

## STEP 3-1 Register Application

### Procedure 1 Starting Application Registration

The application registration can be made from 10:00 AM (Japan Standard Time) of the first day of the application period.

The screenshot displays the Ritsu-Mate user interface. At the top, there is a navigation bar with the university logo (立命館大学 Ritsumeikan University) on the left and user information on the right, including 'JAPANESE', 'Manual', 'Logout', 'Account : EXP1000052', 'Name : Ritsu Mate', and a session ID '2017-01-25T13:32:00.017557 [ADK10A0] [OT]'. Below the navigation bar is a header section for 'Ritsu-Mate My Page'. The main content area is divided into sections: 'MESSAGE' with a link '< Go to message box... >', and 'MENU'. The 'MENU' section is expanded to show two categories: 'Admission' and 'Inquiry'. Under 'Admission', there are two buttons: 'Register Application Information for Undergraduate Schools' (highlighted with a red border) and 'Register Application Information for Graduate Schools'. Under 'Inquiry', there is one button: 'Inquiry for Admission'.

#### Note: Changing registered information

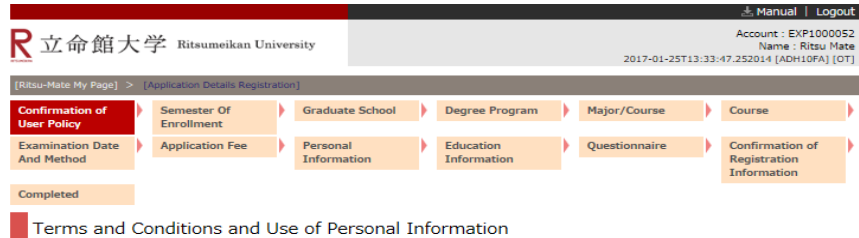
Once you click on "登録 / Register", your information cannot be changed anymore. Do not re-register your application. In case you need to modify your application, take the following procedures.

- 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.

# STEP 3-1 Register Application

## Procedure 2 Confirmation of "Terms and Conditions and Use of Personal Information"

Read the Terms and Conditions and Use of Personal Information in full, select "I agree," and click on "Next >".



Please read the Terms of Use below, tick box if you agree, and click Next.

### User Policy

#### (Purpose)

This user policy determines the conditions related to the use of Internet applications (hereinafter called "this service") between the person applying to place an application (hereinafter called "the applicant") and The Ritsumeikan Trust (hereinafter called "the University").

#### (Applicant for this service)

The application for this service must always be by the student to sit the examination or by a guardian of that student.

#### (Notes regarding the establishment of the application)

- To make an application, it is necessary to complete the payment of the entrance examination fee and the sending of the application documents within the application period.
- The application is established when the applicant has used this service and registered accurate application information and when, within the application period, the applicant has paid the entrance examination fee with a payment method specified by this service and the documents necessary for the application have been accepted by the University.
- An application cannot be accepted if the applicant does not provide the University with the information and documents necessary for an application.
- If applications are made simultaneously (with a single application receipt number) for examination dates that have different application periods, then the earlier of the deadlines for the applications will apply.
- It is not possible to change the details of the information after pressing the confirmation button for the application registration.
- It is not possible to change the details of the application after the application is established.

as materials for investigations and research for future entrance examination information to persons wishing to advance to the university. It will not be published.

### \* Basic policy of The Ritsumeikan Trust regarding personal information protection

User Policy  I agree  I do not agree

Back

The personal information obtained from the student to sit the examination in the sitting of the entrance examination will be handled as follows.

