

# 1 Registration and Correction of Personal Information

## Procedure 1 Registration of Personal Information

On the "Online Enrollment Procedures" screen, press the "Reg" for the "Registration and Correction of Personal Information".

(Total 4 item(s))

	Enrollment Procedures	Final Registration Date
Reg	Registration and Correction of Personal Information	
Reg	Registration and Correction of International Student Information	
Create	Download mailing label for Enrollment Documents	

Register your personal information. You can modify the information in "Registration and Correction of Personal Information" during the designated period for online procedures. The information is displayed using the data at the time of your application. Please make changes if necessary. If you do not need to make any changes, please proceed to the next step.

The screenshot shows the top navigation bar with '立命館大学 Ritsumeikan University' and user account information. Below the navigation, a progress bar indicates the current step: 'Registration of Personal Information' (highlighted in red), followed by 'Registration of Education Information', 'Confirmation of Registration Information', and 'Completed'. The main heading below the progress bar is 'Registration of Personal Information'.

Please enter the following information.  
(Please enter your address at the time of your enrollment.  
In case you are planning to move in the future and do not know the address, please enter the present address.)

Management of Personal Information at Ritsumeikan

\* Required field

Personal Information

Name	RITS_RITS_UYANTI
Name (Katakana)	RITS_RITS_UYANTI
Gender	Female
Date of Birth	1993/06/18
Nationality *	IDN : Republic of Indonesia
Postal Code *	999-9999
Prefecture *	Other than those above
City *	Jawa Barat Indonesia
Street No. *	RT. 999, RW.999, Jl. Marg...
Building	Botanica Residence 1203
Home Telephone Number	+999999999999999
Mobile Telephone Number	
Email Address	

### [Name · Name (Katakana) · Gender · Date of Birth]

This shows the information registered at the time of your Application, and it cannot be modified. Contact the International Admissions Office if there is any change needed.

### [Nationality]

Select your nationality. If you have dual nationalities and one of them is Japanese, please select Japan. If neither of them is Japanese, select the nationality of the passport that you use when entering Japan.

### [Postal Code · Prefecture · City · Street No. · Building]

Write the address where you will be living after enrollment. If you have not yet decided where to live at the time of register, write your current address. This can be changed after enrollment.

<Magnifying glass function> Only applicable for Japan residents.

Click the magnifying glass button next to the "Postal Code" field to move to Search Screen (another window), and enter your postal code to find your address, which will be automatically copied to fill in fields on the original page.



### {Overseas Address}

Postal Code: Enter "999-9999."

Prefecture: Enter "Other than those above." City, Street No., and Building: The maximum number of characters you can use to enter information for any of these fields is 40. Enter your information using alphabets, even for countries or regions where Chinese characters are used.

E.g.: 89 Xisanhuan Beilu,  
Haidian District,  
10089 Beijing, China

### [Home Telephone Number · Mobile 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 enrollment procedures. Either a "Home Telephone Number" or a "Mobile Telephone Number" must be entered. If outside Japan, enter the country code as well.

# 1 Registration and Correction of Personal Information

## Procedure 1 Registration of Personal Information

Guarantor's Information/Tuition Fee Billing Address (who is responsible for the payment of your tuition fees) are displayed based on the information you submitted for your application. Please make changes if necessary. If you do not need to make any changes, please proceed to the next step.

Your Home Address

Guarantor's Information at the time of application is registered here. Please re-enter the following information if it needs correction.

Postal Code \* 999-9999  Please input 8 numbers with hyphen. If your address is outside Japan, please input '999-9999'.

Prefecture \* Other than those above

City \* Pasar Minggu DKI Jakarta Indonesia  Please input your City and County.

Street No. \* Jl. Salihara No.99 RT/RW 999/999

Please input your Town, Village and Street Number.

Building AAAAA  Please input the name of your apartment.

Home Telephone Number +999999999999

Please input numbers with hyphen. Enter the home phone number or mobile phone number of your home address.

Mobile Telephone Number

Please input numbers with hyphen. Enter the home phone number or mobile phone number of your home address.

Guarantor's Information

Guarantor's Information at the time of application is registered here. Please re-enter the following information if it needs correction.

Name \* RITS\_ RITS\_U  Put a space between your family and given names.

Relationship \* Father

Others  If you select 'other', input the specific relation.

Postal Code \* 999-9999  Please input 8 numbers with hyphen. If your address is outside Japan, please input '999-9999'.

Prefecture \* Other than those above

City \* Pasar Minggu DKI Jakarta Indonesia  Please input your City and County.

Street No. \* Jl. Salihara No.99 RT/RW 999/999

Please input your Town, Village and Street Number.

Building  Please input the name of your apartment.

Home Telephone Number +999999999999

Please input numbers with hyphen. Enter the guarantor's home phone number or mobile phone number.

Mobile Telephone Number

Please input numbers with hyphen. Enter the guarantor's home phone number or mobile phone number.

Guarantor's information (who is responsible for the payment of your Tuition Fees)

Guarantor's Information at the time of application is registered here. Please re-enter the following information if it needs correction.

Name \* RITS\_ RITS\_ UYANTI  Put a space between your family and given names.

Relationship \* Self

Others  If you select 'other', input the specific relation.

Postal Code \* 999-9999  Please input 8 numbers with hyphen. If your address is outside Japan, please input '999-9999'.

Prefecture \* Other than those above

City \* Jawa Barat Indonesia  Please input your City and County.

Street No. \* RT. 999, RW.999, Jl. Margonda Raya, Kav

Please input your Town, Village and Street Number.

