

2020 Ritsumeikan University
Undergraduate Readmission Examination
Guidelines (Spring/Fall)

Important information regarding the readmission guidelines

The readmission system at Ritsumeikan University can be used to reapply to the same College they were dismissed or withdrew from by completing a screening process and necessary procedures by the prescribed deadlines.

The guidelines are composed of two sections: Readmission Examination Guidelines and Readmission Examination Guidelines (For International Students who Need to Newly Acquire a Residence Status of "Student"). Please read the applicable section carefully before applying.

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I. Readmission Examination Guidelines

1. Eligibility for readmission

[Readmission for spring 2020]

Students who were removed from the student registry or withdrew from the University between September 26, 2017 and February 29, 2020 can reapply for readmission for spring 2020.

[Readmission for fall 2020]

Students who were removed from the student registry or withdrew from the University between April 1, 2018 and August 31, 2020 can reapply for readmission for fall 2020.

■ Students who were removed from the student registry due to completion of their enrollment period or withdrew from the University due to disciplinary reasons cannot apply for readmission.

2. Application period, interview date/time, and results release date

	Application Period	Interview Date/Time	Results Release Date
Spring Readmission	Saturday, February 1, 2020 – Saturday, February 29, 2020	To be notified at a later date	Mid March, 2020
Fall Readmission	Saturday, August 1, 2020 – Monday, August 31, 2020	To be notified at a later date	Early September, 2020

3. How to apply

During the period specified above, a Request for Readmission form (signed by both the student and their guarantor) must be submitted by mail (postmarked by the last day of the application period) or in person (before the office closes on the last day) to the administrative office of the College that the student was enrolled at before the student was removed from the student registry (OIC: Manabi Station). The office hours during the above application period are Monday - Friday, 1:00 p.m. – 5:00 p.m. Hours are subject to change and applicants are advised to check with the office of their College beforehand (OIC: Manabi Station).

4. Screening process

Application and interview

The administrative office of the College (OIC: Manabi Station) will notify the student of the date, time, place and details of the interview after receiving their application.

5. Results release

The administrative office of the College (OIC: Manabi Station) will send a notification of the admissions decision. Applicants who passed will receive readmission documents along with a notification of acceptance. Applicants who did not pass will be sent a rejection notice.

6. Procedures after passing the examination

(1) Procedure for readmission

Permission for readmission will be granted by the President to successful applicants who complete the procedure for admission (submission of the required documents and the required payment for readmission) by the due date. Therefore you must submit the documents and make the payment by the due date. You are not allowed to be readmitted to the University if you only make the required payment for readmission without submitting the required documents or vice versa.

(2) Submission of required documents for readmission

1) Required documents

- Photo Attachment Form for Student ID
- Certificate of items entered in the certificate of residence
- Pledge Statement / Consent for handling of personal information
- Photocopy of passport (the page showing your photo and name)*Student without Japanese nationality only (excluding special permanent residents)

2) Submission deadline

Readmission in the spring semester: Postmarked no later than Tuesday, March 24, 2020

Readmission in the fall semester: Postmarked no later than Thursday, September 17, 2020

(3) Required payment for readmission

1) Required payment for readmission (See “III. Tuition Fees and Membership Fees for Readmission”)

- Readmission fee (10,000 yen)
 - Tuition fees
 - Membership fees (fees for Student Government Board, Academic Association, and Parents Association of Student Education Assistance)
- *The University processes payment of membership fees (fees for Student Government Board, Academic Association, and Parents Association of Student Education Assistance), which students are required to pay together with tuition fees on behalf of the associated organizations. Some Colleges do not require students to pay an academic association fee.

*Students who are readmitted in the fall semester may pay tuition fees and membership fees for the fall semester only.

2) Payment deadline

Readmission in the spring semester: Tuesday, March 24, 2020

Readmission in the fall semester: Thursday, September 17, 2020

3) Refund of tuition fees, excluding the readmission fee, and membership fees if you decline your offer of readmission

After payment is made, the readmission fee will not be refunded for any reason.

Tuition fees other than the readmission fee, and membership fees that have been paid at the time of registration for readmission will be refunded at a later date if a request is made to cancel readmission by submitting the designated “Notice of Readmission Cancellation and Request for Refund of Fees (Excluding Readmission Fee) Paid at the Time of Registration for Readmission”, postmarked by the due date (March

31, 2020 for readmission in the spring semester and September 25, 2020 for readmission in the fall semester). The request will not be accepted after the deadline.

