

C O N T E N T S

Admissions Guidelines 1

1. Admissions Policy	1
2. Number of Students Accepted	1
3. Application Eligibility	1
4. Application Method	2
5. Key Dates in the Application Process	3
6. Application Documents	4
7. Application Fee	7
8. Screening Method	8
9. Certificate of Eligibility (COE) and Obtaining a College Student Visa	8

Enrollment Procedures 10

1. Enrollment Procedures for Students Enrolling in April 2012	10
2. Enrollment Procedures for Students Enrolling in September 2012	12

University Fees and Other Fees 14

1. First Year University Fees and Other Fees for Students Admitted in 2012	14
2. University Fees for 2013 and Beyond	16
3. Student Government Board, Academic Association and Parents Educational Supporters Association	16

Admissions Guidelines

1. Admissions Policy

The Global Studies Major aims to allow students to acquire an advanced understanding of International Relations through specialized courses delivered in English. Students on the Global Studies Major will have the opportunity to learn about and discuss issues currently faced by the international community as part of a diverse student body. Through study on the Major, students will gain the knowledge and skills they will need in their future international careers.

We seek to attract students who have a strong desire to study on the Global Studies Major; who will take full advantage of the opportunities offered through studying in English as part of a diverse group of students; and who will participate actively in all aspects of life in the College of International Relations. We are looking to attract students who wish to make use of their knowledge of International Relations to play key roles in the globalized society.

2. Number of Students Accepted

The number of places available for students (who possess non-Japanese nationality) through this admission system is detailed in the following table.

College	Department and Major	1 April 2012 Enrollment	26 September 2012 Enrollment
The College of International Relations	Department of International Relations, Global Studies Major	5	10

3. Application Eligibility

Applicants **MUST** fulfill **ALL** of the following three requirements.

- (1) Applicants must possess non-Japanese nationality.
- (2) Applicants must fulfill **one of the following requirements.**
 - ① Applicants must have graduated, before the enrollment date at Ritsumeikan University, from a Japanese high school (高等学校) (including the upper division of secondary schools, 中等教育後期過程).
 - ② Applicants must have completed, before the enrollment date at Ritsumeikan University, a standard 12-year course curriculum outside Japan.
 - ③ Applicants must both possess a recognized university entrance qualification from outside of Japan, such as the International Baccalaureate, Abitur, Baccalaureate etc., and be at least 18 years of age before the enrollment date at Ritsumeikan University.
 - ④ Applicants must have passed an exam demonstrating equivalent academic ability to completion of a standard 12-year course curriculum outside Japan, and be at least 18 years of age before the enrollment date at Ritsumeikan University.
 - ⑤ Applicants must both have passed the High School Equivalency Exam (高等学校卒業程度認定試験) or the University Entrance Qualification Exam (大学入学資格検定) provided by the Ministry of Education, Culture, Sports, Science and Technology of Japan, and be at least 18 years of age before the enrollment date at Ritsumeikan University.
 - ⑥ Applicants must both have completed a school for international students designated by the

Minister of Education, Culture, Sports, Science and Technology of Japan to be equivalent to a High School outside of Japan, and be at least 18 years of age before the enrollment date at Ritsumeikan University.

⑦ Applicants must both have completed a 12-year curriculum at a school for international students accredited by an international accrediting organization (WASC, CIS and ACSI) and be at least 18 years of age before the enrollment date at Ritsumeikan University.

⑧ Applicants must have been recognized, through an individual screening review by Ritsumeikan University, as having the required academic ability, and be at least 18 years of age before the enrollment date at Ritsumeikan University.

* Regarding qualifications ②, ④ and ⑥ above, where an applicant has completed school education in a country where the curriculum is shorter than 12 years, they will be regarded as having met the qualifications if they complete, before the enrollment date at Ritsumeikan University, a Japanese pre-university preparatory course accredited by the Minister of Education, Culture, Sports, Science and Technology of Japan.

* Students wishing to apply with qualification ⑧ should contact the University ahead of applying.

* Where a student submits an application in the expectation of achieving one of the above qualifications and is made an offer of a place at the University, should the student fail to achieve the qualification before the enrollment date, the offer of a place will be cancelled.

(3) Applicants must be able to demonstrate sufficient English ability to understand lectures in English. In order to demonstrate sufficient English ability, students must take one of the tests listed below and achieve a score of at least the minimum score indicated below by the time of application. Applicants must submit the original Official Score Report.

