

## STEP 5 Download the Application Sheet

### Procedure 1 Check the Printing Environment

In order to print your Application Sheet, 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 Selection of Application Sheet & Mailing Label Download

Click on "Application Sheet & Mailing Label Download".

Note: The button is not displayed unless "STEP 3: Register Application" has been completed.

JAPANESE | Manual | Logout

立命館大学 Ritsumeikan University

Account : EXP1000052  
Name : Ritsu Mate  
2017-01-25T14:24:01.255307 [ADK10A0] [OT]

[Ritsu-Mate My Page]

#### 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

**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\(undergraduate\)](#)

## STEP 5 Download the Application Sheet

### Procedure 3 Application Information Selection

Confirm the displayed information, and click on "Sel."

#### Select Application

Please select an application of which you print out an application sheet.

\*For admission methods which do not implement written examinations, result notification date is shown in the column 'Examination Date'.

(Total 1 item(s))

	Application Period	Year and Semester of Enrollment	College/Graduate School	Degree program	Department/Major	Major/Course	Examination date	Admission Method
<a href="#">Sel</a>	04/01/16 - 03/31/17	2017 April	College of International Relations	Undergraduate	Department of International Relations	Global Studies Major	12/08/16	April AO Admissions for International Students (English Basis)

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In case your application information is not displayed logout and login again.

## STEP 5 Download the Application Sheet

### Procedure 4 Selection of Application Sheet for Printing

Select "Application Sheet (English)" by clicking on "Pri" next to it.

[Manual](#) | [Logout](#)

 立命館大学 Ritsumeikan University Account : EXP1000052  
Name : Ritsu Mate  
2017-01-25T14:30:37.232720 [AD111L0] [OT]

[Ritsu-Mate My Page] > [Application Card Print-out]

### Application Sheet List

Please select an item you would like to print out.  
You need to download the documents to print out.

(Total 3 item(s))

Examination Sheet	
<a href="#">Pri</a>	Application Sheet (Japanese)
<a href="#">Pri</a>	Application Sheet (English)
<a href="#">Pri</a>	Mailing Label (Japanese)

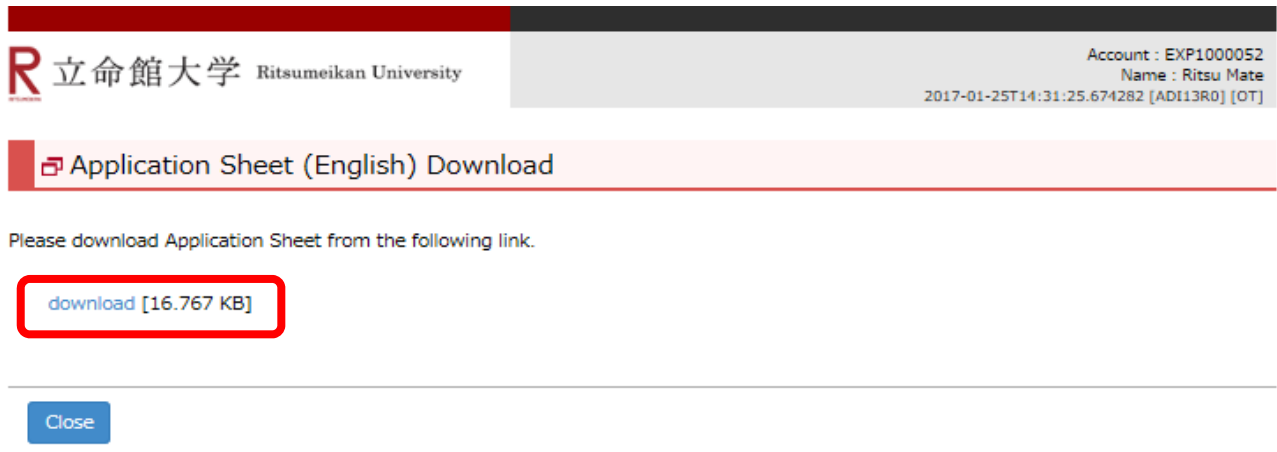
[< Application List](#)

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## STEP 5 Download the Application Sheet

### Procedure 5 Application Sheet Download

Click on "download" from the following screen.



The screenshot shows the Ritsumeikan University website interface. At the top left is the university logo and name in Japanese and English. At the top right, user account information is displayed: Account: EXP1000052, Name: Ritsu Mate, and a timestamp. Below this is a navigation bar with a red highlight on the 'Application Sheet (English) Download' link. The main content area contains the instruction 'Please download Application Sheet from the following link.' followed by a blue button labeled 'download [16.767 KB]' which is highlighted with a red border. At the bottom left of the content area is a blue 'Close' button.

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# STEP 5 Download the Application Sheet


## Procedure 6 Printing Application Sheet

RITSUMEIKAN UNIVERSITY  
APPLICATION SHEET

column with \* is for university use.

