

# **Graduate School**

## **Admission Guidelines for**

### **September 2022 Enrollment**

**For those who receive their results by July 6 (and already complete the first admission procedure):**

**These guidelines are for the second admission procedure.**

**For those who receive their results in July 7 or after:**

**The admission procedures do not consist of plural phases.**

**Complete all the admission procedures according to these guidelines.**

**Ritsumeikan University**

**Graduate Schools**

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Graduate School of Image Arts and Graduate School of Information Science and Engineering will relocate to the Osaka Ibaraki Campus (Ibaraki, Osaka) in April 2024.  
For more details, refer to the “Ritsumeikan University Graduate School Entrance Examination Information Website”.

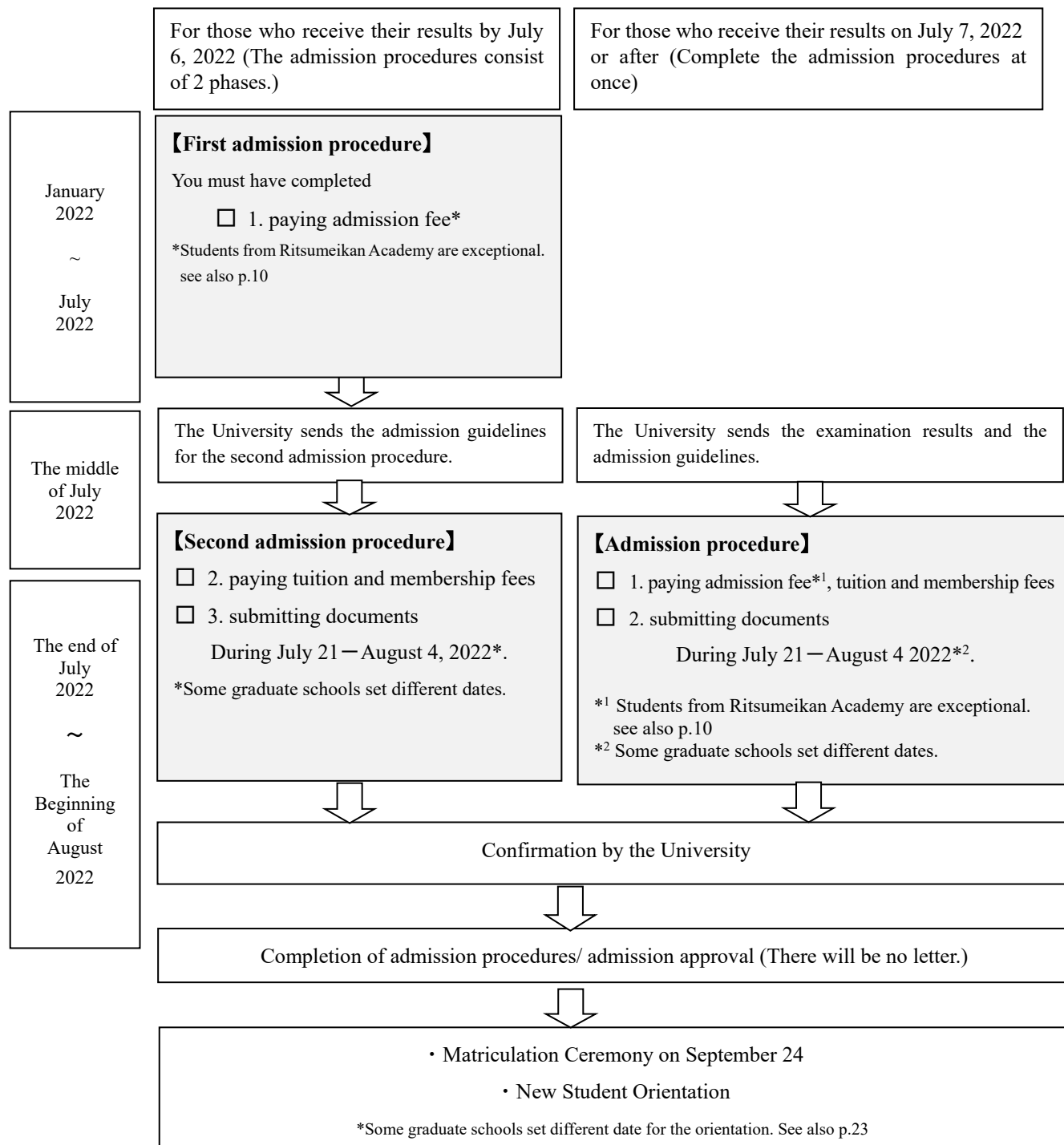
# I. Admission Procedures

## Admission Procedure Flow Chart and Checklist

Congratulations on passing the examination.

Admission is granted for those who have completed the admission procedures by the specified date.

Please use the checklist to make sure you miss nothing.

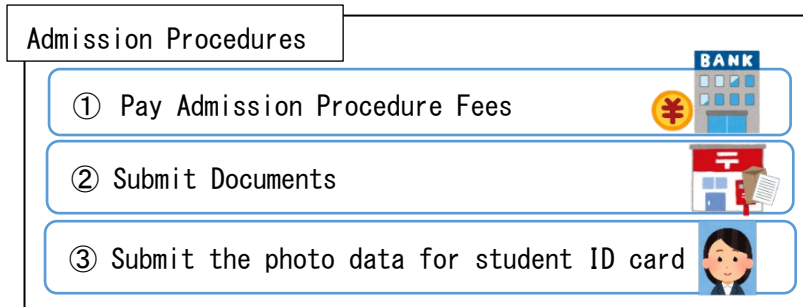


\* Application for the installment payment/Request for appropriation  
See also p.12

\* Withdraw/ request for refund -The admission fee is not refundable.  
Deadline: September 25, 2022

## 1. Important Information Regarding Admission Procedures

### (1) Admission procedures



- 1) Successful applicants will be accepted for enrollment at Ritsumeikan University by the President of the University only when they complete all the admission procedures within designated periods. Be sure to complete the admission procedures within the specified period. The university will not accept any admission procedure fees paid or any documents submitted after the specified period. Admission is not granted if you paid the admission procedure fees but failed to submit the documents to the university, and vice versa.
- 2) The Letter of Acceptance cannot be re-issued. Please keep it safe.
- 3) The university will not mail you any notice upon completion of your admission procedures, nor enrollment permit.

### (2) Fees to be paid to complete the admission procedures (Admission Procedure Fees)

- 1) The admission procedure fees are not refundable under any circumstances. However, if the students decline the admission by Sunday, September 25, 2022 according to the university's designated procedure, will get a refund of the admission procedure fees (tuition and miscellaneous membership fees, excluding the admission fee) at a later date. Only documents postmarked by the due date will be accepted.  
\*Please note that the admission fee will not be refunded.
- 2) Payment is considered valid if the date of the stamp used by the financial institution on the receipt is the final date of the admission procedure period or earlier.
- 3) The university will not mail you receipts for any payments made at the time of the admission procedures.  
“Receipt of remittance (including the handling fee)” with the financial institution’s stamp will be your receipt. So please keep it safe.

### (3) Acknowledgement of Enrollment documents

The university will not send any letter upon receipt of your enrollment documents.

Please check the delivery status on your own, using the simplified registered tracking number offered at the post office when used track & trace services. If we found any errors in your enrollment documents, we will contact you.

### (4) Other information

- 1) An enrollment permit  
If you don't have Japanese nationality and require a certificate of scheduled enrollment (入学許可証) to be issued prior to the second admission procedure period in order to obtain the status of residence of “Student”, please consult with the administrative office of the relevant graduate school. If you pay all the admission procedure fees, it may be possible to issue an enrollment permit prior.
- 2) Taking a leave of absence immediately after entering the graduate school  
Taking a leave of absence immediately after entering the graduate school (within the same semester you entered the graduate school) is not permitted as a general rule.  
However, if you have no choice but to take a leave of absence for unavoidable circumstances such as an acute medical condition, special consideration may be granted by the university. About taking a leave of absence, consult with the graduate school you have applied to.

### <In case passing more than one examination>

- 1) If you have passed the entrance examinations of two or more graduate schools, please complete the admission procedures of one of those graduate schools. When paying the admission fees and submitting documents to complete the admission procedures, please specify the application number allocated to you for the entrance examination of the graduate school of your choice. If the application number used for paying the admission fees is different from that used for submitting the necessary documents, the admission procedures will be deemed not complete for either of the graduate schools.
- 2) If you pass the entrance examination of a graduate school after completing the admission procedures of another graduate school of Ritsumeikan University for September 2022 enrollment, and if you wish to enroll in the former graduate school, program, or course, you can request the university to appropriate the tuition and fees you have already paid to the graduate school of your choice.  
Please refer to the section, Installment payment and appropriation (p.12).

## 2. Overview of Admission Procedures

### (1) Admission Procedure Period (documents must be postmarked on or before the final date shown)

Graduate school	Admission procedure period
Graduate School of Economics, Graduate School of International Relations, Graduate School of Policy Science, Graduate School of Science and Engineering, Graduate School of Information Science and Engineering, Graduate School of Life Sciences, Graduate School of Technology Management	Thursday, July 21 to Thursday, August 4  * In some cases, dates other than those shown above may be specified separately. Please be sure to check any information provided by administrative office of your graduate school.

### (2) Documents to be Submitted to Complete Admission Procedures (Enrollment Documents)

#### 1) Documents to be Submitted

	Documents	Subject	Ref. page
1)	Pledge Form / Consent to Use of Personal Information	All enrollees	7
2)	Certificate of Residence(住民票)	All enrollees	7
3)	Certificate of Graduation/Completion	-Not necessary if already submitted; you must submit this document even if you have already submitted a certificate of expected graduation/completion. <u>-Those who are enrolled in undergraduate schools or graduate schools of Ritsumeikan University as regular students at the time of application <b>DON'T need to submit.</b></u>	7
4)	Final Academic Transcript	<u>Only for those admitted under Admissions for Transfer, Accelerated Learners (Grade Skippers) or those who pass the APU Special Admissions*<sup>1</sup>.</u>	8
5)	Photocopy of passport (the page showing your photo and name)	Applicants who do not have Japanese nationality only (excluding special permanent residents)	9
6)	Document proving name change (family register extract, etc.)	Only if the name shown on your certificates differs from name used in your application documents.	9
7)	Document evidencing withdrawal	<u>Only for those admitted under Admissions for Accelerated Learners (Grade Skippers) or those who pass the APU Special Admissions*<sup>1</sup>.</u>	9
8)	Notice of Delay in Submitting Documents for Admission Procedures	This document is required if documents 2) ~ 4) and 7) cannot be submitted by the specified deadline.	9

\*1 : Excludes students who enroll with graduating from APU

#### 2) How to submit documents

We only accept submissions by mail. Submitted documents cannot be returned to you under any circumstances. If you decline the admission after submitting the documents, the university takes responsibility for disposing of them.