(4) After readmission

Readmitted students are required to attend an information session. Details of the session will be provided by the administrative office of their College (OIC: Manabi Station). Student ID cards are to be picked up.

7. Note

If the department, major or course you studied in during the enrollment period no longer exists, consult with the administrative office of your College (OIC: Manabi Station).

II. Readmission Examination Guidelines (For International Students who Need to Newly Acquire a Residence Status of "Student")

■International students who are required to obtain “Student” residence status should follow the guidelines below before applying.

1. Eligibility for readmission

[Readmission for spring 2020]

Students who were removed from the student registry or withdrew from the University between September 26, 2017 and February 29, 2020 can reapply for readmission for spring 2020.

[Readmission for fall 2020]

Students who were removed from the student registry or withdrew from the University between April 1, 2018 and August 31, 2020 can reapply for readmission for fall 2020.

■Students who were removed from the student registry due to completion of their enrollment period or withdrew from the University due to disciplinary reasons cannot apply for readmission.

2. Application period, interview date/time, and results release date

	Application Period	Interview Date/Time	Results Release Date
Spring Readmission	Sunday, December 1, 2019 – Tuesday, December 31, 2019	To be notified at a later date	Mid January, 2020
Fall Readmission	Monday, June 1, 2020– Tuesday, June 30, 2020	To be notified at a later date	Mid July, 2020

3. How to apply

During the period specified above, a Request for Readmission form (signed by both the student and their guarantor) must be submitted by mail (postmarked by the last day of the application period) or in person (before the office closes on the last day) to the administrative office of the College that the student was enrolled at before the student was removed from the student registry (OIC: Manabi Station). If you will send it from overseas, use the Express Mail Service or an international air courier. The office hours during the above application period are Monday – Friday, 10:00 a.m. – 5:00 p.m. (closed for lunch hours 11:30 a.m. – 12:30 p.m.) However, for winter break from Saturday, December 28, 2019 to Tuesday, December 31, 2019, applications are accepted only by mail (applicants cannot submit in person.). Hours are subject to change and applicants are advised to check with the office of their College beforehand (OIC: Manabi Station).

The final deadline for readmission application is Saturday, February 29, 2020 for spring semester and Monday, August 31, 2020 for fall semester. However, applicants should be advised to submit their application within the period stated in 2. *Application period, interview date/time, and results release date*, since it may take some time for successful applicants to receive a status of residence. If an applicant is unable to submit the application

within the application period, the applicant should contact the administrative office of their College as soon as possible (OIC: Manabi Station).

4. Screening process

Application and interview

The administrative office of the College (OIC: Manabi Station) will notify the student of the date, time, place and details of the interview after receiving their application.

5. Results release

The administrative office of the College (OIC: Manabi Station) will send a notification of the admissions decision. Applicants who passed will receive readmission documents along with a notification of acceptance. Applicants who did not pass will receive a rejection notice.

6. Procedures after passing the examination

(1) Procedure for readmission

Permission for readmission will be granted by the President to successful applicants who complete the procedure for admission (submission of the required documents and required payment of readmission) by the due date. Therefore you must submit the documents and make the payment by the due date. You are not allowed to be readmitted to the University if you only make required payment of readmission without submitting the required documents or vice versa.

(2) Submission of required documents for readmission

1) Required documents

- Photo Attachment Form for Student ID
- Certificate of items entered in the certificate of residence
- Pledge Statement / Consent for handling of personal information
- Photocopy of passport (the page showing your photo and name)

2) Submission deadline

Readmission in the spring semester: Postmarked no later than Tuesday, March 24, 2020

Readmission in the fall semester: Postmarked no later than Thursday, September 17, 2020

(3) Required payment for readmission

1) Required payment for readmission (See “III. Tuition Fees and Membership Fees for Readmission”)

- Readmission fee (10,000 yen)
- Tuition fees
- Membership fees (fees for Student Government Board, Academic Association, and Parents Association of Student Education Assistance)

*The University processes payment of membership fees (fees for Student Government Board, Academic Association, and Parents Association of Student Education Assistance), which students are required to pay together with tuition fees on behalf of the associated organizations. Some Colleges do not require students to pay an academic association fee.

*Students who are readmitted in the fall semester may pay tuition fees and membership fees for the fall semester only.

