

2017Ritsumeikan University
Undergraduate Readmission Examination
Guidelines (Spring/Fall)

Important information regarding the readmission guidelines

The readmission system at Ritsumeikan University can be used to reapply to the same College they were dismissed or withdrew from by completing a screening process and necessary procedures by the prescribed deadlines.

The guidelines are composed of two sections: Readmission Examination Guidelines and Readmission Examination Guidelines (For International Students who Need to Newly Acquire a Residence Status of "Student"). Please read the applicable section carefully before applying.

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I. Readmission Examination Guidelines

1. Eligibility for readmission

[Readmission for spring 2017]

Students who were removed from the student registry or withdrew from the University between September 26, 2014 and February 28, 2017 can reapply for readmission for spring 2017.

[Readmission for fall 2017]

Students who were removed from the student registry or withdrew from the University between April 1, 2015 and August 31, 2017 can reapply for readmission for fall 2017.

■ Students who were removed from the student registry due to completion of their enrollment period or withdrew from the University due to disciplinary reasons cannot apply for readmission.

2. Application period, interview date/time, and results release date

	Application Period	Interview Date/Time	Results Release Date
Spring Readmission	Wednesday, February 1, 2017 – Tuesday, February 28, 2017	To be notified at a later date	Mid March, 2017
Fall Readmission	Tuesday, August 1, 2017 – Thursday, August 31, 2017	To be notified at a later date	Early September, 2017

3. How to apply

During the period specified above, a Request for Readmission form (signed by both the student and their guarantor) must be submitted by mail (postmarked by the last day of the application period) or in person (before the office closes on the last day) to the administrative office of the College that the student was enrolled at before the student was removed from the student registry (OIC:Manabi Station). The office hours during the above application period are Monday - Friday, 1:00 p.m. – 5:00 p.m. Hours are subject to change and applicants are advised to check with the office of their College beforehand (OIC:Manabi Station).

4. Screening process

Application and interview

The administrative office of the College (OIC:Manabi Station) will notify the student of interview details after receiving their application.

5. Results release

The administrative office of the College (OIC:Manabi Station) will send a notification of the admissions decision. Applicants who passed will receive readmission documents along with a notification of acceptance. Applicants who did not pass will be sent a rejection notice.

6. Procedures after passing the examination

(1) Procedure for readmission

Permission for readmission will be granted by the President to successful applicants who complete the procedure for admission (submission of the required documents and the required payment for readmission) by the due date. Therefore you must submit the documents and make the payment by the due date. You are not allowed to be readmitted to the University if you only make the required payment for readmission without submitting the required documents or vice versa.

(2) Submission of required documents for readmission

1) Required documents

- Enrollment Card
- Photo Attachment Form for Student ID
- Student Information Card
- Certificate of items entered in the certificate of residence
- Pledge Statement
- Consent for handling of personal information
- International Student Information Sheet (for international students only)
- Copy of passport (for international students only)

2) Submission deadline

Readmission in the spring semester: Postmarked no later than Friday, March 24, 2017

Readmission in the fall semester: Postmarked no later than Friday, September 15, 2017

(3) Required payment for readmission

1) Required payment for readmission (See “III. Tuition Fees and Membership Fees for Readmission”)

- Readmission fee (10,000 yen)
- Tuition fees
- Membership fees (fees for Student Government Board, Academic Association, and Parents Association of Student Education Assistance)

*The University processes payment of membership fees (fees for Student Government Board, Academic Association, and Parents Association of Student Education Assistance), which students are required to pay together with tuition fees on behalf of the associated organizations. Some Colleges do not require students to pay an academic association fee.

*Students who are readmitted in the fall semester may pay tuition fees and membership fees for the fall semester only.

2) Payment deadline

Readmission in the spring semester: Friday, March 24, 2017

Readmission in the fall semester: Friday, September 15, 2017

3) Refund of tuition fees, excluding the readmission fee, and membership fees if you decline your offer of readmission

After payment is made, the readmission fee will not be refunded for any reason.

Tuition fees other than the readmission fee, and membership fees that have been paid at the time of

registration for readmission will be refunded at a later date if a request is made to cancel readmission by submitting the designated “Notice of Readmission Cancellation and Request for Refund of Fees (Excluding Readmission Fee) Paid at the Time of Registration for Readmission”, postmarked by the due date (March 31, 2017 for readmission in the spring semester and September 25, 2017 for readmission in the fall semester). The request will not be accepted after the deadline.

(4) After readmission

Readmitted students are required to attend an information session. Details of the session will be provided by the administrative office of their College (OIC:Manabi Station). Student ID cards are to be picked up at the administrative office of the student’s College (OIC:Manabi Station).

7. Note

- (1) If the department, major or course you studied in during the enrollment period no longer exists, consult with the administrative office of your College (OIC:Manabi Station).
- (2) In order to guarantee study opportunities for students who have fallen victim to disaster in or after August 2016, special measures have been adopted to either reduce or exempt such students’ tuition fees based upon their application. If the area in which you were affected is subject to the Disaster Relief Act established by the Cabinet Office’s Emergency Disaster Response Headquarters and your studies were severely hindered or you worry you may suffer future hardship, please confer with the administrative office of the college (OIC:Manabi Station) you are seeking readmission by the dates below in order to receive application materials.