##### <When submitting from within Japan>

Put “1) Documents to be Submitted” in the envelope and send them by Simplified Registered mail and express mail (KAN-I KAKITOME SOKUTATSU) which allows you to track your package. Documents are accepted if **postmarked on or earlier than the last day of the specified period.**

\* Documents should be sent to the administrative office of the relevant graduate school. (see p. 40)

\* Please write your current address and telephone number that can be used to get in touch with you as it will be necessary to contact you about the enrollment procedures.

##### <When submitting from overseas>

① Prepare an envelope (big enough to fit unfolded A4 documents) available in the market.

② Put “1) Documents to be Submitted” in the envelope and send them by express mail with tracking number (EMS, etc.).

\* Documents should be sent to the administrative office of the relevant graduate school. (see p.40)

- \* Documents are accepted **if postmarked on or earlier than the last day of the specified period.**
- \* Please write your current address and telephone number that can be used to get in touch with you as it will be necessary to contact you about the enrollment procedures.

### (3) Admission Procedure Fees

In order to complete admission procedures, please pay the necessary fees within the specified period at a teller window of a financial institution by using the enclosed payment forms.

#### 1) Payment period (Payment is considered valid if the date of the stamp used by the financial institution on the receipt is the last day of the payment period or earlier.)

The dates shown in “2. (1) Admission Procedure Period” (p.3) shall apply. Be sure to complete payment procedures during the service hours of a financial institution.

#### 2) Fees to be paid to complete admission procedures

Admission category	Coverage	Reference
(1) Applicants from other institutions	Applicants who do not fall under category (2) below.	<p>&lt;Admission Fee&gt; ¥200,000 (p.10)</p> <p>&lt;Tuition&gt; Please refer to “Tuition for Graduate Schools (Academic Year 2022 Entry)” (p.10)</p> <p>&lt; Miscellaneous Membership Fees &gt; Please refer to the column, “Graduates from Other Institutions” in “Miscellaneous Membership Fees (Academic Year 2022 Entry)” (p.10-11).</p>
(2) Applicants from Ritsumeikan Academy	<p>(i) Applicants to be admitted to a graduate school of Ritsumeikan University upon graduation from or completion of a graduate program of either Ritsumeikan University or Ritsumeikan Asia Pacific University (APU).</p> <p>(ii) Applicants, who are enrolled in undergraduate school of either Ritsumeikan University or APU and meet the specified conditions, to be admitted to a graduate school of Ritsumeikan University by using the system such as academic acceleration etc.</p> <p>(iii) Applicants to be admitted to a graduate school of Ritsumeikan University, who have been enrolled in a doctoral program of either Ritsumeikan University or APU for the standard period of study and satisfied the requirements set by the graduate school regulations for acquiring a doctoral degree, but who have left the University without receiving a Ph.D.</p>	<p>&lt;Admission Fee&gt; None</p> <p>&lt;Tuition&gt; Please refer to “Tuition for Graduate Schools (Academic Year 2022 Entry)” (p.10)</p> <p>&lt; Miscellaneous Membership Fees &gt; Please refer to the column, “Graduates from Ritsumeikan University” in “Miscellaneous Membership Fees (Academic Year 2022 Entry)” (p.10-11). However, for those who are in the category of “Graduates from Ritsumeikan University,” but did not pay the Alumni Association fee for the 4<sup>th</sup> year (6<sup>th</sup> year for College of Pharmaceutical Sciences) or for those who are graduates of APU, the miscellaneous membership fees specified in the “Graduates from Other Institutions” column are applied.</p>

#### 3) Payment methods

- \* Be sure to complete the payment within the specified period.
- Payment after the specified period cannot be accepted under any circumstances.

#### <Domestic Remittance>

In order to complete admission procedures, please pay the necessary fees within the specified period at a teller window of a financial institution by using the enclosed payment forms.

- \* Use the payment form specified by the university.
  - Do not change the items pre-printed on the transfer request form. Do not use a payment form in which the amount is entered as “\*\*\*\*\*”.
  - Fill in your name, address and telephone number as of the date of transfer on the transfer request form.
  - Leave the column for “item(科目)” empty.
- \* **Pay the fees by telegraphic transfer at a teller window at a financial institution.**
  - Do not make transfers from an internet banking account or automated tax/utilities/money transfer machine (e.g., MUFG’s STM (Store Teller Machine), etc.).
  - Transfer from Japan Post Bank (Yucho Bank) or JA Bank (Japan Agricultural Cooperatives) is not acceptable.

- Transfer fees should be paid individually. If you transfer the tuition to the designated financial institution by using our designated transfer request form, the transfer fee is free.
- Payment is not accepted at the Office of Finance and Accounting of the university or at graduate school administrative offices.

There are occasions when, in accordance with the law, a person who visits a financial institution in order to conduct a transaction is asked to verify his/her identity (full name, address, date of birth, etc.), the purpose of the transaction, and his/her occupation.

For further details on the specific documents required for this verification as well as the procedures involved, contact the financial institution you are requesting to execute the transfer.

- \*Obtain a receipt for the transferred amount and the transfer fee from the financial institution through which you made the transfer and make sure that the receipt has the official stamp of the financial institution itself affixed. You should be careful not to lose this receipt, which doubles as the receipt from the university.
- \* If you have lost your transfer request form or have any questions regarding the fees necessary for the admission procedures, please inquire at the administrative office of the relevant graduate school.

### <Overseas Remittance>

When paying your admission procedure fees from overseas, you can use Western Union Business Solutions' WU® GlobalPay for Students platform, which allows payment by local bank transfer or online payment. For more details, please refer to the following web site.

Entrance Examination Information Website (Admission Procedures)

URL [http://www.ritsumeai.ac.jp/gr/en/announce\\_procedures/westernunionone.pdf](http://www.ritsumeai.ac.jp/gr/en/announce_procedures/westernunionone.pdf)



※If you choose the bank transfer option on the website, you will need to process your payment at your bank by the last day of the admission procedure period. After choose the bank transfer option, a "Payment Instruction" will be issued that is valid for approximately 72 hours. However, please note that payments made after the admission procedure period will not be accepted under any circumstances, regardless of the expiration date or information on the "Payment Instruction".

### (4) Submission of photo data for student Identification Card

Submission of color photo data of the prospective student, taken from the chest up, without wear a hat or cap, facing front, against a plain background, using the "Submission Form for Student ID Card Photo" within the specified period. The submitted photo will be printed on the student ID card.

The photo should be same as the photo submitted in the initial application form. However, if you do not have the same photo, prepare a photo that is recognizable to anyone that the person in the photo is the same person as the person in the application picture.

### <Submission period>

The dates shown in "2. (1) Admission Procedure Period" (p.3)

### <Submission Form for Student ID Card Photo>

URL : [http://www.ritsumeai.ac.jp/gr/en/announce\\_procedures/procedures.html/](http://www.ritsumeai.ac.jp/gr/en/announce_procedures/procedures.html/)



### 3. Instructions for Completing the Enrollment Documents

\*Please write clearly in block letters and use Arabic numerals with black ink or ballpoint pen.

(Do not use erasable ink pens such as FRIXION.)

\*Make corrections carefully using correction fluid or correction tape.

#### ◆Handling of Student Name

Display format of students' names are specified as stated below.

##### <Students with Japanese citizenship >

- The name recorded in the Family Register shall be used.

##### <Students with non-Japanese citizenship (international students) >

- The name recorded on the Certificate of Residence, alternative to Certificate of Residence, or passport in Western alphabet shall be used. Your name will be registered in alphabets, even if you are from countries or regions where Chinese characters are used.
- FAMILY NAME shall be registered all in uppercase.
- The first letter of your First name and Middle name shall be registered in uppercase.
- In case the family name is not distinguished from the first name, your name shall be registered as follows. The first part of the name is in all uppercase, and for the rest the first letter is in uppercase and the rest are in lowercase.

e.g. RITSUMEI Taro Saionji ( FAMILY NAME, First name, Middle name)
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Middle names may be abbreviated to just an initial by the University if they are too long to be registered on the University's system.

e.g. RITSUMEI Taro S.
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##### <Students with non-Japanese citizenship other than international students: special permanent resident, permanent resident, long-term resident etc.>

- Among the names or alias recorded on the Certificate of Residence, substitute for it such as passport, residence card, the name registered at the time of application shall be used.
- \* If you use the alias written on the Certificate of Residence, residence card or passport, you do not need to apply for the use of alias.

#### In case you wish to use a name other than the above regulations, you need to apply for the use of alias.

- Please make a request to the Manabi Station in your campus or the administrative offices of each graduate school (in Suzaku campus only) after enrollment.
- If you wish to use alias from the first day of enrollment, please make a request to the administrative offices of each graduate school within the admission procedures period.
- If you use an alias, the alias will be used for degree certificates, certificates, Student ID Card, other official documents, and the university's system (manaba+R, CAMPUS WEB, etc.).
- Only characters that can be supported by the university's system are available for alias. You cannot use characters that cannot be supported by the system such as simplified Chinese characters.

#### About name changes

Circumstance	Required Action
<ul style="list-style-type: none"><li>• Because of marriage etc., your family name before and after enrollment is different.</li><li>• Because of marriage etc., the family names on your Graduation Certificate and Certificate of Residence are different.</li></ul>	Obtain a document (such as an extract from the family register or similar) that proves that both names belong to the same person. Send this document with your application by attaching a note explaining the situation.

#### ◆About your personal information changes

If there is a change in your personal information such as Current Address etc., you can correct it after enrollment. You will be instructed at the orientation how to correct it. However, if you need to change your contact information (telephone number/email address), please contact the administrative office of the graduate school you are enrolling in.

Those who used "Rits-Mate" when applying, you can confirm the information you have registered from "Print Application Sheet and Mailing Label/Checking Application Information".