2) Payment deadline

Readmission in the spring semester: Tuesday, March 24, 2020

Readmission in the fall semester: Thursday, September 17, 2020

[Note]

The dates listed above are the last days for the payment. However, you are required to make the payment to obtain a visa by Friday, January 31, 2020 for readmission in the spring semester and by Friday, July 31, 2020 for readmission in the fall semester.

*The University applies for a Certificate of Eligibility necessary for issuance of a visa on behalf of international students living outside Japan who find it difficult to make the application in person and have made the required payment for readmission. As it usually takes more than a month to obtain a visa, readmitted students are required to pay the fees by the due dates listed in [Note]. Those who fail to pay the required payment by the due dates listed in [Note] cannot carry out the procedures and may not be able to enter Japan before the course begins.

3) Refund of tuition fees, excluding the readmission fee, and membership fees if you decline your offer of readmission

After payment is made, the readmission fee will not be refunded for any reason.

Tuition fees other than the readmission fee, and membership fees that have been paid at the time of registration for readmission will be refunded at a later date if a request is made to cancel readmission by submitting the designated “Notice of Readmission Cancellation and Request for Refund of Fees (Excluding Readmission Fee) Paid at the Time of Registration for Readmission”, postmarked by the due date (March 31, 2020 for readmission in the spring semester and September 25, 2020 for readmission in the fall semester). However, the request will not be accepted after the deadline.

(4) After readmission

Readmitted students are required to attend an information session. Details of the session will be provided by the administrative office of their College (OIC: Manabi Station). Student ID cards are to be picked up.

7. Note

(1) If the department, major or course you studied in during the enrollment period no longer exists, consult with the administrative office of your College (OIC: Manabi Station).

(2) Japanese Resident Status is required for Re-admission. If you have failed to obtain the Resident Status in Japan, please promptly consult with your Faculty Office (OIC: Manabi Station).

III. Tuition Fees and Membership Fees for Readmission

Tuition fees for students who are readmitted to the first year in AY 2020

(Unit: Yen)

College	Department/Major	Readmission Fee	First-year Students			second, third, or fourth-year Students		
			Spring Semester Tuition *2	Fall Semester Tuition *2	Total Annual Amount	Spring Semester Tuition	Fall Semester Tuition	Total Annual Amount
College of International Relations*1		10,000	631,900	631,900	1,263,800	631,900	631,900	1,263,800
College of Policy Science		10,000	582,900	582,900	1,165,800	582,900	582,900	1,165,800
College of Global Liberal Arts		10,000	1,150,000	1,150,000	2,300,000	1,150,000	1,150,000	2,300,000
College of Information Science and Engineering		10,000	783,100	783,100	1,566,200	783,100	783,100	1,566,200

*1 For information on Tuition Fees for the second year and beyond, please consult the JDP Application Handbook.

*2 In case of Fall admission, regard spring semester tuition as fall semester tuition, fall semester tuition as spring semester tuition.

Tuition fees for students who are readmitted to the second year in AY 2020 (Unit: Yen)

College	Department/Major	Readmission Fee	Second-year Students and above		
			Spring Semester Tuition	Fall Semester Tuition	Total Annual Amount
College of International Relations		10,000	623,200	623,200	1,246,400
College of Policy Science		10,000	574,900	574,900	1,149,800
College of Global Liberal Arts		10,000	1,150,000	1,150,000	2,300,000
College of Information Science and Engineering		10,000	772,300	772,300	1,544,600

Tuition fees for students who are readmitted to the third year or above in AY 2020 (Unit: Yen)

College	Department/Major	Readmission Fee	Second-year Students and above		
			Spring Semester Tuition	Fall Semester Tuition	Total Annual Amount
College of International Relations		10,000	623,200	623,200	1,246,400
College of Policy Science		10,000	574,900	574,900	1,149,800
College of Information Science and Engineering		10,000	772,300	772,300	1,544,600

※ The tuition for students who are readmitted in the fifth year or above (sixth year or above for College of Pharmaceutical Sciences, Pharmacology students) may differ from that listed above.

