



Undergraduate Application Forms for 2012 Admissions for International Students (Admissions Office System)

THIS BOOKLET CONTAINS THE FOLLOWING FORMS. PLEASE SUBMIT ALL FORMS.

- 1 Registration Form ①
- 2 Registration Form ②
- 3 Application Essay
- 4 Letter of Reference
Must be confidential. Must be signed and sealed by the referee.
- 5 Certificate of Eligibility Application Questionnaire
- 6 Japanese Proficiency Questionnaire
Your Japanese language proficiency will not affect the result of the application process.

OTHER APPLICATION DOCUMENTS YOU MUST PREPARE AND SUBMIT

- 7 University Entrance Eligibility Documents
E.g. Certificate of High School Graduation/Certificate of Scheduled High School Graduation
- 8 Academic Transcripts
Academic transcripts for your most recent three years of education AND certificate of standardized examination results for university entrance, such as SAT, ACT etc., if available.
- 9 English Proficiency Test Score Report
An original official score report of TOEFL iBT/PBT, IELTS Academic, or TOEIC
- 10 Proof of Application Fee Payment
A copy of the bank remittance application form/receipt
- 11 Photocopy of Passport (if available)
- 12 2 Photographs (identical, 3 cm x 2.5 cm)
1 photo must be attached to Registration Form ①. Write your name and nationality in English on the back.

DOCUMENTS YOU NEED TO PREPARE AND SUBMIT IF APPLICABLE.

- 13 Certification of Scholarships Received from Organizations Other Than Ritsumeikan University

Personal Information Policy

Personal information collected from individuals during the admissions process will be handled in accordance with the following.

1. Purpose of Use of Personal Information

- ① To carry out the admissions process, such as screening, mailing Admission Registration Card, etc.
- ② To notify results
- ③ To send enrollment-related documents
- ④ To make documents relating the Certificate of Eligibility
- ⑤ To send information regarding orientation sessions for international students
- ⑥ To send information regarding student life, such as housing, insurance, National Federation of University Co-operative Associations, etc.
- ⑦ To send various questionnaires after admission

2. Management of Personal Information

Ritsumeikan University will manage the personal information of applicants in compliance with relevant laws and regulations. Information will be managed securely to prevent loss, destruction or divulgence.

3. Outsourcing of the Handling of Personal Information

Ritsumeikan University may outsource part of the handling of the personal information of applicants when necessary, such as the receipt of applications or the data entry of personal details. In such cases, Ritsumeikan University and the external organization will sign a contract regarding the appropriate management of personal information.

4. Statistical Use of Personal Information

Ritsumeikan University may use data extracted from applicants' personal information to conduct various statistical analyses to be used for surveys and research relating to the admission process. This data may also be provided to students interested in applying to Ritsumeikan University. However, the University shall ensure that any information made public cannot be used to identify specific individuals.

1 Registration Form ①

Please print in BLOCK LETTERS

I. Desired Semester of Enrollment

<input type="checkbox"/> April 2012	<input type="checkbox"/> September 2012
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II. Course

College	Major
The College of International Relations	Global Studies Major

GS AO S1 / S2 / S3 / F1 / F2 / F3
受験番号:
願書受付日:
For University Use

III. Applicant Information

Name	Family Name	Given Name	Middle Name
English Alphabet			
Chinese Characters (if applicable)			
カタカナ*			

Attach photograph here
(taken within 3 months, no cap/hat, plain background)
3cm x 2.5cm

* For University Use

Date of Birth	Year		Month	Date	SEX	<input type="checkbox"/> Female	Native Language		
	1	9				<input type="checkbox"/> Male			
Nationalities (Please write all)									
Current Address							Home Phone		
							Cell Phone		
	Postal Code				Country			Fax	
E-Mail									
Guarantor's Contact (Emergency Contact)	Name						Relationship with Applicant		
	Address	Postal Code:		Country:		Phone:			
Status of Residence in Japan	Do you have status of residence in Japan?	<input type="checkbox"/> YES	If YES, specify your status			Valid Until	Year	Month	Date
		<input type="checkbox"/> NO							

