### **Procedure 1 E-mail Confirmation**

The university will send an email about your "Ritsu-Mate Registration" to your registered email address.

Click on the URL indicated in the email to proceed to the registration screen.

#### Email subject:

立命館大学「Ritsu-Mateメンバー」登録申請受付メール/Registration for the "Ritsu-Mate Member" of Ritsumeikan University



# Procedure 2 "Ritsu-Mate" Main Registration

You can choose Japanese or English in entering your information. Click on "入力内容確認へ進む / Confirm".

R立命館大学 Ritsumeikan University	Account : Name : [ADC30F0] [OT]	
数据 / Register 数据外級報道 / 発了 / Complet Registration Information	tion	
Ritsu-Mate登録 / Registration		
以下の情報を入力してください。 身録(日本語)もしくは登録(英語)のいずれかに入力してくださ		
Please complete the form below.  Please input in one of the register (Japanese) or the register	(English).	
發錄(日本語) / Register (Japanese)		
ログイン用バスワード (黎緑用)	(パスワード形式) 6~6時の中角疾病子で、筋密を質文字にしてください。	
ログイン用バスワード (確認用)	・・ ・・ ・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・	
氏名	生角で入力してください。姓と名の側に、スペースを入れてください。	
受験区分		
入学年度		
入学時期		
四箱		
居住国	■ 出版時に係んでいる研究入力してください。	
[Login Password]  登錄 (英語) / Register (English)  Your password must be composed of 6 to 8 alphanumeric characters		
Login Password ••••• Input 6 to 8 bate	Your password must be composed of 6 to 8 alphanumeric characters.  The first character must be an alphabet. Both uppercase and lowercase	
Confirm Password ••••• Enter the pass	can be used. Be careful not to forget your password.	
Name Ritsu Mei	[Undergraduate/Graduate]	
Please input with double-byte characters. Put a space between your family and fi		
Undergraduate/Graduate Undergraduate		
Year of Enrollment 2017	[Year of Enrollment and Semester of Enrollment] Select an academic year and a term you are scheduled to enroll.	
Semester of Enrollment April Enrollment April		
Nationality People's Republic of China		
Country of Residence People's Republic of China	[Country of Residence]  Enter the country where you live at the time of application.	
入力内容確認へ進む / Confirm >		

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# **Procedure 3 Confirmation of Registration Information**

Confirm the information you have just entered, and click on the "登録 / Register" if there are no errors.

R立命館大学 Ritsumeikan University	Account : Name : [ADC30C0] [OT]	
[Rissa-Mata等級問題 / New Register]		
際語 / Register 第四小版形式 / 第7 / Completion Registration Information		
Ritsu-Mate登録確認 / Registration Information		
NISA PACE SAFER / Negistration Information		
以下の登録内容をご確認ください。 関連いがあれば、 [ < 前に戻る] ボタンを押して登録画面で修正してください。		
Plane short all the information on extend in second		
Please check all the information you entered is correct.  If necessary, go back to the previous page and correct the information.		
黎錄(日本語) / Register (Japanese)		
ログイン用パスワード (登録用)		
ログイン用パスワード (確認用)		
氏名		
受験区分		
入学年度		
入学時期		
(X) 66		
居住国		
登録(英語) / Register (English)		
Login Password •••••		
Confirm Password		
Name Ritsu Mei		
Undergraduate/Graduate Undergraduate Examination		
Year of Enrollment 2017		
Semester of Enrollment April Enrollment   April		
Nationality People's Republic of China		
Country of Residence People's Republic of China		
·		
< 前に戻る / Back 登録 / Register		
[登録 / Pagictor]		
[登録 / Register] Note: Once you click on "登録 / Registe	er", your information cannot be	
changed anymore.		

### **Procedure 4 Completion of Ritsu-Mate Registration**

The following screen is displayed upon completion of the registration.

Once you have completed the registration, click on "閉じる / Close.



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Before moving onto the Procedure 5, make sure to close all the screens or tabs.



### **Procedure 5 E-mail Confirmation**

The university will send an email about "Completion of Your Registration" to your registered email address.

Click on the URL indicated in the email to proceed to the login screen.

#### Email subject:

Ritsu-Mate登録完了メール/Completion of your registration for the "Ritsu-Mate Member" of Ritsumeikan University

Ritsu-Mate登録完了メール/Completion of your registration for the "Ritsu-Mate Member" of Ritsumeikan University do-not-reply\_rumll01@st.ritsumei.ac.jp ◆ 全員に返信 | ∨ Ritsu Mate 様 この度、Ritsu-Mateにご登録いただき誠にありがとうございます。会員登録が完了しましたので、ご連絡させていただきます。 ▼ログインについて ご登録いただいたメールアドレスとパスワードで以下のURLからログインしてください ※クリックしても画面が開かないときは、上記URLをコピーしてプラウザで開いてください。 【ご注意】 ※このメールは、立命館大学「Ritsu-Mateメンバー」に登録された方にお送りしています。 内容にお心当たりがない場合には、当メールを破棄していただきますようお願いいたします。 ※本メールについてご不明な点等がございましたう、下記メールアドレスにご連絡ください。 学部入試: ru-iadm@st.ritsumel.ac.jp 大学院入試: ru-gs-ad@st.ritsumei.ac.jp ※本メールに返信いただいても回答はできませんのであらかじめご了承ください。 Dear Ritsu Mate. Thank you for joining the Ritsu-Mate Member. Your registration has been successfully completed. With your registered e-mail address and password, please log in from the URL below \* If the URL does not work, please copy the URL and open the link in a browser. NOTE:

1. This e-mail is sent to everyone who registered as the "Ritsu-Mate Member" of Ritsumeikan University. Please delete this e-mail if you didn't register.

2. If you have any inquiries regarding this e-mail, please contact us at the e-mail address below.

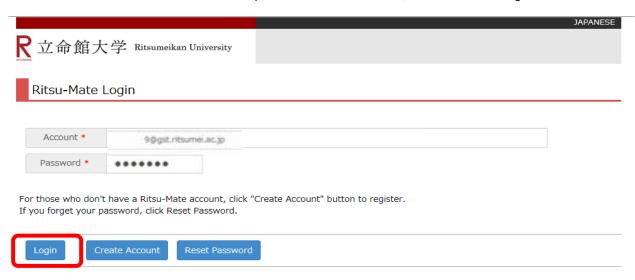
Undergraduate Admission: ru-ladm@st.ritsumei.ac.jp

Graduate Admission: ru-gs-ad@st.ritsumei.ac.jp

3. Your reply to this e-mail will not be answered. Thank you for your understanding.

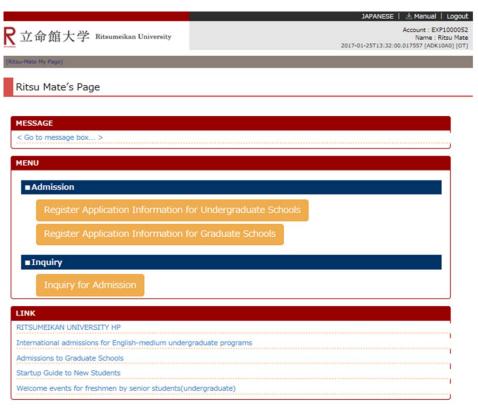
# Procedure 6 Confirmation of [Ritsu-Mate] top page

Enter the email address in "Account" and the password in the "Password", and click on the "Login".



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After you log in, the "Ritsu-Mate" top page will be displayed.



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