

# Ritsu-Mate Enrollment Procedures Registration Manual

( for Undergraduate English-basis  
Applicants )

- This manual is a user guide for enrollment procedures with “Ritsu-mate”. There is another user manual for application procedures.
- This manual is for undergraduate applicants. There is a separate manual for graduate school applicants.

- Introduction
- Online Enrollment Procedure
- 1 Registration and Correction of Personal Information
- 2 Registration of Family Information
- 3 [For Non-Japanese Applicants]  
Registration and Correction of International Student Information

# Introduction

## Overview of Enrollment Procedures

### 【Part 1】

#### ① Paying Admission Fee & Tuition Fee(s)

※ Students from Ritsumeikan Academy's Secondary Schools are not necessary to pay Admission Fee

#### ② Submission of the Certificate of Eligibility (COE) application and relevant documents

### 【Part2】

#### ① Online Enrollment Procedure (Ritsu-Mate)

#### ② Sending enrollment documents by post

The enrollment procedures will be completed after the above steps.

• Designated period for the enrollment procedures varies according to the College and the Admission Method. Please check "After Admission" website relevant to your application.

This manual is intended as a guide to the "[Part2] ① Online Enrollment Procedure" above

|   | Items for Registration   | Subject   | Registration | Revision | Reference |
|---|--|---|--------------|----------|-----------|
| 1 | Registration and Correction of Personal Information              | All enrollees   | ○            | ○        | ○         |
| 2 | Registration and Correction of International Student Information | Students without Japanese nationality only (including special permanent residents, 定住者、permanent residents) | ○            | ○        | ○         |

# Introduction

## <1> Before start to use "Ritsu-Mate"

### Check Internet Environment

Prepare devices with internet service such as PC, tablets, and smartphones.  
Use devices which fulfill the following requirements.

#### ▼ Browsers

(Windows) Microsoft Edge, Internet Explorer 11.0, Google Chrome, Mozilla Firefox  
(MacOS) Safari 10 or latest  
(iOS10) Apple Safari  
(Android 5.0) Google Chrome

#### ▼ Software

To confirm the mailing label for Enrollment Documents in PDF format, Adobe Acrobat Reader (Free) by Adobe Systems Inc. is required.

- Some devices may not work properly even with the above browsers.

### Printing Environment

To print the mailing label for Enrollment Documents, you need to secure a place for printing.  
In case there is no printer at home, make sure that you can print at convenience store, etc.

### Prepare Information to enter in "Ritsu-Mate"

In "Ritsu-Mate", applicants are required to enter several information, such as applying schools, colleges, courses as well as personal and guarantor's mailing address.

Check the manual beforehand for what to enter in the "Ritsu-Mate", and prepare necessary information before starting the application. **Please note that "Ritsu-Mate" will automatically logout if there is no screen transition for 90 minutes.**

### In case you can't move on to the next Step

Logout, Close all the screens and log in again.



### **Access "Ritsu-Mate"**

"Ritsu-Mate" URL : <http://www.ritsumeai.ac.jp/applicants/>

# Introduction

## <2> Login

-For Applicants having used "Ritsu-Mate" when applying : Enter the email address (as "Account") and the password you have registered.

-For Applicants not having used "Ritsu-Mate" (e.g. ISSE 2018 first period applicants with Application period: Feb. 24-Mar.17, 2017): Use the Account ID and Password provided by the University as follows.

Account: 81+ your Application Number

(e.g. if your Application Number is 12345678, your Account ID is 8112345678)

Password: Your birthday (yyyymmdd).

(e.g. if your birthday is Jan. 2<sup>nd</sup>, 2000, your password is 20000102.)

