

AY 2017

**Ritsumeikan University Graduate School
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 Graduate School 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

(1) [Readmission in 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 in spring 2017.

[Readmission in 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 in 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.

Those for whom the exceptional case of readmission for the purpose of acquiring a doctoral degree (conferred under doctoral program or Integrated Doctoral Program) is applicable.

Exceptional Case of Readmission for the Purpose of Acquiring a Doctoral Degree

Students for whom all of the following are true may apply for readmission a maximum of one time provided that a period of two years and six months has not passed counting from the day after the last day of the standard period for completion of the program on which they were enrolled.

- They enrolled on a doctoral program or Integrated Doctoral Program before AY 2010 or entered an Integrated Doctoral Program as a transfer student before AY 2012.
- They enrolled in the program for longer than the standard length of time required for completion of their program and met all the degree requirements stipulated in the Graduate School's regulations.
- They left the University without a doctoral degree.

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 a student and his/her guarantor) must be submitted to the administrative office of the Graduate School ^{*1}, which the student was enrolled at before he/she was removed from the student registry, by either one of the following methods:

- (1) By mail (postmarked by the last day of the application period) or
- (2) In person (before the office closes on the last day)

Depending on the graduate school, you may be asked to submit the following forms in addition to the request form. We will provide you those required forms along with the guidelines.

- (1) When applying for readmission to the Master's degree program:
“Master's Thesis Progress Report and Plan for Completion”
- (2) When applying for readmission to the Doctoral/Integrated Doctoral Program:
“Doctoral Dissertation Writing Plan”
- (3) Other documents which each graduate school requires to submit specifically

* Office hours of the graduate school's administrative offices ^{*1} during the above application period are Monday – Friday, 1:00 p.m. – 5:00 p.m. However, applicants are advised to check the opening hours with the relevant office ^{*1} beforehand as the hours are subject to change.

4. Screening process

Application and interview

The administrative office of the Graduate School will notify the student of interview details after receiving their application.

5. Results release

The administrative office of the Graduate School*¹ 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 Graduate Students Council, Academic Association, Ritsumeikan University Alumni Association, and Graduate School Alumni Association)
- *The University processes payment of membership fees, which students are required to pay together with tuition fees on behalf of the associated organizations.
- *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: Postmarked no later than Friday, March 24, 2017

Readmission in the fall semester: Postmarked no later than 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

- 1) Student ID cards are to be picked up at the administrative office of the student’s Graduate School.
- 2) Readmitted students are required to attend an information session. Details of the session will be provided by the administrative office of their Graduate School.

7. Important Notes

- (1) If the major or course you studied in during the enrollment period no longer exists, consult with the administrative office of your Graduate School^{*1}.
- (2) The Graduate School of Management no longer accepts applications for its Accounting Program from April 2015. Those wishing to apply for readmission should consult the administrative office of the graduate school.
- (3) Tuition reductions and exemptions may be offered to persons who have been victims of disasters occurring after August 2016; this is in order to ensure their access to education. Persons who have been victims of a disaster, falling under the purview of the Disaster Relief Act, which also prompted the establishment of a Major Disaster Management Headquarters at the Cabinet Office, and who consequently have experienced, or are highly likely to experience, significant disruption to their studies owing to the disaster, are eligible to apply for tuition reductions or exemptions.
To obtain application forms for tuition reductions and exemptions, contact the administrative office of the graduate school that you wish to gain readmission to by the relevant date below.

Submission deadlines

Application for readmission in AY2017 spring semester2017: Friday, February 17, 2017, 5:00 p.m.

Application for readmission in AY2017 fall semester2017: Friday, August 4, 2017, 5:00 p.m.

^{*1} Manabi Station at OIC is the office to contact for the Graduate School of Policy Science and the Graduate School of Business Administration.

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.

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.

Those for whom the exceptional case of readmission for the purpose of acquiring a doctoral degree (conferred under doctoral program or Integrated Doctoral Program) is applicable.

Exceptional Case of Readmission for the Purpose of Acquiring a Doctoral Degree

Students for whom all of the following are true may apply for readmission a maximum of one time provided that a period of two years and six months has not passed counting from the day after the last day of the standard period for completion of the program on which they were enrolled.