#### ◆Personal information other than your own

If you have provided the University with personal information of a person other than the prospective student, such as your "Parent/Guardian or a person who will accept the identity", you must obtain the consent of that person before enrolling in a program.



## ◆Instructions for Completing the Admission Documents

### (1) Pledge Form/ Consent to Use of Personal Information (p. 29, Form-1)

#### 1) How to Complete the Pledge Form

Read ① - ③ below thoroughly. After having understood the contents, fill out the required information in the pledge form and submit the form.

①“Regulations” (p.24)

②“Student Discipline” (p.24)

③“Motorbike/Bicycle Registration and the Prohibition of Commuting by Car (p.18-19)”

④“Total bans on smoking on campus”(p.21)

\*For current address, please write your address as of the date you are filling out the pledge form.

#### 2) How to Complete the Consent to Use of Personal Information

In order to ensure full compliance with laws, ordinances, and other standards concerning the protection of personal information, Ritsumeikan University has established “The Ritsumeikan Trust Personal Information Protection Basic Policy” (p.25) and manages and handles personal information under this policy.

Read “Handling of Personal Information at Ritsumeikan University” (p.25) thoroughly. After having understood the contents, fill out the “Consent to Use of Personal Information” form.

### (2) Certificate of Residence「住民票」

The University uses “Certificate of Residence (住民票)” to check the content of your enrollment documents.

Ask the municipal office (e.g. city hall, ward office and town hall) in which you have registered your residence to issue a designated Certificate of Residence (住民票) and submit it to the University. (Certificate of Residence issued through the Local Government Wide Area Network or Certificate of Items Stated in the Resident Record are also accepted.)

This document is very important as an evidence when Student ID Card, each certificate, degree certificate issued after enrollment. We may ask you to re-submit this document when it is difficult to read.

**Please submit Certificate of Residence (住民票) showing the information listed below.**

Applicants who have Japanese Nationality	Name, Date of Birth, Gender, Address
Applicants who do not have Japanese Nationality (including special permanent residents)	Name, Date of Birth, Gender, Address, Nationality, Status of Residence, Period of Stay, Expiration Date, Residence Card Number

\*For some statuses of residence, there may be no information on period of stay or expiry date.

International students enrolled in a graduate school of Ritsumeikan University and who are granted the status of residence of “College Student” under the Immigration Control and Refugee Recognition Act, during the enrollment period are eligible to receive financial assistance from the university, including scholarships for international students and tuition exemption/reduction. However, these students are subject to restrictions on part-time jobs etc., are not permitted under this status of residence during their stay in Japan. You should be aware of these conditions and restrictions pertaining to your status of residence during the enrollment period when completing the admission procedures.

- **If you are currently living outside Japan**, you cannot submit this document within the submission period. You must, therefore, submit the “Notice of Delay in Submitting Documents for Admission Procedures” (p.31, Form-2) for now. You must submit the “Certificate of Residence (住民票)” to the University after you come to Japan.
- The address on Certificate of Residence can be your address at the time the Certificate is issued, as the address on Certificate of Residence is not used for address confirmation. It does not need to match the address on the enrollment documents.
- Certificate of Residence must have been issued within three months of the day on which the enrollment documents are submitted (sent to) to the University.
- Please submit only your own Certificate of Residence. Certificates of Residence of other family members are not required. If you have already got Certificates of Residence which include family member’s information, because we require the part with the official seal, submit all the certificates without separating the other certificates from yours. Alternatively, please obtain a new Certificate of Residence with just your own information.
- We do not require My Number information. If your Certificate of Residence has your My Number on it, black out the number with a black pen. If a certificate is submitted without the number blacked out, the University will black out the number before using it.

### (3) Certificate of Graduation/Completion

【Those who are enrolled in undergraduate schools or graduate schools of Ritsumeikan University as regular students at the time of application **DON’T need to submit.**】

Certificate documents must be in Japanese or English. Documents printed in languages other than English or Japanese should be translated into English or Japanese. The certificate does not have to be in a sealed envelope.

If you have already submitted a Certificate of Graduation/Completion at the time of applying for admission to a graduate school of Ritsumeikan University, you don't have to submit the certificate. However, if it is a Certificate of Expected Graduation/Completion that you submitted at the time of applying for admission, then you must submit a Certificate of Graduation anew.

### 1) Students enrolling in a master's program

- Request your university of graduation to issue an original copy of the Certificate of Graduation and submit it to Ritsumeikan University. If you are still enrolled in a university, request the issuance of the Certificate of Graduation at the time of graduation. (A duplicate of the certificate cannot be accepted.) In case you cannot submit the original copy (or need the original copy back), please contact and consult with the administrative office of the graduate school of which you need to complete your admission procedures.

\*Those who have graduated from universities in China (except for Taiwan, Hong Kong and Macau)

Please submit both documents below. Download the applicable PDF file and print it on A4-size paper.

①“教育部学历证书电子注册备案表”

②“Online Verification Report of Higher Education Qualification Certificate” (English version of the ① above)

- If you are being admitted under Admissions for Accelerated Learners (Grade Skippers), in addition to submitting an academic transcript issued after the completion of the third year of university study, please submit an original (not a copy) certificate of withdrawal at the end of third year (stating the date of admission, period of enrollment [start and end dates], and date of withdrawal) issued by the university from which you will withdraw or have withdrawn.

**- If your official graduation from the university is scheduled for after the deadline of the submission of the enrollment documents, and if you cannot have your Certificate of Graduation issued in time, then you may submit the certificate after the deadline by following the instructions in “Notice of Delay in Submitting Documents for Admission Procedures” (p.9). You must submit the “Notice of Delay in Submitting Documents for Admission Procedures” (see p.31, Form-2)**

### 2) Students enrolling in the first year of a doctoral program

- Request your university (holding the master's program you have completed) to issue an original Certificate of Completion, and submit it to Ritsumeikan University. If you are still enrolled in a graduate school, request the issuance of the Certificate of Graduation at the time of completion of the master's program. (A duplicate of the certificate cannot be accepted.) In case you cannot submit the original (or need the original back), please contact and consult with the administrative office of the graduate school of which you need to complete your admission procedures.

\*Those who have completed a program at Graduate School in China (except for Taiwan, Hong Kong and Macau)

Please submit both documents below. Download the applicable PDF file and print it on A4-size paper.

①“教育部学历证书电子注册备案表”

②“Online Verification Report of Higher Education Qualification Certificate”(English version of the ①above)

- If you have been awarded a degree equivalent to a master's degree overseas, submit written evidence of such.

**- If the official completion of the program is scheduled for after the deadline of the submission of the enrollment documents, and if you cannot have your Certificate of Completion issued in time, then you may submit the certificate after the deadline by following the instructions in “Notice of Delay in Submitting Documents for Admission Procedures” (p.9). You must submit the “Notice of Delay in Submitting Documents for Admission Procedures” (see p.31, Form-2)**

### (4) Final Academic Transcript 【Only for those admitted under Admissions for Transfer, Accelerated Learners (Grade Skippers) or those who pass the APU Special Admissions and enter without graduating from APU.】

- Certificate documents must be in Japanese or English. Documents printed in languages other than English or Japanese should be translated into English or Japanese. The certificate does not have to be in a sealed envelope.
- Request that the university from which you graduated or the graduate school of the program you completed issuing an original transcript of your academic record. If you are still enrolled in a university or graduate school, request the issuance of the transcript at the time of graduation or completion of the graduate program. (A duplicate of the transcript cannot be accepted.) In case you cannot submit the original copy (or need the original back), please contact and consult with the administrative office of the graduate school of which you need to complete your admission procedures.
- If you have already submitted a transcript at the time of applying for admission to a graduate school of Ritsumeikan University, you don't have to submit the transcript. However, if the transcript you submitted at the time of applying for admission was issued when graduation or completion was expected but not finalized, then you must submit a transcript

of your academic record anew.

**- If your official graduation or completion is scheduled for after the deadline of the submission of the enrollment documents, and if you cannot have your transcript issued in time, then you may submit the transcript after the deadline by following the instructions in “Notice of Delay in Submitting Documents for Admission Procedures” (p.9). You must submit the “Notice of Delay in Submitting Documents for Admission Procedure” (see p.31, Form-2).**

#### **(5) Photocopy of passport**

Applicants who do not have Japanese nationality (excluding special permanent residents) need to submit a copy of your passport (passport photo page).

#### **(6) Document proving name change (family register extract, etc.)**

(If the name on the Certificate of Graduation/Completion or the Certified Transcript of Grades is different from the name on the application form or enrollment documents.)

Please submit a document certifying the change of name in order to verify your identification (An abstract of family register, or any alternative document for those who do not have Japanese nationality). However, this is not necessary if the document was already submitted when you filed an application for graduate admission. (See p.6, About Name Changes)

#### **(7) Notice of Delay in Submitting Documents for Admission Procedures (p.31, Form-2)**

Delays in the submission of documents will be permitted only in the following circumstances.

Please fill out the required information on the form (see p.31, Form-2) and submit it within the specified period (see 2.

(1) Admission Procedure Period on p.3).

##### **1) The Certificate of Graduation/Completion, Final Academic Transcript**

The documents shown above may be submitted after the deadline, if the official graduation/completion of the university/graduate school of your current enrollment is scheduled after the deadline of the submission of the enrollment documents. The delayed documents should be submitted as soon as issued.

\*Those who are enrolled in undergraduate schools or graduate schools of Ritsumeikan University as regular students when applying for admission DON'T need to submit.

\*Only for those admitted under Admissions for Accelerated Learners (Grade Skippers) or those who pass the APU Special Admissions and enter without graduating from APU.

##### **2) Certificate of Residence 「住民票」**

If you are currently living outside Japan and therefore cannot obtain Certificate of Residence, you will not be able to submit this certificate by the designated deadline. Read p.16 thoroughly and obtain the certificate at the local city hall or ward office after you come to Japan.

##### **3) Document evidencing withdrawal**

**\*Only for those admitted under Admissions for Accelerated Learners (Grade Skippers) or those who pass the APU Special Admissions and enter without graduating from APU.**

If academic grades are not scheduled to be released until after the deadline for submission of enrollment documents, late submission of the document evidencing withdrawal may be permitted. Please submit the document promptly after grades are released.

If you attended an undergraduate program at Ritsumeikan, you may submit the document directly to the administrative office of the graduate school you are entering.

\*If the certificate will be issued after September 25, please submit it as soon as possible after it is issued.

