

# STEP 1 Register "Ritsu-Mate" Account

## Procedure 1 Login Screen

Click on "Create Account" while leaving "Account" and "Password" empty.

立命館大学 Ritsumeikan University

JAPANESE

Ritsu-Mate Login

Account \*

Password \*

[English]  
You can switch from Japanese to English by clicking on "English" in the top right-hand corner of the screen.

Login Create Account Reset Password

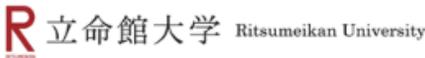
For those who don't have a Ritsu-Mate account, click "Create Account" button to register.  
If you forget your password, click Reset Password.

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## Procedure 2 Confirmation of "Terms of Use"

Read the Terms of Use in full, select "I agree", and click on "Next >".



Account :  
Name :  
[ADC20FA] [OT]

[Create account]

Confirmation of  
User Policy

Create account

Completed

### Terms of Use

Please read the Terms of Use below, tick box if you agree, and click Next.

Ritsu-Mate User Policy

If you have read this user policy and agree with its contents, enter a check mark for "I agree with the user policy" and select "Next."

■ Purpose

· This user policy defines the conditions applied to the users and The Ritsumeikan Trust (hereinafter called "the University") with regards to the use of Ritsu-Mate (hereinafter called "this service").

■ Applicants for use

· The application for registration must always be by the student to sit the examination or by a guardian of that student.

■ Establishment as a user

· The registration as a user of this service shall be established when correct information has been registered following the method specified by the University.

· After the registration of a user, it shall be possible to change the details registered.

■ Definition of personal information

· The personal information referred to in this user policy is information related to living individual persons and information from which it is possible to identify a specific individual using the name, date of birth or other details contained in the information (including information when it is easily possible to perform a comparison with other data and doing so makes it possible to identify a specific individual).

■ Handling of personal information

· The personal information that is registered for this service will be strictly handled in accordance with the basic policy of The Ritsumeikan Trust regarding personal information protection.

■ Purpose of use of personal information

· The personal information registered for this service will be used by the University for the purposes listed below and will not be used for any other purpose.

(1) To send documents such as pamphlets and guidance on the University or graduate schools

(2) To send notifications on matters such as University and graduate school information sessions and entrance consultation sessions or open campus events

(3) To respond to inquiries regarding the use of this service

(4) To implement questionnaires

(5) For investigations, statistics and analysis related to the use of this service

(6) For the maintenance of the system

■ Period of validity of registration

· Accounts will be deleted if there is no access for three years from the final login date.

I agree  I do not agree

Close

Next >

# STEP 1 Register "Ritsu-Mate" Account

## Procedure 3 Account Registration

Enter your email address, and click on "Submit".

- The email address entered will be used as your Account to log in. Register an email address that you are unlikely to modify or delete, and that you can easily check on a daily basis.

\*Please register the email address that you can continue to use from Application to Admission Prosedure completion. (You cannot change your registered email address after your application is completed.)

\*You need to set to receive emails from "@st.ritsumei.ac.jp" in advance. If you do not have any email address, you need to obtain a free email address.

The screenshot shows the Ritsumeikan University account registration interface. At the top, the university logo and name are displayed. A progress bar indicates the current step is 'Create account'. Below this, the 'Create Account' form is visible. It includes two input fields: 'Login Email Address \*' and 'Confirm Email Address \*', both containing the email address '@gst.ritsumei.ac.jp'. A red box highlights these two input fields. Below the form, there is a section titled 'About registration' with instructions: 'Enter your email address and click Submit. We will send you a registration email. Use the link in the email to complete registration procedures. \*If you are using an email filter, set [ritsumei.ac.jp] as an allowed domain.' At the bottom of the form, there are two buttons: '< Back' and 'Submit', with the 'Submit' button highlighted by a red box.

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Once you have completed the registration, click on "Close", and close the screen completely.

An email will be sent to your registered email address. Complete the next step (STEP 2) within 24 hours.