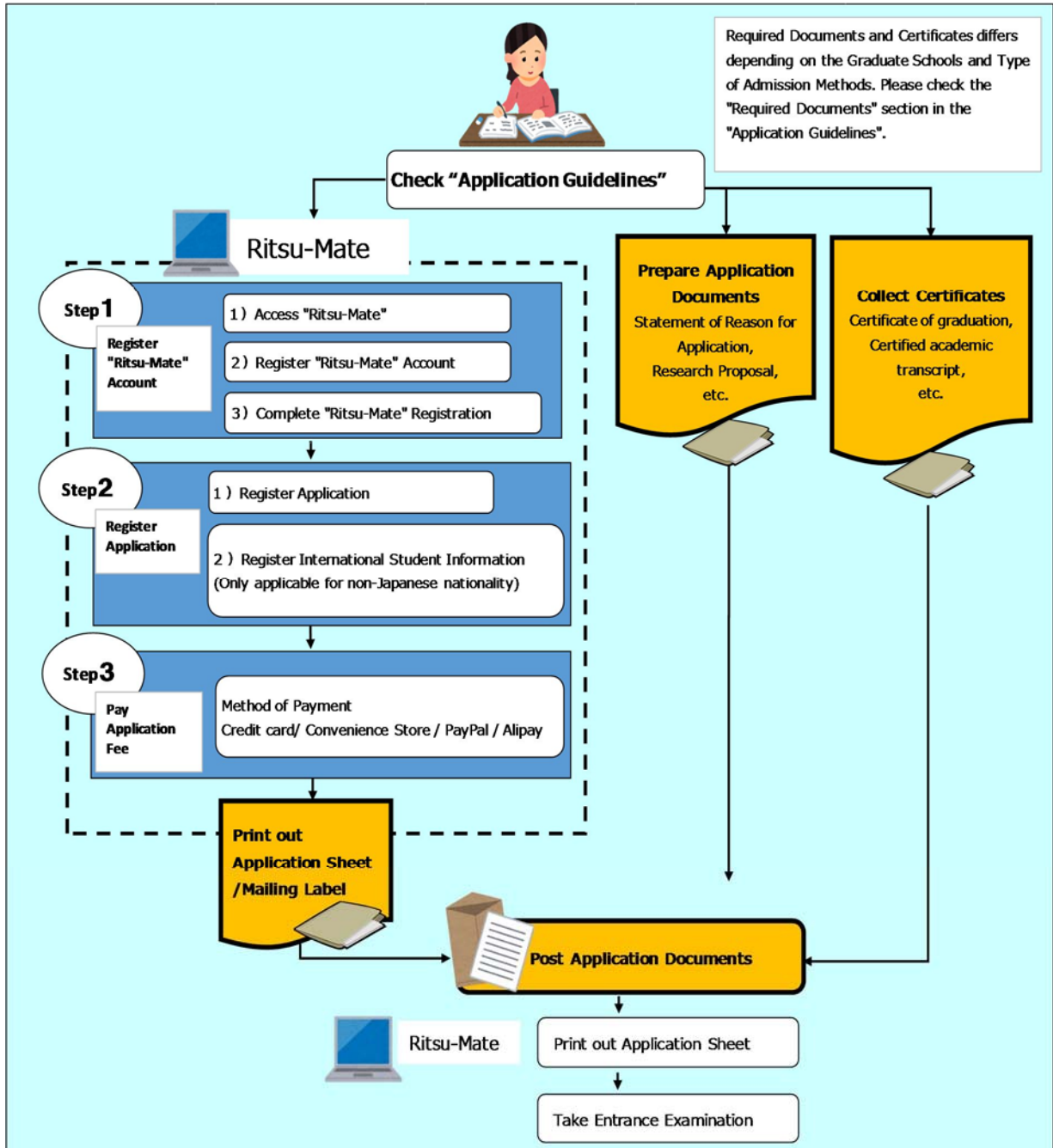


Supplement 1 : How to Apply / Application Process

Ritsumeikan University Graduate Schools use online application for some part. Online Application System is named as “Ritsu-Mate”.

