

2018 September Admission Application Guidelines (Doctoral Level: English-based Programs)

International Program for Science and Engineering Graduate School of Science and Engineering Ritsumeikan University

I . Recruiting Major, Course, Degree Program, and Associated Numbers

Major	Course	Level	Enrollment Limit	Number Recruited
Advanced Mathematics and Physics	Mathematics	Doctoral	6	A Few
	Physics			
Advanced Electrical, Electronic and Computer Systems	-		8	
Advanced Mechanical Engineering and Robotics	-		11	
Advanced Architectural, Environmental and Civil Engineering	-		15	

* Enrollment Limit includes Number Recruited of all application methods.

* Actual number recruited may be lower, based on number of applications and entrance examination results.

II. Eligibility Requirements

Applicants must be of non-Japanese nationality and meet at least of one of the following conditions:

- (1) Persons who have been awarded a master's degree or professional degree or who are expected to be awarded such a degree before being enrolled in the graduate school
- (2) Persons who have been awarded a degree equivalent to a master's degree or professional degree abroad or who are expected to be awarded such a degree before being enrolled in the graduate school
- (3) Persons who have been awarded a degree equivalent to a master's degree or professional degree by completing a correspondence course offered by an overseas school in Japan or who are expected to be awarded such a degree before being enrolled in the graduate school
- (4) Persons who have been awarded a degree equivalent to a master's degree or professional degree by completing the program of an overseas school in Japan that is designated by the Minister of Education, Culture, Sports, Science,

and Technology as corresponding to an overseas graduate school or who are expected to be awarded such a degree before being enrolled in the graduate school.

- (5) Persons who have been awarded a degree equivalent to a master's degree by completing a program at United Nations University or who are expected to be awarded such a degree before being enrolled in the graduate school
- (6) Persons who have been engaged in research activities at a university or research institute for at least two years after graduating from a university or its equivalent and who have been recognized by Ritsumeikan University's graduate schools as having an academic ability equal to holders of a master's degree (the 1989 Notification of the Ministry of Education, Science, Sports and Culture No.118) (*1)
- (7) Persons who have been recognized by Ritsumeikan University's graduate schools as having an academic ability equal to or higher than holders of a master's degree or professional degree as a result of individual preliminary screening and who have reached 24 years of age or who will reach 24 years of age before being enrolled in the Graduate School of Science and Engineering (*1)

*1 Applicants who believe they meet criteria (6) or (7) above will undergo an individual review prior to their application, follow the procedure as referring Supplement to Application Guidelines "Individual Preliminary Screening to Qualify for Application" by up to 1 month prior to commencement of application period.

Note

- ① If you have any concerns about foreign education equivalent, your particular degree, or calculation of years of schooling in the descriptions above, please contact the administrative office by Friday, December 1, 2017.
- ② All applicants currently in school, who have not completed their degrees or studies, must meet the qualifications above by September 25, 2018 or they will not be granted admission to Ritsumeikan University.

III. Screening Method

Applicants will be screened based on submitted application documents.

IV. Application Period:

Friday, January 5, 2018 – Friday, January 12, 2018

* All application documents must **arrive** during the application period.

V. Application Procedures

1.Before Submitting Application Documents

Applicants must consult with their desired supervising professor for Research Plan (University-designated form 2).

*Applicants must apply to the major and course with which their desired supervising professor is affiliated.

→Researcher's Database: <http://www.ritsumei.ac.jp/gsse/eng/academics/researchers.html/>

Powering the Future: <http://www.ritsumei.ac.jp/file.jsp?id=252151>

2. Application Fee: JPY 5,000

*Applicants who enter the doctoral program upon completion of a master's program or professional degree program of Ritsumeikan University are not required to pay an Application Fee.

3. Application Documents

Please pay the application fee (JPY 5,000) and submit the following application documents as a single package.

- (1) Application Sheet including Personal Information (University-designated Form 1)
- (2) Research Plan (University-designated Form 2)
- (3) Declaration of Financial Resources (University-designated Form 3)
*If you plan to enroll under a scholarship from a government, private organization, etc., proof of the scholarship award or conditional award must be submitted.
- (4) Original certificate of graduation or expected graduation from most recent academic institution attended
Applicants must submit either original certificates or certified documents*. Please attach an official translation with the translator's name, address, contact details and signature or official seal for documents that are written in neither English nor Japanese.
*A certified document is one that has been marked as being equivalent to the original with a stamp or seal by the issuing institution (preferred) or a notary public.
- (5) Original certificate/transcript of grades from most recent academic institution attended
Applicants must submit either original certificates or certified documents*. Please attach an official translation with the translator's name, address, contact details and signature or official seal for documents that are written in neither English nor Japanese.
*A certified document is one that has been marked as being equivalent to the original with a stamp or seal by the issuing institution (preferred) or a notary public.
- (6) One of the following official scores taken within two years from the application date (*Copies are acceptable) ; TOEIC® LISTENING AND READING test, TOEFL iBT® test, or IELTS™
 - Scores of any other English Proficiency Test such as TOEFL ITP® test, TOEIC® IP test etc. are unacceptable.
 - For those who are expected to complete the International Program for Science and Engineering of Graduate School of Science and Engineering in Ritsumeikan University, Recommendation letter written by supervisor may replace above scores.
 - For those who gained the credits in English on their Master's program, the designated form of "Certificate of credit earned in English" with the signature of registrar and university official seal may replace above scores.
 - Above Recommendation letter or Certificate shall be considered as a judging material for application qualification. However, the English score for screening of Scholarships will be zero point.
- (7) Copy of proof of payment for the application fee
- (8) Copy of photo and all information pages from applicant's passport (applicants in possession of a valid passport at the time of application)
- (9) Graduate of Chinese (except Taiwanese, Hong Kong, Macau) universities or graduate schools:
Download and print out the English version of 教育部學歷證書電子注冊備案表 ("教育部学历证书电子注册备案表").
Currently enrolled students of Chinese (except Taiwanese, Hong Kong, Macau) universities or graduate schools:
Download and print out the English version of 教育部學籍在線驗證報告 ("教育部学籍在线验证报告").

