

2 Registration and Reference of Family Information

Procedure 1 Registration of Family Information ①

Please click “Reg” below for the “Registration and Reference of Family Information”.

	Enrollment Procedures	Final Registration Date
Reg	Registration and Correction of Personal Information	
Reg	Registration and Reference of Family Information	

Family information will be used when providing information to your guardians from Ritsumeikan University and Ritsumeikan University Parents Association of Student Education Assistance or in case of an emergency etc. Please enter the information at the time of your enrollment (expected information acceptable). **You cannot modify this information once it is registered. Please notify the International Admissions Office if any corrections or changes need to be made.**

Registration of Family Information

Enter Family Information by referring to "Enrollment Procedures Handbook II".
Refer to the Alumni Code / Occupation Code [here](#).

Guarantor's Information

Enter information as of time of enrollment (scheduled / planned information is acceptable)

Relationship to the Applicant: **Father**

Name: Taro Ritsumei Put a space between your family and given names.

Name (Katakana): Taro Ritsumei Put a space between your family and given names.

Age: 50

Alumni Code: 2311 In case you are a Ritsumeikan graduate, refer to the code above and input the relevant code.

Graduation Year: 1975

Organization/Company Name: RITSUMEI Corporation

Occupation Code: 215 Refer to the code above and input the relevant code.

Daytime Contact Number: Please input numbers with hyphens.

Email Address: abc@sample.ac.jp

Relationship to the Applicant: **Mother**

Name: Hanako Ritsumei Put a space between your family and given names.

Name (Katakana): Hanako Ritsumei Put a space between your family and given names.

Age: 45

Alumni Code: In case you are a Ritsumeikan graduate, refer to the code above and input the relevant code.

Graduation Year: In case you are a Ritsumeikan graduate, refer to the code above and input the relevant code.

Organization/Company Name: Refer to the code above and input the relevant code.

Occupation Code: Refer to the code above and input the relevant code.

Daytime Contact Number: Please input numbers with hyphens.

Email Address: abc@sample.ac.jp

If neither of your parents is your guarantor, fill in the information below.

Relationship to the Applicant

Name: Put a space between your family and given names.

Name (Katakana): Put a space between your family and given names.

Age: In case you are a Ritsumeikan graduate, refer to the code above and input the relevant code.

Alumni Code: In case you are a Ritsumeikan graduate, refer to the code above and input the relevant code.

Graduation Year: In case you are a Ritsumeikan graduate, refer to the code above and input the relevant code.

Organization/Company Name: Refer to the code above and input the relevant code.

Occupation Code: Refer to the code above and input the relevant code.

Daytime Contact Number: Please input numbers with hyphens.

Email Address: Please input numbers with hyphens.

You have to enter the "Name" and "Daytime Contact Number" of either your "Father", "Mother" or "Other".

[Guarantor's Information]
If you have neither a father nor mother, you do not need to enter information here. Please enter your guarantor's information in the columns below. If you are an international student whose parents reside overseas, please enter the overseas address (your guarantor does not need to reside in Japan).

[Alumni Code/Graduation Year]
Select the Alumni Code/Occupation Code from the link above and enter the graduation year only if your guarantor is an alumni of Ritsumeikan University or its affiliated schools.

[Organization/Company Name, Occupation Code]
Select the Occupation Code from the above link "Alumni Code/Occupation Code". You do not need to enter if your guarantor is a housewife, a pension recipient or has no occupation etc. This data will be used for statistics so please select a code of a similar occupation if you do not know which to select.

[Daytime Contact Number/Email Address]
This contact information will be used by the university and Ritsumeikan University Parents Association of Student Education Assistance, including in case of an emergency. Please enter contact information that can be reached during the daytime.

If the guarantor is not the father or mother, select the applicable relationship to the applicant and enter the information below, starting from the name.

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If your sibling is currently enrolled in a college at Ritsumeikan University (excluding graduate schools) or was enrolled in the past (graduated, withdrew etc.), the Registration Fee (5,000 yen) for the Ritsumeikan University Parents Association of Student Education Assistance will be refunded. Also, if your sibling is currently enrolled in a college at Ritsumeikan University, the Membership Fee for one person (10,000 yen) will be refunded, so please enter the information as below and click "Confirm".

