

## STEP 3-2

# Register International Student Information (\*Only for applicants who do not have Japanese nationality )

### Procedure 1 Start International Student Information Registration

Be sure to register if you don't have Japanese nationality (Those who are Special Permanent Resident, Long-term Resident and Permanent Resident also need to register).

Click on the "Register International Student Information" button.

The screenshot shows the user interface of the Ritsumeikan University application portal. At the top, there is a navigation bar with 'JAPANESE | Manual | Logout' on the right and the university logo '立命館大学 Ritsumeikan University' on the left. Below the logo, the user's account information is displayed: 'Account : EXP1015418', 'Name: RITSUMEI Taro', and '2020-10-29T16:26:23.227649 [ADK10A0] [PR]'. A breadcrumb trail shows '[Ritsui-Mate My Page]'. The main content area is titled 'RITSUMEI Taro's Page'. Below this, there is a 'MESSAGE' section with a link '< Go to message box... >'. The 'MENU' section is divided into several categories: 'Admission \*Registration opens at 10AM (JST) on 1st day of Application Period.', 'Examination Result', 'Online Enrollment Procedure', and 'Inquiry'. Under the 'Admission' category, there are several buttons: 'Register Application Information for Undergraduate Schools', 'Register Application Information for Graduate Schools', 'Register International Student Information' (highlighted with a red border), '(for RJ Admissions)Photo Upload', 'Download Application Sheet & Mailing Label', 'Examination Sheet Download', and 'Check Application Information'. Under 'Examination Result', there is a button for 'Examination Result'. Under 'Online Enrollment Procedure', there is a button for 'Online Enrollment Procedure'. Under 'Inquiry', there is a button for 'Inquiry for Admission'.

JAPANESE | Manual | Logout

立命館大学 Ritsumeikan University

Account : EXP1015418  
Name: RITSUMEI Taro  
2020-10-29T16:26:23.227649 [ADK10A0] [PR]

[Ritsui-Mate My Page]

RITSUMEI Taro's Page

MESSAGE

< Go to message box... >

MENU

■ Admission \*Registration opens at 10AM (JST) on 1st day of Application Period.

Register Application Information for Undergraduate Schools

Register Application Information for Graduate Schools

Register International Student Information

(for RJ Admissions)Photo Upload

Download Application Sheet & Mailing Label

Examination Sheet Download

Check Application Information

■ Examination Result

Examination Result

■ Online Enrollment Procedure

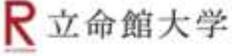
Online Enrollment Procedure

■ Inquiry

Inquiry for Admission

## Procedure 2 Examination Selection

Confirm the application information you have registered during the Application Registration step, and click on "Reg."



立命館大学 Ritsumeikan University

JAPANESE | Manual | Logout

Account : EXP1015418  
Name:RITSUMEI Tarc  
2020-10-29T16:26:23.227649 [ADK10A0] [PR]

[Ritsui-Mode My Page] > [International Student Information Registration]

### Select Application

Please select an application to register your international student information.  
\*For admission methods which do not implement written examinations, result notification date is shown in the column 'Examination Date'.

(Total 2 Item(s))

	Registration Number	Applicatrion Start Date	Application End Date	Year and Semester of Enrollment	College/Graduate School	Degree program	Department/Major	Major/Course	Examination date	Admission Method
<a href="#" style="border: 1px solid red; padding: 2px;">Reg</a>	0211101318	07/29/20	08/19/20	2021 April	Graduate School of Sociology	Master's program	Major in Applied Sociology	*	09/12/20	International Student Admissions (April Enrollment)

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In case your application information is not displayed logout and login again.

## STEP 3-2

# Register International Student Information (\*Only for applicants who do not have Japanese nationality)

## Procedure 3 Register International Student Information

Fill in all the fields below, and click on "Confirm >".

The screenshot shows the registration form for international students at Ritsumeikan University. The form is titled "International Student Information" and includes a progress bar with three steps: "New Registration", "Confirmation of Registration Information", and "Completed". The form fields are as follows:

- Name (Alphabet):** RITSUMEI Taro
- 1st Nationality:** United Kingdom of Great Britain and Northern Ireland
- 2nd Nationality:** (Blank)
- Resident Status:** International student
- Resident Status:** student
- Expiry Date:** 2021/03/31
- Financial Aid:**  MEXT Scholarship,  Privately financed
- (Scheduled) Date of Arrival:** 2021/03/01
- Past Experience with Japanese Government (Monbukagakusho) Scholarships:**  Exist,  Not-Exist
- Study Abroad Period:** FROM 2020/01/01, TO 2021/03/31
- University:** Ritsumeikan University
- Japanese Language School Code:** 099
- Japanese Language School Name:** RITSUMEIKAN UNIVERSITY Japanese Language School
- Enrollment Date:** 2020/04
- Graduation Date:** 2021/01

At the bottom of the form, there are two buttons: "Abort" and "Confirm >". The "Confirm >" button is highlighted with a red box.