- They enrolled on a doctoral program or Integrated Doctoral Program before AY 2010 or entered an Integrated Doctoral Program as a transfer student before AY 2012.
- They enrolled in the program for longer than the standard length of time required for completion of their program and met all the degree requirements stipulated in the Graduate School's regulations.
- They left the University without a doctoral degree.

2. 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

3. How to apply

During the period specified above, a “Request for Readmission Form” (signed by both a student and his/her guarantor) must be submitted to the administrative office of the Graduate School*¹, which the student was enrolled at before he/she was removed from the student registry, by either one of the following methods:

- (1)By mail (postmarked by the last day of the application period) or
- (2)In person (before the office closes on the last day)

Depending on the graduate school, you may be asked to submit the following forms in addition to the request form. We will provide you those required forms along with the guidelines.

- (1)When applying for readmission to the Master's degree program:
“Master's Thesis Progress Report and Plan for Completion”
- (2)When applying for readmission to the Doctoral/Integrated Doctoral Program:
“Doctoral Dissertation Writing Plan”
- (3)Other documents which each graduate school requires to submit specifically

*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 Graduate School beforehand.

*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 Graduate School*¹ as soon as possible.

4. Screening process

Application and interview

The administrative office of the Graduate School*¹ will notify the student of interview details after receiving their application.

5. Results release

The administrative office of the Graduate School*¹ 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.

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 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 Graduate Students Council, Academic Association, Ritsumeikan University Alumni Association, and Graduate School Alumni Association)

*The University processes payment of membership fees, which students are required to pay together with tuition fees on behalf of the associated organizations.

*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: Postmarked no later than Friday, March 24, 2017

Readmission in the fall semester: Postmarked no later than 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

- 1) Student ID cards are to be picked up at the administrative office of the student’s Graduate School.*¹
- 2) Readmitted students are required to attend an information session. Details of the session will be provided by the administrative office of their Graduate School.*¹

7. Important Notes

- (1) If the major or course you studied in during the enrollment period no longer exists, consult with the administrative office of your Graduate School.*¹
- (2) The Graduate School of Management no longer accepts applications for its Accounting Program from April 2015. Those wishing to apply for readmission should consult the administrative office, Inter-Faculty Graduate Schools at OIC.
- (3) Tuition reductions and exemptions may be offered to persons who have been victims of disasters occurring after August 2016; this is in order to ensure their access to education. Persons who have been victims of a disaster, falling under the purview of the Disaster Relief Act, which also prompted the establishment of a Major Disaster Management Headquarters at the Cabinet Office, and who consequently have experienced, or are highly likely to experience, significant disruption to their studies owing to the disaster, are eligible to apply for tuition reductions or exemptions.

To obtain application forms for tuition reductions and exemptions, contact the administrative office of the graduate school*¹ that you wish to gain readmission to by the relevant date below.

Submission deadlines

Application for readmission in AY2017 spring semester2017: Friday, February 17, 2017, 5:00 p.m.

Application for readmission in AY2017 fall semester2017: Friday, August 4, 2017, 5:00 p.m.

- (4) 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*¹.

*¹ Manabi Station at OIC is the office to contact for the Graduate School of Policy Science and the Graduate School of Business Administration.

III. Tuition Fees and Membership Fees for Readmission

Ritsumeikan University's University Fee is made up of an Admission (Readmission) Fee and Tuition Fee.

1. Admission Fee

(Unit: Yen)

Readmission Fee	10,000
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Note : Payment of the Readmission Fee is required only in the year of the readmission.

2. Tuition

(1) Master's Program

(Unit: Yen)

