

# I . Schedule for the Entrance Examination

## ■ For Master's Program

Graduate School	Major	Month	Type of Exam	Application Period	Exam Date	Date of Results	1 <sup>st</sup> Procedure Period	2 <sup>nd</sup> Procedure Period	Remarks
International Relations	International Relations	February	International Student ・ Special	Jan. 9 (Fri) ~ Jan. 23 (Fri)	Feb. 14 (Sat)	Feb. 27 (Fri)	Feb. 27 (Fri) ~ March 13 (Fri)	Aug. 21 (Fri) ~ Sep. 4 (Fri)	
		June	Japanese based programs (Document Only) ・ English based programs (Document Only)	Apr. 3 (Fri) ~ Apr. 24 (Fri)	Documentary Examination	June 19 (Fri)	June 19 (Fri) ~ July 3 (Fri)		
		July	APU ・ Early Graduation System Applicants	May 15 (Fri) ~ May 29 (Fri)	July 3 (Fri)	July 24 (Fri)	July 24 (Fri) ~ Aug. 7 (Fri)		
			"Tobikyu "	*					
Policy Science	Policy Science	February	Recommendation-based international students	Jan. 9 (Fri) ~ Jan. 23 (Fri)	Documentary Examination	Feb. 27 (Fri)	Feb. 27 (Fri) ~ March 13 (Fri)		
		July	Recommendation-based international students	May 29 (Fri) ~ June 12 (Fri)	Documentary Examination	July 17 (Fri)	July 17 (Fri) ~ July 31 (Fri)		
			General		July 4 (Sat)				
Letters	・ Humanities ・ Informatics of Behavior and Cultures	July	APU ・ International Student (Residing in Japan)	May 29 (Fri) ~ June 12 (Fri)	July 5 (Sun)	July 17 (Fri)	July 17 (Fri) ~ July 31 (Fri)		The Exam date will be announced separately to International Students who is currently living in abroad.
			International Student (Residing in Abroad)						
Language Education & Informarion Science	Language Education & Informarion Science	July	APU ・ Self-Recommendation Examination	May 29 (Fri) ~ June 12 (Fri)	July 5 (Sun)	July 17 (Fri)	July 17 (Fri) ~ July 31 (Fri)		
			Self-Recommendation Examination for Graduates of Universities Overseas		Documentary Examination				
Economics	Economics	June	Independent Applicants ・ APU ・ Grade Skipping	May 29 (Fri) ~ June 12 (Fri)	June 27 (Sat)	July 10 (Fri)	July 10 (Fri) ~ July 24 (Fri)		
Information Science and Engineering	Information Science and Engineering	June	International Program for Information Science and Engineering (in Japanese)	May 22 (Fri) ~ June 5 (Fri)	June 27 (Sat)	July 10 (Fri)	July 10 (Fri) ~ July 24 (Fri)		
Technology Management	Technology Management	February	Independent Applicants ・ Working People ・ APU	Jan. 16 (Fri) ~ Jan. 30 (Fri)	Feb. 28 (Sat)	March 6 (Fri)	March 6 (Fri) ~ March 20 (Fri)		
		July	Independent Applicants ・ Working People ・ APU	May 29 (Fri) ~ June 12 (Fri)	July 4 (Sat)	July 17 (Fri)	July 17 (Fri) ~ July 31 (Fri)		

## ■ For Doctral Program

Graduate School	Major	Month	Type of Exam	Application Period	Exam Date	Date of Results	1 <sup>st</sup> Procedure Period	2 <sup>nd</sup> Procedure Period	Remarks
International Relations	International Relations	June	Thesis Screening-based for Master's Degree Holders	Apr. 3 (Fri) ~ Apr. 24 (Fri)	Documentary Examination	June 19 (Fri)	June 19 (Fri) ~ July 3 (Fri)	Aug. 21 (Fri) ~ Sep. 4 (Fri)	
		July	Thesis Screening-based for Applicants Expecting to Complete a Master's Degree Program	May 15 (Fri) ~ May 29 (Fri)	Documentary Examination	July 31 (Fri)			
Policy Science	Policy Science	February	Recommendation-based international students	Jan. 9 (Fri) ~ Jan. 23 (Fri)	Documentary Examination	Feb. 27 (Fri)	Feb. 27 (Fri) ~ March 13 (Fri)		
		July	Recommendation-based international students General	May 29 (Fri) ~ June 12 (Fri)	Documentary Examination July 4 (Sat)	July 17 (Fri)	July 17 (Fri) ~ July 31 (Fri)		
Letters	・ Humanities ・ Informatics of Behavior and Cultures	July	International Student (Residing in Japan) ・ Internal	May 29 (Fri) ~ June 12 (Fri)	July 5 (Sun)	July 17 (Fri)	July 17 (Fri) ~ July 31 (Fri)		The Exam date will be announced separately to International Students who is currently living in abroad.
			International Student (Residing in Abroad)						
Economics	Economics	June	International Student ・ Internal International Students	May 29 (Fri) ~ June 12 (Fri)	June 27 (Sat)	July 10 (Fri)	July 10 (Fri) ~ July 24 (Fri)		
Science and Engineering	・ Advanced Mathematics and Physics ・ Electrical Electronic and Computer Systems ・ Engineering and Robotics ・ Advanced Architectural, Environmental and Civil Engineering	July	Independent Applicants ・ Working People	May 22 (Fri) ~ June 5 (Fri)	July 3 (Fri)	July 17 (Fri)	July 17 (Fri) ~ July 31 (Fri)		
			International Student		Documentary Examination				
Information Science and Engineering	Information Science and Engineering	June	International Program for International Science and Engineering (in Japanese)	May 22 (Fri) ~ June 5 (Fri)	June 27 (Sat)	July 10 (Fri)	July 10 (Fri) ~ July 24 (Fri)		
		July	Independent Applicants ・ Working People		July 4 (Sat)	July 17 (Fri)	July 17 (Fri) ~ July 31 (Fri)		
Life Sciences	Life Sciences	July	Independent Applicants ・ Working People	May 29 (Fri) ~ June 12 (Fri)	July 4 (Sat)	July 17 (Fri)	July 17 (Fri) ~ July 31 (Fri)		※ Only if there is an examination
			International Student						

Graduate School	Major	Month	Type of Exam	Application Period	Exam Date	Date of Results	1 <sup>st</sup> Procedure Period	2 <sup>nd</sup> Procedure Period	Remarks
Technology Management	Technology Management	June	International Docotral Program	May 8 (Fri) ～ May 22 (Fri)	Documentary Examination & Interview ※	June 26 (Fri)	June 26 (Fri) ～ July 10 (Fri)	Aug. 21 (Fri) ～ Sep. 4 (Fri)	※ The Interview date will be announced Separately
		July	Independent Applicants	May 29 (Fri) ～ June 12 (Fri)	July 4 (Sat)	July 17 (Fri)	July 17 (Fri) ～ July 31 (Fri)		

## ■ For Integrated Doctoral Program

Graduate School	Major	Month	Type of Exam	Application Period	Exam Date	Date of Results	1 <sup>st</sup> Procedure Period	2 <sup>nd</sup> Procedure Period	Remarks
Core Ethics and Frontier Science	Core Ethics and Frontier Science	July	International Student ・ APU ・ 3rd Year Transfer	May 29 (Fri) ～ June 12 (Fri)	July 5 (Sun)	July 17 (Fri)	July 17 (Fri) ～ July 31 (Fri)	Aug. 21 (Fri) ～ Sep. 4 (Fri)	

## II . Points to Note when Applying for Admission

1. Different documents are required depending on the graduate school and entrance screening method that you have chosen.
2. Once you have submitted your application, you cannot change the graduate school, major, specialty, and/or course that you have chosen.
3. Refer to the following instructions when writing your name.

### Japanese nationality

Please enter your name from your family register as listed in the certificate of items entered in the certificate of residence.

### Non-Japanese nationality (international students)

The University uses the Roman alphabet as its standard when listing names. Please enter your name as it appears in the certificate of items entered in the certificate of residence or in your passport. Please list your name in the order of surname (all uppercase), first name (the first letter in uppercase and the rest in lowercase), middle name (the first letter in uppercase and the rest in lowercase). For names where the surname is not distinguished from the first name, write the first part of the name in all uppercase, and the rest with the first letter in uppercase and the rest in lowercase.

**Example** Family name: RITSUMEI First name: Taro Middle name: Saionji

If the total number of characters in alphabet exceeds the number allowed by the university's computer system, the middle name will be abbreviated to the initial with a period,

### Non-Japanese nationality (special permanent residents excluding international students)

Please enter your name from as listed in the certificate of items entered in the certificate of residence or your passport. Those who will use an alias after admission to the University, please enter your alias as listed on the certificate of residence, followed by your full name in parentheses ( ).

4. Documents and entrance examination fees once accepted cannot be returned and refunded under any circumstances, even if you are found to NOT have been qualified to apply for admission after the entrance examination is over.
5. If you enter false information in your application form or other documents, or if you commit any wrongdoing, your application may not be accepted or you may not be allowed to take the entrance examination or be admitted to the graduate school.
6. Comply with the following instructions regarding the submission of the transcript of your academic record and your certificate of graduation.

(1) The documents to be submitted are as follows.

