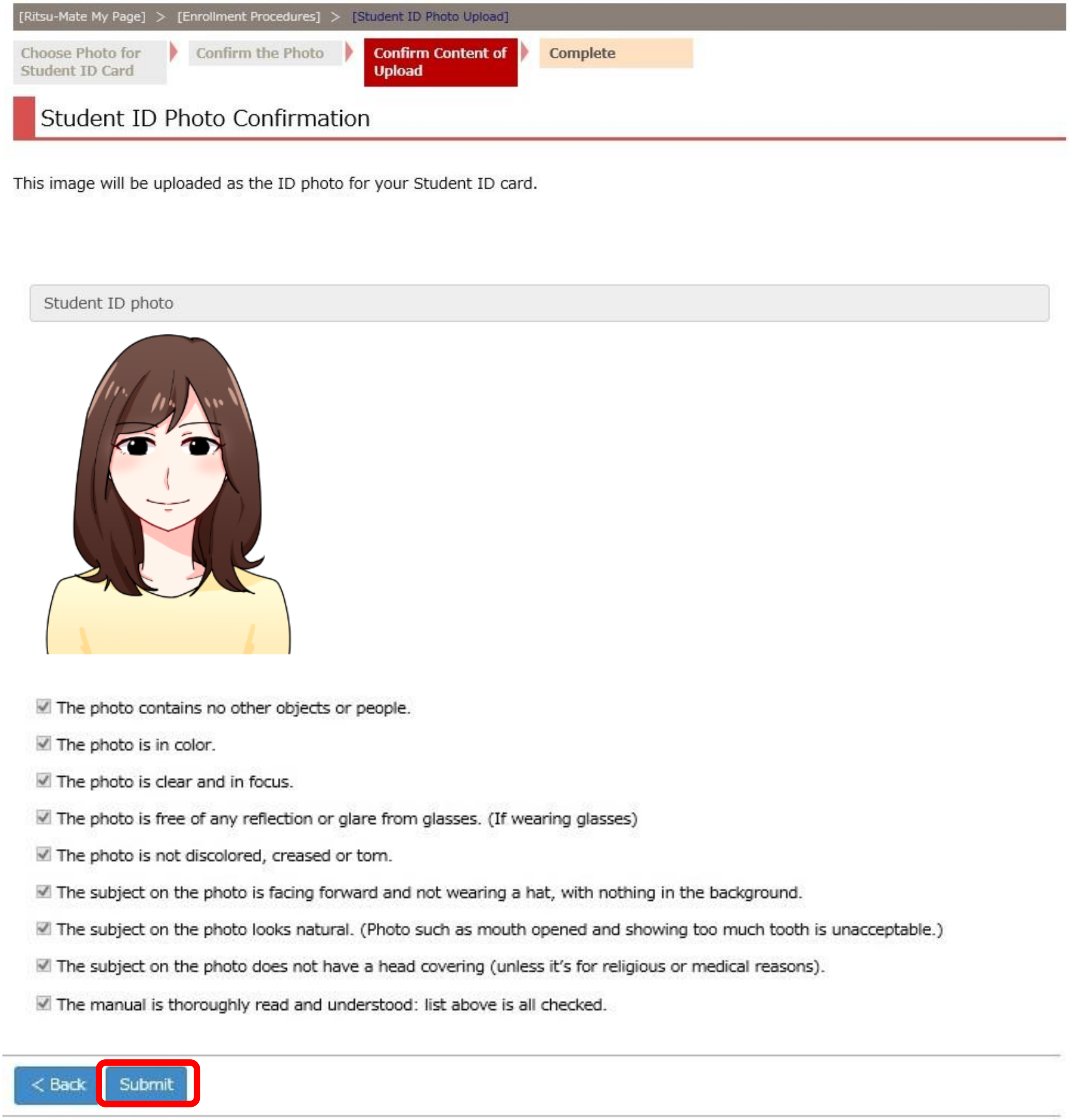
< Back
Confirm >

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]

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.

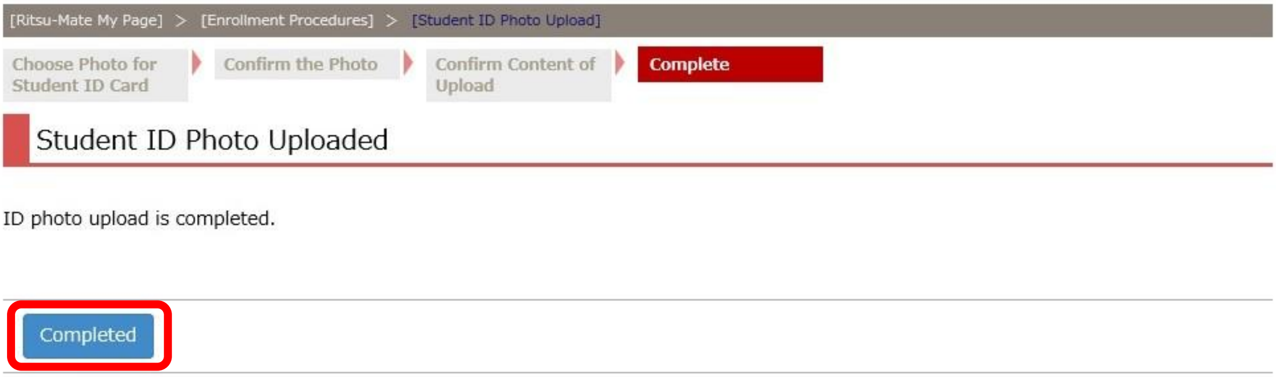
☑ The subject on the photo looks natural. (Photo such as mouth opened and showing too much tooth is unacceptable.)

☑ 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.

Procedure 4 Student ID Photo Uploaded

The upload is completed.
Click “Completed” to return to menu.


[Ritsu-Mate My Page] > [Enrollment Procedures] > [Student ID Photo Upload]
Choose Photo for Student ID Card
Confirm the Photo
Confirm Content of Upload
Complete
Completed

Student ID Photo Uploaded

ID photo upload is completed.

“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.