

STEP 3-3 Upload Application Documents

Procedure 1 Starting the Application Document Upload

Click on "Upload application documents".

The screenshot displays the user interface of the Ritsumeikan University application portal. At the top, there is a navigation bar with the university's name in Japanese and English, and a language selector set to 'JAPANESE'. Below this, the user's account information is visible, including the account ID 'EXP1000024' and the name 'GS FRA Jack'. A breadcrumb trail shows the user is on 'GS FRA Jack's Page'. The main content area is titled 'MESSAGE' and contains a link to the message box. Below the message section is a 'MENU' section with a sub-menu for 'Admission'. The 'Admission' menu includes several options: 'Register Application Information for Undergraduate Schools', 'Register Application Information for Graduate Schools', 'International Student Register', 'Upload application documents' (highlighted with a red box), 'Pay Application Fee', 'Application Sheet & Mailing Label Download', and 'Examination Sheet Download'.

JAPANESE | Manual | Logout

立命館大学 Ritsumeikan University

Account : EXP1000024
Name : GS FRA Jack
2017-02-07T15:42:10.712533 [ADK10A0] [OT]

[Ritsu-Mate My Page]

GS FRA Jack's Page

MESSAGE

< Go to message box... >

MENU

■ Admission

- Register Application Information for Undergraduate Schools
- Register Application Information for Graduate Schools
- International Student Register
- Upload application documents
- Pay Application Fee
- Application Sheet & Mailing Label Download
- Examination Sheet Download

STEP 3-3 Upload Application Documents

Procedure 2 Examination Selection

Confirm the application information you have registered during the Application Registration step, and click on "Sel."

Select the Entrance Examination Method(s) of your application

The Entrance Examination(s) that you have applied for is as following.
Please click the "Register" button to upload your documents.
You can't upload your documents after the application deadline.

(Total 1 item(s))

	College/Graduate School	Admission Method	Application Deadline
Sel	College of International Relations	April AO Admissions for International Students (English Basis)	03/31/17 23:03:31

[Back](#)

STEP 3-3 Upload Application Documents

Procedure 3 Confirmation of Application Documents

Check the Application Handbook and upload the required documents.
Click on "Reg" next to the documents to be submitted.
Register ALL required documents except for Evidence of Application Fee Payment [For Relevant Applicants Only] and Awards (Optional) [For ISSE Course ONLY].

List of Application Documents

Please select documents that you are going to submit.
Follow instruction in your Application Handbook and submit application documents.
※After submitting application documents, click the "Reload" button to update information.
※You can't resubmit the documents you have already submitted.

Reload

[Application Sheet]
Upload your Application Sheet ([refer to the STEP 5](#)).

(Total 9 item(s))

	Document Title	Status of Submission
Reg	Application Sheet	not submitted
Reg	Registration Form	not submitted
Reg	Application Essays	not submitted
Reg	Documents Proving English Proficiency	not submitted
Reg	Evidence of Application Fee Payment [For Relevant Applicants Only]	not submitted
Reg	Photocopy of Passport	not submitted
Reg	Awards (Optional) [For ISSE Course ONLY]	not submitted
Reg	Documents proving that you meet the university entrance eligibility requirements	not submitted
Reg	Academic Transcripts	not submitted

Close

[Application Essays]
Write your ALL Essays on the theme that were given to you. Your essays should be typed.

STEP 3-3 Upload Application Documents

Procedure 4 Application Documents Upload

Upload the documents in any of the specified file formats and click on "Confirm >". Please confirm the contents of uploaded documents by clicking "download" link. Once each file has been correctly uploaded, click on "Register".

Submit Application Documents

Please select the relevant application documents and click the "Next" button.

※Files must be submitted in the format of either "pdf", "xlsx", "docx", "txt", or "jpeg".

※For each file name, use only alphabets, numbers, or ". (period)", "- (hyphen)", and "_ (underbar)". " (space)" cannot be contained in filenames.

* Required field

Document Title	Document A
Files to upload *	<input type="text"/> 参照...

Close **Confirm >**

Confirmation of Application Documents

Please register the contents of uploaded documents after clicking download link and confirming it.

Document Title	Document B
Files to upload	ADH10FJ.pdf download

Close < Back **Register**

Once registered, the documents cannot be changed.

STEP 3-3 Upload Application Documents

Procedure 5 Completion of Application Document Upload

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

Registration of Application Documents

Your application documents have been successfully submitted.

Close

List of Application Documents

Please select documents that you are going to submit.
Follow instruction in your Application Handbook and submit application documents.
※After submitting application documents, click the "Reload" button to update information.
※You can't resubmit the documents you have already submitted.

Reload

Click on "Reload" on the List of Application Documents screen.

(Total 9 item(s))

	Document Title	Status of Submission
Reg	Application Sheet	not submitted
Reg	Registration Form	not submitted
Reg	Application Essays	not submitted
Reg	Documents Proving English Proficiency	not submitted
Reg	Evidence of Application Fee Payment [For Relevant Applicants Only]	not submitted
Reg	Photocopy of Passport	not submitted
Reg	Awards (Optional) [For ISSE Course ONLY]	not submitted
Reg	Documents proving that you meet the university entrance eligibility requirements	not submitted
Reg	Academic Transcripts	not submitted

Confirm that the Status of Submission changes to "submitted" for the uploaded document, and proceed with the submission of the following documents.

Close

The top page will be displayed.

JAPANESE | Manual | Logout

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MESSAGE

< Go to message box... >

MENU

- Admission
 - Register Application Information for Undergraduate Schools
 - Register Application Information for Graduate Schools
 - International Student Register
 - Upload application documents