### ■ Applicant for admission to a Master's Program or the first year of an Integrated Doctoral Program

Your academic status	Documents to be submitted
Enrolled in a four-year university	- Transcript of your academic record as an undergraduate student - Certificate of expected graduation from university as an undergraduate student
Graduated from a four-year university	- Transcript of your academic record as an undergraduate student - Certificate of graduation from university as an undergraduate student
Enrolled in a graduate school	- Transcript of your academic record as an undergraduate student - Certificate of graduation from university as an undergraduate student
Completed a graduate school program	- Transcript of your academic record as an undergraduate student - Certificate of graduation from university as an undergraduate student

\* You do not have to submit a certificate of expected graduation as an undergraduate student if you apply for

admission under the grade-skipping system.

**■ Applicant for admission to the first year of a Doctoral Program or the third year of an Integrated Doctoral Program**

Your academic status	Documents to be submitted
Enrolled in a graduate school	<ul style="list-style-type: none"> <li>- Transcript of your academic record as a graduate student</li> <li>- One of the following certificates: Certificate of credits to be earned as a graduate student Certificate of the expected completion of a graduate program Certificate of expected completion of master's/professional degree</li> </ul>
Completed a graduate school program	<ul style="list-style-type: none"> <li>- Transcript of your academic record as a graduate student</li> <li>- One of the following certificates: Certificate of completion of a graduate program Certificate of completion of master's/professional degree</li> </ul>

**■ Applicant for admission to four-year Doctoral Program**

Your academic status	Documents to be submitted
Enrolled in a six-year university	<ul style="list-style-type: none"> <li>- Transcript of your academic record as an undergraduate student</li> <li>- Certificate of expected graduation from university as an undergraduate student</li> </ul>
Graduate from a six-year university	<ul style="list-style-type: none"> <li>- Transcript of your academic record as an undergraduate student</li> <li>- Certificate of graduation from university as an undergraduate student</li> </ul>
Enrolled in a graduate school	<ul style="list-style-type: none"> <li>- Transcript of your academic record as a graduate student</li> <li>- Certificate of credits to be earned as a graduate student or a certificate of the expected completion of a graduate Program</li> </ul>
Completed a graduate school program	<ul style="list-style-type: none"> <li>- Transcript of your academic record as a graduate student</li> <li>- Certificate of completion of a graduate program</li> </ul>

(2) You may be asked to submit additional certificate(s) by the graduate school.

(3) If you apply for admission to Ritsumeikan University's graduate school upon the completion of an undergraduate or graduate program at either Ritsumeikan University or Ritsumeikan Asia Pacific University (APU), be sure to submit your certificate of graduation/completion so that you will be exempt from the payment of the admission fee. In this case, a certificate of graduation/completion should be submitted even if not specified in the above table (see examples below).\*

\*Example 1: Students who have completed an undergraduate program at a university other than Ritsumeikan University or APU and who have entered a Master's Program at Ritsumeikan University or APU should submit a certificate of the completion of a Master's Program at Ritsumeikan University or APU, in addition to the documents specified above, when applying for admission to different Master's Program at Ritsumeikan University or APU and upon the completion of the ongoing program.

\*Example 2: Students who have completed an undergraduate program at Ritsumeikan University or APU and who have entered a Master's Program at another university should submit a certificate of graduation from Ritsumeikan University or APU as an undergraduate student, in addition to the documents specified above, when applying for admission to a Doctoral Program at Ritsumeikan University or APU.

(4) The transcript of your academic record and your certificate of (expected) graduation/completion should be prepared by your university and should be issued no earlier than three months prior to the date of application.

(5) If the date of (expected) graduation/completion is specified on the transcript of your academic record, then the transcript may double as your certificate of (expected) graduation/completion.

(6) If the name shown on your certificate differs from the name you use when applying for admission, you

should submit written evidence of your change of name, such as an excerpt of your family register (or another appropriate certificate if you are a foreign national), together with the other documents required for application.

- (7) The certificate should be written in either Japanese or English. If your certificate is written in another language, you should attach a Japanese or English translation.
- (8) If, for any reason, you are unlikely to submit your certificate within the specified application period, consult with the administrative office of the graduate school and follow their instructions.
- (9) If you cannot submit an original copy of the transcript of your academic record or your certificate of (expected) graduation/completion, or if you need the original copy to be returned to you, consult with the administrative office of the graduate school in advance and follow their instructions.

7. Note the following points when paying the entrance examination fee.

(1) Domestic Remittance

When paying the fee in Japan, please choose either 1) bank transfer or 2) convenience store payment.

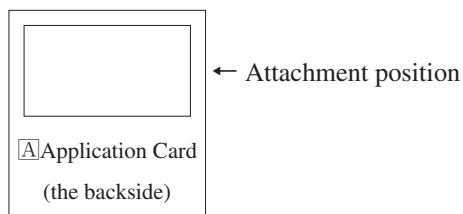
1) When paying the fee by bank transfer, refer to the following instructions.

- (i) Fill in the payment form (bank payment slips C and D) attached to the application form and pay the fee by **telegraphic transfer** at the teller window of a financial institution (bank, *shinkin* bank, etc.). Select a bank which the fee is to be transferred from among the banks shown on bank payment slip D. You cannot pay the fee at a post office (i.e., Japan Post Bank).
- (ii) You cannot pay the fee through an automated teller machine (ATM) or internet banking.
- (iii) After paying the fee, make sure that the official stamp of the financial institution is affixed to bank payment slips A and C.
- (iv) Bank payment slip C doubles as your receipt from Ritsumeikan University. Remove the slip and keep it in a safe place.

\* You do not have to pay a transfer fee if you transfer the entrance examination fee from the teller window of the head office or branch of the bank shown on bank payment slip D to the account of Ritsumeikan University. If you pay the fee from another bank, you must bear the transfer fee.

2) When paying the fee by Convenience store payment, refer to the following instructions. (The instructions of machine are only available in Japanese)

- (i) Complete the payment at a convenience store (LAWSON, Seven-Eleven, Family Mart, Circle K Sunkus or MINISTOP) during the application period. For details, refer to the instructions on page 219.
- (ii) Payment can be made at anytime in between 10am of the first day of the application period and 11pm of the last day of the application period.
- (iii) Even if a family member or a friend of an applicant undertakes procedures, the applicant's name, address, phone number, date of birth, gender, and e-mail address must be filled in.
- (iv) Attach a receipt to the reverse of the application card.



(2) Overseas Remittance

When paying the fee from abroad, please choose either 1) bank transfer or 2) credit card payment.

1) When paying the fee by overseas bank transfer, refer to the following instructions.

- (i) Go to a teller window of a financial institution to make an overseas remittance. The information you need for the transfer is shown in the table below.
- (ii) Transfer the amount plus ¥2,500 (to cover the handling fee of the Japanese bank) to the bank designated below. Payment should be made in Japanese yen only, and the transfer fee required by the overseas financial institution should be paid individually.
- (iii) A remittance check is not acceptable.
- (iv) Attach an original receipt or copy of the receipt to the application form as proof of remittance.

Bank Name	SUMITOMO MITSUI BANKING CORPORATION
Branch	Kyoto Branch
Account Number	5408448
Swift Code	SMBCJPJT
Address of Bank	8 Naginataboko-cho, Shimogyo-ku, Kyoto 600-8008 JAPAN
Phone Number	075-211-4131
Name of Payee	Ritsumeikan University
Address of Payee	8 Nishinokyo-Higashi-Togano-cho, Nakagyo-ku, Kyoto 604-8520 JAPAN
Purpose of Remittance	Application Fee
Message to Payee	Your Name (Please print legibly)

2) When paying the fee by a credit card, refer to the following instructions.

\* Only applicants taking an entrance examination mainly targeting international students are allowed to do so. Check applicable entrance examinations in the admission fee section of Entrance Examination Guidelines. Payment from overseas for examinations that are not applicable must be done by overseas remittance.

(i) Payment should be made online through the website below:

URL <http://e-apply.jp/e/rits-gs>

- (ii) Note that the processing fee will be charged; ¥630 for a payment of ¥30,000 or more, and ¥420 for a payment less than ¥30,000.
- (iii) Payment can be made at anytime in between 10am of the first day of the application period and 11pm of the last day of the application period.
- (iv) After the payment is done, you must submit a Transaction Confirmation which can be printed out from the website along with your other application documents.

### (3) Payment Period

Be sure to complete the payment within the application period specified for the graduate school and entrance screening method that you have chosen, as shown in the Graduate School Entrance Examination Guidelines.

- (4) If the entrance examination is conducted in two stages, applicants who have passed the first-stage examination will be given instructions for the payment of the fee for the second-stage examination separately.
- (5) You do not have to pay an entrance examination fee if you apply for an admission to a Doctoral Program at Ritsumeikan University or the third year of the university's Graduate School of Core Ethics and Frontier Sciences upon (expected) completion of Master's Program or Professional Degree Program of any of the graduate schools of Ritsumeikan University in March 2015 or September 2015. Accordingly, there is no need to have a financial institution affix their official stamp on the bank payment slips.