TOEFL PBT: 530, TOEFL iBT: 71, IELTS Academic: 5.5, TOEIC: 700

Please note

* The English tests must have been taken within the two-year period prior to the start date of the application period that the applicant applies in.

* Students whose most recent 6 years of formal education have been entirely in English do not need to submit the test scores listed above. However, the University may request evidence that education at the student's school is delivered in English.

* We do not accept TOEFL ITP or TOEIC IP.

4. Application Method

- Applications are accepted by post only. Before you submit your application, please ensure that you have completed payment of the application fee and check that you have all the required documents.
- We cannot accept applications via e-mail or fax.
- Please send all application documents by registered mail, registered airmail (EMS) or by courier (DHL, FedEx, OCS, etc.). The package must be postmarked by the application deadline.
- We are not able to accept applications for which the application fee has not been paid or that are submitted after the end of the application period.

Applications should be sent to the following address:

Address Ritsumeikan University
International Center at Kinugasa Campus
56-1 Toji-in Kitamachi, Kita-ku, Kyoto
603-8577, Japan

Tel +81-75-465-8162

5. Key Dates in the Application Process

Enrollment Date	Application Period ①	Application Dates From To	Dates of Announcement of Results ②	Enrollment Procedures		
				Step 1: Payment of Admission Fee ③ From To	Step 2: Payment of Required University Fees etc. ④ From To	Step 3: Submission of Enrollment Documents ⑤ From To
1 April 2012	1 st Application Period	15 July, 2011	30 September, 2011	10 October, 2011	9 December, 2011	5 March, 2012
		29 July, 2011		25 October, 2011	23 December, 2011	12 March, 2012
	2 nd Application Period	6 September, 2011	16 November, 2011	24 November, 2011	9 December, 2011	5 March, 2012
		20 September, 2011		8 December, 2011	23 December, 2011	12 March, 2012
	3 rd Application Period	19 October, 2011	26 December, 2011	29 December, 2011	18 January, 2012	5 March, 2012
		18 November, 2011		17 January, 2012	31 January, 2012	12 March, 2012
26 September 2012	1 st Application Period	19 October, 2011	26 December, 2011	10 January, 2012	1 February, 2012	29 August, 2012
		18 November, 2011		31 January, 2012	30 April, 2012	5 September, 2012
	2 nd Application Period	6 January, 2012	28 March, 2012	6 April, 2012	25 April, 2012	29 August, 2012
		20 January, 2012		24 April, 2012	14 May, 2012	5 September, 2012
	3 rd Application Period	15 March, 2012	31 May, 2012	7 June, 2012	20 June, 2012	29 August, 2012
		15 April, 2012		19 June, 2012	3 July, 2012	5 September, 2012

① Multiple Applications

Students may apply in more than one application period. However, students must submit a new set of application documents and pay a separate application fee for each application.

② Announcement of Results

The University sends out the results to the applicants by registered mail or by courier. The results are sent out in the afternoon of the dates detailed in the table above and may take a few days to reach applicants' houses. Results are not announced on the University homepage. Furthermore, we are not able to provide any information regarding results by phone, fax, or e-mail.

③ Step 1 of Enrollment Procedures: Payment of Admission Fee

Step 1 of Enrollment procedures consists of payment of the Admission Fee. This fee must be paid during the period detailed in the above table. For further information, please refer to page 10-13.

④ Step 2 of Enrollment Procedures: Payment of Required University Fees and other Fees

Step 2 of Enrollment procedures consists of payment of University Fees and other fees. Payment must be made during the period detailed in the above table. For further information, please refer to page 10-13.

⑤ Step 3 of Enrollment Procedures: Submission of Enrollment Documents

Enrollment Documents are sent to successful applicants in the post. In order to be granted admission, applicants must complete both Step 1 and Step 2 Enrollment Procedures payments and submit Enrollment Documents. For further information, please refer to page 10-13.

6. Application Documents

Applications are accepted by post only.