Graduate School		1st Year		2nd Year	
		1st Semester	2nd Semester	1st Semester	2nd Semester
Law Business Administration Sociology Policy Science	Tuition	375,000	375,000	375,000	375,000
	Annual Sum	750,000		750,000	
Economics (except for MPED)	Tuition	375,000	375,000	375,000	375,000
	Annual Sum	750,000		750,000	
MPED	Tuition	450,000	450,000	450,000	450,000
	Annual Sum	900,000		900,000	
Letters (Major in Humanities)	Tuition	375,000	375,000	375,000	375,000
	Annual Sum	750,000		750,000	
Letters (Major in Informatics of Behavior and Cultures)	Tuition	385,600	385,600	385,600	385,600
	Annual Sum	771,200		771,200	
International Relations (except for GCP)	Tuition	375,000	375,000	375,000	375,000
	Annual Sum	750,000		750,000	
GCP	Tuition	450,000	450,000	450,000	450,000
	Annual Sum	900,000		900,000	
Science for Human Services Sport and Health Science	Tuition	425,000	425,000	425,000	425,000
	Annual Sum	850,000		850,000	
Language Education and Information Science	Tuition	400,000	400,000	400,000	400,000
	Annual Sum	800,000		800,000	
Public Policy (except for 1-Year Program)	Tuition	400,000	400,000	400,000	400,000
	Annual Sum	800,000		800,000	
1-Year Program	Tuition	600,000	600,000	—	—
	Annual Sum	1,200,000		—	
Science and Engineering (except for Mathematics Course)	Tuition	575,000	575,000	575,000	575,000
	Annual Sum	1,150,000		1,150,000	
Mathematics Course	Tuition	537,500	537,500	537,500	537,500
	Annual Sum	1,075,000		1,075,000	
Information Science and Engineering Life Sciences	Tuition	568,600	568,600	568,600	568,600
	Annual Sum	1,137,200		1,137,200	
Technology Management	Tuition	583,000	583,000	583,000	583,000
	Annual Sum	1,166,000		1,166,000	
Image Arts	Tuition	602,400	602,400	602,400	602,400
	Annual Sum	1,204,800		1,204,800	

Notes:

- 1) Of the third-year after the tuition fee will be the same amount as the second year.
In Major in Public Policy 1-year Program, tuition fee of the second year of later is 600,000 JPY per semester.
- 2) 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

(Unit: Yen)

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

(Unit: Yen)

Graduate School		1st Year		2nd Year					
		1st Semester	2nd Semester	1st Semester	2nd Semester				
Core Ethics and Frontier Sciences	Tuition	400,000	400,000	400,000	400,000				
	Annual Sum	800,000		800,000					
		3rd Year		4th Year		5th Year		6th Year and after	
		1st Semester	2nd Semester	1st Semester	2nd Semester	1st Semester	2nd Semester	Per 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) Sixth- to tenth-year students who are enrolled in excess of the standard completion term in the integrated 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.

(4) Four-Year Doctoral Program

(Unit: Yen)

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

Notes:

- 1) Fifth- to eighth-year students who are enrolled in excess of the standard completion term in the four-year 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

(Unit: Yen)

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
School of Law	Tuition	648,700	648,700	648,700	648,700	648,700	648,700	648,700
	Annual Sum	1,297,400		1,297,400		1,297,400		

(Unit: Yen)

Graduate School		1st Year		2nd Year		3rd Year and after
		1st Semester	2nd Semester	1st Semester	2nd Semester	Per Semester
Management	Fixed Tuition	71,700	71,700	71,700	71,700	71,700
	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 (10,000JPY/per semester) together with tuition and fees.

* Tuition fees may be revised when social factors, such as rapid inflation, have a significant impact on the University.

Membership Fees

The below are details of membership fees which are collected together with the University Fees. The university collects the membership fees on behalf of the organizations. Therefore, please also include your relevant membership fees when paying your University Fees (exclusive of the Readmission Fee).

(1) Master's Degree Program

(Unit: Yen)

	Law/ Economics/ Business Administration		Sociology			International Relations/ Policy Science		Letters	
	1st year	2nd to 4th years	1st year	2nd year	3rd to 4th years	1st year	2nd to 4th years	1st year	2nd to 4th years
Graduate Students Council Fee	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Academic Association Fee	7,000	7,000	6,000	6,000	6,000	8,000	8,000	6,000	6,000
Ritsumeikan University Alumni Association Fee	30,000	-	30,000	-	-	30,000	-	30,000	-
Graduate School Alumni Association Fee	-	-	-	10,000	-	-	-	-	-
Total	41,000	11,000	40,000	20,000	10,000	42,000	12,000	40,000	10,000

