

2018 September Admission Application Guidelines (Master's Level: English-based Programs) (Additional)

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 Electrical, Electronic and Computer Systems	Electrical, Electronic and Computer Systems	Master’s	140	A Few
Advanced Mechanical Engineering and Robotics	Mechanical Engineering		140	
	Robotics			
	Micro Systems Technology			
Advanced Architectural, Environmental and Civil Engineering	Civil and Disaster Mitigation Engineering for Historic Cities		120	
	Environmental Systems and Civil Engineering			
	Architecture and Urban Design			

* 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 graduated from a University^(*) or who are expected to graduate from such before being enrolled in the graduate school.

(*) Universities must meet the criteria established in Article 83 of the School Education Act.

- (2) Persons who have been awarded a bachelor's degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education or who are expected to be awarded such a degree before being enrolled in the graduate school.
- (3) Persons who have completed a 16-year program at an overseas school or who are expected to complete such a program before being enrolled in the graduate school.
- (4) Persons who have completed a 3-year program or a program of more than 3 years (5 years for programs pursuing a medical degree, a dentistry degree, a pharmacy degree, or a veterinary degree) (*2) and have been awarded a degree by an overseas university or school (*1) which is recognized as being equivalent to a bachelor's degree or who are expected to complete such a program before being enrolled at the graduate school.(the 2016 ordinance

of the Ministry of Education, Culture, Sports, Science and Technology, No. 19).

- (5) Persons who have completed a 16-year program of an overseas school by taking its correspondence course in Japan or who are expected to complete such a program before being enrolled in the graduate school.
 - (6) Persons who have completed the program of an overseas school in Japan that is recognized as being equivalent to an overseas university by the Minister of Education, Culture, Sports, Science and Technology or who are expected to complete such a program before being enrolled in the graduate school.
 - (7) Persons who have completed a specialized program at a special training school designated by the Minister of Education, Culture, Sports, Science and Technology after the date designated by said minister or who are expected to complete such a program before being enrolled in the graduate school.
 - (8) Persons who have completed a program at a university under the prewar educational system (the 1953 Notification of the Ministry of Education, Science, Sports and Culture, No.5-1 to 4, and the 1955 Notification of the Ministry of Education, Science, Sports and Culture, No.39-1).
 - (9) Persons who hold a specialized or first-category teaching license for elementary schools, junior high schools, high schools, kindergartens, or schools for disabled children under the Educational Personnel Certification Law or who are expected to obtain such a license before being enrolled in the graduate school and who have reached 22 years of age or who will reach 22 years of age before being enrolled in the graduate school, or who have other teaching licenses and are designated by the Minister of Education, Culture, Sports, Science and Technology (or who are expected to meet specific requirements before being enrolled in the graduate school) (the 1953 Notification of the Ministry of Education, Science, Sports and Culture, No. 5-10 to 12).
 - (10) Persons who have been admitted to a graduate school under the grade-skipping system and who are recognized as having enough academic ability to study at Ritsumeikan University's graduate schools(*3).
 - (11) Persons who have been recognized as having an academic ability equal to or higher than university graduates by Ritsumeikan University's graduate schools as a result of individual preliminary screening and who have reached 22 years of age or who will reach 22 years of age before being enrolled in the graduate school(*3).
- *1 The university or the school shall be evaluated by an organization approved by a relevant official institution in the country for their education and research activities or recognized as so by the Minister of Education, Culture, Sports, Science and Technology.
- *2 The program shall include a correspondence course which enables students to study in Japan by a university or school which is approved by the educational system of the country and satisfy the above requirements.
- *3 Applicants who believe they meet criteria (10) or (11) above will undergo an individual review to determine whether their academic ability is equal to or higher than university graduate, follow the procedure as referring "Individual Preliminary Screening to Qualify for Application" by Tuesday, April 24, 2018.

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, April 20, 2018.
- 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, May 25, 2018 – Friday, June 8, 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**

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® IPtest etc. are unacceptable.
 - For those who gained the credits in English on their Bachelor'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 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 教育部学籍在线验证报告 (“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, June 29, 2018

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

VII. Admission Procedures

1st-Phase Admission Procedure Period: **Friday, June 29, 2018 – Friday, July 13, 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 (2 years for Master's Degree Program).

The benefit scholarship "Ritsumeikan University Graduate School SEISEKI-YUSHUSHA (Academic Excellence) Scholarship (For 1st Year of Enrollment)" will be applicable according to the result of screening.

IX. 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.