- Purpose of use  
[1] The implementation of the entrance examination (application processing, sending of examination admission ticket, etc.) and the implementation of entrance examination and the selection process  
[2] Notification and announcement of the examination results  
[3] The sending of various questionnaire investigations after the entrance examination  
[4] The sending of entrance procedure documents to successful applicants  
[5] The sending to successful applicants of guidance on life after university entrance (housing mediation, accident insurance and cooperative)  
[6] The transfer to the personal information on the student to be used by the university after entrance to the university (for persons who have been accepted for entrance procedures)

(2) Management of personal information  
The personal information of the student to sit the examination will be managed safely in accordance with the laws and ordinances to prevent leaks, loss and damage, etc.  
(3) The outsourcing of work related to personal information  
Work which involves the handling of personal information may be outsourced to an external company after the conclusion of a contract regarding the appropriate handling of personal information and the result of this may be that the company is permitted to handle the personal information data.  
(4) Statistical documents regarding the entrance examination  
The personal information obtained from the student to sit the examination will be subjected to various statistical processing and then used as materials for investigations and research for future entrance examinations and it will also be used for the purpose of revealing information to persons wishing to advance to the university. It will not be possible to identify individuals from the statistical materials that are published.

### \* Basic policy of The Ritsumeikan Trust regarding personal information protection

User Policy  I agree  I do not agree

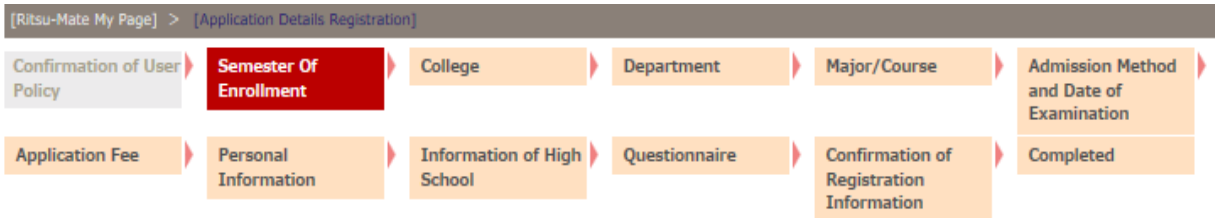
Back

# STEP 3-1 Register Application

## Procedure 3 Selection of Semester of Enrollment

Select a semester of enrollment.

Note: Only the semesters that you can apply at the time you log in are displayed.



### Semester of Enrollment

Please select a Semester of Enrollment.

2017 April

2017 September

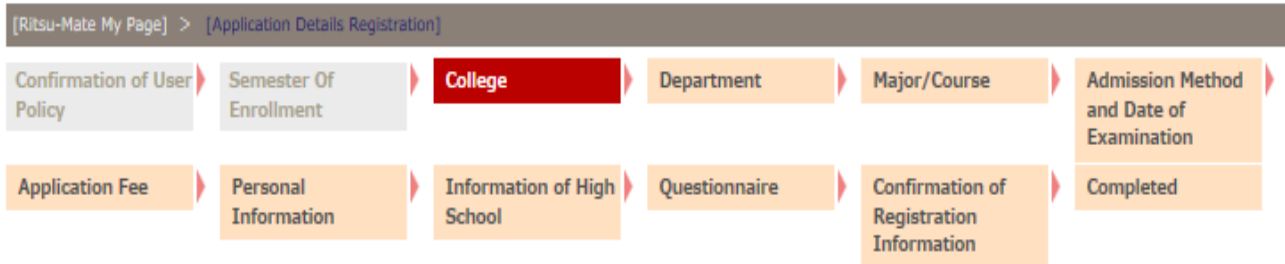
< Back

# STEP 3-1 Register Application

## Procedure 4 Selection of College

Select a college from the list below.

Note: Only the colleges that you can apply at the time you log in are displayed.



### College

Please select a college listed below.