	Public Policy		Image Arts/ Sport and Health Science			Science and Engineering/ Information Science and Engineering/ Life Sciences/ Language Education and Information Science		Science for Human Services/ Technology Management		
	1st year	2nd to 4th years	1st year	2nd year	3rd to 4th years	1st year	2nd to 4th years	1st year	2nd year	3rd to 4th years
Graduate Students Council Fee	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Academic Association Fee	-	-	8,000	8,000	8,000	-	-	-	-	-
Ritsumeikan University Alumni Association Fee	30,000	-	30,000	-	-	30,000	-	30,000	-	-
Graduate School Alumni Association Fee	10,000	-	-	10,000	-	-	-	-	10,000	-
Total	44,000	4,000	42,000	22,000	12,000	34,000	4,000	34,000	14,000	4,000

(2) Doctoral Degree Program

(Unit:Yen)

	Law/ Economics/ Business Administration	Sociology			International Relations/ Policy Science/	Letters	Sport and Health Science			Science and Engineering/ Information Science and Engineering/ Life Sciences/ Technology Management
	All years	1st to 2nd years	3rd year	4th to 6th years	All years	All years	1st to 2nd years	3rd year	4th to 6th years	All years
Graduate Students Council Fee	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Academic Association Fee	7,000	6,000	6,000	6,000	8,000	6,000	8,000	8,000	8,000	-
Graduate School Alumni Association Fee	-	-	10,000	-	-	-	-	10,000	-	-
Total	11,000	10,000	20,000	10,000	12,000	10,000	12,000	22,000	12,000	4,000

(3) Integrated Doctoral Degree Program
(Unit: Yen)

	Core Ethics and Frontier Sciences	
	1st year	2nd to 10th years
Graduate Students Council Fee	4,000	4,000
Ritsumeikan University Alumni Association Fee	30,000	-
Total	34,000	4,000

(4) Four-year Doctoral Degree Program
(Unit: Yen)

	Graduate School of Pharmacy	
	1st year	2nd to 8th years
Graduate Students Council Fee	4,000	4,000
Ritsumeikan University Alumni Association Fee	30,000	-
Total	34,000	4,000

(5) Professional Degree Program

(Unit: Yen)

	School of Law			Graduate School of Management		Graduate School of Professional Teacher Education	
	2-year program 1st year	3-year program 1st year	2nd to 5th years	1st year	2nd to 4th years	1st year	2nd to 4th years
Graduate Students Council Fee	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Academic Association Fee	7,000	7,000	7,000	7,000	7,000	10,000	10,000
Ritsumeikan University Alumni Association Fee	30,000	30,000	-	30,000	-	30,000	-
Graduate School Alumni Association Fee	-	-	-	10,000	-	-	-
Total	41,000	41,000	11,000	51,000	11,000	44,000	14,000

Notes :

- Students who are in the second year of a Master's Program or in the third year of a Doctoral Program at the Graduate School of Sociology are required to pay the Social sciences Alumni Association Fee (10,000JPY) . However, those who joined the Social Sciences Alumni Association Fee upon graduating from the College of Social Sciences are not required to do so.
- Students who are in the second year of a Master's Program or on a Doctoral Program (third year) at the Graduate School of Sport and Health Science are required to pay the Sport and Health Science Alumni Association Fee (10,000JPY) . However, those who joined the Sport and Health Science Alumni Association Fee upon graduating from the College of Sport and Health Science are not required to do so.
- Students who are in the second year of a Master's Program at the Graduate School of Image Arts are required to pay the Image Arts Alumni Association Fee (10,000JPY) . However, those who joined the Image Arts Alumni Association Fee upon graduating from the College of Sport and Health Science are not required to do so.

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. Hours are subject to change and be advised to check with the administrative office of the Graduate School beforehand.