#### **<How to submit the delayed documents>**

The delayed documents should be submitted as soon as issued.

If you are submitting any of the required documents late, please send the documents to the administrative office of the relevant graduate school (see p.40) **by Kani-kakitome Sokutatsu-yubin (simplified registered express mail) or by express mail with tracking number (EMS, etc.). The documents must arrive no later than Monday, September 26.** Please specify your graduate school, Application number, name, address, and telephone number on the envelope.

Note: Applicants must satisfy the eligibility requirements for admission by September 25, 2022.

## 4. Admission Procedure Fees

Please note that the university fee is composed of the “Admission fee” and “Tuition”.

### (1) Admission Fee (Academic Year 2022 Entry)

(JPY)

Category	Type of fee	Fee
Admission Transfer Admission	Admission Fee	200,000

Notes:

- 1) The students from Ritsumeikan Academy are not required to pay the admission fee. Ritsumeikan Academy refers to Ritsumeikan University and Ritsumeikan Asia Pacific University (APU). Students admitted to a graduate school of Ritsumeikan University upon completion of an undergraduate or graduate program of Ritsumeikan University or the APU are exempt from payment of the admission fee as shown below.
  - (i) Students to be admitted to a graduate school of Ritsumeikan University upon graduation from or completion of a graduate program of either Ritsumeikan University or Ritsumeikan Asia Pacific University (APU).
  - (ii) Students, who are enrolled in undergraduate school of either Ritsumeikan University or APU and meet the specified conditions, to be admitted to a graduate school of Ritsumeikan University by using the system such as academic acceleration etc.
  - (iii) Students to be admitted to a graduate school of Ritsumeikan University, who have been enrolled in a doctoral program of either Ritsumeikan University or APU for the standard period of study and satisfied the requirements set by the graduate school regulations for acquiring a doctoral degree, but who have left the University without receiving a Ph.D.
- 2) Payment of the admission fee is required in the year of admission only.

### (2) Tuition for Graduate Schools (Academic Year 2022 Entry)

Notes: Spring semester : from April 1 to September 25    Fall semester : from September 26 to March 31

\* Tuition may be revised when social factors, such as rapid inflation, have a significant impact on the University.

#### 1) Master's Program

(JPY)

Graduate School		1st Year		2nd Year	
		Spring Semester	Fall Semester	Spring Semester	Fall Semester
Policy Science	Tuition	381,400	381,400	381,400	381,400
	Annual Sum	762,800		762,800	
Economics (MPED) International Relations (GIRP)	Tuition	457,700	457,700	457,700	457,700
	Annual Sum	915,400		915,400	
Science and Engineering (except for Mathematics Course)	Tuition	584,800	584,800	584,800	584,800
	Annual Sum	1,169,600		1,169,600	
	Mathematics Course	Tuition	546,600	546,600	546,600
		Annual Sum	1,093,200	1,093,200	
Information Science and Engineering Life Sciences	Tuition	578,300	578,300	578,300	578,300
	Annual Sum	1,156,600		1,156,600	

Notes:

- Third and fourth-year students who are enrolled in excess of the standard completion term in a master's program are only required to pay one half of the amount stipulated in the chart.

#### 2) Doctoral Program

(JPY)

Graduate School		1st Year		2nd Year		3rd Year	
		Spring Semester	Fall Semester	Spring Semester	Fall Semester	Spring Semester	Fall Semester
All Graduate Schools	Tuition	250,000	250,000	250,000	250,000	250,000	250,000
	Annual Sum	500,000		500,000		500,000	

Notes:

- Fourth to sixth-year students who are enrolled in excess of the standard completion term in a doctoral program are only required to pay one half of the amount stipulated in the chart.
- The tuition for those who persons enrolled for longer than the standard term for course completion and who have fulfilled all the relevant graduate school's requirements for completion, except those relating to the doctoral dissertation, shall be 100,000 JPY per semester.

### (3) Miscellaneous Membership Fees (Academic Year 2022 Entry)

The university undertakes the collection of miscellaneous membership fees from its associated organizations, which students are required to pay together with tuition. For details concerning the associated organizations, refer to following pages. These membership fees are collected along with university fees during the Admission Procedures.

#### 1) Master's Program

(JPY)

Graduate School		Graduate Students Association Fee*	Academic Society Fee	Alumni Association Fee	Faculty Alumni Fee
Economics	Graduates from Ritsumeikan University	4,000	7,000	—	—
	Graduates from Other Institutions	4,000	7,000	30,000	—
International Relations Policy Science	Graduates from Ritsumeikan University	4,000	8,000	—	—
	Graduates from Other Institutions	4,000	8,000	30,000	—
Science and Engineering Information Science and Engineering Life Sciences	Graduates from Ritsumeikan University	4,000	—	—	—
	Graduates from Other Institutions	4,000	—	30,000	—

## 2) Doctoral Program

(JPY)

Graduate School		Graduate Students Association Fee*	Academic Society Fee	Alumni Association Fee	Faculty Alumni Fee
Economics	Graduates from Ritsumeikan University	4,000	7,000	—	—
	Graduates from Other Institutions	4,000	7,000	—	—
International Relations Policy Science	Graduates from Ritsumeikan University	4,000	8,000	—	—
	Graduates from Other Institutions	4,000	8,000	—	—
Science and Engineering Information Science and Engineering Life Sciences Technology Management	Graduates from Ritsumeikan University	4,000	—	—	—
	Graduates from Other Institutions	4,000	—	—	—

Notes:

\* The Graduate Students Association Fee for AY 2022 will be 1,000 yen. The Federation of Graduate Students Associations has decided to collect only 1,000 yen out of the normal (annual) fee of 4,000 yen as part of their efforts to support graduate student activities so that they can maintain and improve their research activities even in the midst of the COVID-19 pandemic.

- 1) The Graduate Students Association Fee and the Alumni Association Fee should be paid in a lump sum. (Biannual payment is not allowed.) The Academic Society Fee is collected per semester, however, annual fee is collected, if you choose to pay Tuition for 2 semesters together at once.
- 2) The Alumni Association Fee (lifetime fee) should be paid in the year of admission only. Students from Ritsumeikan University are exempt from payment of the Alumni Association Fee, which is supposed to have been paid when they were in their fourth year at the college of the university (sixth year for students from the department of Pharmacy, college of Pharmaceutical Sciences). However, students who have been admitted to a graduate school under the grade-skipping system without paying the Alumni Association Fee during their fourth (sixth year for students from the department of Pharmacy, college of Pharmaceutical Sciences) year and students from the APU are required to pay the Alumni Association Fee.

#### (4) Details concerning the associated organizations, the university undertakes the collection of membership fees

##### 1) Federation of graduate students associations

Federation of Graduate Students Associations is an autonomous organization joined by all graduate students of Ritsumeikan University established to help graduate students explore their academic interests to a fuller extent and to facilitate further development of the university and its graduate schools. The federation is tasked with working with the university to improve educational and research environments at the graduate schools and enhancing amenities to make campus life more comfortable for graduate students. At Ritsumeikan University, the autonomous and independent activities of the federation are considered important in encouraging personal growth of graduate students and improving campus environments.

The membership fee, which is used to cover the expenses of the activities of the federation and the Graduate Students Association of each graduate school (e.g. expenses to purchase office supplies and materials for common use).

Ritsumeikan University determines whether to collect membership fees on behalf of the federation after examining the budget and financial report submitted by the federation annually. Also, the actual arrangements to receive and spend membership fees are made through the university, not directly by the federation.

##### 2) Academic societies

Most of the colleges and graduate schools of Ritsumeikan University have their own academic societies. Each of these academic societies aims to contribute to the development of research in each respective field and offer grants-in-aid to researchers. Specifically, these academic societies are involved in: (i) publishing “research journals” (bulletin of the academic society), (ii) organizing academic meetings, (iii) offering financial assistance for research activities, (iv) hosting academic lectures, (v) conducting surveys of various kinds and organizing inspection tours, and (vi) organizing seminar meetings. Members are sent periodical research journals (the bulletin of the academic society) containing research papers written by Ritsumeikan University’s faculties, selected graduation and master’s theses, book reviews, and up-to-date information on the academic society itself. Members are also given opportunities to participate in academic lectures featuring renowned lecturers and seminar meetings, which help to facilitate study and research at the respective colleges and graduate schools.

Each of the academic societies consists of the faculty, graduate students, and students of each respective college and graduate school. (Any individual who graduated from or completed the program of any of the relevant colleges or graduate schools can join its academic society by following the specified procedures.) The university recognizes the significance of these academic societies and deems students, by enrolling themselves in one of the colleges and graduate schools that have an academic society, automatically become members of the academic society in question. The academic society membership fee is added to tuition and is collected by the university on behalf of each academic society. If the tuition for the first academic year paid to the university falls short of the amount of the membership fee (full or half amount), the student is considered to have opted not to join the academic society. While students who are not members of the academic societies incur no disadvantage in their study and research at the university, they are not entitled to participate in events held by the academic societies or receive supports from them.

## ■ Overview of each academic societies

Academic society name	Main functions	Membership of the society	Head office
The Academic Society of International Relations	(i) publishing “research journals (bulletin of the academic society) (ii) organizing academic meetings (iii) offering financial assistance for research activities	Faculty, graduate students, and undergraduate students affiliated with the College of International Relations, Graduate School of International Relations.	Administrative Office, College of International Relations
The Academic Society of Policy Science	(iv) hosting academic lectures (v) conducting surveys of various kinds and organizing inspection tours	Faculty, graduate students, and undergraduate students affiliated with the College of Policy Science, Graduate School of Policy Science.	Administrative Office, College of Policy Science
The Academic Society of Economics	(vi) organizing seminar meetings	Faculty, graduate students, and undergraduate students affiliated with the College of Economics, Graduate School of Economics.	Administrative Office, College of Economics

### 3) Alumni Association

Membership of the Alumni Association of Ritsumeikan University consists of all the individuals who graduate from and completed programs at the university’s colleges and graduate school, as well as the university’s faculty and administrative staff members. The association’s objectives are to maintain ties between alumni and their alma mater, and to contribute to the success of its members, to the advancement of Ritsumeikan University, and to wider society. To these ends it pursues a number of projects that foster interaction and goodwill and enrich each other. The association has about 390,000 members, 52 prefectural associations in Japan, and 34 overseas associations, as well as around 600 associations organized by colleges, departments, seminar classes, student groups, occupational categories, and regions. The major activities of the Alumni Association include: holding All-Ritsumeikan Alumni Convention, organizing general meetings of prefectural alumni associations, organizing events to welcome new members, planning cross-industrial exchange programs, offering scholarships to current students, publishing and disseminating the Alumni Association’s bulletin, the Ritsumei (three times annually), managing an official website and Facebook page, and supporting Ritsumeikan University sporting teams. Members are also issued a membership card, which allows them to use libraries and other facilities within the university. The membership fee of 30,000 Japanese yen is a lifetime fee. On request and on behalf of the association, the university collects the fee together with tuition payments. (Graduates of Ritsumeikan University who paid the membership fee while enrolled in an undergraduate college are exempt from further payment.)

