

# Introduction

## Before start using "Ritsu-Mate"

### Check Internet Environment

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

### ▼ Browsers

(Windows) Microsoft Edge, Internet Explorer 11.0, Google Chrome, Mozilla Firefox  
(MacOS) Safari 10 or latest  
(iOS10) Apple Safari  
(Android 5.0) Google Chrome

### ▼ Software

To confirm the application 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 Application Sheet, Examination Sheet, and Mailing Label, 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.

### E-mail Address

To register "Ritsu-Mate", an E-mail address is required. It is used as an ID for log-in.

Please use an E-mail address which is most frequently used without any possibilities of changes or deletion during the whole application process.

Also, please check the E-mail setting to make sure that messages from "@st.ritsumeai.ac.jp" can be received, if domain setting is currently on.

### Method of Application Fee Payment

Credit Card, Convenience Store, PayPal, Alipay is available.

Please select the method of payment after understanding limitations and procedures.

### 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 guarantor's mailing address, academic backgrounds (Name of institutions, colleges).

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" does not have a saving function, and the system will automatically log out if there is no screen transition for 90 minutes.**

### In case you cannot move on to the next Step

Log out, close all the screens and log in again.

#### Access "Ritsu-Mate"

"Ritsu-Mate" URL : <http://www.ritsumeai.ac.jp/applicants/>

The URL is available at the "How to Apply" page in the "Ritsumeikan University International Admissions Website".

"Ritsumeikan University Website" → "Admissions & Aid" → "English-based Degree Programs" → "Undergraduate" "International Admissions" → "How to Apply" → "Ritsu-Mate"

# Introduction

## Login

- First-time users:

Click on the "Create Account" while leaving the "Account" and "Password" empty.

- Users with an existing account:

Enter the email address you have registered in the "Account" and the password you have registered in the "Password".

The screenshot shows the Ritsu-Mate Login page. At the top left is the Ritsumeikan University logo and name. At the top right is a language selector set to "JAPANESE". Below the header is the "Ritsu-Mate Login" title. There are two input fields: "Account \*" and "Password \*". Below these fields are three buttons: "Login", "Create Account", and "Reset Password".

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

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

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

**[Create Account]**  
Click on the "Create Account" if you are a first-time user.

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The screenshot shows the Ritsumeikan University application portal. At the top right, there are buttons for 'Manual' (1) and 'Logout' (2). Below the navigation bar, the current status is shown as 'Ritsu-Mate My Page' > '[Application Details Registration]' (3). A progress bar indicates the current step is 'Application Fee' (4), with other steps including 'Personal Information', 'Information of High School', 'Questionnaire', 'Confirmation of Registration Information', and 'Completed'. At the bottom, there are navigation buttons '< Back' and 'Next >' (5).

- ① You can consult the manual during registration by clicking on "Manual" in the top right-hand corner.
- ② Be sure to click on "Logout" in the top right-hand corner once you have finished entering your information.
- ③ The current status is displayed after you log in.
- ④ The current status is displayed after each entry item is selected or registered.
- ⑤ Click on the relevant blue button at the bottom of each screen to go forward or back from the current screen.  
Alternatively, you can click on the link to display the previous screen in the upper area of the screen (③).

## Notes

### 1. Session timeout

You will be automatically logged out after 90 minutes of inactivity.

### 2. Changing registered information

Once you click on "登録 / Register", your information cannot be changed anymore. Do not re-register your application. In case you need to modify your application, take the following procedures.

- 1) If the parts you need to make correction are shown on your Application Sheet, make that correction by hand directly on the printed Application Sheet.
- 2) If the parts you need to make correction do not appear on your Application Sheet, such as education information or international student information, contact the International Admissions Office to make that correction on your behalf.

### 3. Interruption of the "Ritsu-Mate" service

Access to the site is interrupted every week between Wednesday 7:30 p.m. and Thursday 5:30 a.m. (Japan Standard Time) to conduct system maintenance. However, the service is not interrupted if the first or final day of the application period falls on a Wednesday. We will inform you of Maintenance Schedule on the Welcome page in case of an urgent interruption.