English Proficiency		Please mark <input checked="" type="checkbox"/> the test scores that you will be submitting	
<input type="checkbox"/> My most recent 6 years of full-time academic studies have been conducted in English, which was the official language of instruction. <input type="checkbox"/> I have attached the proof stating that the courses I completed were instructed in the English language. (i.e. letter from the school with signature of a school officer using official letterhead.)			
<input type="checkbox"/> Original TOEFL Score Report iBT (Check below) Did you order ETS to send Official Score Report* directly to the University? <input type="checkbox"/> Yes : Order Date: _____ <input type="checkbox"/> I have also enclosed a photocopy of the <u>Examinee Score Report**</u>	<input type="checkbox"/> Original TOEFL Score Report PBT (Check below) Did you request ETS to send Official Score Report* directly to the University? <input type="checkbox"/> Yes : Order Date: _____ <input type="checkbox"/> I have also enclosed a photocopy of the <u>Examinee Score Report**</u>		
<input type="checkbox"/> Original IELTS (Academic) Test Report Form	<input type="checkbox"/> Original TOEIC Official Score Report		

* TOEFL Official Score Report is the report ETS dispatches directly to institutions, such as universities. Institutional Code of Ritsumeikan University is 0659.

** TOEFL Examinee Score Report is the report ETS dispatches to the test taker.

2 Registration Form ②

NAME :

IV. Official Education

Please list, in chronological order, all schools attended from elementary school to your current or most recent school, including university. DO NOT include nursery, kindergarten, specialized or language schools.

12 years of official education are required (or must be scheduled to be completed by the time of enrollment).

Please write the school name in English.

Name of School	School Category	Main Language in School	School Address (City, Country)	Period of Attendance				Years Attended
				From		To		
				Year	Month	Year	Month	
<i>ABCD Elementary School</i>	<i>Elementary</i>	<i>Japanese</i>	<i>Tokyo, Japan</i>	<i>2000</i>	<i>4</i>	<i>2005</i>	<i>8</i>	<i>5</i>
<i>EFGH International School</i>	<i>Elementary</i>	<i>English</i>	<i>Hawaii, USA</i>	<i>2005</i>	<i>9</i>	<i>2006</i>	<i>6</i>	<i>1</i>
<i>EFGH International Middle School</i>	<i>Middle</i>	<i>English</i>	<i>Hawaii, USA</i>	<i>2006</i>	<i>9</i>	<i>2009</i>	<i>6</i>	<i>3</i>
<i>IJKL Foreign Language High School</i>	<i>Senior High</i>	<i>Korean</i>	<i>Seoul, ROK</i>	<i>2009</i>	<i>6</i>	<i>2012</i>	<i>2</i> <i>prospective</i>	<i>3</i>

Total Years of Education: () years

V. Other Attended Schools

Please list any other schools that you have attended (e.g. language schools, specialized institutions).

Name of School	School Category	Main Language in School	School Address (City, Country)	Period of Attendance				Years Attended
				From		To		
				Year	Month	Year	Month	

VI. Employment History

If you are currently working or have been employed previously, please enter your work details and job descriptions below.

If you are presently employed, please submit a Letter of Employment.

Do not include part-time work.

Name and Address of Company	Title	Period of Work			
		From		To	
		Year	Month	Year	Month

VII. Application Fee

Please indicate the payment method for the application fee and fill in the blanks where required.

Note:

1. Cash or postal money orders will not be accepted.
2. Applications will not be accepted without the application fee.

Overseas Remittance

Enclosed a copy of remittance receipt

Remittance Date : _____

Sender's Name : _____

Domestic Remittance (within Japan)

Enclosed a copy of remittance receipt

Remittance Date : _____

Sender's Name : _____

For University Use 大学使用欄
<input type="checkbox"/> 送金控え同封確認
<input type="checkbox"/> 検定料納入確認 受付日： / /

VIII. Declaration and Signature

I hereby declare that all of the information I have provided is true and that the documents I have submitted are not forgeries.