## 5. Installment payment of the admission procedure fee

There are cases where, subject to interview screening, persons having difficulty paying in full the university fee for the Fall semester are accepted for enrollment at the university after having paid an amount equivalent to only half of the tuition plus the admission fee and miscellaneous membership fees. Consideration is only given to those who apply for delay payment (pay in installments).

If you wish to delay payment (pay in installments), please contact your graduate school administrative office in advance. The office will send you an Application for the installment payment of the admission procedure fee for academic year 2022. Please be sure to complete this form and submit it **by 5:00 p.m., Thursday, July 28.**

\* When you sending from overseas, it may take several days, so please contact the administrative office in advance.

If the delay payment of the university fee is approved, the outstanding balance must be paid by the payment due date of November 30. (If the deadline falls on a non-business day for financial institutions, the deadline shall be the next business day.)

## 6. Appropriation of the paid admission procedure fee

(1) If you pass the entrance examination of another graduate school of Ritsumeikan University after completing the admission procedures of a graduate school of Ritsumeikan University for September 2022 enrollment, and if you wish to enroll in another graduate school, course, or admission method you passed later, you can request the university to appropriate the admission procedure fees you have already paid to the graduate school of your choice. In this case, you are required to submit the “Request for Appropriation of the Fees Paid for Admission Procedures” form. If you need this form, please promptly contact Office of Graduate Studies (email: graduate-studies@st.ritsumei.ac.jp). Please be sure to complete this form and submit it to the administrative office which you wish to enroll **by 5:00 p.m., Thursday, July 28.**

\* When you sending from overseas, it may take several days, so please contact the administrative office in advance.

(2) Students who are currently enrolled in Ritsumeikan University, in case it is found after the notification of the results that a successful candidate fails to meet requirements for application or does not complete all the enrollment procedures by September 25, 2022, he/she can request the university to appropriate the tuition and fees already paid for the tuition of the undergraduate program next year. If you wish to request so, contact the administrative office of the graduate school you wished to enter **by 3:00 p.m., Tuesday, September 6,** after you receive the graduation results from the college.

## **7. Request to Decline Admission and Request for Refund of Paid Admission Procedure Fees (Excluding the Admission Fee)**

Admission is not granted if either one of the following is not completed by each deadline: (1) payment of admission fee, (2) payment of tuition and miscellaneous membership fees, (3) submission of the admission documents. In that case, we will assume that the applicant has no intention of entering our school, so there is no need to contact us and tell us that you will decline our admission offer. However, those who have completed the payment of the admission procedure fees (admission fee, tuition and miscellaneous membership fees), but decline the admission to the Graduate School of Ritsumeikan University, will get a refund of tuition and miscellaneous membership fees, excluding the admission fee which they have already paid at a later date. This refund will be given only if those applicants follow the university's designated procedure and make a request to the university **by Sunday, September 25, 2022**.

\*Please note that the admission fee will not be refunded.

\*Before taking the following procedures, please inform the administrative office of the relevant graduate school that you wish to decline the offer of admission.

Please refer to the following procedures:

### **(1) Documents to be submitted (Only to be submitted by those who wish to be refunded fees paid for admission procedures [excluding the admission fee].)**

- 1) Request to Decline Admission and Request for Refund of Paid Admission Procedure Fees (Excluding the Admission Fee) (Form-3)
- 2) Photocopy of A, B, C-1 or C-2 of "Admission Procedure Payment Transfer Confirmation"  
(The receipt stamp by the financial institution that receives the payment should be clearly identifiable on the photocopy.)  
\*If you paid the admission procedure fees via overseas remittance, attach the photocopy of the document that verifies the payment of tuition.
- 3) Photocopy of "Acceptance Letter" issued by Ritsumeikan University
- 4) Photocopy of a pass-book (Page with a bank name, branch name, account number, bank holder's name)  
\* Please attach documents 2) through 4) to the designated sections of Form 3

\* If you indicate an overseas bank account to receive the refund, you don't need to submit the document 4) above.

### **(2) Submission deadline**

**September 25, 2022**

(must be postmarked on or before the due date: send them by Kani-kakitome Sokutatsu-yubin (simplified registered express mail) or by express mail with tracking number (EMS, etc.)).

- \*1 Please note that any missing documents or incomplete forms may cause procedures to be delayed or may cause the refund not to be made.
- \*2 Once the request has been submitted, the request cannot be cancelled or modified, and the documents will not be returned.

### **(3) Where to submit**

Office of Graduate Studies at Kinugasa Campus, Refund Request Office Ritsumeikan University  
56-1 Toji-in Kitamachi, Kita-ku, KYOTO, 603-8577 JAPAN  
Tel: 075-465-8195

### **(4) Scheduled refund date**

**Middle of November 2022.**

The refund will be remitted to the bank account indicated on the application.

If you indicate an overseas bank account to receive the refund, the refund will be remitted after deducting the bank remittance service charge.



## 8. From the Medical Service Center

### (1) Medical Examinations Will Be Conducted After Enrollment

Medical examinations must be conducted under the “School Health and Safety Act” and “Infectious Diseases Control Law.” Please be sure to have an examination as it may help detect diseases like tuberculosis at an early stage and is part of personal health management. The medical examination is expected to include an online health survey, a chest x-ray, and a measurement of your height and weight. The online health survey will ask you about severe illnesses you had in the past or currently have, so please ask your parent or guardian about your health history in preparation for this. Information regarding medical examinations will be posted on the “What’s new?” section of the Medical Service Center website around September 15. If you are a working adult and have already gotten a medical examination (including chest X-ray and taken in Japan) at your place of employment within the past year, you may submit a copy of those medical exam results to the Medical Service Center on your campus instead of having the RU medical examination.

### (2) Before Answering the Online Health Survey

**In the Online Health Survey, you will be asked to indicate such things as your measles and rubella vaccination status, medical history, and history of present illness, so please make sure to check this information.**

### (3) Preventing Outbreaks on Campus

In 2018, there was a rubella epidemic primarily among men between 20-59 years old. Then, in 2007, there was a measles epidemic among senior high school and university students. These epidemics have been attributed to an increase in the number of people who have not been vaccinated or whose immunity has weakened as more than ten years passed since their previous vaccination, resulting in a lower prevalence of immunity in the population.

Normally, new students will have had their first measles vaccine and rubella vaccine around the age of 1 and a second MR vaccine (mixed measles and rubella vaccine) around the age of 6. If you are unsure of these vaccination dates, please leave them blank. Also, those who have not received two doses of the measles/rubella and three doses of the coronavirus vaccines are strongly encouraged to get vaccinated before enrollment. We ask for your cooperation in preventing outbreaks on campus.

### (4) To Students Living Alone:

- 1) Please obtain a health insurance card.

You will need a health insurance card to be examined and receive treatment covered by health insurance at the Medical Service Center and off-campus medical institutions. Copies of your health insurance card will not be accepted. If you do not have your own health insurance card, please apply for an insurance card for dependents registered under their parent or guardian’s card but who are living away from home (*enkakuchi hihokensha sho*/ 遠隔地被保険者証) through your parent or guardian’s employer, or apply directly to the insurer. When applying for admission, you will be asked to submit a Certificate of Enrollment. This document is available at the automated certificate-issuing machines on campus after enrollment. International students should register for National Health Insurance.

- 2) Please obtain a thermometer.

During a disease outbreak, those with a fever may be prohibited from coming to campus. Ascertaining whether or not you have a fever while at home is also important from the perspective of personal health management. If you will move away from your family and live alone, you will need a thermometer at your new residence also, so please get one.

### (5) To Students Considering Studying Abroad While Enrolled at Ritsumeikan:

During study abroad pre-departure guidance, you may be asked about your medical/vaccination history regarding chickenpox and epidemic parotitis (mumps) in addition to measles and rubella, so please find out about your vaccination history in advance.

**Ritsumeikan Medical Service Center**

**Mon.-Fri. (excl. public holidays), 9:30-17:00**

URL: <http://en.ritsumei.ac.jp/health/>

email (all campuses): [hokenask@st.ritsumei.ac.jp](mailto:hokenask@st.ritsumei.ac.jp)

Kinugasa/ Suzaku Campus Tel: 075-465-8232 56-1 Toji-in Kitamachi, Kita-ku, Kyoto 603-8577

BKC Tel: 077-561-2635 1-1-1 Noji-higashi, Kusatsu 525-8577

OIC Tel: 072-665-2110 2-150 Iwakura-cho, Ibaraki 567-8570





## II. Scholarships, Tuition Reduction Scholarship Available for International Graduate Students

Ritsumeikan University offers a handful of tuition reduction and scholarship programs which are specifically geared towards self-financed international students. Other scholarships designed specifically for self-financed international students are also offered by public and private foundations, and some may be applied for individually.

### (1) Ritsumeikan University Tuition Reduction Scholarship for International Students

Ritsumeikan University offers Tuition Reduction Scholarships to help reduce the financial burden of studying abroad for self-financed international students. For graduate level international students, Graduate Students Category I tuition reduction, which lasts for selected students' standard program duration, is available for those whose entrance exam scores show academic excellence. Graduate Students Category II tuition reduction is available for those not selected for Category I.

Category	Duration	Reduction Amount	How to Apply
Graduate Students Category I	Minimum standard duration of degree program	100% of tuition fees	Students selected for this award are notified at the time of their notification of entrance exam results
Graduate Students Category II	One year	20% of tuition fees	By submitting an application during a set application period after enrollment

\*Students must be self-financed and hold a "Student" resident status in order to receive Tuition Reduction.

\*Details regarding Graduate Students Category II will be notified to students after enrollment.