Building Botanica Residence 1203  Please input the name of your apartment.

Home Telephone Number +999999999999

Please input numbers with hyphen. Enter the home phone number or mobile phone number of the billing address.

Mobile Telephone Number

Please input numbers with hyphen. Enter the home phone number or mobile phone number of the billing address.

Emergency Contact Information

Name \* RITS\_ RITS\_ UYANTI  Put a space between your family and given names.

Telephone Number \* +999999999999  Please input numbers with hyphen.

### 【Guarantor's Information】

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. If your guarantor resides outside Japan, enter the overseas address (a guarantor does not need to reside in Japan or be a Japanese citizen).

### 【Home Telephone Number・Mobile Telephone Number】

Either a "Home Telephone Number" or a "Mobile Telephone Number" must be entered.

### 【Tuition Fee Billing Address】 (Japan Address Only)

This is the address where the bill for your Tuition Fees will be sent after enrollment.

### 【Home Telephone Number/Mobile Telephone Number】

Either a "Home Telephone Number" or "Mobile Telephone Number" needs to be entered. Enter hyphens if they are missing.

### 【Emergency Contact Information】

The emergency contact may be different from your guarantor.

# 1 Registration and Correction of Personal Information

## Procedure 2 Education Information Registration

Please confirm the information registered at the time of your Application. Click “Confirm” if there are no errors.

JAPANESE | Manual | Logout

 立命館大学 Ritsumeikan University Account : EXP8003564  
Name : 立尾 命依  
2017-06-14T15:09:15.358101 [ADP80FB] [OT]

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration and Correction of Personal Information]

Personal Information Education Information Confirmation Confirmation of Registration Information Completed

### Education Information Confirmation

Please confirm your education information.

The information at the time of application is registered here.  
If it needs correction, please follow instruction in our Application Handbook II.

Application Eligibility Information	
High School Code	52000E
High School Name	ABC High School
High School Course	3-Year Senior High School Graduate
(Estimated) Graduation Date	2018/03

**[Each Columns]**  
After your application, we changed your Education Information appropriately based on your application Documents.  
If you find items to be corrected, please contact International Admissions Office.

< BackConfirm >

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# 1 Registration and Correction of Personal Information

## Procedure 3 Confirmation of Personal Information

If there are no errors, please click "Register".

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

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

R

立命館大学 Ritsumeikan University

Account : EXP8008033  
Name : RITS\_RITS\_UYANTI  
2017-06-16T13:19:34.482238 [ADP20C0] [OT]

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration and Correction of Personal Information]

Personal Information

Education Information

Confirmation of Registration Information

Completed

### Confirmation of Personal Information

Please check your information listed below.

**Personal Information**

Name	RITS_RITS_UYANTI
Name (Katakana)	RITS_RITS_UYANTI
Gender	Female
Date of Birth	1993/06/18
Nationality	IDN : Republic of Indonesia
Postal Code	999-9999
Prefecture	Other than those above
City	Jawa Barat Indonesia
Street No.	RT. 999, RW.999, Jl. Margonda Raya, Kav
Building	Botanica Residence 1203
Home Telephone Number	+9999999999999
Mobile Telephone Number	
Status	
Graduate School Code	
Graduate School Name	
Major	
Degree	
(Estimated) Graduation Date of Graduate School.	

\*Some sections are omitted.

**Other academic background**

Academic Standing	
Status	
University/GraduateSchool Code	
University/GraduateSchool Name	
Major	
Degree	
(Estimated)Graduation Date	

< Back

Register

# 1 Registration and Correction of Personal Information

## Procedure 4 Completion of Registration of Personal Information

The registration of personal information is completed.

You can return to the menu screen by clicking “Completed”.

The screenshot shows the Ritsumeikan University portal. At the top right, there are links for "JAPANESE", "Manual", and "Logout". The user's account information is displayed: "Account : EXP8008033", "Name : RITS\_ RITS\_UYANTI", and "2017-06-16T13:29:07.545741 [ADP20R0] [OT]". The breadcrumb trail is "[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration and Correction of Personal Information]". A navigation bar contains four items: "Registration of Personal Information", "Registration of Education Information", "Confirmation of Registration Information", and "Completed" (highlighted in red). Below this, the page title is "Completion of Registration of Personal Information". A message states: "Your personal information has been successfully registered". A blue button labeled "Completed" is visible. At the bottom right, the text "(c) Ritsumeikan Trust. All rights reserved." is present.

On the menu screen, the date and time will be displayed in the “Final Registration Date” section.

You can make changes during the designated period for online enrollment procedures.

The screenshot shows the Ritsumeikan University portal. At the top right, there are links for "Manual" and "Logout". The user's account information is displayed: "Account : EXP8008237", "Name : 立口 命太", and "2017-08-09T17:35:23.449829 [ADP11L0] [IT]". The breadcrumb trail is "[Ritsu-Mate My Page] > [Enrollment Procedures]". The page title is "Enrollment Procedures". A message states: "Please complete all the enrollment procedures within designated periods after reading "Enrollment Procedures Handbook II" thoroughly. Each procedures such as payment of the Admission Fee, the Tuition Fees and submission of the Enrollment Documents by post as well as online enrollment procedures must be completed by the enrollment procedures deadline." Below this, the text "(Total 4 item(s))" is present. A table with the following data is shown:

	Enrollment Procedures	Final Registration Date
Reg	Registration and Correction of Personal Information	2017/08/09 17:35:12
Reg	Registration and Correction of International Student Information	
Create	Download mailing label for Enrollment Documents	

A blue button labeled "Back" is visible at the bottom left.