8. To submit the documents for application, fill out the envelope designated by Ritsumeikan University and send the documents in the envelope by simplified registered mail. In addition, write your address (the address to which your admission card for entrance examination is to be sent) on the envelope provided by the university on which the indication “入学試験受験票在中” (Admission Card for Entrance Examination Enclosed) is printed, and send it together with the documents for application.
9. The written notice of the entrance examination results and the admission procedure documents are sent to the address in the application form. If your address changes after you submitted the documents for application, send a letter specifying your name, the graduate school, major, the course you have chosen, your examinee number, and the new address to the administrative office of the graduate school by mail.
10. Write your name on the back of your color facial photograph (without a hat or cap, no background, and 3 cm long × 2.5 cm wide) and attach the photograph to the designated space on the application form. The photograph should be taken no earlier than three months prior to the date of application. If you wear glasses during examination, have your photograph taken wearing glasses. Three prints of the same facial photograph (3 cm long × 2.5 cm wide) are required for admission procedures if you pass the examination; thus, have additional prints ready on hand or keep the negative film.
11. If you require special assistance during examination and/or class work after admission due to physical disability, contact the administrative office of the graduate school that you have chosen prior to the beginning of the application period.

### III. Individual Preliminary Screening to Qualify for Application

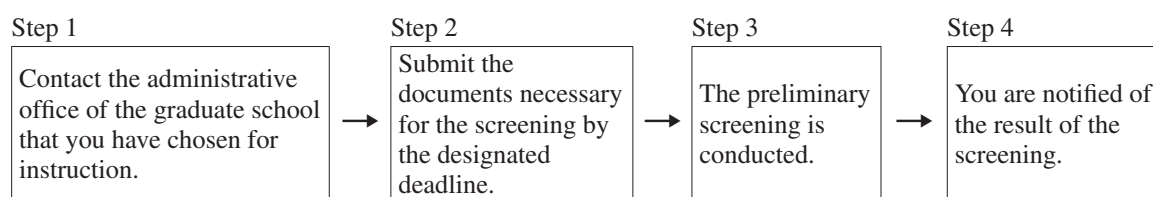
Persons who have been granted the qualification as a result of preliminary screening conducted individually by Ritsumeikan University's graduate school, may apply for admission to the graduate school even without a bachelor's or master's degree, if recognized as having an academic ability equal to or higher than university graduates.

The individual preliminary screening is held prior to the application period. If you wish to apply for the preliminary screening, contact the administrative office of the graduate school that you have chosen for instruction and complete the necessary procedures by the designated deadline. If you have any questions regarding your qualification for application, inquire at the administrative office of the graduate school that you have chosen prior to the preliminary screening period.

If you are from a country where you have a 3-year curriculum in a university and 15 years of school education in total, the individual preliminary screening is held prior to the application period. If you wish to apply for the preliminary screening, contact the administrative office of the graduate school that you have chosen for instruction and complete the necessary procedures by the designated deadline.

It should be noted that the purpose of the preliminary screening is to determine whether you are qualified for applying for admission or not, and it should be distinguished from an entrance examination — even if you pass the preliminary screening, you still have to take an entrance examination to be admitted to the graduate school.

#### 1. Procedures for the preliminary screening



※ you are encouraged to contact the administrative office prior to the application period so that you are able to complete the necessary procedures by the designated deadline.

2. Screening method: Screening of documents (plus an interview, if necessary)
3. The matters to be considered during the screening consist of the academic history and qualifications of the individual applicants to be recognized as having an academic ability equal to or higher than university graduates, which include:
  - Any learning programs that the applicant has completed at a special training school or vocational school, etc.;
  - Work experience and qualifications held by the applicant;
  - Certain credits that the applicant has earned as a degree / a non-degree student; and/or
  - Learning programs that the applicant has completed at a school under the prewar educational system.



4. Documents to be submitted

- (1) Applicants for admission to a Master's Program or the first year of an Integrated Doctoral Program are required to submit the following documents.

Graduate school	Documents to be submitted	Remarks
All graduate schools	(1) Application form for an individual screening (which doubles as a personal resume) (2) Essay on your reason for applying for admission and Research plan (3) Certificate of (expected) graduation (e.g. graduation certificate, certificate of enrollment, or academic transcript)	- Regarding the style of (1) and (2) application form, inquire at the administrative office of the graduate school that you have chosen. - If you wish, you may submit additional materials, such as another certificate, essay, piece of work, or reference data, together with these documents. - Applicants for admission to the Graduate School of Science and Engineering, the Graduate School of Information Science and Engineering, the Graduate School of Life Sciences, and the Graduate School of Sports and Health Science are required to consult with their prospective instructors before submitting the application.
Graduate School of Sociology	In addition to documents (1)–(3): (4) Research achievement that corresponds to a senior thesis	

※ Other documents required by the administrative office.

- (2) Applicants for admission to a Doctoral Program, the third year of an Integrated Doctoral Program, or a four-year Doctoral Program are required to submit the following documents.

Graduate school	Documents to be submitted	Remarks
All graduate schools	(1) Application form for an individual screening (which doubles as a personal resume) (2) Essay on your reason for applying for admission and Research plan (3) Certificate of (expected) completion (e.g. graduation certificate, certificate of enrollment, or academic transcript) (4) Research achievement that corresponds to a master's thesis	- Regarding the style of (1) and (2) application form, inquire at the administrative office of the graduate school that you have chosen. - Applicants for admission to the Graduate School of Science and Engineering, the Graduate School of Information Science and Engineering, the Graduate School of Life Sciences, and the Graduate School of Sports and Health Science are required to consult with their prospective instructors before submitting the application. - Applicants for admission to the Graduate School of Pharmacy need not to submit documents (4). Consult with your prospective instructor before submitting the application.
Graduate School of Law	In addition to documents (1)–(4): (5) Letter of recommendation written by a research instructor and an academic reference (6) Research achievement	

※ Other documents required by the administrative office.

5. Application deadline for preliminary screening: Refer to the timetable shown on the next page.
6. Screening fee: None
7. Result of the screening: The result of the preliminary screening will be sent to you by mail one week prior to the deadline of the application for admission, at the latest.
8. Validity of the qualification: The qualification for applying for admission granted as a result of the preliminary screening is valid for any application for the same admission in each graduate school.
9. Documents once accepted cannot be returned under any circumstances.

## Period of Acceptance

Graduate School	Type of Entrance Examination	Deadline
International Relations	<b>Master's Program</b> <ul style="list-style-type: none"> <li>Examination for APU Students</li> <li>Examination for International Students</li> <li>Japanese based programs (Document Only)</li> <li>English based programs (Document Only)</li> <li>Examination for "Tobikyu"</li> <li>Examination for Early Graduation System</li> <li>Special Admission Process for College of International Relations</li> </ul> <b>Doctoral Program</b> <ul style="list-style-type: none"> <li>Examination for Thesis Screening-based for Master's Degree Holders</li> <li>Examination for Thesis Screening-based for Applicants Expecting to Complete Master's Degree Program</li> </ul>	Please contact Administrative Office, College of International Relations 3 weeks prior to the first day of the application period of any examination.
Policy Science	<b>Master's Program</b> <ul style="list-style-type: none"> <li>Examination for General Applicants</li> <li>Recommendation-based international students</li> </ul> <b>Doctoral Program</b> <ul style="list-style-type: none"> <li>Examination for General Applicants</li> <li>Recommendation-based international students</li> </ul>	Please contact Administrative Office, College of Policy Science 3 weeks prior to the application period of any examination.
Letters	<b>Master's Program</b> <ul style="list-style-type: none"> <li>Examination for International Students</li> </ul> <b>Doctoral Program</b> <ul style="list-style-type: none"> <li>Examination for International Students</li> </ul>	<b>Master's and Doctoral Program</b> (Fri.) April 24, 2015
Language Education and Information Science	<b>Master's Program</b> <ul style="list-style-type: none"> <li>Self-Recommendation Examination for Graduates of Universities Overseas</li> <li>Self-Recommendation Examination</li> </ul>	<b>Master's Program</b> (Exam in July) (Fri.) May 15, 2015
Core Ethics and Frontier Sciences	<ul style="list-style-type: none"> <li>Examination for APU Students</li> <li>Examination for International Students</li> <li>Third Year Transfer Admissions Examination</li> </ul>	(Fri.) May 15, 2015
Economics	<b>Master's Program</b> <ul style="list-style-type: none"> <li>Examination for Independent Applicants</li> </ul> <b>Doctoral Program</b> <ul style="list-style-type: none"> <li>Examination for International Students</li> </ul>	<b>Master's and Doctoral Program</b> (Fri.) April 24, 2015
Science and Engineering	<b>Doctoral Program</b> <ul style="list-style-type: none"> <li>Examination for Independent Applicants</li> <li>Examination for Working People</li> <li>Examination for International Students</li> </ul>	<b>Doctoral Program</b> (Fri.) April 24, 2015
Information Science and Engineering	<b>Master's Program</b> <ul style="list-style-type: none"> <li>Examination for International Program for Information Science and Engineering</li> </ul> <b>Doctoral Program</b> <ul style="list-style-type: none"> <li>Examination for Independent Applicants</li> <li>Examination for Working People</li> <li>Examination for International Program for Information Science and Engineering</li> </ul>	<b>Master's and Doctoral Program</b> (Thu.) May 7, 2015
Life Sciences	<b>Doctoral Program</b> <ul style="list-style-type: none"> <li>Examination for Independent Applicants</li> <li>Examination for Working People</li> <li>Examination for International Students</li> </ul>	<b>Doctoral Program</b> (Wed.) May 13, 2015
Technology Management	<b>Master's Program</b> <ul style="list-style-type: none"> <li>Examination for Independent Applicants</li> <li>Examination for Working People</li> </ul> <b>Doctoral Program</b> <ul style="list-style-type: none"> <li>Examination for International Doctoral Program</li> <li>Examination for Independent Applicants</li> </ul>	<b>Master's Program</b> Entrance Examination in February: (Fri.) Jan. 9, 2015 Entrance Examination in July: (Fri.) May 15, 2015  <b>Doctoral Program</b> Examination for International Doctoral Program: (Fri.) April 10, 2015 Examination for Independent Applicants: (Fri.) May 15, 2015