### (2) The Scholarship System

Scholarships which international students may be selected for after enrollment include those offered by the university and the Ministry of Education, Culture, Sports, Science and Technology such as their Monbukagakusho Honors Scholarship (meant to assist newly arrived privately-financed international students), and scholarships offered by both public and private foundations. Most of these scholarships require a recommendation by the university, and to be recommended, students must submit an application to the university during a designated application period after enrollment (most scholarship foundations are only looking for one or two students to be recommended for their scholarship, thus the university will determine which applicant or applicants to recommend for each based on grade standards and guidelines which will be shared with students after enrollment).

- International Center, Tuition Reduction and University Recommended Scholarships Website for Self-Financed Students:

<http://en.ritsumei.ac.jp/current-students/financial-aid/>

FAQ <https://global.support.ritsumei.ac.jp/hc/en-us/sections/360010906034>

- Graduate Student Career Path Support Center, Scholarships and Grants Website:

[http://www.ritsumei.ac.jp/ru\\_gr/g-career/eng/fellow/](http://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/)

\*The information available on the website is applicable to the timeframe denoted on the website, only. It does not guarantee that the same scholarships or programs will be available in the same manner during future semesters.

## III. Student Life

### 1. Important Procedures for International Students

#### (1) Procedures after coming to Japan

##### 1) For students currently living outside Japan

After landing at the airport, you will be issued a resident card with the resident status of “Student” at immigration. (If you land at a port other than New Chitose, Narita, Haneda, Chubu, or Kansai, Hiroshima or Fukuoka airport, the resident card will be issued after the residency procedure at the municipal office.)

You need to visit the municipal office (e.g. city hall/ward office) where you live with your resident card and notify the Ministry of Justice where you live within 14 days of finding a place to settle down.

After the resident registration procedures, ask the municipal office to issue “Certificate of Residence” (住民票). (p.9) You are also required to join the Japanese National Health Insurance (NHI) for the duration of your stay in Japan.

##### 2) For students currently living in Japan

If your current status of residence is something other than “Student” and you wish to change your status of residence to “Student”, contact the International Center and obtain the necessary documents. You need to apply for change of status of residence at a Regional Immigration Bureau by yourself.

Once you change your resident status, you need to bring your resident card to the municipal office of your new residence, notify the Ministry of Justice within 14 days of moving to the new residence, and obtain “Certificate of Residence”(住民票) (p.9).

\*If you move in from a different municipality, you must report your move out to the municipal office of your old address, then update your resident register at the municipal office of your new address. If you change address within the same municipality, you need to file a notice of change of address to the municipality.

#### 3) Submission of Documents

The university requires all students to submit “Certificate of Residence” (住民票) (p.9) as a part of enrollment documents. Service charge of approx. 350 yen will be required to issue the certificate.

#### 【NOTE】

##### (1) What is a resident card?

A residence card is issued to foreign nationals living in Japan for 3 months or longer as proof that they are legally permitted to stay in Japan for a designated period of stay with a designated status of residence. International students who are living in Japan for the first time must have their address registered on their residence cards at the municipal office in order to receive a “Certificate of Residence”.

##### (2) What is status of residence?

Foreign nationals residing legally in Japan are given a status of residence according to the Immigration Control Act when they enter the country, which is based on the purpose of their stay in Japan.

There are several types of status of residence, and “Student” status is given to those who come to Japan to study at a university.

International students at Ritsumeikan University with a “Student” status of residence are eligible to receive financial assistance from the university, including scholarships for international students and tuition reduction, while international students who have a status other than “Student” are usually not eligible for these benefits.

All international students are required to understand the above-mentioned conditions and follow the necessary procedures.

For more information, please visit the website of Immigration Bureau Japan:  
[http://www.immi-moj.go.jp/newimmiact\\_1/en/index.html](http://www.immi-moj.go.jp/newimmiact_1/en/index.html)

### 2. Housing Support

Ritsumeikan Co-op help you find accommodation.

Also, Ritsumeikan University has several international dormitories called “International Houses” near each campus.

#### (1) Ritsumeikan Co-op

The Co-op housing center, Kinugasa Sumai Sagashi Center, is located in the basement of the building, ZONSHINKAN, while you can find Sumai Sagashi BKC Living in LINK SQUARE. The OIC Sumai Sagashi Center is located inside the OIC SHOP.

They all have information regarding student apartments around the campuses as well as insurances for students. Emailing them beforehand is suggested in case you plan to inquire or visit them.

### 1) Accommodation (Sumai Sagashi)

email : [k\\_sumai@ritsco-op.jp](mailto:k_sumai@ritsco-op.jp)

URL: <http://www.ritsco-op.jp/> (available in Japanese only)

### 2) Other questions upon entering university

email : [R\\_nyugaku@ritsco-op.jp](mailto:R_nyugaku@ritsco-op.jp).

Monday-Friday 10am-5pm Saturday 10am-3pm

## (2) International Dorm

Ritsumeikan University has several international dormitories called "International Houses" near each campus. Japanese students (bilingual Resident Mentors) also live in the dormitory and help international student transition to living in Japan.

Those who have interest in our International Houses at BKC or OIC, please do not hesitate to direct questions or reservation requests to:

BKC: [bkcih12@st.ritsumei.ac.jp](mailto:bkcih12@st.ritsumei.ac.jp)

URL: <http://en.ritsumei.ac.jp/lifecareer/dorm/bkc/>

OIC: [oic-dorm@st.ritsumei.ac.jp](mailto:oic-dorm@st.ritsumei.ac.jp)

URL: <http://en.ritsumei.ac.jp/lifecareer/dorm/oic/>

\* Due to the accommodation capacity, Kinugasa International Houses currently accept only semester-based exchange students or undergraduate international students on specific courses. Therefore, graduate students of Kinugasa Campus are not able to move in the International Houses.

## 3. The Student Housing Support System-An Introduction to the Guarantor Company

In an effort to help students smoothly complete their housing rental contracts, we recommend using the services of the Guarantor Company described below.

When you sign a contract and move into a new apartment, please utilize this Guarantor Company to serve as your co-signer. If you are an international student of our university (regardless of visa status), you are eligible to utilize the Guarantor Company's housing co-sign guarantee at a specially discounted rate.

### Our recommended Guarantor Company

Global Trust Networks (GTN)

English website <http://www.gtn.co.jp/en/>

Japanese website <http://www.gtn.co.jp/>

\*In addition to the languages listed above, Chinese, Korean, and Vietnamese language website are available.

### Guarantor Services

1. Support in English, Chinese, Korean, Vietnamese, and Nepali.
2. You don't have to find anyone to co-sign for your housing.  
You can enjoy the company's co-sign guarantee simply by designating both an emergency contact person in your home country (family), and an emergency contact here in Japan (any nationality).
3. Support for your daily life.  
Call the help line for assistance when you move in and need to complete your utility contracts - electric, gas, and water. You can also call for support when you'd like to cancel or renew your housing contract.

GTN's guarantor services can be used when renting from the following housing rental agencies  
When you want to use GTN's services, please visit one of the customer service counters as follows.

## Kinugasa Campus

- Ritsumeikan Co-op: Kinugasa Sumai Sagashi Center (衣笠住まい探しセンター)  
email: k\_sumai@ritsco-op.jp  
URL: <http://www.ritsco-op.jp/shopinformation/sumai/kinugasa.html>
- Gakusei Housing Inc. Kinugasa Branch (株式会社学生ハウジング 立命館衣笠店)  
email: ghrk@3215.co.jp  
URL: <http://www.3215.co.jp/>
- Flat Agency Inc. Main office (株式会社フラットエージェンシー 本店)  
TEL: 0120-75-0669  
URL: <https://en.flat-a.co.jp/>

## Biwako-Kusatsu Campus (BKC)

- Ritsumeikan Co-op: Sumai Sagashi BKC Living (住まいさがし BKC リビング)  
email : bkc\_sumai@ritsco-op.jp  
URL: <http://www.ritsco-op.jp/shopinformation/sumai/bkc.html>
- Student Information Center Inc., Nasic (株式会社学生情報センター ナジック)  
TEL: 0120-356-542  
URL: <https://sc.749.jp/bkc/>

## Osaka Ibaraki Campus (OIC)

- OIC Sumai Sagashi Center (大阪いばらきキャンパス住まいさがしセンター)  
email: oicliving@oicliving.jp  
URL: <http://www.oicliving.jp/>
- J.S.B Network Co.,Ltd. Unilife Ibaraki Branch (株式会社ジェイ・エス・ビー・ネットワーク Unilife 茨木店)  
TEL: 0120-322-617 (From abroad:+81-72-644-7600)  
URL: <http://unilife.co.jp/store/272>

\*In addition to the companies listed above, there are many other rental agencies where you can enjoy GTN's services.

## 4. Student Discipline and Campus Rules

### (1) Motorbike/Bicycle Registration and the Prohibition of Commuting by Car

In view of the responsibility students have, as members of the University, toward their surroundings, the neighbors and the living environment, and in order to reduce the likelihood of any involvement in traffic accidents, students are strongly encouraged to commute to the University on foot, by bicycle, or by means of public transportation such as bus or train. Please observe the following points relating to commuting:

For details, please refer to the university website.

- Ritsumeikan University Study Support Site

[http://www.ritsumei.ac.jp/pathways-future/eng/student\\_life/private\\_transportation.html/](http://www.ritsumei.ac.jp/pathways-future/eng/student_life/private_transportation.html/)



#### 1) Commuting by car

##### Commuting to the University by car is banned.

If it is discovered that you have been commuting by car, you will be disciplined in accordance with University regulations.

#### 2) Commuting by motorbike

The University strongly recommends that students refrain from commuting by motorbike as there has been a rise in accidents around campus involving motorbikes. Accidents not only cause major injuries but students may also be found to be at fault for them. Commutation by motorbike has also been a source of disturbance for residents living near the campus. There have been complaints regarding noise, traffic obstruction, and illegal parking. These are particularly frequent and significant as the campus is located in a residential area. The University, therefore, requires students who have no other choice but to commute by motorbike to register their motorbike. Registered motorbikes must be parked in a designated lot at/near the campus. In order to register a motorbike, the following procedures must be taken.

Please note, motorbikes over 125cc cannot be parked at Osaka Ibaraki Campus.

##### ① Register your motorbike (Registration fee is required)

Students must register their motorbike and park in a designated lot at/near the campus. The registration procedure will be explained at the "Motorbike Safety Driving Seminar".

