

STEP 5 Print Application Sheet / Mailing Label

Procedure 1 Check the Printing Environment

In order to print your Application Sheet and Mailing Label, you need a printer.

If you do not have a printer at home, please look for a place such as your school or a convenience store in Japan where you can print your documents.

*If you send the documents from overseas, do not print the mailing label.

Procedure 2 <Select Download Application Sheet & Mailing Label >

Click on "Download Application Sheet & Mailing Label".

Note: The button is not displayed unless "STEP 3: Application Registration" has been completed.

"Download Application Sheet & Mailing Label" button will be appeared only application period.

The screenshot displays 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 this, the user's account information is shown: 'Account : EXP1015418', 'Name:RITSUMEI Taro', and a session ID '2020-10-29T16:26:23.227649 [ADK10A0] [PR]'. The main content area is titled 'RITSUMEI Taro's Page' and contains a 'MESSAGE' section with a link '< Go to message box... >'. Below the message is a 'MENU' section with a blue header: '■ Admission *Registration opens at 10AM (JST) on 1st day of Application Period.' The menu items are: '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' (highlighted with a red border), 'Examination Sheet Download', and 'Check Application Information'.

STEP 5 Print Application Sheet and Mailing Label

Procedure 3 Application Information Selection

Confirm the displayed information, and click on "Sel."



立命館大学 Ritsumeikan University

JAPANESE | Manual | Logout

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

[Ritsu-Mate: My Page] > [Download Application Sheet & Mailing Label]

Select Application

Please select an application of which you print out an application sheet.
*For admission methods which do not implement written examinations, result notification date is shown in the column 'Examination Date'.

(Total 1 item(s))

	Application Period	Year and Semester of Enrollment	College/Graduate School	Degree program	Department/Major	Major/Course	Examination date	Admission Method
Rit Sel	07/01/18 - 12/31/99	2018 April	Graduate School of Sociology	Master's program	Major in Applied Sociology	*	09/16/17	International Student Admissions (April Enrollment)

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

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Procedure 4 Selection of Application Sheet for Printing

Select "Application Sheet (English)" by clicking on "Pri" next to it.
(If you are applying to an Japanese program, select "Application Sheet (Japanese)")

JAPANESE | [Manual](#) | [Logout](#)

R 立命館大学 Ritsumeikan University Account : EXP1015418
Name:RITSUMEI Taro
2020-10-29T16:26:23.227649 [ADK10A0] [PR]

[\[Ritsu-Mate: My Page\]](#) > [\[Download Application Sheet & Mailing Label\]](#)

Application Sheet List

Please select an item you would like to print out.
You need to download the documents to print out.

(Total 3 item(s))

Examination Sheet	
Pri	Application Sheet (Japanese)
Pri	Application Sheet (English)
Pri	Mailing Label (Japanese)

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Procedure 5 Application Sheet Download

Click on "download" from the following screen.
The downloaded data can be saved as a PDF document.

The screenshot shows the Ritsumeikan University website header with the logo and name in Japanese and English. On the right, account information is displayed: Account : EXP1000052, Name : Ritsu Mate, and a timestamp: 2017-01-25T14:31:25.674282 [AD113R0] [OT]. Below the header is a red navigation bar with a document icon and the text "Application Sheet (English) Download". Underneath, a message reads "Please download Application Sheet from the following link." followed by a blue button labeled "download [16.767 KB]" which is highlighted with a red border. At the bottom left of the page is a blue button labeled "Close".

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Procedure 6 Printing Application Sheet

RITSUMEIKAN UNIVERSITY GRADUATE SCHOOL
APPLICATION SHEET

column with * is for university use.

Date of Application	12/14/2020	Registration Number	20211102259
*Application Number			
Year of Enrollment	2021	Semester of Enrollment	April
Admission Method	Regular Admissions(April Enrollment)		

Student ID Number (will only appear if you have applied our Ritsumeikan University Student ID Number Registration/Access System. This option is for Institute School applicants only.)