A Documents to be submitted by all applicants

1. Documents in the “Undergraduate Application Forms for 2012 Admissions for International Students (Admissions Office System)”		
1	Registration Form ①	Please complete all sections, referring to the guidance on the forms. The forms must be completed by the applicant. You must complete all sections. The forms may either be completed by hand or word-processed. However, in either case, the ‘Declaration and Signature’ section must be signed and dated by the applicant by hand. Please attach a photo to the specified place on Registration Form ①.
2	Registration Form ②	
3	Application Essay	Please follow the instructions on the Application Essay form. The Essay must be written by the applicant. You must write about all of the topics indicated on the form. The Essay may be written by hand or word-processed. However, in either case, it must be signed and dated by the applicant by hand.
4	Letter of Reference	The letter should be written by a teacher (or member of staff in a similarly responsible position) at your school who knows you well. The letter must be signed by the person who writes it and sealed in an envelope. The original must be submitted (copies are not allowed).
5	Certificate of Eligibility Application Questionnaire	After acceptance and completion of the enrollment procedures, the University can apply on behalf of the applicants to the Japanese Immigration Bureau for a Certificate of Eligibility (COE) for status of residence. The COE is necessary to apply for a “College Student” visa. Accepted students are expected to submit documents that correspond to the information given in the questionnaire. Please make sure that all information given is accurate and correct. Additional documents regarding information which is not included in the questionnaire may also be requested if deemed necessary. Students who do not require the University to apply for a COE should also submit this questionnaire indicating that they do not require a COE.
6	Japanese Proficiency Questionnaire	<u>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.</u> We ask students to provide this information to allow us to prepare appropriate level Japanese language classes for new students after they enroll at the University.

2. Documents you must prepare and submit with your application		
7	Documents proving that you meet the University Entrance Eligibility Requirements	<p>You must submit one of the following four documents:</p> <ol style="list-style-type: none"> 1) Original Documents that prove completion (or scheduled completion) of a standard 12-year school curriculum based on standard course curriculum. (e.g. Certificate of High School Graduation, Certificate of Scheduled High School Graduation) 2) Original Documents proving that you hold a recognized university entrance qualification or have passed a high school equivalency exam. 3) If you are from a country or region where even after completion of a 12-year school curriculum high school graduation certificates are not issued, and where national (or equivalent) exam results act both as evidence of meeting university entrance criteria and as proof of completing secondary education, you must provide the original certificate(s) of results for these exams. 4) If you are from a country or region referred to in 3) above and have either not taken the national (or equivalent) exams or did not pass them, you must provide an official document from your school stating that you completed a 12-year curriculum and detailing what you studied.

2. Documents you must prepare and submit with your application																	
8	Academic Transcripts	<p>You must provide at least one of the following documents (where possible, both of the documents should be submitted):</p> <ol style="list-style-type: none"> 1) Original Academic Transcripts for your most recent 3 years of study (Please ask your school to include a Transcript Legend). 2) The original certificate(s) of results from national (or equivalent) university entrance exams (for those countries that hold such exams). 															
9	Documents proving English Proficiency	<p>You must provide the ORIGINAL results certificate of one of the following English tests. The test results will only be considered valid if the test was taken within the two-year period prior to the start date of the application period that you apply in.</p> <p>If your most recent 6 years of formal education have been entirely in English you do not need to submit the test scores listed below. However, the University may request evidence that education at your school is delivered in English.</p> <table border="1" data-bbox="426 676 1447 1155"> <thead> <tr> <th colspan="2">English Proficiency Test</th> <th>Required Score</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> ① TOEFL Official Score Report (Original) Sent directly from ETS and ② Photocopy of TOEFL Examinee Score Report </td> <td>iBT 71 or above PBT 530 or above</td> </tr> <tr> <td colspan="3"> <p>We can only accept a 'TOEFL Official Score Report' which is sent directly from ETS (the organization that runs TOEFL) to the University. To submit the Official Score Report, you will need to make a request to ETS. Ritsumeikan University's Institution Code is 0659. As it can take 5 weeks or so for the Official Score Report to arrive, please send a copy of your TOEFL Examinee Score Report with your application.</p> </td> </tr> <tr> <td>2</td> <td>IELTS Academic Test Report Form (Original)</td> <td>5.5 or above</td> </tr> <tr> <td>3</td> <td>TOEIC Official Score Certificate (Original)</td> <td>700 or above</td> </tr> </tbody> </table> <p>We do not accept TOEFL ITP or TOEIC IP.</p>	English Proficiency Test		Required Score	1	① TOEFL Official Score Report (Original) Sent directly from ETS and ② Photocopy of TOEFL Examinee Score Report	iBT 71 or above PBT 530 or above	<p>We can only accept a 'TOEFL Official Score Report' which is sent directly from ETS (the organization that runs TOEFL) to the University. To submit the Official Score Report, you will need to make a request to ETS. Ritsumeikan University's Institution Code is 0659. As it can take 5 weeks or so for the Official Score Report to arrive, please send a copy of your TOEFL Examinee Score Report with your application.</p>			2	IELTS Academic Test Report Form (Original)	5.5 or above	3	TOEIC Official Score Certificate (Original)	700 or above
English Proficiency Test		Required Score															
1	① TOEFL Official Score Report (Original) Sent directly from ETS and ② Photocopy of TOEFL Examinee Score Report	iBT 71 or above PBT 530 or above															
<p>We can only accept a 'TOEFL Official Score Report' which is sent directly from ETS (the organization that runs TOEFL) to the University. To submit the Official Score Report, you will need to make a request to ETS. Ritsumeikan University's Institution Code is 0659. As it can take 5 weeks or so for the Official Score Report to arrive, please send a copy of your TOEFL Examinee Score Report with your application.</p>																	
2	IELTS Academic Test Report Form (Original)	5.5 or above															
3	TOEIC Official Score Certificate (Original)	700 or above															
10	Evidence of Payment of Application Fee	<p>You must submit a copy of the bank remittance application/ receipt showing that you have made arrangements for payment of the application fee.</p> <p>Please refer to the 'Application Fee' section on page 7 for more information.</p>															
11	Photocopy of Passport	<p>If you have a passport, please submit a copy of the page showing the photo, name and passport number.</p> <ul style="list-style-type: none"> * Applicants who do not have a valid passport are still eligible to apply. * Applicants who have visited Japan should submit a photocopies of the pages showing the arrival and departure dates of their trips. * Students who have more than one nationality should submit copies of all of the passports they possess. 															
12	Two Photographs	<p>Two identical photographs taken within 3 months of the time of application, showing a front view above the chest level with a plain background. No cap or hat is allowed. The size of photographs must be 3 centimeters high by 2.5 centimeters wide. Photographs may be in color or black and white, but must be clear. Please write your name and nationality in English on the back of the photographs. Please attach one of the photographs onto the Registration Form ①.</p>															