The screenshot shows the Ritsu-Mate Login page. At the top right, there is a language selector labeled "JAPANESE". The page header includes the Ritsumeikan University logo and name in Japanese and English. The main heading is "Ritsu-Mate Login". Below this, there are two input fields: "Account \*" and "Password \*". A callout box labeled "[Account]" points to the Account field, stating: "Enter the email address you have registered in the 'Account' (for users with an existing account)." Another callout box labeled "[English]" points to the top right corner, stating: "You can switch from Japanese to English by clicking on 'English' in the top right-hand corner of the screen." At the bottom of the page, there are three buttons: "Login", "Create Account", and "Reset Password". A callout box labeled "[Reset Password]" points to the "Reset Password" button, stating: "Click the 'Reset Password' if you have forgotten your password, and follow the procedures to reissue your password." At the bottom right, there is a copyright notice: "(c) Ritsumeikan Trust. All rights reserved."



# Introduction

## Top Page

Once the Second Enrollment Procedures period has begun, the “Online Enrollment Procedure” will appear after login.

|  |  |
|--|--|
|  立命館大学 Ritsumeikan University | JAPANESE    Manual   Logout |
|  | Account : EXP8008033<br>Name : RITS_ RITS_UYANTI<br>2017-06-16T10:44:24.229770 [ADK10A0] [OT]                  |
| [Ritsu-Mate My Page]   |  |

## RITS\_ RITS\_UYANTI's Page

### MESSAGE

[< Go to message box... >](#)

### MENU

#### ■ Online Enrollment Procedure

Online Enrollment Procedure

#### ■ Inquiry

Inquiry for Admission

# Introduction

## List of Enrollment Procedures

Examination information you have passed is displayed here.

Manual | Logout  
Account : EXP8008237  
Name : 立口 命木  
2017-08-09T17:26:32.397614 [ADP10L0] [IT]

[Ritsu-Mate My Page] > [Enrollment Procedures]

### List of Enrollment Procedures

Please select the "Proceed" button for the major/course you are scheduled to enroll.  
It will lead to the Enrollment Procedures page.

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

(Total 1 item(s))

|          | College/Graduate School                    | Department/Major                          | Major/Course       | Application No. | Admission Method   | Examination date | Scholarships                                  | Admission Fee | Tuition Fee | Enrollment Documents |
|----------|--|---|--------------------|-----------------|--------------------|------------------|---|---------------|-------------|----------------------|
| <b>1</b> |  |   |                    |                 |                    |                  |   |               |             |                      |
| <b>2</b> | Graduate School of Science and Engineering | Major in Advanced Mathematics and Physics | Mathematics Course | 41501108        | Regular Admissions | 2017/06/09       | SEISEKI-USHUSHA Scholarship II (For 1st Year) |               |             |                      |

**Proceed**

Back

- 1** Please check the following information (College/Graduate School, Department/Major, Major/Course or Application No.).  
"Application No." : The examinee number for proceeding with the Enrollment Procedures.  
"Examination date" : The date of the examination. For Admission Methods without examinations, the result announcement date is displayed here instead.

- 2** Please press "Proceed" of the row corresponding the course you are admitted to.

# Introduction

The menu screen for registration is displayed.

\*Below is an example of what is displayed.

立命館大学 Ritsumeikan University

Account : EXP8008237  
Name : 立口 命太  
2017-08-09T17:42:20.567412 [ADP11L0] [IT]

[Ritsu-Mate My Page] > [Enrollment Procedures]

## 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.

**3** **1** **2** (Total 4 item(s))

|        | 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 | 2017/08/09 17:42:09     |
| Create | Download mailing label for Enrollment Documents                  |                         |
| Reg    | Pledge Form  |                         |

**1** Items that require registration will be shown.

**2** The date and time of your final registration will be shown.

**3** The display will be switched to the Register/Refer/Create screen when you press the corresponding buttons. You can register the items in any order.

# 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](#)

R

**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.

< Back

Confirm

>

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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 UniversityAccount : 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 InformationEducation InformationConfirmation of Registration InformationCompleted

### 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                         |  |
| Univercity/GraduateSchool Code |  |
| Univercity/GraduateSchool Name |  |
| Major                          |  |
| Degree                         |  |
| (Estimated)Graduation Date     |  |

< BackRegister

# 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, 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. On the right, user information is displayed: "Account : EXP8008033", "Name : RITS\_ RITS\_UYANTI", and "2017-06-16T13:29:07.545741 [ADP20R0] [OT]". Below this is a breadcrumb trail: "[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration and Correction of Personal Information]". A progress bar shows four steps: "Registration of Personal Information", "Registration of Education Information", "Confirmation of Registration Information", and "Completed" (highlighted in red). The main heading is "Completion of Registration of Personal Information". Below it, a message states "Your personal information has been successfully registered". A blue button labeled "Completed" is highlighted with a red box. At the bottom right, there is a copyright notice: "(c) Ritsumeikan Trust. All rights reserved."