Sibling's Information if enrolled now or in the past in Ritsumeikan colleges

Enter sibling's information if she/he is/was enrolled in Ritsumeikan colleges (excluding graduate schools).
You will be reimbursed for Registration Fee of Parents Association of Student Education Assistance.
Where we can not confirm the information, we will not refund the fee.

Name Ichiro Ritsumei Put a space between your family and given names.

Name (Katakana) Ichiro Ritsumei Put a space between your family and given names.

College [Dropdown]

Student ID Number 12345678901 Input numbers without hyphen.

Graduation Year 2012

Name [Text] Put a space between your family and given names.

Name (Katakana) [Text] Put a space between your family and given names.

College [Dropdown]

Student ID Number [Text] Input numbers without hyphen.

Graduation Year [Text]

Name [Text] Put a space between your family and given names.

Name (Katakana) [Text] Put a space between your family and given names.

College [Dropdown]

Student ID Number [Text] Input numbers without hyphen.

Graduation Year [Text]

Name [Text] Put a space between your family and given names.

Name (Katakana) [Text] Put a space between your family and given names.

College [Dropdown]

Student ID Number [Text] Input numbers without hyphen.

Graduation Year [Text]

Back Confirm >

[Student ID Number]
If your sibling is currently enrolled, enter the current student ID number. If he/she was enrolled in the past, enter the student ID number at the time of graduation. You do not need to enter if the number is unknown.

[Graduation Year]
If your sibling is a graduate etc., enter the graduation year. If he/she is currently enrolled, you do not need to enter the expected graduation year.
<Example>
Enter 2017 if he/she is graduating in March 2018 (Academic Year 2017).
Enter 2017 if he/she is graduated in September 2017 (Academic Year 2017).

If you have 4 or more applicable siblings, enter the information of the oldest 3. If twins or siblings enrolled at the same time, enter their "Name", "Name (Katakana)", and "College" only.

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Procedure 2 Confirmation of Family Information

Confirm your family information and click "Confirm". **You cannot make any changes once it is registered**, so make sure that there are no errors. Please notify MANABI Station on your campus if you need to make any changes after registration.

Registration of Family Information

Enter Family Information by referring to "Enrollment Procedures Handbook II".
Refer to the Alumni Code / Occupation Code [here](#).

Guarantor's Information

Graduation Year

Name

Put a space between your family and given names.

Name (Katakana)

Put a space between your family and given names.

College



Student ID Number

Input numbers without hyphen.

Graduation Year

*Some sections are omitted.

Name

Put a space between your family and given names.

Name (Katakana)

Put a space between your family and given names.

College



Student ID Number

Input numbers without hyphen.

Graduation Year

[Back](#)

[Confirm >](#)

2 Registration and Reference of Family Information

Procedure 3 Completion of Registration of Family Information

Registration of family information has been completed. Click "Completed" to return to the menu.

The screenshot shows the Ritsumeikan University enrollment system interface. At the top, there is a navigation bar with "JAPANESE", "Manual", and "Logout" links. The university logo and name "立命館大学 Ritsumeikan University" are on the left. The user's account information is displayed on the right: "Account : EXP8008033", "Name : RITS_ RITS_UYANTI", and "2017-06-16T13:50:44.705583 [ADP30R0] [OT]". Below the navigation bar, there is a breadcrumb trail: "[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration and Correction of Information]". A menu bar shows three options: "Enter International Student Information", "Confirmation of Registration", and "Completed" (highlighted in red). The main content area has a heading "Completion of Registration of Family Information" and a message: "You have successfully registered your family information." Below the message is a blue button labeled "Completed" which is circled in red. At the bottom right, there is a copyright notice: "(c) Ritsumeikan Trust. All rights reserved."

Registration date and time will be displayed in the "Final Registration Date" section.
"Reg" will not be displayed once the information is registered and no changes can be made. The "Ref" link will be displayed where the registered information can be checked.

Enrollment Procedures

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.

(Total 5 item(s))

	Enrollment Procedures	Final Registration Date
Reg	Registration and Correction of Personal Information	
Ref	Registration and Reference of Family Information	2017/08/09 17:42:09