

STEP 2 Complete "Ritsu-Mate" Registration

Procedure 1 email Confirmation

The University will send an email about your "Ritsu-Mate Registration" to your registered email address.

Click on the URL indicated in the email to proceed to the registration screen.

email subject:

立命館大学「Ritsu-Mateメンバー」登録申請受付メール／Registration for the "Ritsu-Mate Member" of Ritsumeikan University



【In case the email from the University to complete your "Ritsu-Mate" registration has not arrived】

Please check the following:

- 1) The message could have arrived in another folder such as spam/junk email folder.
- 2) Messages from the domain, "@st.ritsumei.ac.jp" are blocked due to your email account setting.
- 3) Your mailbox is full.
- 4) The email address you registered with "Ritsu-Mate" was incorrect.

If you checked 1) through 4) above, and found anything wrong with your account or the email address you registered, re-register for "Ritsu-Mate Member," or register for "Ritsu-Mate Member" with another email address.

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Procedure 2 "Ritsu-Mate" Main Registration

You can choose Japanese or English in entering your information. And then click on "入力内容確認へ進む / Confirm".

The screenshot shows the Ritsu-Mate registration page for Ritsumeikan University. At the top, there is a navigation bar with the university logo and name, and a user account section. Below this is a progress indicator with three steps: '登録 / Register' (highlighted in red), '登録内容確認 / Registration Information', and '完了 / Completion'. The main heading is 'Ritsu-Mate登録 / Registration'. Below the heading, there are instructions in Japanese and English to complete the form. The form itself is divided into two sections: '登録 (日本語) / Register (Japanese)' and '登録 (英語) / Register (English)'. The English section is currently active. Fields include: 'ログイン用パスワード (登録用)' (Login Password for registration), 'ログイン用パスワード (確認用)' (Login Password for confirmation), '氏名' (Name) with 'RITSUMEI Tarou' entered, '受験区分' (Undergraduate/Graduate) with 'Graduate School' selected, '入学年度' (Year of Enrollment) with '2021' selected, '入学学期' (Semester of Enrollment) with 'April' selected, '国籍' (Nationality) with 'United States of America' selected, and '居住国' (Country of Residence) with 'United States of America' selected. A red box highlights the '入力内容確認へ進む / Confirm' button at the bottom left. Five blue callout boxes provide detailed instructions for the password, undergraduate/graduate selection, year and semester of enrollment, nationality, and country of residence.

[Login Password]
Your password must be composed of 6 to 8 half-width alphanumeric characters. **The first character must be an alphabet.** Both uppercase and lowercase can be used. Be careful not to forget your password.

[Undergraduate/Graduate]
Select "Graduate School Admission Examination".

[Year of Enrollment and Semester of Enrollment]
Select an academic year and a term you are scheduled to enroll. You do not take a procedure of reapply even if you change it.

[Nationality]
If you have multiple citizenships and one of them is Japan, please select Japan as your nationality.
If you have multiple citizenships and none of them is Japan, select the nationality of the passport that you use when entering Japan as your nationality.

[Country of Residence]
Enter the country where you live at the time of application.

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Procedure 3 Confirmation of Registration Information

Confirm the information you have entered, and click on the "登録 / Register" if there are no errors.

If you find parts to be corrected, please return to the previous screen by clicking "前に戻る / Back".

立命館大学 Ritsumeikan University Account :
Name :
[ADC30C0] [PR]

[Ritsu-Mate新規登録 / New Register]

登録 / Register ▶ 登録内容確認 / Registration Information ▶ 完了 / Completion

Ritsu-Mate登録確認 / Registration Information

以下の登録内容をご確認ください。
間違いがあれば、【前に戻る】ボタンを押して登録画面で修正してください。

Please check all the information you entered is correct.
If necessary, go back to the previous page and correct the information.

登録 (日本語) / Register (Japanese)

ログイン用パスワード (登録用)

ログイン用パスワード (確認用)

氏名

受験区分

入学年度

入学時期

国籍

居住国

登録 (英語) / Register (English)

Login Password

Confirm Password

Name RITSUMEI Tarou

Undergraduate/Graduate Graduate School Admission Examination

Year of Enrollment 2021

Semester of Enrollment April

Nationality United States of America

Country of Residence United States of America

< 前に戻る / Back 登録 / Register

[登録 / Register]

Note: Once you click on "登録 / Register", your information cannot be changed anymore.

STEP 2 Complete "Ritsu-Mate" Registration

Procedure 4 Completion of "Ritsu-Mate" Registration

The following screen is displayed upon completion of the registration.