1 Overall Application Process



2 Before start using “Ritsu-Mate”

Check Internet Environment

Prepare devices with internet service such as PC, tablets, and smartphones.
Use devices which fulfill the following requirements.

▼ Browsers

(Windows) Microsoft Edge, Internet Explorer 11.0, Google Chrome, Mozilla Firefox

(MacOS) Safari 10 or latest

(iOS10) Apple Safari

(Android 5.0) Google Chrome

▼ Software

To confirm the application documents in PDF format, Adobe Acrobat Reader (Free) by Adobe Systems Inc. is required.

- Some devices may not work properly even with the above browsers.

Printing Environment

To print the Application Sheet, Examination Sheet, and Mailing Label, you need to secure a place for printing. In case there is no printer at home, make sure that you can print at convenience store, etc.

E-mail Address

To register “Ritsu-Mate”, an E-mail address is required. It is used as an ID for log-in.

Please use an E-mail address which is most frequently used without any possibilities of changes or deletion during the whole application process.

Also, please check the E-mail setting to make sure that messages from “@st.ritsumeai.ac.jp” can be received, if domain setting is currently on.

Method of Application Fee Payment

Credit Card, Convenience Store, PayPal, Alipay is available.

Please select the method of payment after understanding limitations and procedures. (Refer to Supplement 2)

Prepare Information to enter in “Ritsu-Mate”

In “Ritsu-Mate”, applicants are required to enter several information, such as applying schools, colleges, courses as well as personal and guarantor’s mailing address, academic backgrounds (Name of institutions, colleges).

Check the manual beforehand for what to enter in the “Ritsu-Mate”, and prepare necessary information before starting the application. **Please note that “Ritsu-Mate” does not have a saving function, and the system will automatically logout if there is no screen transition for 90 minutes.**

【Notes】 Changing registered information

Once you click on "登録/ Register", your information cannot be changed anymore. Do not re-register your application. In case you need to modify your application, take the following procedures.

- 1) If the parts you need to make correction are shown on your Application Sheet, make that correction by hand directly on the printed Application Sheet.
- 2) If the parts you need to make correction do not appear on your Application Sheet, such as education information or international student information, contact the Graduate School’s Administrative Offices to make that correction on your behalf.

3 Online Application Process using “Ritsu-Mate”

Step 1) Register “Ritsu-Mate” Account

1) Access “Ritsu-Mate”

“Ritsu-Mate” URL: <http://www.ritsumeai.ac.jp/applicants/>

The URL is available at the “Ritsumeikan University Graduate School Entrance Examination Information Website”.

“Ritsumeikan University Webpage”

→ “Admissions & Aid”

 “Master’s”, “Doctoral”

→ “Information for Graduates”

→ “Ritsumeikan University Graduate School Graduate School Entrance Examination Information Website”

→ “Ritsu-Mate”



On the website, the application manual is available. Applicants must check the manual when registering an account.

2) Register “Ritsu-Mate” Account

In order to enter “Ritsu-Mate” for the first time, you need to create a new account.

Please register your e-mail address in the “Create Account” page.

3) Complete “Ritsu-Mate” Registration

Please complete registration from the URL sent to your registered e-mail address.

In this page, please enter your login password, name, year of enrollment, semester of enrollment (April or September), nationality, and country of residence.

Step 2) Register Application

1) Register Application

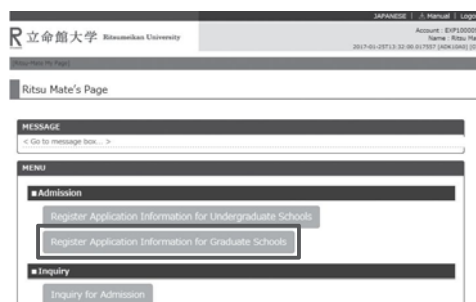
After completing the Ritsu-Mate registration, login from the URL sent to your registered e-mail address.

According to the instruction, select the graduate course, major, date of examination, admission method and so on in the “Register Application Information for Graduate Schools” page.

After registering, enter your personal details such as your name, mailing address, eligibility details, etc.