B Documents for Submission, if Applicable

13	Certification of Scholarships Received from Organizations Other Than Ritsumeikan University	Applicants who, upon acceptance into Ritsumeikan University, would be able to receive scholarships from organizations other than Ritsumeikan are required to submit proof of the scholarship award in English or Japanese.
----	---	--

C Important Points Regarding Application

- (1) All documents to be completed by applicants must be written in English.
- (2) As a rule, apart from when the applicant does not meet the application eligibility requirements, submitted documents will not be returned.
- (3) As a rule, original certificates should be submitted. However, where it is not possible for a certificate to be re-issued, a certified copy of the original will be accepted. An official organization (preferably the organization that issued the document) must certify the copy as identical to the original.
- (4) For documents that are not written in either English or Japanese, please send an official translation along with the original. Only translations certified by official organizations such as embassies will be accepted.
- (5) We will not accept applications that are incomplete, that are submitted after the end of the application period, or if we are unable to confirm payment of the application fee.
- (6) Acceptance into the University will be revoked if any false information or forgeries are found in the submitted documents, even after enrollment into the University.

7. Application Fee

The Application Fee is **35,000 Yen**.

If we are unable to confirm receipt of the Application Fee, we will not accept an application.

Please pay the application fee by bank transfer in Japanese yen from a financial institution. Please include in your application package the copy of the bank remittance application form/receipt that you receive when making the bank transfer.

IMPORTANT

1. The application fee is, as a rule, not refundable. However, in the following cases, we will refund the application fee:
 - a. When an applicant pays the application fee but does not submit application documents or submits them after the application deadline.
 - b. When the applicant does not meet the application eligibility requirements.
2. Cash or postal money orders will not be accepted. Please do not send cash with your application documents.

When making a wire transfer, you will need the following information:

(1) Yen-denominated wire transfer from a financial institution outside of Japan

When making a remittance from abroad, an additional 2,500 yen is required to cover bank commission in Japan. This 2,500 yen commission and any fees charged at the overseas bank must be paid by the applicant.

* Please note that if you only send 35,000 yen, the amount that enters the University account will not be sufficient and you will need to make another payment to cover the shortfall.