College of International Relations

College of Information Science and Engineering

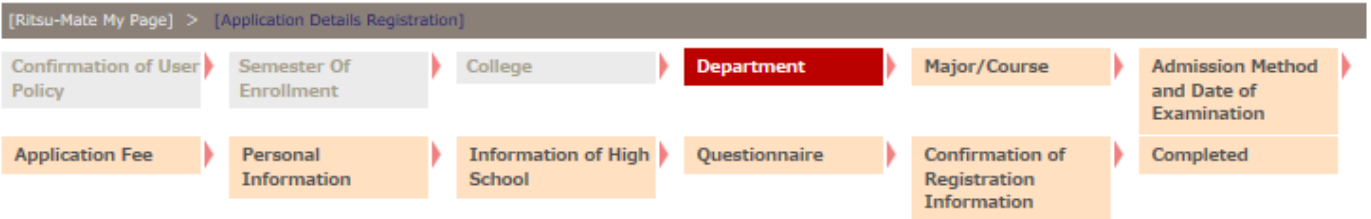
< Back

# STEP 3-1 Register Application

## Procedure 5 Selection of Department

Select a department.

Note: Only the departments that you can apply at the time you log in are displayed.



### Department

Please select a department

\* Required field

Department \* Department of International Relations

< Back

Next >

# STEP 3-1 Register Application

## Procedure 6 Selection of Major

Select a major, and click on "Next >".



### Major/Course

Please select a major / course.

\* Required field

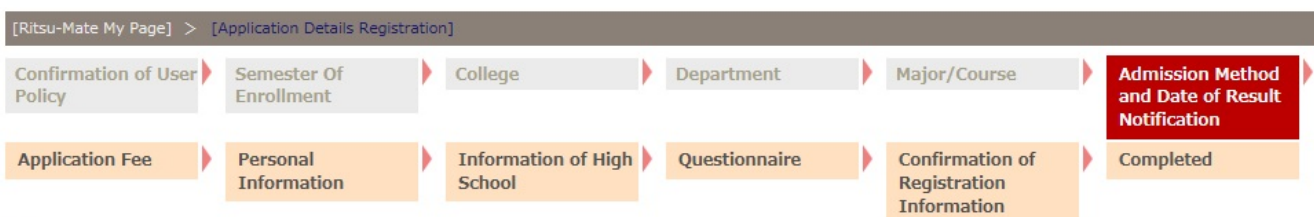
Department	Department of International Relations
Major *	Global Studies Major <input type="checkbox"/>

## STEP 3-1 Register Application

### Procedure 7 Selection of Result Notification Date and Method

Read the Application Handbook thoroughly, and click on one of the result notification dates and methods.

If you are recommended by the principal of your school which has an agreement with Ritsumeikan University, check off 'Recommendation Admissions'.



#### Admission Method and Date of Result Notification

Please select the Admission Method and Date of Result Notification.

[For GS Major/GLA, AO Admissions]

To check the Date of Result Notification, please refer to 'Final Result' NOT 'Final Result/Call for Interview' which are indicated in the Application Handbook 4. Application Period and Other Key Dates.

If you are recommended by your high school under the agreement between RU and your school then choose 'Recommendation Admissions'.

Recommendation Admissions (English Basis) 12/14/17

April AO Admissions (English Basis) 12/14/17

< Back

## STEP 3-1 Register Application

### Procedure 8 Application Fee Confirmation

Confirm the deadline for the payment of the Application Fee, and click on the "Next >".

Note: Besides the displayed Application Fee, a transaction fee is also charged.

The payment must be completed by 11:00 PM (Japan Standard Time) of the application deadline.



#### Application Fee

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
------------------	----------

< Back

Next >



# STEP 3-1 Register Application

## Procedure 9 Personal Information Registration

Enter all the necessary information, and click on "Next >".

The screenshot shows the 'Personal Information' registration page. It includes a navigation menu at the top, a breadcrumb trail, and a main form area. The form is divided into several sections: 'Personal Information', 'Contact Information', 'Overseas Address', 'Guarantor's Information and Contact', and 'Telephone Number'. Each section contains various input fields with labels and validation instructions. Blue callout boxes are overlaid on the form, providing detailed instructions for each field.