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, there is a navigation bar with "Manual" and "Logout" links. The university logo and name "立命館大学 Ritsumeikan University" are on the left. On the right, user information is displayed: "Account : EXP8008237", "Name : 立口 命太", and "2017-08-09T17:35:23.449829 [ADP11L0] [IT]". Below this is a breadcrumb trail: "[Ritsu-Mate My Page] > [Enrollment Procedures]". The main heading is "Enrollment Procedures". Below it, 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 message, there is a note: "(Total 4 item(s))". A table with three columns is displayed: "Enrollment Procedures", "Final Registration Date", and an unlabeled column. The first row has "Reg" in the unlabeled column, "Registration and Correction of Personal Information" in the "Enrollment Procedures" column, and "2017/08/09 17:35:12" in the "Final Registration Date" column. The second row has "Reg" in the unlabeled column and "Registration and Correction of International Student Information" in the "Enrollment Procedures" column. The third row has "Create" in the unlabeled column and "Download mailing label for Enrollment Documents" in the "Enrollment Procedures" column. A blue button labeled "Back" is highlighted with a red box at the bottom left.

|        | 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                  |                         |

# 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 |                         |
| <b>Reg</b> | 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: In case you are a Ritsumeikan graduate, refer to the code above and input the relevant code.

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.

# 2 Registration and Reference of Family Information

## Procedure 1 Registration of Family Information ②

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.

## 2 Registration and Reference of Family Information

### 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 the university logo and name, and user account information including the account ID (EXP8008033), name (RITS\_RITS\_UYANTI), and a timestamp (2017-06-16T13:50:44.705583 [ADP30R0] [OT]). Below the navigation bar, there are three tabs: "Enter International Student Information", "Confirmation of Registration", and "Completed". The "Completed" tab is highlighted in red. Below the tabs, there is a section titled "Completion of Registration of Family Information" with a red header bar. The text below the header states: "You have successfully registered your family information." Below this text, there is a blue button labeled "Completed" which is circled in red. At the bottom right of the page, 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     |

### 3 【For Non-Japanese Applicants】 Registration and Correction of International Student Information

#### Procedure 1 Register International Student Information

All students of foreign nationality must register international student information. This includes special permanent residents and permanent residents. Registration is not necessary for those who are Japanese nationality or have dual nationalities that includes Japanese nationality. If you have dual nationalities and neither of these include Japanese citizenship, enter the information of the passport you use when entering Japan.

Click "Register" for "【For Non-Japanese Applicants】Registration and Correction of International Student Information" on the Online Enrollment Procedures page.

(Total 4 item(s))

|     |        | 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                  |                         |

# 3 [For Non-Japanese Applicants] Registration and Correction of International Student Information

## Procedure 1 Register International Student Information

Register your international student information. You can modify your information on "Registration and Correction of International Student Information" during the designated period of the online enrollment procedures. You do not need to enter any undecided items before entering Japan. Click "Confirm" when you finish entering the information.

The screenshot shows the 'Registration of International Student Information' form. The form is divided into several sections: 'International Student Information', 'Scholarship Information', and 'Japanese Language Organization before your enrollment'. The 'International Student Information' section includes fields for Name, Nationality, Resident Status, Expiry Date, Financial Aid, and (Scheduled) Date of Arrival. The 'Scholarship Information' section includes fields for Study Abroad Period (FROM and TO), University, and Past Experience with Japanese Government (Monbukagakusho) Scholarship. The 'Japanese Language Organization before your enrollment' section includes fields for Japanese Language School Code, Japanese Language School Name, Enrollment Date, and Graduation Date. The form also has 'Back' and 'Confirm' buttons at the bottom.