Amount to Transfer	37,500 yen (35,000 yen for the application fee and 2,500 yen for bank commission in Japan)
Type of Transfer	Telegraphic Transfer Remittance
Purpose of Transfer	Application Fee Payment
Contact Information	Name of Applicant
Bank Name	SUMITOMO MITSUI BANKING CORPORATION
Branch Name	Kyoto Branch
Account Name	Ritsumeikan University
Account Number	5408448
Branch Address	8 Naginatabokocho, Shimogyo-ku, Kyoto 6008008 JAPAN
Branch Telephone Number	+81-75-211-4131
SWIFT CODE	SMBCJPJT
Transfer Fees	To be paid by applicant

(2) Yen-denominated wire transfer from a financial institution in Japan

When making the transfer, please be sure to use the transfer application form provided by the bank and write the name of the applicant to Ritsumeikan University in the Sender's Name box on the form.

Amount to Transfer	35,000 yen
Type of Transfer	Telegraphic Transfer Remittance
Purpose of Transfer	Application Fee Payment
Bank Name	三井住友銀行(SUMITOMO MITSUI BANKING CORPORATION)
Branch Name	京都支店(Kyoto Branch)
Account Type	普通
Account Number	5408448
Account Name	立命館大学(リツメイカンダイガク)
Sender's name	Applicant's name
Transfer Fees	To be paid by applicant

8. Screening Method

The decision on an application will be made on the basis of a screening of the application documents and the applicant's performance at interview. The interview will be a face-to-face interview, a web-based interview or a telephone interview. Students living outside of Japan will not be required to travel to Japan for interview.

Please note that the University may, on occasions, make a decision on an application without calling the applicant to interview.

If required, the applicant's school or referee may be contacted for further information.

Applicants will be provided with detailed information about the interview about 2 weeks after the last day of the application period.

9. Certificate of Eligibility (COE) and Obtaining a College Student Visa

In order to enter Japan as a college student, the following procedures are required.

- Step 1** Application for Certificate of Eligibility (COE) is made by Ritsumeikan University on behalf of the applicant at the Japanese Immigration Bureau
- Step 2** The COE is issued by the Japanese Immigration Bureau and sent to the University; The University sends the COE to the applicant
- Step 3** The applicant uses the COE to apply for a College Student visa at a Japanese embassy or consulate in his/her country or region of residence

Regarding Step 1 of the above process, it is possible for the University to apply for the COE on behalf of an applicant only when the University judges that a COE is required and all of the following requirements are met:

- a. The applicant resides outside of Japan, and requires a COE to obtain a College Student visa.
- b. The applicant has paid the necessary Enrollment Procedures Fees, including Admission Fee and

University Fees by the stipulated deadline.

- c. The applicant has submitted all the required documents by the stipulated deadline, and is able to prove they have sufficient finances available for their period of study.

Before applying for the COE on behalf of a student, the University has to confirm that the student intends to enroll at the University. At Ritsumeikan University, we consider payment of all required Enrollment Procedures Fees to be confirmation of intent to enroll. More information about the procedures relating to acquiring status of residence in Japan will be sent to successful applicants with their acceptance letter.

If, having read and understood the above information, you wish to have the University apply for a COE on your behalf, please check “Yes” in Question 2 of the Certificate of Eligibility Application Questionnaire (included in the Undergraduate Application Forms).

People who possess Japanese nationality and non-Japanese living in Japan with a valid status of residence do not need to apply for a Certificate of Eligibility. Applicants who fall into either category should submit the Certificate of Eligibility Application Questionnaire (included in the Undergraduate Application Forms) and check “No” in Question 2.

Enrollment Procedures

- Enrollment Procedures consist of paying University Fees* and submitting the required Enrollment Documents that will be sent to successful applicants around two months before the enrollment date.
 - * At Ritsumeikan University, University Fees consist of Admission Fee, Tuition Fee, Amenities and Program Development Fee.
- Enrollment Procedures must be completed within the designated time periods. If they are not completed by the final date of each period, enrollment into the University will be cancelled.

Please note

- * The information on the following pages is about the Enrollment Procedures that successful applicants have to undertake after they are offered a place at the University. The information is intended as a guide to help you make suitable preparations.
- * Further information regarding Enrollment Procedures will be sent to successful applicants with the results of their application.