Membership fees for students who are readmitted in AY 2020

(Unit: Yen)

College	Student Government Board	Academic Association*1	Parents Association of Student Education Assistance	Alumni Association*2	College Alumni Association*2
	Annual Fee	Annual Fee	Annual Fee	One-off Fee	One-off Fee
College of International Relations*3	5,000	8,000	10,000	30,000	10,000
College of Policy Science	5,000	8,000	10,000	30,000	10,000
College of Global Liberal Arts	5,000	-	10,000	30,000	-
College of Information Science and Engineering	5,000	-	10,000	30,000	10,000

*1 Students who originally enrolled in the university before 2009 AY will not be charged the fee because they have already paid it.

*2 The above fees apply only to fourth year students.

*3 For information on Membership Fees for the second year and beyond, please consult the JDP Application Handbook.

* Annual Fees for the Student Government Board and Parents Association of Student Education Assistance can only be paid in one payment.

* Annual Fees for the Academic Association is collected per semester (4,000yen per semester), however, annual fee of 8,000 yen is collected if you pay Tuition Fees for both Spring Semester and Fall Semester at once.

Contact Information

Office hours

»During spring/fall semesters (including final examination periods): Monday - Friday and class/exam days on holidays and Saturdays, 10:00 a.m. – 5:00 p.m. (Closed during lunch hours 11:30 a.m. – 12:30 p.m.)

»During holiday seasons (summer, winter, and spring break): Monday – Friday, 1:00 p.m. – 5:00 p.m.

For details, visit the University website at <http://www.ritsumei.ac.jp/pathways-future/eng/>. Hours are subject to change and be advised to check with the administrative office of the College beforehand (OIC: Manabi Station).

Kinugasa Campus Address: 56-1 Toji-in Kitamachi, Kita-ku, Kyoto 603-8577 JAPAN

Administrative Office, College of International Relations, Tel: 075-465-1211

Biwako-Kusatsu Campus Address: 1-1-1 Noji-higashi, Kusatsu Shiga 525-8577 JAPAN

Administrative Office, College of Science and Engineering, Tel: 077-561-5202

Osaka Ibaraki Campus Address: 2-150 Iwakura-cho, Ibaraki, Osaka 567-8570 JAPAN

OIC Manabi Station, College of Policy Science, Tel: 072-665-2050

College of Global Liberal Arts, Tel: 072-665-2492

学 長 殿
To: President

再 入 学 志 願 票
Request for Readmission

再入学を希望する学期 Readmission Semester		☐ 20____年度 春学期 Spring semester																	
		☐ 20____年度 秋学期 Fall semester																	
学 籍 喪 失 時 の 所 属 Faculty at the Time of Withdrawal /Expulsion	学 生 証 番 号 Student ID No.																		
	学 部 Undergraduate School					学 科 Department	専 攻 Major				回 生 Year								
	大 学 院 Graduate School	研 究 科 Faculty				専 攻 Major													
学 籍 喪 失 の 理 由 Reason for Withdrawal/Expulsion		☐ 退 学 Withdrawal/Expulsion (理由 Reason :)																	
		☐ 学 費 未 納 除 籍 Withdrawal/Expulsion Due to Unpaid Tuition																	
本人現住所 (通知先) Address (notice will be sent here)		1	自 宅 Home	〒 (-)						固 定 電 話 Home Phone Number () -				国 籍 Nationality					
		2	下宿他 Other	様方 c/o						携 帯 電 話 Mobile Phone Number () -									
保 証 人 Guarantor	続柄 Relation to Student									※コード				※コード					
	現 住 所 Current Address	〒 (-)														TEL () -			
	勤 務 先 Work Address	名 称 Company Name													TEL () -				
裏面に再入学を志願する理由を記入してください。 Please explain your reasons for requesting re-admission on the reverse side of this form.																			
(以下の欄および※欄は記入不要 The Following is for Official Use Only)																			
面 接 所 見																			
許 可 日 付		20		年		月		日											
再 入 学 日		20		年		月		日		手 続 期 限		20		年		月 日			
再入学後の 新 学 籍		次期学生証番号										回 生							
確 認		備 考						手 続 書 類	学 費 照 合 リ ス ト	学 費 照 合 確 認	学 費 額 確 認	許 可 通 知	判 定 入 力	教 授 会 判 定	審 議 資 料	面 接	異 動 出 願 入 力	受 付	異 動 履 歴 確 認
								☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	再入学資格有・無 / ☐	☐

Reason for Readmission

氏名 Name		学籍喪失時の 学生証番号 Student number at	-
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Please explain how the situation that lead to your withdrawal/ expulsion has been resolved. Please explain your study plans for after re-admission.

[illegible]