## IV. Qualification for Admission to Graduate Schools

### 1. Qualification for admission to Ritsumeikan University's Master's Programs, Integrated Doctoral Programs, and Professional Degree Programs

Qualification for admission to Ritsumeikan University's graduate schools conforms to the provision of Article 102 of the School Education Act, which stipulates that "persons who have graduated from any of the universities listed in Article 83 or who have been recognized as having an academic ability equal to or higher than graduates of the said universities pursuant to the criteria specified by the Minister of Education, Culture, Sports, Science and Technology" are qualified to be admitted to graduate schools. At Ritsumeikan University, the qualification for applying for admission to graduate schools is granted to persons who meet any of the following conditions (or persons who are expected to meet any of the conditions before being enrolled in the graduate schools), as specified for respective graduate schools and entrance screening methods in the Graduate School Entrance Examination Guidelines. (These conditions do not apply to applicants under the grade-skipping system.) **However, persons who fall under categories (10), (11) and (12) should be subject to individual preliminary screening in order to be qualified to apply for admission (refer to page 251).**

(1) Persons who have graduated from a university\*

\* "University" refers to one of the universities listed in Article 83 of the School Education Act (formal undergraduate programs offered by universities in Japan)

(2) Persons who have been awarded a bachelor's degree by the National Institution for Academic Degrees and University Evaluation

(3) Persons who have completed a 16-year program at an overseas school

(4) Persons who have completed a 16-year program of an overseas school by taking its correspondence course in Japan

(5) Persons who have completed the program of an overseas school in Japan that is recognized as being equivalent to an overseas university by the Minister of Education, Culture, Sports, Science and Technology

(6) Persons who have completed a specialized program at a special training school designated by the Minister of Education, Culture, Sports, Science and Technology after the date designated by said minister

(7) Persons who have completed the program at a university under the prewar educational system (the 1953 Notification of the Ministry of Education, Science, Sports and Culture, No.5-1 to 4, and the 1955 Notification of the Ministry of Education, Science, Sports and Culture, No.39-1)

(8) Persons who have completed a program at any of the educational institutions affiliated with governmental ministries and agencies, such as the National Defense Academy in Japan, the Japan Coast Guard Academy, and the Meteorological College (the 1953 Notification of the Ministry of Education, Science, Sports and Culture, No.5-5 to 9, and the 1955 Notification of the Ministry of Education, Science, Sports and Culture, No.39-2)

(9) Persons who hold a specialized or first-category teaching license for elementary schools, junior high schools, high schools, kindergartens, or schools for disabled children under the Educational Personnel Certification Law and who have reached 22 years of age, or who have other teaching licenses and are designated by the Minister of Education, Culture, Sports, Science and Technology (the 1953 Notification of the Ministry of Education, Science, Sports and Culture, No. 5-10 to 12)

**(10) Persons who have completed a 15-year program at an overseas school only in the country which have 3-year regular undergraduate course, and have been recognized as having earned the credits with excellent grades**

**(11) Persons who have been admitted to a graduate school under the grade-skipping system and who are recognized as having enough academic ability to study at Ritsumeikan University's graduate**

schools

**(12) Persons who have been recognized as having an academic ability equal to or higher than university graduates by Ritsumeikan University's graduate schools as a result of individual preliminary screening and who have reached 22 years of age**

**2. Qualification for admission to Ritsumeikan University's graduate schools under the grade-skipping system**

The qualification for admission to the graduate schools of Ritsumeikan University under its grade-skipping system conforms to the provision of Article 102-2 of the School Education Act, which stipulates that "persons who have been enrolled in any of the universities listed in Article 83 for a number of years equal to or longer than the period specified by the Minister of Education, Culture, Sports, Science and Technology (persons who have been designated by the Minister of Education, Culture, Sports, Science and Technology shall be considered to fall under this category) and who have been recognized as having earned the credits with excellent grades at such university to which the relevant graduate school is attached" are qualified to be admitted to the graduate school. Conditions to be met by applicants are specified for respective graduate schools in the Graduate School Entrance Examination Guidelines.

**3. Qualification for admission to the first year of Doctoral Programs and the third year of Integrated Doctoral Programs**

The qualification for admission to Doctoral Programs at Ritsumeikan University conforms to the conditional clause of Article 102 of the School Education Act, which stipulates that "persons who have been awarded a master's degree or another degree as specified in Article 104-1 by the Minister of Education, Culture, Sports, Science and Technology or who have been recognized as having an academic ability equal to or higher than holders of these degrees pursuant to the criteria specified by the Minister of Education, Culture, Sports, Science and Technology" are qualified to be admitted to Doctoral Programs. The qualification for applying for admission to the respective graduate schools is granted to persons who meet any of the following conditions (or who are expected to meet any of the conditions before being enrolled in the graduate schools), as specified for respective graduate schools in the Graduate School Entrance Examination Guidelines. **However, persons who fall under categories (6) and (7) should be subject to individual preliminary screening in order to be qualified to apply for admission (refer to page 251).**

- (1) Persons who have been awarded a master's degree or professional degree
- (2) Persons who have been awarded a degree equivalent to a master's degree or professional degree abroad
- (3) Persons who have been awarded a degree equivalent to a master's degree or professional degree by completing a correspondence course offered by an overseas school in Japan
- (4) Persons who have been awarded a degree equivalent to a master's degree or professional degree by completing the program of an overseas school in Japan that is designated by the Minister of Education, Culture, Sports, Science, and Technology as corresponding to an overseas graduate school
- (5) Persons who have been awarded a degree equivalent to a master's degree by completing a program at United Nations University
- (6) Persons who have been engaged in research activities at a university or research institute for at least two years after graduating from a university or its equivalent and who have been recognized by Ritsumeikan University's graduate schools as having an academic ability equal to holders of a master's degree (the 1989 Notification of the Ministry of Education, Science, Sports and Culture No.118)**
- (7) Persons who have been recognized by Ritsumeikan University's graduate schools as having an academic ability equal to or higher than holders of a master's degree or professional degree as a result of individual preliminary screening and who have reached 24 years of age**

#### 4. Qualifications for admission to Four-year Doctoral Program

The qualification for admission to Four-year Doctoral Program at Ritsumeikan University conforms to the conditional clause of Article 102 of the School Education Act, which stipulates that “persons who have been awarded a master’s degree or another degree as specified in Article 104-1 by the Minister of Education, Culture, Sports, Science and Technology or who have been recognized as having an academic ability equal to or higher than holders of these degrees pursuant to the criteria specified by the Minister of Education, Culture, Sports, Science and Technology” are qualified to be admitted to Doctoral Programs. The qualification for applying for admission to the respective graduate schools is granted to persons who meet any of the following conditions (or who are expected to meet any of the conditions before being enrolled in the graduate schools), as specified for respective graduate schools in the Graduate School Entrance Examination Guidelines. **However, persons who fall under categories (6), (7) and (8) should be subject to individual preliminary screening in order to be qualified to apply for admission (refer to page 251).**

- (1) Persons who have graduated from university\* (a 6-year bachelor’s program)  
\*university as defined in Article 83 of the School Education Law (a bachelor’s degree course at a Japanese university)
- (2) Persons who have received a master’s degree from a graduate school of pharmaceutical sciences
- (3) Persons who have completed 18 years of program education abroad (with a degree in pharmaceutical science, medical science, dentistry, or veterinary medicine)
- (4) Persons who have completed, while situated in Japan, 18 years of program education offered by a school abroad (with a degree in pharmaceutical science, medical science, dentistry, or veterinary medicine) by taking correspondence courses offered by the school
- (5) Persons who have completed, while situated in Japan, 18 years of program education (with a degree in pharmaceutical science, medical science, dentistry, or veterinary medicine) offered by a school of a foreign country that has been recognized as being equivalent to a foreign university by the Minister of Education, Culture, Sports, Science and Technology
- (6) **Persons in possession of a master’s degree or a professional degree who have been recognized as having an academic ability equal to or higher than a person with a master’s degree from the 6-year bachelor’s program of the Department of Pharmacy, College of Pharmaceutical Sciences at Ritsumeikan University or a master’s degree from a graduate school of pharmaceutical sciences**
- (7) **Persons who have pursued research at a university or research establishment for at least two years after graduating from a university and who have been recognized as having an academic ability equal to or higher than a person with a master’s degree from the 6-year bachelor’s program of the Department of Pharmacy, College of Pharmaceutical Sciences at Ritsumeikan University or a master’s degree from a graduate school of pharmaceutical sciences**
- (8) **Persons who have been recognized as having an academic ability equal to or higher than that of a university graduate after an individual preliminary screening at the graduate school at Ritsumeikan University and who have reached 24 years of age or older**

## **V. Points to Note when Taking a Graduate School Entrance Examination**

Comply with the following instructions when taking a written examination and undergoing an interview.