1. Enrollment Procedures for Students Enrolling in April 2012

(1) Schedule for Payment of Enrollment Procedures Fees

Enrollment Procedures Timetable (The figures are those for 2011 academic year)

Details of Payment		Period for Completion of Payment		
Item: Enrollment Procedures Fees	Amount	Application Period for April Enrollment		
		1st	2nd	3rd
Step 1 Admission Fee	300,000 yen	10 October, 2011 to 25 October, 2011	24 November, 2011 to 8 December, 2011	29 December, 2011 to 17 January, 2012
Step 2 a University Fees (other than Admission Fee): • Tuition for Semesters 1&2 • Amenities and Program Development Fee and Miscellaneous Membership Fees	1,096,000 yen	9 December, 2011 to 23 December, 2011	9 December, 2011 to 23 December, 2011	18 January, 2012 to 31 January, 2012
O R				
b University Fees (other than Admission Fee): • Tuition for Semester 1 • Amenities and Program Development Fee and Miscellaneous Membership Fees	563,500 yen			

(2) Enrollment Procedures Fees

Fees for the 2012 academic year will be finalized during the 2011 academic year. The figures above are those for students entering in the 2011 academic year and are provided for your reference.

① Step 1: Payment of Admission Fee

Please pay the Admission Fee (300,000 yen) during the period for 'Step 1' in the table above. Please note that once it has been received, the Admission Fee cannot be refunded under any circumstances.

② Step 2: Payment of required University Fees and Membership Fees

Please pay the University Fees (other than Admission Fee) and Membership Fees during the period for 'Step 2' in the table on the previous page.

If students wish to pay the Admission Fee ('Step 1') and University Fees ('Step 2'-[a](#) or [b](#)) together, the payment must be completed during the period for 'Step 1'.

(3) Payment Methods

Please use one of the following payment methods **A–D**. More detailed information about payment will be included in the Enrollment Procedures Handbook for Successful Applicants that will be sent to successful applicants.

In all of the following methods:

- "Step 1 Fee" refers to the Admissions Fee
- "Step 2-[a](#) Fees" includes the following fees:
 - ▶ Annual University Fees (Tuition for Semesters 1 & 2, Amenities and Program Development Fee)
 - ▶ Miscellaneous Membership Fees
- "Step 2-[b](#) Fees" includes the following fees:
 - ▶ Part of University Fees (Tuition for Semester 1, Amenities and Program Development Fee)
 - ▶ Miscellaneous Membership Fees

A Pay Step 1 Fee and Step 2-[a](#) Fees at a same time

Pay all Enrollment Procedures Fees together, including Tuition for Semesters 1 and 2.

Payment must be made during the period for 'Step 1'.

B Pay Step 1 Fee and Step 2-[b](#) Fees at a same time

Pay all Enrollment Procedures Fees together, including Tuition for Semester 1.

Payment must be made during the period for 'Step 1'.

C Pay Step 1 Fee during the period for 'Step 1'. Then pay Step 2-[a](#) Fees during the period for 'Step 2'.

Step 2-[a](#) Fees include Tuition for Semesters 1 and 2.

D Pay Step 1 Fee during the period for 'Step 1'. Then pay Step 2-[b](#) Fees during the period for 'Step 2'.

Step 2-[b](#) Fees include Tuition for Semester 1.

(4) Repayment of Fees Other Than the Admission Fee When a Student Cancels Enrollment

If a student cancels enrollment by 31 March, 2012 by submitting the designated form (Cancellation of Enrollment and Request for Refund of Fees Paid at Enrollment Form), all fees other than the Admission Fee will be refunded to the student. However, no claims for refund will be accepted on or after 1 April, 2012. Details regarding the necessary procedures and a copy of the designated form can be found in the 'Enrollment Procedures Guidelines' that will be sent to successful applicants.

(5) Enrollment Documents

Period for submitting Enrollment Documents:

From 5 March, 2012 to 12 March 2012

Please send the Enrollment Documents by registered mail, registered airmail (EMS) or by courier (DHL, FedEx, OCS, etc.). The package must be postmarked by the deadline.

2. Enrollment Procedures for Students Enrolling in September 2012

(1) Schedule for Enrollment Procedures

Enrollment Procedures Timetable (The figures are those for 2011 academic year)

Details of Payment		Period for Completion of Payment		
Item: Enrollment Procedures Fees	Amount	Application Period for September Enrollment		
		1st	2nd	3rd
Step 1 Admission Fee	300,000 yen	10 January, 2012 to 31 January, 2012	6 April, 2012 to 24 April, 2012	7 June, 2012 to 19 June, 2012
Step 2 University Fees (other than Admission Fee): • Tuition for Semester 1 • Amenities and Program Development Fee and Miscellaneous Membership Fees	563,500 yen	1 February, 2012 to 30 April, 2012	25 April, 2012 to 14 May, 2012	20 June, 2012 to 3 July, 2012

(2) Enrollment Procedures Fees

Fees for the 2012 academic year will be finalized during the 2011 academic year. The figures above are those for students entering in the 2011 academic year and are provided for your reference.