### [Name]

Name in roman alphabet as indicated on the Certificate of Residence or passport. Applicants from countries or regions where **Chinese characters are used should NOT enter their names in Chinese characters.**  
E.g.: RITSUMEI Hanako

Read "2. Points to note when Applying for Admission" in "[Application Guidelines \(For all Graduate Schools\)](#)" carefully and enter your name.

### [Resident Status]

If you have a status of residence in Japan:

Enter your Resident Status as well as the Expiry Date.

If you do not have a status of residence in Japan:

Choose "Unqualified" from the drop-down list, and leave the Expiry Date field blank.

※ This field can be left blank if you are Special Permanent Resident.

### [Financial Aid]

"MEXT Scholarship" refers to the **Ministry of Education, Culture, Sports, Science and Technology's "Monbukagakusho Scholarships"**. Select "MEXT Scholarship" if it applies to you. If it does not apply to you, select "Privately financed."

### [(Scheduled) Date of Arrival]

This field can be left blank if you are not sure of your scheduled date of arrival.

### [Past Experience with Japanese Government (Monbukagakusho) Scholarships]

This item refers to the Ministry of Education, Culture, Sports, Science and Technology's "Monbukagakusho Scholarships".

In case the screen does not move to the next page even you click "Confirm >",  
logout at once and login again.

## Procedure 4 Confirmation of International Student Information Registration

Confirm the information you have entered, and click on "Register" if there are no errors.  
If you find parts to be corrected, please return to the previous screen by clicking "Back".

JAPANESE | Manual | Logout

立命館大学 Ritsumeikan University

Account : EXP1015418  
Name: RITSUMEI Taro  
2020-10-29T16:26:23.227649 [ADK10AD] [PR]

[Home-My Page] > [International Student Information Registration]

New Registration
Confirmation of Registration Information
Completed

### International Student Information Confirmation

Please check that the information you entered is correct and click Register.

International Student Information

Name (Alphabet)

RITSUMEI Taro

1st Nationality

United Kingdom of Great Britain and Northern Ireland

2nd Nationality

Resident Status

International student

Resident Status

student

Expiry Date

2021/03/31

Financial Aid

Privately financed

(Scheduled) Date of Arrival

2021/03/01

Scholarship Information

Past Experience with Japanese Government (Monbukagakusho) Scholarships.

Not-Exist

Study Abroad Period: FROM

Study Abroad Period: TO

University

Japanese language Organization before your enrollment

Japanese Language School Code

099

Japanese Language School Name

RITSUMEIKAN BKC Japanese Language School

Enrollment Date

2020/04

Graduation Date

2021/01

< Back
Register

**NOTE:** Once you click on "Register", your information cannot be changed any more. Please confirm the information you have entered carefully before registration.  
\*Please do not register again.

## Procedure 5 Completion of International Student Information Registration

Confirm that the following screen is displayed, and click on "Completed".

The screenshot shows the Ritsumeikan University website interface. At the top, there is a navigation bar with 'JAPANESE | Manual | Logout' on the right. Below this, the university logo and name '立命館大学 Ritsumeikan University' are on the left, and account information 'Account : EXP1015418 Name:RITSUMEI Taro 2020-10-29T16:26:23.227649 [ADK10A0] [PR]' is on the right. A breadcrumb trail shows 'Ritsu-Mate My Page > International Student Information Registration'. A progress bar below the breadcrumb has three steps: 'New Registration', 'Confirmation of Registration Information', and 'Completed' (highlighted in red). The main content area has a red header 'Registration is Complete' and a message: 'Your international student information has been registered. If you need to complete other procedures, please go to Ritsu-Mate My Page.' At the bottom of the main content area, there is a blue button labeled 'Completed' with a red border. The footer contains the text '(c) Ritsumeikan Trust. All rights reserved.'

The top page will be displayed.

The screenshot shows the Ritsumeikan University website interface for a user named RITSUMEI Taro. At the top, there is a navigation bar with 'JAPANESE | Manual | Logout' on the right. Below this, the university logo and name '立命館大学 Ritsumeikan University' are on the left, and account information 'Account : EXP1015418 Name:RITSUMEI Taro 2020-10-29T16:26:23.227649 [ADK10A0] [PR]' is on the right. A breadcrumb trail shows 'Ritsu-Mate My Page'. The main content area has a red header 'RITSUMEI Taro's Page'. Below this, there is a 'MESSAGE' section with a link '< Go to message box... >'. Below the message section, there is a 'MENU' section with a blue header '■ Admission \*Registration opens at 10AM (JST) on 1st day of Application Period.' and a list of menu items: 'Register Application Information for Undergraduate Schools', 'Register Application Information for Graduate Schools', 'Register International Student Information', 'Pay Application Fee', '(for RJ Admissions)Photo Upload', 'Download Application Sheet & Mailing Label', 'Examination Sheet Download', and 'Check Application Information'.