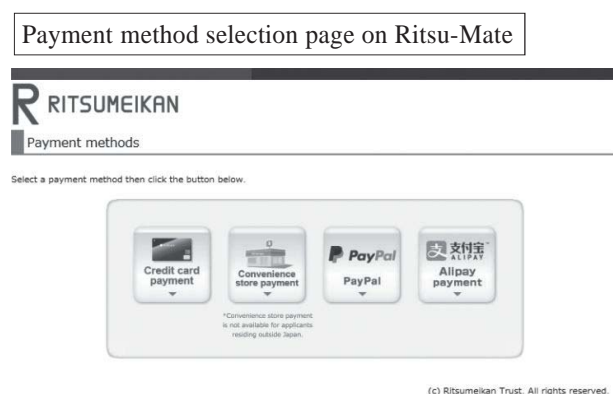


Supplement 2: How to Pay the Application Fee

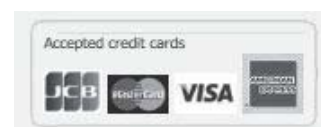
1. Application Fee Payment

Please pay the application fee from the “Pay Application Fee” page on “Ritsu-Mate.” You can choose a payment method from the following: credit card, convenience store, PayPal and Alipay. The payment must be completed within the application period designated by the type of admission method you have chosen. If you are making a payment from abroad and cannot use any of the above listed payment methods, do not make a payment on “Ritsu-Mate,” but please use overseas bank transfer.



(1) Credit Card Payment

Follow the instructions on the “Ritsu-Mate” page, enter the credit card number, confirmation number, expiration date, and security code. Then click on a “Confirm” button. Payment can be made even if the name on the credit card is different from the applicant’s name.



(2) Convenience Store

Payment can be made by using payment processing systems at convenience stores within Japan. However, instructions on the screen are provided in Japanese only.

Follow the instructions on “Ritsu-Mate” page, take down the numbers displayed on the screen. Then, go to a convenience store and make a payment for the application fee using the machine for payment processing or at a cashier.

(3) PayPal

PayPal is an online payment service. If you have a user account with PayPal and if you registered your credit card number, your payment can be made by entering your ID and password only.

Information on PayPal: <https://www.paypal.com/us/webapps/mpp/home>

(4) Alipay

Alipay is an online payment service in China. If you have a user account with Alipay (To apply, you must have a bank account which comes with online banking service in China.), you can make a payment using this system.

Information on Alipay (Chinese website): <https://www.alipay.com/>

(5) Overseas Remittance

When paying the fee from abroad, if you cannot make a payment by credit card, Paypal or Alipay, please make a bank transfer in Japanese yen (at a financial institution).

- (i) Go to a teller window of a financial institution to make an overseas remittance. The information you need for the transfer is shown in the table below.
- (ii) Transfer the amount plus ¥2,500 (to cover the handling fee of the Japanese bank) to the bank designated below. Payment should be made in Japanese yen only, and the transfer fee required by the overseas financial institution should be paid individually.

Please note that if you send without transfer fee the amount that enters the University account will not be sufficient and you will need to make another payment to cover the shortfall.

- (iii) A remittance check is not acceptable.
- (iv) Enclose an original receipt or copy of the receipt with other documents as proof of remittance.

Bank Name	SUMITOMO MITSUI BANKING CORPORATION
Branch	Kyoto Branch
Account Number	5408448
Swift Code	SMBCJPJT
Address of Bank	8 Naginataboko-cho, Shimogyo-ku, Kyoto 600-8008 JAPAN
Phone Number	+81 75-211-4131
Name of Payee	Ritsumeikan University
Address of Payee	8 Nishinokyo-Higashi-Togano-cho, Nakagyo-ku, Kyoto 604-8520 JAPAN
Purpose of Remittance	Application Fee
Message to Payee	Your Name (Please print legibly)

(6) Fee Information

	Payment Method	Fees	Notes
1	Credit Card	¥500 (tax included)	—
2	Convenience Store		Convenience stores within Japan only On-screen instructions are provided in Japanese only
3	PayPal		Must have a user account with PayPal
4	Alipay		Must have a user account with Aliapy
5	Overseas Bank Transfer	Handling fees in Japan ¥2,500 Wire transfer fees in your country	For those who live outside Japan and cannot use the above 1-4 payment methods

(7) Payment Period

Be sure to complete the payment within the application period indicated for the graduate school and admission method that you have chosen, as shown in the Graduate School Application Guidelines.

- (8) You do not have to pay an application fee if you apply for an admission to a Doctoral Program at Ritsumeikan University or the third year of the university's Graduate School of Core Ethics and Frontier

Sciences upon (expected) completion of Master's Program or Professional Degree Program of any of the graduate schools of Ritsumeikan University in March 2018 or September 2018.

2. Refund Policy on Application Fee

The application fee will not be refunded as a general rule. However, the application fee which university has confirmed the payment will be refunded in full under the circumstances described below. Please contact the administrative office of the graduate school you have applied if your case applies to any of the following.

- (1) The applicant paid the application fee, but did not send the application documents by the designated deadline.
- (2) The applicant paid the application fee, sent the application documents by the deadline, but the application was rejected by the university.
- (3) The applicant overpaid the application fee (including duplicate payments) or paid the application fee, even though it was waived.

- Even if your case applies to either of (1) – (3) described above, when the application fee you paid is less than ¥5,000 and when the refund involves the overseas bank transfer, the application fee cannot be refunded.

3. The written notice of the entrance examination results and the admission procedure documents are sent to the address in the application form. If your address changes after you submitted the documents for application, send a letter specifying your name, the graduate school, major, the course you have chosen, your examinee number, and the new address to the administrative office of the graduate school by mail.
4. If you require special assistance during examination and/or class work after admission due to physical disability, contact the administrative office of the graduate school that you have chosen at the latest two weeks prior to the beginning of the application period.