If any forgeries or false information are found before or after enrollment, I understand that my acceptance will be revoked, and no appeals will be allowed under any circumstances.

Date : _____ Signature : _____

4 Letter of Reference

MUST NOT BE FILLED IN BY THE APPLICANT

Name of Applicant :	
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The above student is applying to Ritsumeikan University for admission to an undergraduate program of study in Japan. To assist us in the selection process, we would be most grateful if you could complete this form.

1. Please honestly evaluate the applicant's qualities and potential to carry out studies at the undergraduate level.
2. Please date and sign this form.
3. The contents of this form are **confidential** and should not be shared with the applicant.
4. This form **must be sealed in an envelope** and returned to the applicant.
5. Please attach your business card, if available.

I . Your Details

Name		Occupation	
Name of Affiliated Organization			
Address of Organization			
		Postal Code :	Country :
Phone Number		E-Mail	

II . Applicant Evaluation

1. How long have you known the applicant? _____
2. In what capacity do you know the applicant? _____
3. Please assess the applicant on a scale of 1 (lowest) to 5 (highest) in relation to the following criteria by circling the appropriate number:

Intellectual ability	1	2	3	4	5	Unable to Comment
Motivation	1	2	3	4	5	Unable to Comment
Problem solving ability	1	2	3	4	5	Unable to Comment
Leadership	1	2	3	4	5	Unable to Comment
Written communication skills in English	1	2	3	4	5	Unable to Comment
Oral communication skills in English	1	2	3	4	5	Unable to Comment
Overall assessment of applicant	1	2	3	4	5	Unable to Comment

4. Do you have any reservations about the applicant undertaking an undergraduate program in Japan?

If the space provided above is insufficient, please feel free to attach a separate recommendation letter.

Date : _____ Signature : _____

5 Certificate of Eligibility Application Questionnaire

I . Applicant Information

1. Name _____ Chinese Characters _____
Surname Given Name Middle Name (if applicable)

2. Would you like Ritsumeikan University to apply for the "Certificate of Eligibility" for status of residence on your behalf?

Yes No

If 'No', you do not need to complete the rest of this questionnaire. Please sign overleaf and submit.

If 'Yes', please complete the rest of this questionnaire, sign overleaf and submit.

3. Sex Male / Female 4. Date of Birth _____ / _____ / _____ (yyyy/mm/dd)

5. Marital Status Single/Married

6. Nationalities _____ 7. Place of Birth _____

8. Current Country of Residence _____

9. Current Status (Please check the appropriate box and fill in the required information)

Student : Name of School _____

Employed (excluding part-time jobs) : Name of Company _____ Occupation _____

Other (Please specify) _____

10. Intended visa status during studies in Japan

College Student Other (Please specify) _____

11. Do you currently possess a valid passport? Yes No

If yes, Passport Number _____ Expiry Date _____ / _____ / _____ (yyyy/mm/dd)

12. Criminal Record (in Japan or overseas)?

No Yes, Details _____

13. Military Service

No obligation

Obligated, but yet to be completed: Scheduled Completion from _____ / _____ / _____ to _____ / _____ / _____ (yyyy/mm/dd) (yyyy/mm/dd)

Obligation completed: Completion Date from _____ / _____ / _____ to _____ / _____ / _____ (yyyy/mm/dd) (yyyy/mm/dd)

II. Immigration-Related Issues

14. ① Have you ever entered Japan?

Yes: Number of times _____

● For sightseeing (Temporary Visitor) : _____ times

● Visits for other purposes- please state type of visa applied for and the number of times :

① visa type _____ / _____ times ② visa type _____ / _____ times

No

② Have you ever applied for “Certificate of Eligibility” for status of residence in Japan?

Yes: Number of times _____

No

③ If your answers to ② is “Yes”, please fill in the following.