Student ID Number		Sex	Male	Date of Birth	1991
Name in Katakana					
Name	RITSUMEI Tarou				
Nationality	Indonesia, Republic of Indonesia				
Resident Status					
College/Institute School	Graduate School of Economics				
Department/Major	Major in Economics				
Notes/Comments	*				
Application Fee	Required				

Address: 999-9999 (Other than those above)
21 Tojiin St, Kinugasa London, UK

Phone Home: +44-0000-000-0000

Cell Phone:

E-Mail: + + + + + @ + + + + +

Name of Applicant's Parent: RITSUMEI Ichiro

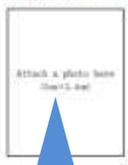
Parent's Residential Address: (Other than those above)London
21 Tojiin St, Kinugasa

Parent's Telephone Home: +44-0000-000-0000

Exam Date: 02/06/2021 (For admission method result notification)

Date of Payment:

Notes (To Another Address):



[Photo Attachment]
Attach your facial photograph on the printed Application Sheet.
<facial photograph>
- Attach color facial photograph(without a hat or cap, no background, and 3 cm long × 2.4 cm wide).
- If you wear glasses during examination, have your photograph taken wearing glasses.
- The photograph size is incorrect or the resolution is low, you may asked to resubmit it.
- A facial photograph of an applicant is also required for admission procedures.
We recommend you to save the data of your photo that you used on your application sheet.

[Parent's/Guardian's Phone number]
Only Home Telephone Number is displayed.
(When Mobile Telephone Number is not displayed, you can leave it as blank)

[Exam. Date]
For admission methods which do not implement written examinations or examination date is not fixed yet at the timing of application start, the result notification date is shown in the column "Exam. Date".

[Date of Payment]
If you make a payment at convenience store, the date of payment is only shown here on the next day. Print out the Application Sheet on the next day of payment, or fill it in by hand. The University will confirm the date of payment.

[Notes (Ex. Another Address)]
If you would like the University to send documents such as result notification and enrollment documents to a mailing address other than your registered address, please fill in another designated address in the "Notes" column.

If you need to modify your application, take the following procedures. **Please do not register again.**

(1) Items which are shown on your Application Sheet

- 1) Year of Enrollment, Semester of Enrollment and Graduate School which you apply for
... Cannot be corrected. In case you have registered wrong details, contact the administrative office of graduate school which you applied for.
- 2) Other than 1)
... Correct the printed Application Sheet by handwriting (in red).

(2) Items which are not shown on your Application Sheet (Education Information, International Student Information, etc.)
... Clarify the details to be corrected and contact the administrative office of graduate school which you applied for.

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Procedure 7 Selection of Mailing Label for Printing

Go back to Procedures (4), and click on "Pri" next to "Mailing Label (Japanese)."

JAPANESE | Manual | Logout

立命館大学 Ritsumeikan University Account : EXP1015418
Name:RITSUMEI Taro
2020-10-29T16:26:23.227649 [ADK10AD] [PR]

[Ritsu-Mate My Page] > [Download Application Sheet & Mailing Label]

Application Sheet List

Please select an item you would like to print out.
You need to download the documents to print out.

(Total 3 item(s))

	Examination Sheet
Pri	Application Sheet (Japanese)
Pri	Application Sheet (English)
Pri	Mailing Label (Japanese)

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Procedure 8 <Mailing Label Download>

Click on "download" from the following screen. The downloaded data can be saved as a PDF document.

立命館大学 Ritsumeikan University Account : EXP1000052
Name : Ritsu Mate
2017-01-25T14:34:53.122231 [AD114R0] [OT]

Mailing Label (Japanese) Download

Please download Mailing Label from the following link.

download [60.319 KB]

Close

STEP 5 Print Application Sheet / Mailing Label

Procedure 9 Printing the Mailing Label

If you send the documents from overseas, do not print the mailing label,
use a courier service which allows you to trace your mail.



滋賀県草津市野路東1丁目1-1

立命館大学 大学院入学試験
スポーツ健康科学部事務室 行

簡易書留速達		ポストへの投函不可! <small>(Mailing from a mailbox is unacceptable!)</small>	
引受番号		 20211102436	
インターネット出願			
博士前期 スポーツ健康科学研究科 スポーツ健康科学専攻 *			
入試方式			
フリガナ			
氏名			
自宅電話番号	携帯電話番号		
住所			

Procedure 10 <Posting Application Documents>

Enclose the printed Application Sheet along with the other application documents in the envelope, and mail the envelope by the deadline. Paste the Mailing Label to the envelope.
In case you send the documents from overseas, do not use this Mailing Label.
Use a courier service (DHL, FedEx, OCS, etc.) or EMS.