① Step 1: Payment of Admission Fee

Please pay the Admission Fee (300,000 yen) during the period for ‘Step 1’ in the table above. Please note that once it has been received, the Admission Fee cannot be refunded under any circumstances.

② Step 2: Payment of required University Fees and Membership Fees

Please pay the University Fees (other than Admission Fee) and Membership Fees during the period for ‘Step 2’ in the table above.

If students wish to pay the Admission Fee (‘Step 1’) and University Fees (‘Step 2’) together, the payment must be completed during the period for ‘Step 1’.

(3) Payment Methods

Please use one of the following payment methods **A**–**B**. More detailed information about payment will be included in the Enrollment Procedures Handbook for Successful Applicants that will be sent to successful applicants.

In all of the following methods:

- “Step 1 Fee” refers to the Admissions Fee
- “Step 2 Fees” includes the following fees:
 - ▶ University Fees (Tuition for Semester 1, Amenities and Program Development Fee)
 - ▶ Miscellaneous Membership Fees

A Pay Step 1 Fee and Step 2 Fees at a same time

Pay all Enrollment Procedures Fees together, including Tuition for Semester 1.

Payment must be made during the period for ‘Step 1’.

- B** Pay Step 1 Fee during the period for 'Step 1'. Then pay Step 2 Fees during the period for 'Step 2'.

Step 2 Fees include Tuition for Semester 1.

(4) Repayment of Fees Other Than the Admission Fee When a Student Cancels Enrollment

If a student cancels enrollment by 25 September, 2012 by submitting the designated form (Cancellation of Enrollment and Request for Refund of Fees Paid at Enrollment Form), all fees other than the Admission Fee will be refunded to the student. However, no claims for refund will be accepted on or after 26 September, 2012. Details regarding the necessary procedures and a copy of the designated form can be found in the 'Enrollment Procedures Guidelines' that will be sent to successful applicants.

(5) Enrollment Documents

Period for submitting Enrollment Documents:

From 29 August, 2012 to 5 September, 2012

Please send the Enrollment Documents by registered mail, registered airmail (EMS) or by courier (DHL, FedEx, OCS, etc.). The package must be postmarked by the deadline.

University Fees and Other Fees

1. First Year University Fees and Other Fees for Students Admitted in 2012

Ritsumeikan University strives to keep fees as low as possible through actively seeking government subsidies for private universities and by looking to minimize costs. In order to ensure fair and even distribution of costs, University Fees are the same for students regardless of which year of study they are in. Fees are revised every year.

The fees for 2012 have yet to be finalized. The fees below are those for the 2011 academic year and are given for reference.

(1) April 2012 Enrollment

The fees for 2012 have yet to be finalized. All the fees below are those for the 2011 academic year.

① University Fees

〈For your reference〉 First year fees (2 semesters) for students who enrolled in 2011 (Unit: yen)

College	Admission Fee	Tuition Fee	Amenities and Program Development Fee	Total
College of International Relations	300,000	952,000*	113,000	1,365,000

* Tuition Fee for Semester 1 (April-September) : 476,000 yen, for Semester 2 (September-March) : 476,000 yen

Note:

- 1) The Admission Fee is only paid in the first year.
- 2) University Fees other than the Admission Fee (i.e. Tuition Fee and Amenities and Program Development Fee) can be paid per semester.
- 3) Separate fees may be charged if a student takes certain courses.
- 4) Payment of the Membership Fees detailed below is carried out at the same time as payment of University Fees.

② Miscellaneous Membership Fees

The University collects fees on behalf of the various groups detailed in the table below. These Membership Fees are collected at the same time as University Fees.

〈For your reference〉 First year fees for students who enrolled in 2011 (Unit: yen)

College	Student Government Board		International Relations Academic Association	Parents Educational Supporters Association		Total
	Registration Fee	Annual Fee	Annual Fee	Registration Fee	Annual Fee	
College of International Relations	3,000	5,000	8,000	5,000	10,000	31,000

Note:

- 1) Registration Fees are only collected in the first year.
- 2) Membership Fees can only be paid in one payment (i.e. it is not possible to pay per semester).