## ②Attend the “Motorbike Safety Driving Seminar”

At this session, we present the most common accident scenarios, accident black spots to beware of, and safety precautions; we use actual examples of motorbike accidents involving our students and present the actuality of road conditions around each campus. Please be advised that students are not permitted to commute by motorbike without attending this session.

For more details about " Motorbike Safety Driving Seminar ", please ask at the office below.

## 3) Commuting by bicycle

Since many students commute to campus by bicycle, there have been demands from neighboring residents for students to ride safely and observe traffic laws. Accidents involving bicycles occur frequently. Not only are students often injured, there have been incidents where the student on the bicycle has hit and injured a pedestrian severely; such cases often involve a large sum of compensation. Also, many bicycle-related troubles such as bicycle theft and improper parking in and outside campus have been frequently reported. The University, therefore, requires all students who would like to commute by bicycle to register their bicycle. Registered bicycles must be parked in a designated lot at the campus. In order to register your bicycle, the following procedures must be taken.

### ①Attend “Bicycle Safety Driving Seminar”

Many bicycle accidents are the result of rule violations. In such cases, the cyclist is likely to be liable for negligence. The most important measure you can take to avoid such situations is to enhance your understanding of traffic rules and learn to cycle safely. At this session, we explain bicycle traffic rules, the most common accident scenarios, accident-prone spots to beware of, safety precautions, and present the actuality of road conditions around each campus.

The web guidance for the "Bicycle Safety Driving Seminar" is available on the university website. If you commute to school by bicycle, please be sure to take this course.

### ②Registration of bicycle

For more details about Registration of bicycle, please ask at the office below.

Bicycle registration is permitted only to students who fulfill the following requirements:

- Sticking a crime-prevention registration sticker on the bicycle
- Equipping the bicycle with a headlamp and double locks
- Purchasing Personal Liability Insurance (coverage amount: 100 million yen or more)
- Equip the bicycle with a lock (double locks recommended)
- Attend the Bicycle Safety Driving Seminar

#### Contact Details:

Kinugasa Campus: Campus Information (Kinugasa) 075-465-8144

Suzaku Campus: Campus Management Office (Suzaku) 075-813-8315

Biwako-Kusatsu Campus: Campus Management Office (BKC) 077-561-2621

Osaka Ibaraki Campus: Campus Information Center (OIC) 072-665-2020

## (2) Enrolling in Insurance

All degree program students at Ritsumeikan University are enrolled in Personal Accident Insurance for Students Pursuing Education and Research, which covers accidents that occur during lessons and sanctioned extra-curricular activities as well as sudden unexpected accidents that arise while on University property that result in physical injury or harm. In the event of injury under such conditions, contact the Office of Student Affairs on your campus and complete the necessary procedures.

However, please note that this insurance will only cover up to the minimum required days for medical treatment and does not cover matters such as illness or commuting accidents.

During your time as a student, there is the possibility that you may encounter an unexpected traffic accident while commuting, or unforeseen illness or injury. Furthermore, there have been numerous cases in which a student has been found at fault in a bicycle accident and is required to pay a significant sum of money for compensation. In order to be prepared for such situations, we recommend that students enroll in insurance.

### Enrolling in voluntary insurance for motorbikes, etc.

In recent years, the cost to cover damages resulting from traffic accidents involving motorbikes has become increasingly high. In addition to an increase in cases where mandatory liability insurance alone cannot cover injury costs, liability insurance is unable to cover any damage to property. However, if enrolled in voluntary insurance, the insurance company can give advice and directly negotiate with the other party from a professional point of view in the event of an accident. No matter if you are considered the victim or the person at fault in an incident, being enrolled can help avoid serious trouble. Of course you should take every precaution to avoid traffic accidents, but in order to be prepared for the unexpected, we request that you enroll in voluntary insurance. One of the conditions for using voluntary insurance is that you be simultaneously enrolled in mandatory liability insurance. Please be careful not to forget to enroll in or renew your mandatory liability insurance.

**Insurance you can apply within the University**

Ritsumeikan Cooperative (Co-op):

Student Mutual Benefit &amp; Personal Liability Insurance for Students

TEL: 0120-465-098

URL: <http://www.ritsco-op.jp/shopinformation/kyousai.html>

CreoHuman Co., Ltd.:

Ritsumeikan University Student Comprehensive Insurance

TEL: 075-463-9178

\*CreoHuman Co., Ltd. is a wholly owned subsidiary of Creotech Co., Ltd.

\*Creotech Co., Ltd. is a wholly owned subsidiary of the Ritsumeikan Trust.

**(3) Purchasing a Student Commuter Pass**

- 1) Student Commuter Passes can be purchased for the shortest distance from your current address (as listed on your student ID) to the University (from the nearest station from your home to the nearest station to the University) and only for formal curricular purposes. You cannot purchase a pass for the purposes of participating in club activities, part-time work, or obtaining qualifications outside the formal curriculum.
- 2) To purchase a commuter pass with the appropriate public transportation agency, you need to provide your student ID, which you can obtain at the orientation session. Please write your current address and commuting route on the Enrollment Confirmation Label on your student ID card.  
\*If there is no Registration Confirmation Label on the back side of the card, or a current address and commuting route is not specified, you will be unable to purchase a student commuter pass (The Enrollment Confirmation Label functions as a student commuter certificate at Ritsumeikan University).
- 3) When you purchase a student commuter pass, you may need to provide a “Student commuter certificate” that proves your commuting routes. Student commuter certificate requirements for the major public transport providers are shown in the reference materials below. If your provider is not listed, please make inquiries independently. Student commuter certificates are issued by the graduate school administrative offices (Suzaku) and the Manabi Station (Kinugasa/BKC / OIC).

**(4) Important points to note**

- 1) If using more than one transportation company, specify the company used for each portion of the route.
- 2) If there is not enough space on the student ID card to provide information about the commuting route, please contact Manabi Station on their home campus or the graduate school administrative office (Suzaku).
- 3) If a student’s address changes, the student ID card must be stamped with a correction seal from the University. Necessary procedures should be completed at Manabi Station on their home campus on their home campus or the graduate school administrative office (Suzaku).

**<REFERENCE: Nearest stations>**

		Nearest station			
		Graduate school at Kinugasa Campus	Graduate school at BKC	Graduate school at OIC	Graduate school at Suzaku Campus
JR West Japan		Enmachi, Hanazono *Kyoto Station and Nijo Station can be approved as the nearest station only for those who use JR Kyoto Line, Biwako Line, Kosei Line and Nara Line.	Minami Kusatsu	Ibaraki	Nijo
Kintetsu Corporation		Kyoto	Kyoto	Kyoto	Kyoto
Hankyu Railway		Saiin, Omiya	-	Minami ibaraki, Ibaraki city	Omiya
Keihan Railway		Depends on regularity of bus services at the connecting station, so acceptable provided it is the shortest trip			
Osaka Monorail		-	-	Unobe, Minami ibaraki	-
Kyoto Municipal Transportation	Subway	Nishioji Oike	-	-	Nijo
	Bus	Ritsumeikan Daigakumae, Waratenjin-mae, Kinugasako-mae			Senbon Sanjo Suzaku Ritsumeikan mae, Nijoeki mae
Ohmi Tetsudo Bus		-	Ritsumeikan Daigaku		
Keihan Bus		-	-	JR Ibaraki, JR Ibaraki Higashi-guchi	

## **(5) No smoking on campus except in the designated smoking areas**

### **Smoking is prohibited at all times on Ritsumeikan University campuses except at The Designated Smoking Areas.**

\*The revised Health Promotion Act prohibits smoking on any type I facility property including university property (the Designated Smoking Areas excluded). The Health Promotion Act requires that measures be taken to prevent harm from passive smoking in public places. Accordingly, Kyoto City, Kusatsu City and Ibaraki City have all enacted by-laws imposing obligations to endeavor to prevent smoking in public. Kyoto City and Ibaraki City impose fines for smoking in prohibited zones such as entertainment districts and major roads. These fines do not apply to the roads in the vicinity of our campuses, but we are still obliged to endeavor to avoid smoking. In January 2013, Ritsumeikan University was accredited as a model organization for improving smoking etiquette, and initiatives are now underway to prohibit smoking on and around the campus.

#### **Ritsumeikan Academy Action Plan for a Smoke-Free Campus (April 2008)**

Smoking is not only a hazard to the smokers themselves, but creates health problems for nonsmokers through secondhand smoking. Smoking causes an increase in medical costs which are an unnecessary burden to society. We must decrease the smoking population and prevent secondhand smoking in order to protect our welfare and health.

Most smokers develop a smoking habit in college. As a university, it is our responsibility to contribute to the reduction of the smoking population.

The Ritsumeikan Academy is active in its duty as an educational research institution to contribute to the progress and advancement of humanity and society. To help realize the educational goal “to strive for the perfection of character, and to cultivate healthy hearts and minds, while equipping the society with the resources to be creators of a peaceful and democratic nation and society,” we will towards ending secondhand smoking and take the following measures.

- 1) Educate and enlighten members of the Ritsumeikan Academy about the harmful effects of smoking on health and society.
- 2) Protect nonsmokers from damage to health caused by secondhand smoking.
- 3) Educate and enlighten in order not to produce new smokers.
- 4) Support smokers' efforts to quit smoking.

## **5. Important Information for Freshman**

### **(1) On-Campus Businesses**

Only agencies designated by the University, including Ritsumeikan University Co-op and Creotech Co., Ltd., can provide services to students on campus. Other agencies are prohibited from offering services to students on campus. Take precautions against people helping you find a private tutor or helping you find accommodation using brochures. Be careful not to give your personal information, including your contact number, without reason to prevent misuse of the information.

### **(2) Avoid Troubles**

To make your years at the University fruitful, you need to remain it safe and secure. Carelessness may lead to troubles. Consult with the University, consulting services, friends and parents to solve your problems. Some of problems are caused by the misuse of personal information. Be cautious at all times in sharing your private information.

#### **i ) Living By Yourself**

If you live on your own, you are responsible for looking after yourself. To avoid physical, financial or emotional damage, keep the following in your mind. Observing manners and rules and having a good relationship with your neighbors are also very important when living in Japanese society.

- Always keep windows and doors locked.
- Do not open the door before you see who the visitor is. Check your landlord when a stranger calls for a utility check-up, a routine visit from a government agency or the like.
- Familiarize yourself with neighborhoods. Find the nearest police box. Get the emergency contact details of your landlord or property maintenance company.