1. Enter the examination room and be seated by the designated time.
  2. Bring with you the admission card for the entrance examination and the Graduate School Entrance Examination Guidelines.
  3. If you are more than 20 minutes late for the examination in the first period, you are not allowed to take the examination. Any delayed arrival is not permitted for examinations during the second period and after.
  4. Use public transportation to get to the examination venue. Access by car and motorbike is not allowed. Check the public transportation timetable and make sure that you will arrive at the examination venue well in advance.
- \* It should be noted that instructions different from the above may be given in the Entrance Examination Guidelines for the graduate school or entrance screening method that you have chosen or in the document enclosed in your admission card for the entrance examination.
- 

## **VI. Posting of Successful Examinee Numbers on the Website**

At 5:00 p.m. on the day of the announcement of the entrance examination results, a list of successful examinee numbers will be posted on the official website of Ritsumeikan University. However, this is merely for the convenience of applicants, and the entrance examination results shown on the bulletin board on the campus and in the written notice sent to each applicant should be considered official. Therefore, be sure to check your number on the bulletin board or in the written notice. In case of an examination that involves screening in two stages, the results of the first-stage screening will not be announced via the Internet.

- \* Entrance examination results may not be announced via the Internet depending on entrance screening methods and the dates of examination. For specific information, refer to the Entrance Examination Guidelines.
- \* Even if you cannot see the list of successful examinee numbers on the website, it does not justify a delay in completing the admission procedures by the specified deadline.
- \* Ritsumeikan University will offer no support to you for connecting to the Internet and using a web browser. You should arrange your own Internet connection.

URL of the official website of Ritsumeikan University — <http://www.ritsumei.ac.jp/gr/exam/result2.html/>

## **VII. Calculation method for GPA**

**【Students from Ritsumeikan University】**

**< Calculation method for Cumulative GPA >**

$$\frac{[(\text{Number of A}^+ \text{ credits} \times 5) + (\text{Number of A credits} \times 4) + (\text{Number of B credits} \times 3) + (\text{Number of C credits} \times 2)]}{\text{Total Completed Credits (excluding P)}}$$

**【Students from Ritsumeikan Asia Pacific Univeristy】**

**< Calculation method for Cumulative GPA >**

$$\frac{[(\text{Number of A}^+ \text{ credits} \times 4) + (\text{Number of A credits} \times 3) + (\text{Number of B credits} \times 2) + (\text{Number of C credits} \times 1)]}{\text{Total Completed Credits (excluding P/T)}}$$



## VIII. Admission Procedures (Information)

If you pass the entrance examination of the graduate school of Ritsumeikan University, you are required to pay the admission fees and submit the documents necessary to complete the admission procedures as indicated below. Admission is not granted if you paid the fees (admission fee and tuition) but failed to submit the documents to the university, and vice versa. Delay in performing the admission procedures is not permitted under any circumstances. Therefore, be sure to complete the procedures within the specified period without fail.

### **First-phase admission procedures (Detailed information will be sent together with the Letter of Acceptance.)**

#### 1. Admission procedure period

The admission procedure period differs depending on the graduate school and entrance screening method. Check the entrance examination schedule on pages 244–245.

#### 2. Payment of the admission fees (Payment is considered valid if the date of the stamp affixed by the financial institution to the receipt is the last day of the specified payment period or earlier.)

Please transfer the admission fee of ¥300,000 to the account of Ritsumeikan University within the specified period by using the teller window of a financial institution. You do not have to pay the admission fee if you are admitted to a graduate school at Ritsumeikan University upon completion of an undergraduate or graduate program at Ritsumeikan University or APU. For more details, refer to pages 261.

#### 3. Documents to be submitted to complete the admission procedures (Documents are accepted if postmarked on or earlier than the last day of the specified period.)

- (1) Application for Ritsumeikan University Graduate School Admission Procedure Card (to be provided by Ritsumeikan University)
- (2) Other documents to submit at the time of the announcement of the entrance examination results, to be specified for successful applicants

### **Second-phase admission procedures (Detailed information will be sent together with the documents required for the second-phase procedures.)**

#### 1. Admission procedure period

The admission procedure period differs depending on the graduate school and entrance screening method. Check the entrance examination schedule on pages 244–245. Documents necessary for the second-phase admission procedures will be sent to you immediately before the beginning of the admission procedure period. If these documents have not reached you by the first day of the admission procedure period despite having completed the first-phase admission procedures, please inquire at the administrative office of your graduate school.

#### 2. Payment of the admission fees (Payment is considered valid if the date of the stamp affixed by the financial institution to the receipt is the last day of the specified payment period or earlier.)

Please transfer the tuition and miscellaneous membership fees to the account of Ritsumeikan University within the specified period by using the teller window of a financial institution. For more details, refer to pages 261–266.

#### 3. Documents to be submitted to complete the admission procedures (Documents are accepted if postmarked on or earlier than the last day of the specified period.)

- (1) Graduate School Enrollment Card (to be provided by Ritsumeikan University)

Have the same color facial photograph as the one attached to your application form (without a hat or cap, no background, and 3 cm long × 2.5 cm wide) ready.

- (2) Pledge Form (to be provided by Ritsumeikan University)



- (3) Consent to Use of Personal Information (to be provided by Ritsumeikan University)
- (4) Photo Attachment Form for Student ID (to be provided by Ritsumeikan University)  
Have the same color facial photograph as the one attached to your application form (without a hat or cap, no background, and 3 cm long × 2.5 cm wide) ready.
- (5) Student Information Card (to be provided by Ritsumeikan University)
- (6) Certificate of Resident Registration
- (7) Certificate of graduation/completion issued by the school last attended
- (8) Transcript of academic record issued by the school last attended
- (9) Other documents to be specified when documents for the second-phase admission procedures are sent to you

### **Payment of admission fee and tuition**

- (1) Please pay the admission fee and tuition by using the teller window of a financial institution within the specified period using the payment form sent by the university. (Payment is considered valid if the date of the stamp affixed by the financial institution to the receipt is the last day of the specified payment period or earlier.)
- (2) Payment after the specified period cannot be accepted under any circumstances.
- (3) Tuition and fees once paid cannot be refunded; provided, however, that if you submit a request of reimbursement following the procedures specified by Ritsumeikan University by September 25, 2015, you may have the tuition excluding the admission fee but including miscellaneous membership fees, refunded on a later occasion.

### **Submission of documents for admission procedures**

- (1) Send the documents necessary for admission procedures to your graduate school by mail using the envelope provided by the university within the specified period. If you send the documents from overseas, use an express mail service which allows you to trace your mail. (Documents are accepted if postmarked on or earlier than the last day of the specified period.)  
For the address, refer to the list of administrative offices of the graduate schools at the end of this book.
- (2) Documents for admission procedures should be sent by mail. They cannot be accepted if brought directly to an administrative office.
- (3) If your official graduation from the school last attended (or the completion of a program of the school) is scheduled for after the admission procedure period, you may submit the certificate of graduation/completion and the transcript of your academic record after the period is over. In this case, follow the instructions given in the guidelines for the second-phase admission procedures.

### **Earlier issuance of a Certificate of Matriculation for international students in order to apply for a student visa**

International students who need a Certificate of Matriculation from Ritsumeikan University for applying for a “student (留学)” visa are required to contact the respective administrative offices of their graduate schools. If the admission fees for the second-phase admission procedures have been paid, a Certificate of Matriculation may be issued before the beginning of the second-phase admission procedure period.

## IX. Tuition and Fees/Other Payments

### 1. Admission Fee

(JPY)

		Fee
Admission	Admission Fee	300,000
Transfer Admission		

Notes:

1) The students from Ritsumeikan Academy are not required to pay the admission fee. Ritsumeikan Academy refers to Ritsumeikan University and Ritsumeikan Asia Pacific University (APU). Students admitted to a graduate school of Ritsumeikan University upon completion of an undergraduate or graduate program of Ritsumeikan University or the APU are exempt from payment of the admission fee as shown below.

(i) Students to be admitted to a graduate school of Ritsumeikan University upon completion of an undergraduate program of either Ritsumeikan University or the APU;

(ii) Students to be admitted to a graduate school of Ritsumeikan University upon earlier completion of an undergraduate program of either Ritsumeikan University or the APU under the grade-skipping system; and

(iii) Students to be admitted to a graduate school of Ritsumeikan University, (i) who have completed a graduate program of either Ritsumeikan University or the APU, or (ii) who have been enrolled in a doctoral program or integrated doctoral program of either Ritsumeikan University or the APU for the standard enrollment period and satisfied the requirements set by the graduate school regulations for acquiring a doctoral degree, but who have left the program without receiving a Ph.D.

2) Payment of the admission fee is required in the year of admission only.

### 2. Tuition for Graduate Schools (Academic Year 2015 Entry)

Note: Tuition fee for the First Semester refers to tuition fee for the fall semester (from September 26 to March 31)

Tuition fee for the Second Semester refers to tuition fee for the spring semester (from April 1 to September 25)

The tuition fee you pay as part of the admissions procedure covers tuition for the first semester of the first year only.