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

Graduate School of Law, Tel: 075-465-8175

Graduate School of Sociology, Tel: 075-465-8184

Graduate School of International Relations, Tel: 075-465-1211

Graduate School of Letters, Tel: 075-465-8187

Graduate School of Image Arts, Tel: 075-465-1990

Graduate School of Science for Human Services, Tel: 075-465-8375

Graduate School of Language Education and Information Sciences, Tel: 075-465-8363

Graduate School of Core Ethics and Frontier Sciences, Tel: 075-465-8348

Biwako Kusatsu Campus Address: 1-1-1 Noji-Higashi, Kusatsu City, Shiga 525-8577 JAPAN

Graduate School of Economics, Tel: 077-561-3940

Graduate School of Science and Engineering, Tel: 077-561-2624

Graduate School of Information Science and Engineering, Tel: 077-561-5202

Graduate School of Life Sciences, Tel: 077-561-5021

Graduate School of Pharmacy, Tel: 077-561-2563

Graduate School of Sports and Health Science, Tel: 077-561-3760

Suzaku Campus Address: 1 Suzaku-Cho, Nishinokyo, Nakagyo-ku, Kyoto 604-8520 JAPAN

School of Law, Tel: 075-813-8270

Graduate School of Public Policy, Tel: 075-813-8270

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

Graduate School of Business Administration, Tel: 072-665-2090

Graduate School of Policy Science, Tel: 072-665-2080

Graduate School of Technology Management, Tel : 072-665-2100

Graduate School of Management, Tel: 072-665-2101

OIC Manabi Station, Tel: 072-665-2050

学 長 殿
To: President

再 入 学 志 願 票
Request for Readmission

申 請 日 Date of Request	20 年 月 日 (Year) (Month) (Day)
氏 名 Name	<div></div> 印
保証人氏名 Guarantor Name	<div></div> 印

学 籍 喪 失 時 の 所 属 Faculty at the Time of Withdrawal /Expulsion	学生証番号 Student ID No.	<div></div>									
	学 部 Undergraduate School					学 科 Department	専 攻 Major コース Course インス Inst.				回 生 Year
	大 学 院 Graduate School	研究科 Faculty				専 攻 Major <div><input type="checkbox"/>前期(修士) Master <input type="checkbox"/>後期 Doctor <input type="checkbox"/>一貫制博士 Integrated Doctor <input type="checkbox"/>専門職学位 Professional 課 程 Course</div>					

学籍喪失の理由 Reason for Withdrawal/Expulsion	<div><input type="checkbox"/> 退学 Withdrawal/Expulsion (理由 Reason :) <input type="checkbox"/> 学費未納除籍 Withdrawal/Expulsion Due to Unpaid Tuition <input type="checkbox"/> 休学期間終了除籍 Withdrawal/ Expulsion at the end of period of leave of absence.</div>											
	学籍喪失日 Date of Withdrawal/Expulsion 20____年 (Year) ____月 (Month) ____日 (Day)											

本人現住所 (通知先) Address (notice will be sent here)	1	自 宅 Home	〒 (-)				固定電話 Home Phone Number () -				国籍 Nationality	<div></div>
	2	下宿他 Other	様方 c/o				携帯電話 Mobile Phone Number () -					

保 証 人 Guarantor	続柄 Relation to Student						※コード				※コード			
	現 住 所 Current Address		〒 (-) TEL () -											
	勤 務 先 Work Address		名 称 Company Name	TEL () -										

裏面に再入学を志願する理由を記入してください。
Please explain your reasons for requesting re-admission on the reverse side of this form.

(以下の欄および※欄は記入不要 The Following is for Official Use Only)

面 接 所 見																	
許 可 日 付	20 年 月 日																
再 入 学 日	20 年 月 日				手 続 期 限	20 年 月 日											
再入学後の 新 学 籍	次期学生証番号		<div></div>										回 生				
確 認	備 考				手 続 書 類	学 費 照 合 リ ス ト	学 費 照 合 確 認	異 動 通 知 書 (許可権者押印)	学 費 額 確 認	許 可 通 知	判 定 入 力	教 授 会 判 定	審 議 資 料	面 接	異 動 出 願 入 力	受 付	異 動 履 歴 確 認
					<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	再入学資格有・無 / <div></div>	<div></div>

Reason for Readmission

氏名 Name		学籍喪失時の 学生証番号 Student number at	<div style="border: 1px solid black; width: 100px; height: 30px; margin: auto;"></div>
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Please explain how the situation that lead to your withdrawal/ expulsion has been resolved. Please explain your study plans for after re-admission.

This image shows a full page of white paper with horizontal dashed lines. The lines are evenly spaced and run across the entire width of the page, providing a guide for handwriting practice. There are no margins, text, or other markings on the paper.