Date of Application	10/20/2016	Registration Number	20171133262
*Application Number			
Year of Enrollment	2017	Semester of Enrollment	April
Admission Method	April AO Admissions for International Students (English Basis)		

Registration Number



Attach a photo here  
(Size: 2.4x3)

Student ID Number		Sex	Male	Date of Birth	1995-10-23
Name in Kanakana	Ritsu Mei				
Name	RITSU MEI				
Nationality	People's Republic of China				
Resident Status					

College/Graduate School	College of International Relations
Department/Major	Department of International Relations
Major/Course	Global Studies Major
Application Fee	Required

Address	999-9999 Other than those above b a
Phone Home	
Cell Phone	
E-Mail	r4td016@gat.ritsumei.ac.jp
Guarantor's Name	Ritsu Jason
Guarantor's Address	Other than those above b
Guarantor's Phone	

Exam Date	12/08/2016	For	Date of Payment	02/07/2017 16:44
Notes (Ex. Another Address)				

**[Photo Attachment]**  
Paste a photograph on the printed Application Sheet.

**[Guarantor's Phone]**  
Only Home Telephone Number is displayed.  
(Mobile Telephone Number is not)

**[Exam. Date]**  
For admission methods which do not implement written examinations, the result notification date is shown in the column "Exam. Date".

**[Date of Payment]**  
If you make a payment at convenience store, the date of payment is only shown here on the next day. Print out the Application Sheet on the next day of payment.  
If you make a payment by wire transfer, Date of Payment will not be shown.  
Upload a scanned copy of the bank remittance form OR receipt from the convenience store (refer to "STEP 3-3 Upload Application Documents").

**[Notes (Ex. Another Address)]**  
Enter an alternative address if you wish to have the result notification sent to an address different from the one you registered during the Application Registration.

## STEP 5 Download the Application Sheet

### Procedure 7 Uploading Application Documents

Go back to MENU Page, and click on "Upload application documents".  
Upload your Application Sheet in color.

The screenshot shows a web interface with a 'MENU' header. Under the 'Admission' section, the 'Upload application documents' button is highlighted with a red rectangle. An inset window titled 'List of Application Documents' is open, showing a table of documents. The 'Application Sheet' row in the table is highlighted with a red rectangle.

	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

### Procedure 8 Posting Application Documents

The Letter(s) of Reference must be submitted by Post.

**Note: Please DO NOT use the Mailing Label for the undergraduate application. The applicant is recommended to write the following mailing address directly on the envelope.**

[Mailing Address to submit the application]  
International Admissions Office at Kinugasa Campus  
Ritsumeikan University  
56-1 Tojiin Kitamachi, Kita-ku, Kyoto  
603-8577 (or 603-8346), Japan

# STEP 5 Download the Application Sheet

## Procedure 9 Confirmation of Application Information

You can confirm the information you have registered.  
 You cannot re-register your application. In case you need to modify your application, contact the International Admissions Office to make correction on your behalf.


**立命館大学** Ritsumeikan University
 Account : EXP1006254  
Name : RITSUMEI Hanako  
2018-09-20T13:33:44.549440 [ADK10A0] [PR]

[Ritsu-Mate My Page]

RITSUMEI Hanako's Page


**MESSAGE**

< Go to message box... >

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**MENU**

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


**立命館大学** Ritsumeikan University
 Account : EXP1006254  
Name : RITSUMEI Hanako  
2018-09-20T14:58:13.385941 [AD110L0] [PR]

[Ritsu-Mate My Page] > [Download Application Sheet & Mailing Label / Checking Application Information]

### Select Application

Please select an application of which you print out an application sheet.  
 \*For admission methods which do not implement written examinations, result notification date is shown in the column 'Examination Date'.

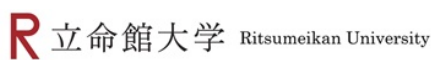
(Total 2 item(s))

		Application Period	Year and Semester of Enrollment	College/Graduate School	Degree program	Department/Major	Major/Course	Examination date	Admission Method
Ref	Sel	08/31/18 - 09/20/18	2019 April	College of International Relations	Undergraduate	Department of International Relations	Global Studies Major	12/13/18	April AO Admissions (English Basis)
Ref	Sel	08/31/18 - 09/20/18	2019 April	College of Global Liberal Arts	Undergraduate	Department of Global Liberal Arts	Cohort A April	12/20/18	April AO Admissions (English Basis)

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## STEP 5 Download the Application Sheet

### Procedure 9 Confirmation of Application Information



Account : EXP1006254  
Name : RITSUMEI Hanako  
2018-09-20T14:59:29.257887 [ADHF0FAV] [PR]

[Ritsu-Mate My Page] > [Reference of Application]

#### Reference of Application

You can confirm the information you have registered.

User Policy	I agree
Semester of Enrollment	2019 April
College	College of Global Liberal Arts
Department	Department of Global Liberal Arts
Major	Cohort A April
Admission Method and Date of Examination	April AO Admissions (English Basis) 12/20/18
Application Fee	5000
Payment Deadline	09/20/18

#### Omission

[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

Completed