4. Important Information Regarding Application

- (1) All submitted documents should be printed in English on A4 size paper by word-processing software. Documents submitted in any other language must have Japanese or English translations attached.
- (2) On all documents, you must enter your name and birth date exactly as it appears on your passport.
- (3) All application documents must be submitted together by express mail to the address listed below and arrive before the application period ends.

- (4) Submitted documents cannot be returned for any reason, even if it is determined after the application that the applicant does not meet the scholarship application eligibility criteria.
- (5) If it is determined that your application documents contain any deliberate falsifications or forgeries, your application will be cancelled.
- (6) Desired course and major cannot be changed.

5. Application Mailing Address

Ritsumeikan University Biwako-Kusatsu Campus
 Administrative Office, Graduate School of Science and Engineering
 1-1-1 Noji-Higashi, Kusatsu, Shiga, Japan 525-8577
 Phone: +81 (0)77-561-2624 Fax: +81 (0)77-561-2890
 Email: se-admw1@st.ritsumei.ac.jp

6. Payment Methods for Application Fee (JPY 5,000)

In case of a remittance from abroad, it is necessary for applicants to pay additional 2,500 JPY as bank commission in Japan and remit **7,500 JPY (must be in Japanese Yen)** in total to the designated bank below. In this case, the remittance charge needed at the overseas bank shall also be paid by the applicants. Neither bank draft nor check is accepted. Please note that it would be short-paid if only the 5,000 JPY is remitted.

Bank Name	Sumitomo Mitsui Banking Corporation
Branch	Kyoto Branch
Account No.	5408448
SWIFT Code	SMBCJPJT
Address of Bank	8 Naginataboko-cho, Shimogyo-ku, Kyoto, 600-8008, JAPAN
Name of Payee	Ritsumeikan University
Address of Payee	1 Nishinokyo-Togano-cho, Nakagyo-ku, Kyoto, 604-8520, JAPAN
Purpose of Remittance	Application Fee
Message to Payee	Applicant's Name
Amount of Remittance	7,500 JPY (must be in Japanese Yen)

VI. Announcement of Result:

Friday, February 23, 2018

Applicants who pass the examination will be sent a letter of acceptance to the address on their application form.

VII. Admission Procedures

1st-Phase Admission Procedure Period: **Friday, February 23, 2018 – Friday, March 9, 2018**

*Applicants must pay an Admission Fee (JPY 300,000) and submit the necessary documents within the 1st-Phase Admission Procedure Period above, or they will not be granted admission to Ritsumeikan University.

2nd-Phase Admission Procedure Period: **Friday, July 20, 2018 – Friday, August 3, 2018**

*Applicants must pay the tuition fee for Fall semester and submit the necessary documents within the 2nd-Phase Admission Procedure Period above, or they will not be granted admission to Ritsumeikan University.

*If Applicants decline the offer of admission to Ritsumeikan University after completing the entrance procedures, they can request for refund of paid admission procedure fees except Admission Fee.

VIII. Scholarships

Applicants who achieved outstanding results in this entrance examination are entitled to receive Special Encouragement Scholarship. This scholarship awards a 100% reduction of tuition for the standard duration for the appropriate program (3 years for Doctoral).

VIII. Persons who live outside of Japan and do NOT hold a ‘Student’ status of residence

It can be difficult for those applicants residing outside of Japan to complete application procedures to obtain a ‘Student’ status of residence in person. Therefore, Ritsumeikan University will do so by proxy for those applicants residing outside of Japan who have completed payment of tuition and fees. It would normally take at least a month or more to complete an application procedure for “Certificate of Eligibility (COE)” which is required to obtain a “Student” visa. If you do not obtain a status of residence by the middle of September, you will not be able to enter the country in time for the entrance ceremony.

Those who are required to obtain a status of residence, **you must complete payment of Fall semester tuition by Friday, July 13, 2018 regardless of 2nd-Phase Admission Procedure Period** specified in VII. Admission Procedures above. Specific details about procedures will be provided when examination results are announced.