<Deadlines>

Applicants seeking readmission for the 2017 Spring Semester: February 17, 2017 (Fri) 17:00

Applicants seeking readmission for the 2017 Fall Semester: August, 4, 2017 (Fri) 17:00

II. Readmission Examination Guidelines (For International Students who Need to Newly Acquire a Residence Status of "Student")

■ International students who are required to obtain “Student” residence status should follow the guidelines below before applying.

8. Eligibility for readmission

[Readmission for spring 2017]

Students who were removed from the student registry or withdrew from the University between September 26, 2014 and February 28, 2017 can reapply for readmission for spring 2017.

[Readmission for fall 2017]

Students who were removed from the student registry or withdrew from the University between April 1, 2015 and August 31, 2017 can reapply for readmission for fall 2017.

■ Students who were removed from the student registry due to completion of their enrollment period or withdrew from the University due to disciplinary reasons cannot apply for readmission.

9. Application period, interview date/time, and results release date

	Application Period	Interview Date/Time	Results Release Date
Spring Readmission	Thursday, December 1, 2016 – Saturday, December 31, 2016	To be notified at a later date	Mid January, 2017
Fall Readmission	Thursday, June 1, 2017 – Friday, June 30, 2017	To be notified at a later date	Mid July, 2017

10. How to apply

During the period specified above, a Request for Readmission form (signed by both the student and their guarantor) must be submitted by mail (postmarked by the last day of the application period) or in person (before the office closes on the last day) to the administrative office of the College that the student was enrolled at before the student was removed from the student registry (OIC:Manabi Station). If you will send it from overseas, use the Express Mail Service or an international air courier. The office hours during the above application period are Monday – Friday, 10:00 a.m. – 5:00 p.m. (closed for lunch hours 11:30 a.m. – 12:30 p.m.) However, for winter break from Tuesday, December 27, 2016 to Saturday, December 31, 2016, applications are accepted only by mail (applicants cannot submit in person.). Hours are subject to change and applicants are advised to check with the office of their College beforehand (OIC:Manabi Station).

The final deadline for readmission application is Tuesday, February 28, 2017 for spring semester and Thursday, August 31, 2017 for fall semester. However, applicants should be advised to submit their application within the period stated in 2. *Application period, interview date/time, and results release date*, since it may take some time for successful applicants to receive a status of residence. If an applicant is unable to submit the application

within the application period, the applicant should contact the administrative office of their College as soon as possible (OIC:Manabi Station).

11. Screening process

Application and interview

The administrative office of the College (OIC:Manabi Station) will notify the student of interview details after receiving their application.

12. Results release

The administrative office of the College (OIC:Manabi Station) will send a notification of the admissions decision. Applicants who passed will receive readmission documents along with a notification of acceptance. Applicants who did not pass will receive a rejection notice.

13. Procedures after passing the examination

(1) Procedure for readmission

Permission for readmission will be granted by the President to successful applicants who complete the procedure for admission (submission of the required documents and required payment of readmission) by the due date. Therefore you must submit the documents and make the payment by the due date. You are not allowed to be readmitted to the University if you only make required payment of readmission without submitting the required documents or vice versa.

(2) Submission of required documents for readmission

1) Required documents

- Enrollment Card
- Photo Attachment Form for Student ID
- Student Information Card
- Certificate of items entered in the certificate of residence
- Pledge Statement
- Consent for handling of personal information
- International Student Information Sheet
- Copy of passport

2) Submission deadline

Readmission in the spring semester: Postmarked no later than Friday, March 24, 2017

Readmission in the fall semester: Postmarked no later than Friday, September 15, 2017

(3) Required payment for readmission

1) Required payment for readmission (See “III. Tuition Fees and Membership Fees for Readmission”)

- Readmission fee (10,000 yen)
- Tuition fees
- Membership fees (fees for Student Government Board, Academic Association, and Parents Association of Student Education Assistance)

*The University processes payment of membership fees (fees for Student Government Board, Academic Association, and Parents Association of Student Education Assistance), which students are required to pay together with tuition fees on behalf of the associated organizations. Some Colleges do not require students to pay an academic association fee.

*Students who are readmitted in the fall semester may pay tuition fees and miscellaneous membership fees

2) Payment deadline

Readmission in the spring semester: Friday, March 24, 2017

Readmission in the fall semester: Friday, September 15, 2017

[Note]

The dates listed above are the last days for the payment. However, you are required to make the payment to obtain a visa by Monday, January 30, 2017 for readmission in the spring semester and by Monday, July 31, 2017 for readmission in the fall semester.