③ When Fees Should Be Paid (University Fees and Membership Fees)

〈For your reference〉 First year fees for students who enrolled in 2011

(Unit: yen)

College	Enrollment Procedures Fees			Amount to Be Paid in The Second Semester (Only If Paying in Installments)
	Step 1: Payment of Admission Fee	Step 2: Payment of University Fees and Membership Fees		
		If Paying Fees in Full	If Paying in Two Installments (Paying per Semester)	
College of International Relations	300,000	1,096,000	563,500	532,500

Note:

If a student chooses to pay in installments, the University will send information to the student about paying the second installment in early September. The payment deadline for the second installment is 30 September. If financial institutions are closed on 30 September, the payment deadline will be the next business day.

(2) September 2012 Enrollment

The fees for 2012 have yet to be finalized. All the fees below are those for the 2011 academic year.

① University Fees

〈For your reference〉 First year fees for students who enrolled in 2011 (Semester 1 only) (Unit: yen)

College	Admission Fee	Tuition Fee	Amenities and Program Development Fee	Total
College of International Relations	300,000	476,600*	56,500	832,500

* Tuition Fee for Semester 1 (September-March)

Note:

- 1) The Admission Fee is only paid in the first year.
- 2) Separate fees may be charged if a student takes certain courses.
- 3) Payment of the Membership Fees detailed below is carried out at the same time as payment of University Fees.

② Miscellaneous Membership Fees

The University collects fees on behalf of the various groups detailed in the table below. These Membership Fees are collected at the same time as University Fees.

〈For your reference〉 First year fees for students who enrolled in 2011

(Unit: yen)

College	Student Government Board		International Relations Academic Association	Parents Educational Supporters Association		Total
	Registration Fee	Annual Fee	Annual Fee	Registration Fee	Annual Fee	
College of International Relations	3,000	5,000	8,000	5,000	10,000	31,000

Note:

- 1) Registration fees are only collected in the first year.
- 2) Membership fees can only be paid in one payment.

③ When Fees Should Be Paid (University Fees and Membership Fees)

〈For your reference〉 First year fees for students who enrolled in 2011

(Unit: yen)

College	Enrollment Procedures Fees	
	Step 1: Payment of Admission Fee	Step 2: Payment of University Fees and Membership Fees
College of International Relations	300,000	563,500

2. University Fees for 2013 and Beyond

Fees for the 2013 academic year will be finalized in 2012. The fees shown below are the 2011 University Fees for students in their 2nd to 4th year for your reference.

〈For your reference〉 2011 fees for 2nd, 3rd, and 4th year students (Unit: yen)

College	Tuition Fee	Amenities and Program Development Fee	Total
College of International Relations	952,000*	273,000	1,225,000

* Tuition Fee for Semester 1 (April-September) : 476,000 yen, for Semester 2 (September-March) : 476,000 yen

Note:

- 1) University Fees (Tuition Fee and Amenities and Program Development Fee) can be paid per semester.
- 2) Separate fees may be charged if a student takes certain courses.
- 3) Payment of the Membership Fees is carried out at the same time as payment of University Fees.

3. Student Government Board, Academic Association and Parents Educational Supporters Association

(1) Student Government Board

The Ritsumeikan University Student Government Board is a self-governed organization made up of Ritsumeikan University students with the aim of contributing to the improvement and expansion of both academic and extra-curricular activities as well as the development of the Academy as a whole. The Student Government Board is involved in conducting scholastic, athletic, and volunteer extracurricular activities, such as welcome events for new students and the yearly school festival, as well as contributing to the improvement of the overall learning environment and convenience of student life. These activities are conducted using various grants and subsidies from the university as well as member dues.

(2) Academic Association

The Academic Association of the College of International Relations is made up of undergraduate students, graduate students, and faculty members for the purpose of furthering academic research and presenting its results. The association edits and publishes association materials, hosts conferences and lectures, and organizes surveys and field trips using member dues and other income such as donations.

(3) Parents Educational Supporters Association

The Parents Association of Student Education Assistance strives to support educational activities and increase communication between students and parents in accordance with the educational policies of Ritsumeikan University while also promoting friendship between its members. This includes supporting student life through social activities and scholarships as well as conducting activities to support students in their search for post-graduation employment.

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.