#### (1) Master's Program

(JPY)

Graduate School		1st Year				2nd Year		3rd Year and after	
		Graduates from Ritsumeikan Academy ※ See notes		Graduates from other institutions					
		1st Semester	2nd Semester	1st Semester	2nd Semester	1st Semester	2nd Semester		per Semester
Law Economics Business Administration	Tuition	471,000	471,000	311,000	471,000	471,000	471,000	471,000	
	Annual Sum	942,000		782,000		942,000			
Sociology	Tuition	485,000	471,000	325,000	471,000	471,000	471,000	471,000	
	Annual Sum	956,000		796,000		942,000			
Letters (Major in Humanities)	Tuition	542,000	542,000	382,000	542,000	542,000	542,000	542,000	
	Annual Sum	1,084,000		924,000		1,084,000			
Letters (Major in Informatics of Behavior and Cultures)	Tuition	552,400	552,400	392,400	552,400	552,400	552,400	552,400	
	Annual Sum	1,104,800		944,800		1,104,800			
Science for Human Services	Tuition	567,500	567,500	407,500	567,500	567,500	567,500	567,500	
	Annual Sum	1,135,000		975,000		1,135,000			
International Relations Policy Science	Tuition	565,000	565,000	405,000	565,000	565,000	565,000	565,000	
	Annual Sum	1,130,000		970,000		1,130,000			
Public Policy	Tuition	565,000	565,000	405,000	565,000	565,000	565,000	565,000	
	Annual Sum	1,130,000		970,000		1,130,000			
	1-Year Program	Tuition	847,500	847,500	687,500	847,500	—	—	—
		Annual Sum	1,695,000		1,535,000		—		
Language Education and Information Science	Tuition	542,000	542,000	382,000	542,000	542,000	542,000	542,000	
	Annual Sum	1,084,000		924,000		1,084,000			
Science and Engineering Information Science and Engineering Life Sciences	Tuition	774,000	774,000	614,000	774,000	774,000	774,000	774,000	
	Annual Sum	1,548,000		1,388,000		1,548,000			
Technology Management	Tuition	739,000	739,000	579,000	739,000	739,000	739,000	739,000	
	Annual Sum	1,478,000		1,318,000		1,478,000			
Sport and Health Science	Tuition	589,000	589,000	429,000	589,000	589,000	589,000	589,000	
	Annual Sum	1,178,000		1,018,000		1,178,000			
Image Arts	Tuition	899,500	899,500	739,500	899,500	899,500	899,500	899,500	
	Annual Sum	1,799,000		1,639,000		1,799,000			

Notes:

1) Ritsumeikan Academy refers to Ritsumeikan University and Ritsumeikan Asia Pacific University (APU). Students admitted to a graduate school of Ritsumeikan University upon completion of an undergraduate or graduate program of Ritsumeikan University or the APU are exempt from payment of the admission fee as shown below.

- (i) Students to be admitted to a graduate school of Ritsumeikan University upon completion of an undergraduate program of either Ritsumeikan University or the APU;
- (ii) Students to be admitted to a graduate school of Ritsumeikan University upon earlier completion of an undergraduate program of either Ritsumeikan University or the APU under the grade-skipping system; and
- (iii) Students to be admitted to a graduate school of Ritsumeikan University, (i) who have completed a graduate program of either Ritsumeikan University or the APU, or (ii) who have been enrolled in a doctoral program or integrated doctoral program of either Ritsumeikan University or the APU for the standard enrollment period and satisfied the requirements set by the graduate school regulations for acquiring a doctoral degree, but who have left the program without receiving a Ph.D.
- 2) To reduce the financial burden of students from other universities at the time of the 1st year admission to a graduate school of Ritsumeikan University, a special reduction in the tuition fee, is granted for the year of admission only. The fee shown in the chart is after reduction.
- 3) Third- and fourth-year students who are enrolled in excess of the standard completion term in a master's program are only required to pay one half of the amount stipulated in the chart. However, for the Graduate School of Public Policy (Major in Public Policy 1-year Program), the tuition amount in such cases shall be one half of the amount stipulated for the Graduate School of Public Policy (other than Major in Public Policy 1-year Program).

## (2) Doctoral Program

(JPY)

Graduate School		1st Year		2nd Year		3rd Year		4th Year and after
		1st Semester	2nd Semester	1st Semester	2nd Semester	1st Semester	2nd Semester	per Semester
All Graduate Schools	Tuition	250,000	250,000	250,000	250,000	250,000	250,000	250,000
	Annual Sum	500,000		500,000		500,000		

Notes:

- 1) Fourth- to sixth-year students who are enrolled in excess of the standard completion term in a doctoral program are only required to pay one half of the amount stipulated in the chart.
- 2) The tuition fee for those persons enrolled for longer than the standard term for course completion who have fulfilled all the relevant graduate school's requirements for completion, except those relating to the doctoral dissertation, shall be 100,000 JPY per semester.

## (3) Integrated Doctoral Program

(JPY)

Graduate School		1st Year				2nd Year		
		Graduates from Ritsumeikan Academy ※ See notes		Graduates from other institutions				
		1st Semester	2nd Semester	1st Semester	2nd Semester	1st Semester	2nd Semester	
Core Ethics and Frontier Sciences	Tuition	565,000	565,000	405,000	565,000	565,000	565,000	
	Annual Sum	1,130,000		970,000		1,130,000		
		3rd Year		4th Year		5th Year		6th Year and after
		1st Semester	2nd Semester	1st Semester	2nd Semester	1st Semester	2nd Semester	
	Tuition	250,000	250,000	250,000	250,000	250,000	250,000	250,000
	Annual Sum	500,000		500,000		500,000		

Notes:

- 1) Ritsumeikan Academy refers to Ritsumeikan University and Ritsumeikan Asia Pacific University (APU). Students admitted to a graduate school of Ritsumeikan University upon completion of an undergraduate or graduate program of Ritsumeikan University or the APU are exempt from payment of the admission fee as shown below.
- (i) Students to be admitted to a graduate school of Ritsumeikan University upon completion of an undergraduate program of either Ritsumeikan University or the APU;
- (ii) Students to be admitted to a graduate school of Ritsumeikan University upon earlier completion of an undergraduate program of either Ritsumeikan University or the APU under the grade-skipping system; and
- (iii) Students to be admitted to a graduate school of Ritsumeikan University, (i) who have completed a graduate program of either Ritsumeikan University or the APU, or (ii) who have been enrolled in a doctoral program or integrated doctoral program of either Ritsumeikan University or the APU for the standard enrollment period and satisfied the requirements set by the graduate school regulations for acquiring a doctoral degree, but who have left the program without receiving a Ph.D.
- 2) To reduce the financial burden of students from other universities at the time of the 1st year admission to a graduate school of Ritsumeikan University, a special reduction in the tuition fee, is granted for the year of admission only. The fee shown in the chart is after reduction.
- 3) Sixth- to tenth-year students who are enrolled in excess of the standard completion term in an integrated doctoral program are only required to pay one half of the amount stipulated in the chart.
- 4) The tuition fee for those persons enrolled for longer than the standard term for course completion who have fulfilled all the relevant graduate school's requirements for completion, except those relating to the doctoral dissertation, shall be 100,000 JPY per semester.

## (4) Four-Year Doctoral Program

(JPY)

Graduate School		1st Year		2nd Year		3rd Year	
		1st Semester	2nd Semester	1st Semester	2nd Semester	1st Semester	2nd Semester
Pharmacy	Tuition	250,000	250,000	250,000	250,000	250,000	250,000
	Annual Sum	500,000		500,000		500,000	
		4th Year		5th Year and after			
		1st Semester	2nd Semester	per Semester			
	Tuition	250,000	250,000	250,000			
	Annual Sum	500,000					

Notes:

- 1) Fifth-to eighth-year students who are enrolled in excess of the standard completion term in a doctoral program are only required to pay one half of the amount stipulated in the chart.
- 2) The tuition fee for those persons enrolled for longer than the standard term for course completion who have fulfilled all the relevant graduate school's requirements for completion, except those relating to the doctoral dissertation, shall be 100,000 JPY per semester.

## (5) Professional Degree Program

(JPY)

Graduate School		1st Year		2nd Year		3rd Year		4th Year and after
		1st Semester	2nd Semester	1st Semester	2nd Semester	1st Semester	2nd Semester	
School of Law	Tuition	637,500	637,500	637,500	637,500	637,500	637,500	637,500
	Annual Sum	1,275,000		1,275,000		1,275,000		

(JPY)

Graduate School		1st Year		2nd Year		3rd Year and after
		1st Semester	2nd Semester	1st Semester	2nd Semester	per Semester
Management	Fixed Tuition	61,000	61,000	61,000	61,000	61,000
	Tuition for per Credit	48,000 (per Credit)				

Notes:

- 1) Third-to fifth-year students who are enrolled in excess of the standard completion term in a two-year program of the School of Law and fourth-and fifth-year students who are enrolled in excess of the standard completion term in a three-year program of the School of Law are only required to pay one half of the amount stipulated in the chart.
- 2) The fixed tuition amount for third-and fourth-year students who are enrolled in excess of the standard completion term in the Graduate School of Management shall be one half of the amount stipulated in the chart.
- 3) Students enrolled in the School of Law are required to pay the intelligent and communication fee (20,000JPY/year) together with tuition and fees. The intelligent and communication fee cannot be paid in two installments biannually.

### 3. Miscellaneous Membership Fees for the 2014 Academic Year

The university undertakes the collection of miscellaneous membership fees from its associated organizations, which students are required to pay together with tuition. The membership fees to be paid for 2014 academic year is shown below. For details concerning the associated organizations, refer to following pages.