### [Name]

• Japanese Applicants: Name on the official family registry (koseki) or Certificate of Residence. **Do NOT use English alphabet.**  
 • Applicants without Japanese Nationality (international students): Name in English alphabet as indicated on the Certificate of Residence or passport. Use all CAPITAL LETTERS for family name. **Applicants from countries or regions where Chinese characters are used should NOT enter their names in Chinese characters.**  
 E.g.: RITSUMEI Hanako

For details on how to enter your name, refer to "6. Application Procedure" in the "Application Handbook".

### [Name (Katakana)]

Enter your name in Katakana in the "Name (Katakana)".  
 • If you selected Japanese nationality during the registration in STEP 2, this field must be filled with Katakana though the red asterisk is not indicated  
 • **Foreign nationals who do not know the proper writing in katakana for their names may leave the field blank.**

### [Date of Birth]

Enter your date of birth directly into the field.  
 E.g.: 1990/04/01

### [Application Fee]

All applicants must select "Required."

### [Postal Code & Prefecture]

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."

### [Address A, B, C]

Address A: Input your address  
 Address B: (if more spaces are required, use Address B Field as well.)  
 Address C: Input your Country and Postal Code

The maximum number of characters you can use to enter information for any of these fields is 40. In case of exceeding the maximum number of characters, use abbreviations instead.  
 EG: St. (Street), Blvd. (Boulevard)

### (Overseas address only)

Enter your information using alphabets, even for countries or regions where Chinese characters are used.

### [Sending the result notification to a different address than the one entered]

Enter the alternate name and address in the "Notes (Ex. Another Address)" box at the bottom of the "Application Sheet" printed in "Printing the Application Sheet" in STEP 5.

### [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 application. Either a "Home Telephone Number" or a "Mobile Telephone Number" must be entered. Insert hyphens between the numbers.

### [Guarantor]

Select your father, mother, brother, sister, or spouse as guarantor. If none of the above relatives can become a guarantor, fill in the address, name, etc., of a someone who is not a dependent and can reliably fulfill their responsibilities as a guarantor.

### [Guarantor's Telephone Number]

Either a "Home Telephone Number" or a "Mobile Telephone Number" must be entered for the guarantor's information. Insert hyphens between the numbers.

# STEP 3-1 Register Application

## Procedure 10 High School Information Registration

Enter all the necessary information, and click on "Next >".

### Information of High School

Please enter the following information.

\* Required field

#### Eligibility for Application

High School Details	
Academic Standing *	Graduate of an Institution O
Status *	Expected to graduate
High School Code *	52000E <input type="button" value="Q"/>
<small>If you graduated from overseas high schools, enter "52000E" for the code and your high school name directly. Do not use the search function.</small>	
High School Name *	ABC Foreign Language High School, China
High School Course	<input type="button" value="v"/>
Founder of High School *	National and Public <input type="button" value="v"/>
(Estimated) Graduation Date *	2018/09 <small>YYYY/MM</small>

#### [High School Code & High School Name]

Click on the magnifying glass button, enter the high school name, and search. Search is done by a partial match.

Please retype the "high school name" and "country" in English after the high school name gets filled in automatically.

#### (Overseas High Schools)

Do not use the magnifying glass button search function.

High School Code: Enter "52000E" directly into the field.

High School Name: Enter the "high school name" and "country" in English directly into the field.

#### [High School Course]

(Overseas High Schools)  
Please choose "Foreign School".

< Back

Next >

## STEP 3-1 Register Application

### Procedure 11 Questionnaire Entry (Optional)

Put a check mark next to all applicable items, and click on "Next >".  
Your answer to this inquiry has no impact on your examination result.

#### Questionnaire

Please complete the questionnaire below.

Note: This questionnaire is for the purpose of future student recruitment and has no effects on your screening result.

[Q1] What made you to apply for Ritsumeikan University (RU)? (Check all that apply.)