Application Date for “Certificate of Eligibility”	
Place of Application e.g. Japanese Embassy, Immigration Bureau	
Applied Status of Residence	<input type="checkbox"/> Pre-College Student <input type="checkbox"/> College Student <input type="checkbox"/> Dependent <input type="checkbox"/> Temporary <input type="checkbox"/> Other: Please Specify (_____)
Issued/ Denied	<input type="checkbox"/> Issued <input type="checkbox"/> Denied
Purpose of Entry	
Date of Entry and Departure	Entered on (_____) Left on (_____)

* You must fill in the above information if you have ever applied for a “Certificate of Eligibility” for status of residence.

* You should submit photocopies of all passport pages with immigration stamps showing your arrivals into and departures from Japan.

15. Family, relatives or friends currently living in Japan (if any)

Name (English) (Chinese Characters, if applicable)	Age	Relationship Nationality	Occupation/ Name of Company or School	Address	Status of Residence	Period of Stay

III. Family Information

16. Parent or Guardian

Relationship with Applicant : <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other: Please specify (_____)			
Name		Date of Birth	
Home Address		Home Phone	
Company Name		Occupation	
Company Address		Company Phone	

IV. Financial Information

17. Details of Financial Sponsor

Relationship with Applicant : <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other: Please specify (_____)			
Name		Date of Birth	
Home Address		Home Phone	
Company Name		Occupation	
Company Address		Company Phone	

18. Are you scheduled to receive scholarships offered by other organizations (excluding Ritsumeikan University)?

Yes, Name of Organization _____

No

I hereby declare the above given information is true and correct.

Date : _____ Signature : _____

6 Japanese Proficiency Questionnaire 日本語事前調査

MAY BE FILLED IN BY THE APPLICANT.

Name of Applicant :

Japanese ability is not required for entrance to the Global Studies Major. Your Japanese ability will have no affect at all on the outcome of your application.

We ask students to provide information about their Japanese ability to allow us to prepare appropriate level Japanese language classes for new students after they enroll at the University.

あなたの日本語能力は、本入試の可否には一切影響ありません。

この調査は、入学後適切な日本語のクラスを提供するためにおこなうものです。

Japanese Language Ability Evaluation 日本語能力評価

Japanese language level	None	Beginner (JLPT N4/N5)	Intermediate (JLPT N3/N2)	Advanced or Higher (JLPT N1)
Speaking 話す力	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening 聞く力	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing 書く力	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading 読む力	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1) Time period that you learned Japanese	日本語を学んだ期間	From	(year/month)	to	(year/month)
2) In total how many hours have you studied Japanese for?	日本語を学んだ時間				Hours
3) Institution where you learned Japanese	日本語を学んだ機関/学校名	Name			
		Location			
4) How many Kanji can you read?	読むことが出来る漢字の数	less than 100	100	200	more than 300
5) How many Kanji can you write?	書くことが出来る漢字の数	less than 100	100	200	more than 300

6) Please list the textbooks used for Japanese language studies. (if any) 使用した日本語の教科書名を記入してください。

Name of Textbook 使用した教科書名	Chapter you have finished どの課まで勉強したか
e.g. <i>Minna no Nihongo</i> みんなの日本語	Chapter 5 5課まで
<input style="width: 400px; height: 30px;" type="text"/>	<input style="width: 400px; height: 30px;" type="text"/>
<input style="width: 400px; height: 30px;" type="text"/>	<input style="width: 400px; height: 30px;" type="text"/>

Evaluator's Details (if not applicant)

Name	<input style="width: 350px; height: 25px;" type="text"/>	Occupation	<input style="width: 350px; height: 25px;" type="text"/>
Name of Affiliated Organization		<input style="width: 600px; height: 25px;" type="text"/>	
Address of Organization		<input style="width: 600px; height: 25px;" type="text"/>	
		Postal Code :	Country :
Phone Number	<input style="width: 300px; height: 25px;" type="text"/>	E-Mail	<input style="width: 300px; height: 25px;" type="text"/>