#### 【Master's Program】

(JPY)

Graduate School		Graduate Students Association Fee	Academic Society Fee	Alumni Association Fee	Faculty Alumni Fee	Total
Law Economics Business Administration	Graduates from Ritsumeikan University	4,000	7,000	—	—	11,000
	Graduates from Other Institutions	4,000	7,000	30,000	—	41,000
Sociology Letters	Graduates from Ritsumeikan University	4,000	6,000	—	—	10,000
	Graduates from Other Institutions	4,000	6,000	30,000	—	40,000
International Relations Policy Science Image Arts Sport and Health Science	Graduates from Ritsumeikan University	4,000	8,000	—	—	12,000
	Graduates from Other Institutions	4,000	8,000	30,000	—	42,000
Science for Human Services Language Education and Information Science Science and Engineering Information Science and Engineering Life Sciences Technology Management	Graduates from Ritsumeikan University	4,000	—	—	—	4,000
	Graduates from Other Institutions	4,000	—	30,000	—	34,000
Public Policy	Graduates from Ritsumeikan University	4,000	—	—	10,000	14,000
	Graduates from Other Institutions	4,000	—	30,000	10,000	44,000

#### 【Doctoral Program】

(JPY)

Graduate School		Graduate Students Association Fee	Academic Society Fee	Alumni Association Fee	Faculty Alumni Fee	Total
Law Economics Business Administration	Graduates from Ritsumeikan University	4,000	7,000	—	—	11,000
	Graduates from Other Institutions	4,000	7,000	—	—	11,000
Sociology Letters	Graduates from Ritsumeikan University	4,000	6,000	—	—	10,000
	Graduates from Other Institutions	4,000	6,000	—	—	10,000
International Relations Policy Science Sport and Health Science	Graduates from Ritsumeikan University	4,000	8,000	—	—	12,000
	Graduates from Other Institutions	4,000	8,000	—	—	12,000
Science and Engineering Information Science and Engineering Life Sciences Technology Management	Graduates from Ritsumeikan University	4,000	—	—	—	4,000
	Graduates from Other Institutions	4,000	—	—	—	4,000

#### 【Integrated Doctoral Program】

(JPY)

Graduate School		Graduate Students Association Fee	Academic Society Fee	Alumni Association Fee	Faculty Alumni Fee	Total
Core Ethics and Frontier Sciences	1st year	Graduates from Ritsumeikan University	4,000	—	—	4,000
		Graduates from Other Institutions	4,000	30,000	—	34,000
	3rd year	Graduates from Ritsumeikan University	4,000	—	—	4,000
		Graduates from Other Institutions	4,000	—	—	4,000

#### 【Four-Year Doctoral Program】

(JPY)

Graduate School		Graduate Students Association Fee	Academic Society Fee	Alumni Association Fee	Faculty Alumni Fee	Total
Pharmacy	Graduates from Ritsumeikan University	4,000	—	—	—	4,000
	Graduates from Other Institutions	4,000	—	30,000	—	34,000

#### 【Professional Degree Program】

(JPY)

Graduate School		Graduate Students Association Fee	Academic Society Fee	Alumni Association Fee	Faculty Alumni Fee	Total
School of Law	Graduates from Ritsumeikan University	4,000	7,000	—	—	11,000
	Graduates from Other Institutions	4,000	7,000	30,000	—	41,000
Management	Graduates from Ritsumeikan University	4,000	7,000	—	10,000	21,000
	Graduates from Other Institutions	4,000	7,000	30,000	10,000	51,000

Notes:

1) The Graduate Students Associations membership fee and the Alumni Association's membership fee should be paid in a lump sum. (Biannual payment is not allowed.) The academic societies' fee can be paid in two installments biannually.

2) The Alumni Association's membership fee (lifetime fee) should be paid in the year of admission only. Students from Ritsumeikan University are exempt from payment of the Alumni Association fee, which is supposed to have been paid when they were in their fourth year at the college of the university (sixth year for students from the college of Pharmaceutical Sciences). However, students who have been admitted to a graduate school under the grade-skipping system without paying the Alumni Association fee during their fourth (sixth year for students from the college of Pharmaceutical Sciences) year and students from the APU are required to pay the Alumni Association fee.

Students enrolling in September are to pay only the half Academic Society fee of 2015 academic year.

#### **4. Details concerning the associated organizations, the university undertakes the collection of membership fees**

##### **(1) Federation of graduate students associations**

Federation of Graduate Students Associations is an autonomous organization joined by all graduate students of Ritsumeikan University established to help graduate students explore their academic interests to a fuller extent and to facilitate further development of the university and its graduate schools. The federation is tasked with working with the university to improve educational and research environments at the graduate schools and enhancing amenities to make campus life more comfortable for graduate students. At Ritsumeikan University, the autonomous and independent activities of the federation are considered important in encouraging personal growth of graduate students and improving campus environments.

The annual membership fee is 4,000 JPY (for the 2014 academic year), which is used to cover the expenses of the activities of the federation and the Graduate Students Association of each graduate school (e.g. expenses to purchase office supplies and materials for common use).

Ritsumeikan University determines whether to collect membership fees on behalf of the federation after examining the budget and financial report submitted by the federation annually. Also, the actual arrangements to receive and spend membership fees are made through the university, not directly by the federation.

##### **(2) Academic societies**

The colleges and graduate schools of Ritsumeikan University, excluding the graduate schools of Science and Engineering, Information Science and Engineering, Life Sciences, Science for Human Services, Language Education & Information Science, Technology Management, Public Policy, Core Ethics and Frontier Sciences, and Pharmacy, have their own academic societies.

Each of these academic societies aims to contribute to the development of research in each respective field and offer grants-in-aid to researchers. Specifically, these academic societies are involved in: (i) publishing “research journals” (bulletin of the academic society), (ii) organizing academic meetings, (iii) offering financial assistance for research activities, (iv) hosting academic lectures, (v) conducting surveys of various kinds and organizing inspection tours, and (vi) organizing seminar meetings. Members are sent periodical research journals (the bulletin of the academic society) containing research papers written by Ritsumeikan University’s faculties, selected graduation and master’s theses, book reviews, and up-to-date information on the academic society itself. Members are also given opportunities to participate in academic lectures featuring renowned lecturers and seminar meetings, which help to facilitate study and research at the respective colleges and graduate schools.

Each of the academic societies consists of the faculty, graduate students, and students of each respective college and graduate school. (Any individual who graduated from or completed the program of any of the relevant colleges or graduate schools can join its academic society by following the specified procedures.)

The university recognizes the significance of these academic societies and deems students, by enrolling themselves in one of the colleges and graduate schools that have an academic society, automatically become members of the academic society in question. The academic society membership fee is added to tuition fees and is collected by the university on behalf of each academic society. If the tuition fees for the first academic year paid to the university falls short of the amount of the membership fee (full or half amount), the student is considered to have opted not to join the academic society. While students who are not members of the academic societies incur no disadvantage in their study and research at the university, they are not entitled to participate in events held by the academic societies or receive supports from them.

### **(3) Alumni association**

Membership of the Alumni Association of Ritsumeikan University consists of all the individuals who graduated from and completed programs at the university's colleges and graduate schools, as well as the university's faculty/staff members. The Alumni Association, to help alumni maintain ties with their alma mater, implements a wide range of activities designed to encourage interaction and deepen friendly relationships among its members, with a view to recognizing the achievements and success of members and to contributing to further development of Ritsumeikan University. Today, the membership of the Alumni Association of Ritsumeikan University has totaled more than 330,000 people, and 52 prefectural associations, 24 associations at overseas, and over 600 associations organized by colleges, departments, seminars, student organizations, occupational categories, and regions are active throughout Japan and abroad.

The major activities of the Alumni Association include, supporting teams representing Ritsumeikan University in sports competitions, planning events to welcome new members of the association, implementing cross-industrial exchange programs, organizing the national Alumni Association assembly, organizing general meetings of prefectural alumni associations, hosting alumni reunions at various levels, publishing and disseminating the Alumni Association's bulletin, the "Ritsumei" (four times a year), managing an official website, and offering scholarships to students of the colleges and graduate schools of the university. Members are also issued a membership card, which allows them to use libraries and other facilities within the university.

The membership fee of 30,000 JPY is a lifetime fee, which is collected by the university together with tuition fees on behalf of the Alumni Association on its request. (Graduates of Ritsumeikan University who paid the membership fee while enrolled in a college are exempt from payment of this membership fee.)

## **X. Scholarships Available for International Graduate Students**

### **(1) Ritsumeikan University DAIGAKUIN SHINGAKU SHOREI Scholarship**

This scholarship is intended to encourage students who achieved great results in their entrance examination to enroll in the first year of a Master's program or an Integrated Doctoral Program at Ritsumeikan University.

Graduate Schools will select students who passed the entrance examination with outstanding results as candidates for this scholarship program and inform them of their scholarship eligibility.

The candidates who wish to receive this scholarship will become prospective recipients after completion of the application procedure stated in the application guideline, and they will become official recipients upon their enrollment in their graduate schools. This scholarship will be paid at the time of tuition payment to help reduce the students' annual tuition. The students will be required to pay the remaining balance of the tuition. If the annual tuition is paid in full at the first semester, the full amount of the scholarship will be paid. If the annual tuition is paid in two installments biannually, half the amount of the scholarship (annual amount) stated in the section 2 will be paid biannually.

This scholarship can be provided in combination with non-university scholarships. However, it shall not be applied when regulations of non-university scholarship programs stipulate recipients to be limited or prohibited from receiving any other scholarships.

### **(2) Other scholarships for international graduate students and information about living in Japan**

Information on other scholarships for international graduate students is available at the international centers on Kinugasa and Biwako-Kusatsu campuses.