- Intriguing educational context/curriculum     Reasonable tuition fee     Variety of available scholarships
- Charm of RU's global location (Japan)     Charm of RU campuses' location (Kyoto, Osaka or Shiga)
- Screening process that matches your credentials
- Great after study prospects and options. (Employment; Graduate & Academia)
- Vast selection of Exchange and study abroad options     RU's reputation and history
- Recommendation from teachers / family member / alumni / faculty / staffs / friend     Other

[Q2] How did you find about "English-medium Undergraduate Programs" of Ritsumeikan University (RU)? (Check all that apply.)

- I heard about it from my teacher(s).     My family member(s) or relatives told me about the programs.
- I met Alumni and they recommended the programs to me.     I received explanation and talked to RU Faculty and/or Staff.
- I heard it from my friend(s) and/or acquaintance(s).     I saw the programs on RU website.
- I saw an online advertisement or commercial.     Facebook     YouTube     Instagram     WeChat
- Other website(s), SNS(s), or television     I read RU brochures or publications.
- I found about RU from a magazine on tertiary studies or continuing education.
- I heard about it from RU overseas Office(s).     A Study Abroad agency recommended RU to me.
- I attended a Universities Fair.     I found out from an Information Session.     Other

< Back

Next >

# STEP 3-1 Register Application

## Procedure 12 Confirmation of Application Registration Details

Confirm the information you have just entered, and click on "Register >".

The applicant is strongly recommended to take a snapshot of this screen for record of your application details.



### Application Details

Please confirm the following information.

User Policy	I agree
Semester of Enrollment	2017 April
College	College of International Relations
Department	Department of International Relations
Major	Global Studies Major
Admission Method and Date of Examination	April AO Admissions for International Students (English Basis) 12/08/16
Application Fee	5000
Payment Deadline	03/31/17

Personal Information	
Name	Ritsu Mei
Name (Katakana)	
Gender	Male

### Omission

Academic Standing	Graduate of an Institution Outside of Japan
Status	Expected to graduate
High School Code	52000E
High School Name	ABC Foreign Language High School
High School Course	
Founder of High School	Private
(Estimated) Graduation Date	2017/06

Click on "< Back" to return to the previous screen if you need to make any changes.

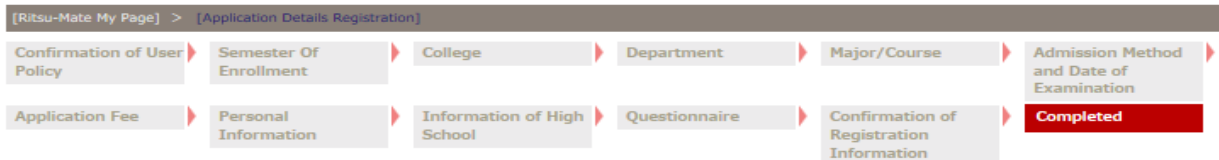
Note: Once you click on "Register", your information cannot be changed anymore. If you need to make any changes after you have clicked on "Register", contact the International Admissions Office.

< Back Register

## STEP 3-1 Register Application

### Procedure 13 Completion of Application Registration Details

Confirm that the following screen is displayed, and click on the "Completed".



#### Completion of Application Registration

Your information has been registered.  
Please complete payment of Application Fee(s) as well as transaction fee and submit Application Documents by designated deadlines.

Completed

The top page will be displayed.



#### Ritsu Mate's Page

##### MESSAGE

< Go to message box... >

##### MENU

###### Admission

Register Application Information for Undergraduate Schools

Register Application Information for Graduate Schools

International Student Register

Pay Application Fee

Application Sheet & Mailing Label Download

###### Inquiry

Inquiry for Admission

#### **【International Student Register】**

If you have a foreign nationality, make sure to continue with STEP 3-2 : International Student Information Registration (except for Special Permanent Resident)