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



The screenshot shows the Ritsu-Mate registration completion page. At the top left is the Ritsumeikan University logo and name. At the top right, the account name is displayed as [ABC30R0] [OT]. Below the header, there is a navigation bar with three buttons: "登録 / Register", "登録内容確認 / Registration Information", and "完了 / Completion". The "完了 / Completion" button is highlighted in red. The main heading is "Ritsu-Mate登録完了 / Completion of Ritsu-Mate Registration". The page contains Japanese text: "Ritsu-Mateのご登録ありがとうございました。登録手続きが完了いたしました。" and "ご登録いただいたメールアドレス宛にログインページのURLを送付いたしましたので、そちらからログインをお願いいたします。" Below this is the English translation: "Thank you for your registration. The procedure is completed. The confirmation email is sent to the email address you registered. Please use the link to login." At the bottom left, there is a blue button labeled "閉じる / Close" which is highlighted with a red box. At the bottom right, there is a copyright notice: "(c) Ritsumeikan Trust. All rights reserved."

Before moving onto the Procedure 5 Confirmation of the email from the University, **make sure to close all the screens or tabs.**



STEP 2 Complete "Ritsu-Mate" Registration

Procedure 5 Confirmation of the email from the University

The University will send an email about "Completion of Your Registration" to your registered email address.
Click on the URL indicated in the email to proceed to the login screen.

email subject:

Ritsu-Mate登録完了メール/Completion of your registration for the "Ritsu-Mate Member" of Ritsumeikan University

Ritsu-Mate登録完了メール/Completion of your registration for the "Ritsu-Mate Member" of Ritsumeikan University



The screenshot shows an email interface. At the top, the sender is identified as 'do-not-reply_rumill01@st.ritsumeai.ac.jp' with a profile picture of a blue circle containing a white 'D'. The subject line is 'RISING4GシステムカイバツテストADユーザ179(r4tad179) ※'. The main body of the email is in Japanese and English. A red rectangular box highlights the URL http://test-ritsumeai/test/*****. Below this, another URL <http://172.17.226.44:19081/applicants/login.html> is provided. The email concludes with a 'Log-in Information' section and a 'NOTE' section.

Ritsu Mate 様
この度、Ritsu-Mateに会員登録いただき誠にありがとうございます。会員登録が完了しましたので、ご連絡させていただきます。

http://test-ritsumeai/test/*****
ご登録いただいたメールアドレスとパスワードで以下のURLからログインしてください。

<http://172.17.226.44:19081/applicants/login.html>

※クリックしても画面が開かないときは、上記URLをコピーしてブラウザで開いてください。

【ご注意】
※このメールは、立命館大学「Ritsu-Mateメンバー」に登録された方にお送りしています。
内容にお心当たりがない場合には、当メールを破棄していただきますようお願いいたします。
※本メールについてご不明な点等ございましたら、下記メールアドレスにご連絡ください。
学部入試：ru-iadm@st.ritsumeai.ac.jp
大学院入試：ru-gs-ad@st.ritsumeai.ac.jp
※本メールに返信いただいても回答はできませんのであらかじめご了承ください。

http://test-ritsumeai/test/*****
Dear Ritsu Mate,
Thank you for joining the Ritsu-Mate Member. Your registration has been successfully completed.

▼Log-in Information
With your registered e-mail address and password, please log in from the URL below.

<http://172.17.226.44:19081/applicants/login.html>

* If the URL does not work, please copy the URL and open the link in a browser.

NOTE:
1. This e-mail is sent to everyone who registered as the "Ritsu-Mate Member" of Ritsumeikan University. Please delete this e-mail if you didn't register.
2. If you have any inquiries regarding this e-mail, please contact us at the e-mail address below.
Undergraduate Admission : ru-iadm@st.ritsumeai.ac.jp
Graduate Admission : ru-gs-ad@st.ritsumeai.ac.jp
3. Your reply to this e-mail will not be answered. Thank you for your understanding.

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Procedure 6 Confirmation of "Ritsu-Mate" top page

Enter the email address as an "Account" and the password you had registered as a "Password", and then click on the "Login".

JAPANESE

R 立命館大学 Ritsumeikan University

Ritsu-Mate Login

Account *

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.

[Login](#) [Create Account](#) [Reset Password](#)

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After you log in, "Ritsu-Mate" top page will be displayed.

【If you cannot login】 Please check the following points;

- Entered all characters, including @.
- Entered using half-width characters.
- Not containing space, etc.