Refer to the website shown below:

[http://www.ritsumei.ac.jp/ru\\_gr/g-career/eng/fellow/](http://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/)

[http://www.ritsumei.ac.jp/international/intl\\_students/](http://www.ritsumei.ac.jp/international/intl_students/)

\* Please note that the contents of the website are subject to change.



## XI. Access to Ritsumeikan University



### Campus Locations



### Access

#### **KYOTO** Kinugasa Campus Suzaku Campus

From Kansai International Airport to Kyoto Station  
75 min. by JR Limited Express "Haruka"

From Tokyo Station to Kyoto Station  
2 hr. 20 min. by JR Shinkansen (bullet train)

From Kyoto Station to Kinugasa Campus  
30min. by taxi / 45min. by bus

From Kyoto Station to Suzaku Campus  
Approx. 10min. by train and on foot

#### **SHIGA** Biwako-Kusatsu Campus (BKC)

From Kansai International Airport to Minami Kusatsu Station  
Approx. 95 min. by JR Limited Express "Haruka" and train

From Tokyo Station to Minami Kusatsu Station  
Approx. 2 hr. 40 min. by JR Shinkansen (bullet train) and train

From Minami Kusatsu Station to BKC  
Approx. 15 minutes. by bus

#### **OSAKA** Osaka Ibaraki Campus (OIC) Osaka Umeda Campus

From Kansai International Airport to Ibaraki Station  
Approx. 80 minutes. by bus

From Tokyo Station to Ibaraki Station  
Approx. 2 hr. 40 min. by JR Shinkansen (bullet train) and train

From Ibaraki Station to OIC  
5 minutes on foot

From Kansai International Airport to Osaka Station  
Approx. 1 hr. by bus

From Osaka Station to Osaka Umeda Campus  
5 minutes on foot

※Estimated time does not include time needed to change trains.

## **XII. Past Entrance Examinations**

Entrance examinations of the last two years are offered for viewing at the Office of Graduate Studies, which is at the Kinugasa and Biwako-Kusatsu campuses and in the administrative offices of the respective graduate schools. These examinations cannot be copied or taken out of the offices. In addition, in certain cases, the examinations may not be disclosed in their entirety due to copyright restrictions.

At the administrative office of each graduate school, the examinations of that particular graduate school only are available.

Some of the past entrance examinations are shown on the official websites of Ritsumeikan University's graduate schools (<http://www.ritsumei.ac.jp/gr/exam/question.html/>). However, most of past examinations of Doctoral programs are not available.

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## **XIII. Handling of the Personal Information of Applicants**

Ritsumeikan University (hereinafter referred to as “the University”) handles the personal information submitted by applicants for admission in the following manner.

### **(1) Purposes of use**

The University will use the personal information for the following purposes only.

- (i) To carry out entrance examinations (including the handling of application forms and sending admission cards for entrance examinations to applicants) and screening;
- (ii) To notify and announce the results of entrance examinations;
- (iii) To send documents for admission procedures to successful applicants;
- (iv) To send information to help students prepare for campus life (e.g., information on housing, casualty insurance, co-ops, etc.); and
- (v) To send questionnaires of various kinds after entrance examinations.

### **(2) Management of personal information**

The University will manage the personal information of applicants safely and in a manner that will prevent leaks, loss, and destruction in compliance with all applicable laws and regulations.

### **(3) Contracting with outside parties for services that require personal information**

The University may contract with outside parties for part of its services that involve the handling of the personal information of applicants, such as receiving application forms and entering applicant information into computer storage, under agreed-upon terms and conditions that obligate such parties to handle such personal information properly.

### **(4) Statistical data on entrance examinations**

The University may compile and edit the personal information submitted by applicants as statistical data of various types, and may use the data for survey/research to plan for future entrance examinations as well as disclose such data to prospective applicants. Statistical data to be disclosed contains no personally identifiable information.

\* Ritsumeikan University's Basic Policy of Personal Information Protection is shown on the following pages.

## **Basic Policy of Personal Information Protection**

This is a translation of the regulation. (The Japanese regulation shall be the original.)

We, the Ritsumeikan Trust (hereinafter, the “Trust”), declare that we will introduce voluntary rules and systems, in order to comply with laws, ordinances, and other standards concerning personal information protection when using the personal information of our students (hereinafter, “Personal Information”) for educational and research purposes, and that we will establish, implement, and maintain a basic personal information protection policy (hereinafter, the “Basic Policy”) as set forth below. The handling of personal information for the purpose of academic research shall be set forth separately.

1. To ensure that the Basic Policy is carried out in full, the Trust will establish the “Personal Information Protection Regulations of the Ritsumeikan Trust” (hereinafter, the “Regulations”), publish these Regulations, and will ensure full compliance of the Trust’s faculty and staff members, including, but not limited to, trustees, teachers, administrators, and part-time/temporary staff members.
2. The Trust will take appropriate information security measures, including, but not limited to, measures against unauthorized access and computer viruses, in order to prevent Personal Information from being lost, destroyed, manipulated, and/or divulged.
3. The Trust will acquire Personal Information by legitimate and fair means, without using unlawful methods. Additionally, the Trust will either obtain consent for the purpose of use of Personal Information and other relevant matters from the owners of such information, or will publish necessary matters on its official website.
4. In case Personal Information is to be obtained indirectly, the Trust will ensure that the provider of the information has obtained it lawfully from the owner thereof, and will publish the purpose of use of such Personal Information and other necessary matters on its official website.
5. The Trust acknowledges that the right to disclose, correct, delete, and/or suspend the use of Personal Information belongs to the owner of such information, and will respect the request of the owner to do so if such request arises.
6. When the Trust shares Personal Information with a third party or provides Personal Information to a third party for subcontracting, the Trust will conduct an investigation into such third party, enter into an agreement with the third party as necessary, and will otherwise take all measures that are legally required.
7. The Trust will use the utmost caution when handling Personal Information submitted by individuals for the purpose of enrollment in any of the schools administered by the Trust, as well as the Personal Information of students who are or were enrolled in any of the schools administered by the Trust.
8. To be specific, the Trust will observe the following principles in acquiring and handling Personal Information.
  - Personal Information shall be used only by persons so authorized, in order to perform their specific duties, within the original purpose of acquiring the particular information, and only to the extent necessary to perform their duties.
  - Personal Information shall not be provided to any third parties, in principle.
  - The Trust shall not divulge Personal Information by using it for any purpose other than that specified, nor shall the Trust make use of such information outside the normal area of use, transmit it externally, or by other means.
  - Employees of the Trust shall not inform third parties of any Personal Information that has come to their knowledge during the course of performing their duties nor use any Personal Information for inappropriate purposes. This provision shall remain applicable even after the employees are released from such duties.
  - The Trust shall not acquire, use, or offer Personal Information concerning:
    - Personal thought, belief, and religious faith
    - Matters that can be the cause of social discrimination

April 1, 2005

## **XIV. Where to Inquire about Graduate School Entrance Examinations**

- For information regarding documents and procedures for application, please inquire at the administrative office of the graduate school that you have chosen. A list of administrative offices is shown at the end of this book.
- For information regarding graduate school curriculum, research programs, and instructors, please inquire at the administrative office of the graduate school that you have chosen. A list of administrative offices is shown at the end of this book.
- If you have any questions or require advice concerning Ritsumeikan University's graduate schools, you may contact the Office of Graduate Studies by e-mail at:  
graduate-studies@st.ritsumei.ac.jp

## Notice for Correction of Typographical Errors

We are sorry that there are typographical errors in the following sections of Entrance Examination Guidelines for September 2015 Enrollment. Please refer to the correct data below.

「立命館大学大学院入学試験要項 2015(2015 年 9 月入学)」の以下のページにおいて、記載内容に誤りがありました。お詫びして訂正いたします。

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### ■ For Master's Program

< Error >

Graduate School	Major	Month	Type of Exam	Application Period	Exam Date	Date of Results	1st Procedure Period	2nd Procedure Period	Remarks
Letters	・ Humanities ・ Informatics of Behavior and Cultures	July	APU・International Student (Residing in Japan)	May 29 (Fri) ~June12 (Fri)	July 5 (Sun)	July 17 (Fri)	July 17 (Fri) ~July 31 (Fri)	Aug.21 (Fri) ~Sep.4 (Fri)	The Exam date will be announced separately to International Students who is currently living in abroad.
			International Student (Residing in Abroad)						

< Correction >

Graduate School	Major	Month	Type of Exam	Application Period	Exam Date	Date of Results	1st Procedure Period	2nd Procedure Period	Remarks
Letters	・ Humanities ・ Informatics of Behavior and Cultures	July	APU・International Student (Residing in Japan)	May 29 (Fri) ~June12 (Fri)	July 5 (Sun)	July 17 (Fri)	July 17 (Fri) ~July 31 (Fri)	Aug.21 (Fri) ~Sep.4 (Fri)	*The Exam date will be announced separately to International Students who is currently living in abroad.
			International Student (Residing in Abroad)		*				

### ■ For Doctral Program

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Graduate School	Major	Month	Type of Exam	Application Period	Exam Date	Date of Results	1st Procedure Period	2nd Procedure Period	Remarks
Letters	・ Humanities ・ Informatics of Behavior and Cultures	July	International Student (Residing in Japan) ・ Internal	May 29 (Fri) ~June12 (Fri)	July 5 (Sun)	July 17 (Fri)	July 17 (Fri) ~July 31 (Fri)	Aug.21 (Fri) ~Sep.4 (Fri)	The Exam date will be announced separately to International Students who is currently living in abroad.
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