**[Name (alphabet) ]**  
Name in roman alphabet as indicated on passport.

**[Nationality]**  
Select the nationality of the passport you use when entering Japan if you have dual nationalities and neither of these is Japanese nationality

**[ Resident Status ]**  
Select appropriate resident status.

**[Resident Status·Expiry Date]**  
You do not need to enter these items if you are a special permanent resident or if they are undecided.

**[Japanese Language School Code· Japanese Language School Name]**  
Click on the magnifying glass button, enter the Japanese language school name, and search.  
  
The name of the Japanese language school will be entered automatically. If you cannot find it with this search function, enter "099" and input the name of the school manually.

**[Enrollment Date·Graduation Date]**  
Enter the enrollment date and graduation date with the format of "YYYY/MM".

### 3 [For Non-Japanese Applicants] Registration and Correction of International Student Information

## Procedure 2 Confirmation of International Student Information

This is the confirmation page for international student information.  
If there are any errors, click "<Back" to modify. If not, click "Register".

JAPANESE | Manual | Logout

立命館大学 Ritsumeikan University

Account : EXP8008033  
Name : RITS\_ RITS\_UYANTI  
2017-06-16T13:48:55.930534 [ADP30C0] [OT]

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

Registration of International Student InformationConfirmation of Registration InformationCompleted

### Confirmation of International Student Information

Please check your information listed below.

International Student Information

|                             |                             |
|-----------------------------|-----------------------------|
| Name                        | RITS_ RITS_UYANTI           |
| Nationality                 | IDN : Republic of Indonesia |
| Resident Status             |                             |
| Resident Status             |                             |
| Expiry Date                 |                             |
| Financial Aid               | Privately financed          |
| (Scheduled) Date of Arrival |                             |

Scholarship Information

|   |           |
|---|-----------|
| Past Experience with Japanese Government (Monbukagakusho) Scholarships. | Not-Exist |
| Study Abroad Period: FROM   |           |
| Study Abroad Period: TO   |           |
| University  |           |

Japanese language Organization before your enrollment

|                               |  |
|-------------------------------|--|
| Japanese Language School Code |  |
| Japanese Language School Name |  |
| Enrollment Date               |  |
| Graduation Date               |  |

< BackRegister

# 3 [For Non-Japanese Applicants] Registration and Correction of International Student Information

## Procedure 3 Completion of Registration of International Student Information

Registration of international student information is complete. Click "Completed" to return to the menu.

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 "2017-06-16T13:50:44.705583 [ADP30R0] [OT]". The navigation path is: "[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration and Correction of Information]". Below this, there are three buttons: "Registration of International Student Information", "Confirmation of Registration Information", and "Completed" (highlighted in red). The main heading is "Completion of Registration of International Student Information". Below the heading, it says "You have successfully registered your international student information." At the bottom left, there is a blue button labeled "Completed" with a red border.

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Registration date and time will be displayed in the "Final Registration Date" section on the menu screen. You can modify this information during the designated period of the 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 "2017-08-09T17:42:20.567412 [ADP11L0] [IT]". The navigation path is: "[Ritsu-Mate My Page] > [Enrollment Procedures]". The main heading is "Enrollment Procedures". Below the heading, it says "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, it says "(Total 4 item(s))". There is a table with the following data:

|        | 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 | 2017/08/09 17:42:09     |
| Create | Download mailing label for Enrollment Documents                  |                         |

At the bottom left, there is a blue button labeled "Back".

# (Not to Use) Create mailing label for Enrollment Documents

English-medium Undergraduate Applicants will not use “Download mailing label for enrollment documents” function, but do send documents as indicated in “After Admission” website.

立命館大学 Ritsumeikan University

Account : EXP8008237  
Name : 立口 命木  
2017-08-09T17:42:20.567412 [ADP11L0] [IT]

[Ritsu-Mate My Page] > [Enrollment Procedures]

## 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 4 item(s))

|        | 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 | 2017/08/09 17:42:09     |
| Create | Download mailing label for Enrollment Documents                  |                         |

Back

[Not to use]