*The University applies for a Certificate of Eligibility necessary for issuance of a visa on behalf of international students living outside Japan who find it difficult to make the application in person and have made the required payment for readmission. As it usually takes more than a month to obtain a visa, readmitted students are required to pay the fees by the due dates listed in [Note]. Those who fail to pay the required payment by the due dates listed in [Note] cannot carry out the procedures and may not be able to enter Japan before the course begins.

3) Refund of tuition fees, excluding the readmission fee, and membership fees if you decline your offer of readmission

After payment is made, the readmission fee will not be refunded for any reason.

Tuition fees other than the readmission fee, and membership fees that have been paid at the time of registration for readmission will be refunded at a later date if a request is made to cancel readmission by submitting the designated “Notice of Readmission Cancellation and Request for Refund of Fees (Excluding Readmission Fee) Paid at the Time of Registration for Readmission”, postmarked by the due date (March 31, 2017 for readmission in the spring semester and September 25, 2017 for readmission in the fall semester). However, the request will not be accepted after the deadline.

(4) After readmission

Readmitted students are required to attend an information session. Details of the session will be provided by the administrative office of their College (OIC: Manabi Station). Student ID cards are to be picked up at the administrative office of the student’s College (OIC: Manabi Station).

14. Note

(1) If the department, major or course you studied in during the enrollment period no longer exists, consult with the administrative office of your College (OIC: Manabi Station).

(2) In order to guarantee study opportunities for students who have fallen victim to disaster in or after August 2016, special measures have been adopted to either reduce or exempt such students’ tuition fees based upon their application. If the area in which you were affected is subject to the Disaster Relief Act established by

the Cabinet Office's Emergency Disaster Response Headquarters and your studies were severely hindered or you worry you may suffer future hardship, please confer with the administrative office of the college (OIC: Manabi Station) you are seeking readmission by the dates below in order to receive application materials.

<Deadlines>

Applicants seeking readmission for the 2017 Spring Semester: February 17, 2017 (Fri) 17:00

Applicants seeking readmission for the 2017 Fall Semester: August, 4, 2017 (Fri) 17:00

- (3) Japanese Resident Status is required for Re-admission. If you have failed to obtain the Resident Status in Japan, please promptly consult with your Faculty Office (OIC: Manabi Station).

III. Tuition Fees and Membership Fees for Readmission

Tuition fees for students who are readmitted to the first year in AY 2017

(Unit: Yen)

College	Department/Major	Readmission Fee	First-year Students			second, third, or fourth-year Students		
			Spring Semester Tuition	Fall Semester Tuition	Total Annual Amount	Spring Semester Tuition	Fall Semester Tuition	Total Annual Amount
College of International Relations		10,000	463,200	623,200	1,086,400	623,200	623,200	1,246,400
College of Policy Science		10,000	414,900	574,900	989,800	574,900	574,900	1,149,800

Tuition fees for students who are readmitted to the second year in AY 2017 (Unit: Yen)

College	Department/Major	Readmission Fee	Second-year Students		
			Spring Semester Tuition	Fall Semester Tuition	Total Annual Amount
College of International Relations		10,000	623,200	623,200	1,246,400
College of Policy Science		10,000	574,900	574,900	1,149,800

Tuition fees for students who are readmitted to the third year or above in AY 2017 (Unit: Yen)

College	Department/Major	Readmission Fee	Third-year Students and Above		
			Spring Semester Tuition	Fall Semester Tuition	Total Annual Amount
College of International Relations		10,000	612,500	612,500	1,225,000
College of Policy Science		10,000	565,000	565,000	1,130,000

Membership fees for students who are readmitted in AY 2017

(Unit: Yen)

College	Student Government Board	Academic Association*1	Parents Association of Student Education Assistance	Alumni Association*2	College Alumni Association*2
	Annual Fee	Annual Fee	Annual Fee	One-off Fee	One-off Fee
College of International Relations	5,000	8,000	10,000	30,000	10,000
College of Policy Science	5,000	8,000	10,000	30,000	10,000

*1 Students who originally enrolled in the university before 2009 AY will not be charged the fee because they have already paid it.

*2 The above fees apply only to fourth year students.

Contact Information

Office hours

»During spring/fall semesters (including final examination periods): Monday - Friday and class/exam days on holidays and Saturdays, 10:00 a.m. – 5:00 p.m. (Closed during lunch hours 11:30 a.m. – 12:30 p.m.)

»During holiday seasons (summer, winter, and spring break): Monday – Friday, 1:00 p.m. – 5:00 p.m.

For details, visit the University website at <http://www.ritsumei.ac.jp/pathways-future/eng/>. Hours are subject to change and be advised to check with the administrative office of the College beforehand (OIC: Manabi Station).

Kinugasa Campus Address: 56-1 Toji-in Kitamachi, Kita-ku, Kyoto 603-8577 JAPAN

Administrative office at College of International Relations, Tel: 075-465-1211

Osaka Ibaraki Campus Address: 2-150 Iwakura-cho, Ibaraki, Osaka 567-8570 JAPAN

OIC Manabi Station, Tel: 072-665-2050