Note

- The application registration can be made from 10:00 AM (Japan time) of the first day of the application period.
- Please refer to the “Ritsu-Mate” manual if you have any questions regarding the online registration.



2) Register International Student Information (*only applicable for non-Japanese nationality)

If you have a foreign nationality, register your name, nationality, status of residence, etc.

Refer to the following instructions when entering your name. (You will be asked to enter your name in the “Register Application” page or “Register International Students Information” page on “Ritsu-Mate”).

*Non-Japanese nationality (International students)

The University uses the Roman alphabet as its standard when listing names. Even if you use Chinese characters in your own country, do not use Chinese characters. Please enter your name as it appears on your Certificate of Residence or on your passport. Please enter your name in the order of surname (all uppercase), first name (the first letter in uppercase and the rest in lowercase), and middle name (the first letter in uppercase and the rest in lowercase). For names without a clear distinction between surname and first name, enter the first part of the name in all uppercase and for the rest, make the first letter in uppercase and the rest in lowercase.

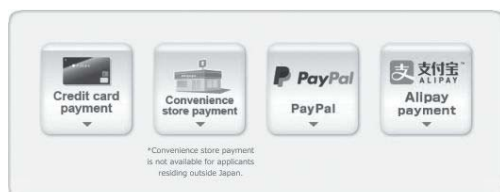
Example: Family name: RITSUMEI First name: Taro Middle name: Saionji

If the total number of characters in alphabet exceeds the number allowed to enter, the middle name should be abbreviated to the initial with a period.

Step 3) Pay Application Fee

According to the instruction, select the payment method (credit card, convenience store, PayPal and Alipay) and make payment. The payment must be completed within the application period. (Refer to Supplement for details).

If you pay the application fee from abroad and can not use any of the payment methods above, please make a remittance at the counter of a financial institution instead. Do not use “Ritsu-Mate”.





Print Application Sheet

After confirming your status of payment as “Complete”, please print out your application sheet.

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

Note:
You don't need to print out the Examination Sheet.

Application Sheet

A screenshot of a web-based application form. The form is titled "APPLICATION SHEET" and contains various fields for personal information, including name, address, and contact details. There are several sections with labels like "PERSONAL INFORMATION", "ADDRESS", and "CONTACT INFORMATION". A barcode is visible in the top right corner of the form. The form is presented in a clean, structured layout with horizontal lines separating different sections.

4 Submit Application Documents

- ① **Application Sheet** Attach your facial photograph (without a hat or cap, no background) on the application sheet printed out from “Ritsu-Mate”. 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 on application sheet.
- ② **Application documents** e.g. Statement of Purpose/ Personal Statement, Research Plan, photocopy of your thesis, resume etc.
- ③ **Certificates** e.g. Academic Transcripts, Certificate of Graduation etc.
- Submission Documents and Certificates differs with Graduate Schools/ Type of Admission Methods. Please check the “Required Documents” section/ page in the application guidelines.
 - If you wear glasses during examination, have your photograph taken wearing glasses.

Complete ①, ② and ③. Follow the submission method specified in the Application Guidelines provided by each graduate school, and submit them.

For Applicants to the Doctoral Program

Note: When selecting Application Fee in " (2) Application registration "

■Select "Not Required" if you select In-University Advancement Admissions.

■Select "Required" if you do not select In-University Advancement Admissions.*

*Applicants who are enrolled in, or had completed (or are expected to complete) a Master's Program, or a Professional Degree Program, all at Ritsumeikan University, by two semesters before the semester of enrollment should select "Required" for the "Application Fee" for system processing reasons. However, there is no need to actually pay the Application Fee.

Office of Graduate Studies (Kinugasa Campus) TEL 075-465-8195

In registering your information on “Ritsu-Mate”

Office Hours During Semesters:

From 10:00 to 11:30 and from 12:30 to 17:00, excluding Saturdays, Sundays, and national/university-wide holidays.

Office Hours During The Summer, Winter, and Spring Vacations:

From 13:00 to 17:00, excluding Saturdays, Sundays, and national/university-wide holidays.

You cannot contact any administrative offices by telephone or in person on Saturdays, Sundays, and national/university-wide holidays.