#### **ii ) Fraudulent Sales Tactics**

There are various fraudulent business practices involving students, such as expensive merchandise, multi-level marketing and “catch sales.” Solicitation activities by antisocial cult groups against students are also reported. There have been solicitations presented as regular events or volunteer activities. These imposters often come to talk to you outside campus or call your phone. Be careful when providing your personal information such as your name, address and phone number as it may cause troubles and damages.

#### **iii ) Internet Related Troubles**

Troubles on the internet are on the rise. Many of the troubles are caused by thoughtless action such as revealing detailed personal information carelessly or providing inaccurate information. You must understand the danger of Internet misuse and risks of privacy especially when using SNSs and blogs. All activities on the Internet are traceable.

Whenever putting information on the Internet, you must recognize that you have social responsibility. You also have to watch out for fictitious invoices on the Internet.

**iv) Illegal drugs such as marijuana, amphetamines, and dangerous narcotics**

Illegal drugs not only eat away your brain and mind causing addiction, acute poisoning, and permanent mental damage, but the use, possession, cultivation, manufacturing and distributing of those drugs are serious crimes and severely punished by law. The University will also take strict disciplinary measures including expulsion from school. DO NOT get involved with drugs on the spur of the moment.

**v) Fake Phone Inquiries from Individuals Posing as University Officials**

There have been phone calls posing as staff from the Office of Student Affairs to ask for students' personal information such as students' mobile phone number. In the case of an emergency, the University will ask the students' guarantor to contact the student and have the student contact the University. If your parents receive such calls, ask the caller's name and telephone number to return the call, and check that telephone number is the one of the University's.

## **6. Student Life Support Resources**

If you have any difficulties, troubles or worries about student life and are not sure where to go for advice, please speak with the Student Office at your campus. Depending on what kind of advice you want, they will contact the relevant university office.

**(1) Support for students who have worries about student life – “Student Support Room”**

The Student Support Room is there to offer advice to students who have worries about student life. Students who are worried about how to spend their time at university in a way that is right for them may worry about different issues such as: ‘I can’t work out the aims of my time at university’, ‘I don’t find study interesting’, ‘Relations with my friends are not going well’, ‘I am worried about the future’. Support on these and other concerns is available at the Student Support Room. Counselling from certified professional counselors (clinical psychologists etc.) is available.

Please refer to the following website for information about how to use the Support Room. You can also refer to the leaflet about the Student Support Room that will be distributed during enrolment after admission.

Students Support Room Website:  
<http://www.ritsumeai.ac.jp/ssr/en/>



**(2) Support for Students with Disabilities - “Disability Resource Center”**

Based on the Ritsumeikan University Disabled Student Support Policy, and aiming to become a university inclusive to all including students with disabilities, we offer support to students with disabilities.

The support offered is considered on an individual basis, based on the style of education in the student's faculty and the disabled student's needs. In order to discuss support needed for after enrolment, please contact your graduate school administrative office or one of the offices below as soon as possible after you have paid your enrollment fee.

For students with physical disability:  
[drc@st.ritsumeai.ac.jp](mailto:drc@st.ritsumeai.ac.jp) (Japanese only)

For students with development disorders:  
Kinugasa / Suzaku Campus: [sns-k@st.ritsumeai.ac.jp](mailto:sns-k@st.ritsumeai.ac.jp)  
Biwako Kusatsu Campus: [sns-b@st.ritsumeai.ac.jp](mailto:sns-b@st.ritsumeai.ac.jp)  
Osaka Ibaraki Campus: [sns-oic@st.ritsumeai.ac.jp](mailto:sns-oic@st.ritsumeai.ac.jp)

Disability Resource Center Website:  
<http://www.ritsumeai.ac.jp/drc/en/>





## IV. Orientation for New Graduate Students

### 1. Website: Startup Guide for New Students

Detailed information on the dates and venues for each orientation and Matriculation Ceremony can be found on the website of “Startup Guide for New Students”.

#### Startup Guide for New Students

Dates of website operation: From September 1, 2022

URL: <http://www.ritsumeikan.ac.jp/startup/eng/>

### 2. Orientation Schedule and Venues

For detailed information on the contents, schedule and venues, please visit the website “Startup Guide for New Students” and check the schedule of each graduate school. **Please be reminded that some graduate schools may hold orientations before the Matriculation Ceremony.**

### 3. Orientation Outline

#### (1) Guidance sessions will be given separately by each graduate school

These sessions provide essential information for your study and research including the graduate school curriculum and course registration procedures etc.

- You will receive your student ID card, user ID to access university IT services, Academic Handbook, and class schedule etc. at these sessions.
- Please consult with the Administrative Office of your graduate school if you are unable to attend.

#### (2) Deliver Information common to all graduate schools

Information common to all graduate schools and necessary for your new graduate school life will be distributed as VOD. You can watch this VOD on the website of “Startup Guide for New Students” which will be opened on September 1, 2022.

<Contents>

Use of facilities, Scholarships (except JASSO), Research Grants, Information system of Ritsumeikan University, Use of libraries, Harassment Prevention, Future Path and Employment, Coop etc.

#### (3) International Students Orientation

The International Center holds an orientation for each incoming cohort of international students (this includes both international students with a “Student” status of residence and those who will get “Student” status of residence).

A detailed explanation about status of residence in Japan and requisite post-arrival procedures are given.

\*Those who have other status of residence can also attend this orientation.

The orientation in this academic year will be held online.

Fall Semester 2022 orientation schedules for each campus are planned to be announced on September 1, 2022, on our Startup Guide for New Students website, so be sure to check it out.

## V. Ritsumeikan University Matriculation Ceremony, September 2022 AY

Ritsumeikan University Matriculation Ceremony, September 2022 Academic Year is scheduled to be held as follows.

【Date and Time】 Saturday, September 24, 2022; 10:00 a.m. -10:30 a.m.

【Venue】 OIC Grand Hall in Osaka Ibaraki Campus, Ritsumeikan University

- No parking areas for cars are available at Osaka Ibaraki Campus. Please use public transportation.
- There will be a broadcast of the ceremony for those who cannot attend the event on campus.
- The ceremony will be held at the same venue for undergraduate students. Participation of family members are under consideration. Please check our website for the latest information.
- Doors will open 30 minutes prior.; Please be seated 10 minutes prior to the opening of the ceremony.

■ The official website of Ritsumeikan University <http://en.ritsumeikan.ac.jp/>

There may have been some changes to the information due to COVID-19 situation.  
If there is any change in the information, we will inform you in early September on our website.

## VI. Student Discipline

The University will take disciplinary action in accordance with the School Education Act, the Ordinance for Enforcement of the School Education Act, Article 57 of the Ritsumeikan University Regulations, Article 91 of the Ritsumeikan University Graduate School Regulations, and the Ritsumeikan University Student Disciplinary Regulations when a student violates the Ritsumeikan University Regulations, the Ritsumeikan University Graduate School Regulations, or any other university regulations, or commits a criminal act or so forth.

Disciplinary action will be taken by the president of the university, upon deliberation by the Graduate School Committee, after the graduate school to which the student belongs investigates the facts of the case. The result will be reported to the student, and the student's guarantor will be notified. The details of disciplinary actions will be publicly announced and records kept.

In the event of disciplinary action, scholarships (current and scheduled), including those of the Japan Student Services Organization (JASSO), will be suspended or revoked in accordance with the scholarship regulations.

## VII. Regulations

The Ritsumeikan University Regulations and other internal regulations are available on the following website.

**For regulations such as the Ritsumeikan University Regulation, Ritsumeikan University Graduate School Regulations, and regulations concerning course registration:**

Ritsumeikan University Top Page > Current Students > Study Support Site > Regulations/Guideline

<http://www.ritsumei.ac.jp/pathways-future/eng/guideline/>

Regulations are subject to change. The website will be updated as necessary.

If you are unable to access the website due to lack of internet access, please contact the Office of Graduate Studies. (075-465-8195).

## The Ritsumeikan Trust Personal Information

### Protection Basic Policy

This is a translation of the regulation. (The Japanese regulation shall be the original.)

The Ritsumeikan Trust (hereinafter called "the Trust") will establish independent rules and systems to comply with relevant laws and regulations and other standards regarding the protection of personal information on the students of the Trust used by the Trust in education and research, and set forth as follows, and implement and maintain, the Personal Information Protection Basic Policy. The matters regarding the handling of personal information for the purpose of academic research will be provided for separately.

To implement this Basic Policy, the Trust will set forth and make public the Ritsumeikan Trust Personal Information Protection Regulations, and familiarize the faculty and staff, etc. (such as officers, teachers, staff members, part-timers, and temporary workers) of the Trust and any persons involved therewith with them.

The Trust will take appropriate information security measures to prevent any loss, destruction, falsification, and leak, etc. of personal information including countermeasures against unauthorized access and computer viruses.

The Trust will obtain personal information by lawful and fair means, without using illegal means. The Trust will also obtain the approval from the subject person of the relevant personal information of the purpose of use, etc. or announce necessary matters on the Trust website.

In case of obtaining personal information indirectly, the Trust will confirm whether the provider has acquired the relevant personal information properly from the subject person, and announce on the Trust website the purpose of use of the personal information and other necessary matters.

The Trust will confirm that the subject person possesses the rights to disclose, correct, suspend, or delete, etc. his or her own personal information, and will respect and respond to such requests from the subject person.

In case of using personal information jointly with a third party or entrusting a third party with personal information to delegate any service, the Trust will investigate such third party and take legally required measures including making a necessary agreement.

The Trust will handle strictly not only personal information on the students enrolled in a school established by the Trust at present or in the past, but also personal information provided by the subject person for the purpose of becoming a student of a school established by the Trust.

The Trust will establish the following principles for obtaining and handling of specific personal information:

- Will use personal information within the scope of the purpose of use at acquisition, exclusively by persons authorized according to the specific business, to the extent required for the performance of such business;
- Will not provide any personal information for a third party, in principle;
- Will not use for unintended purposes, take out from the normal location of use, or transmit externally, or otherwise leak, any personal information;
- Will prohibit persons working for the Trust from letting a third party know with no good reason the content of personal information obtained in the course of business, or using the same for an unjustifiable purpose. This will continuously apply to persons who have left the post pertaining to the relevant business;
- Will not obtain, use, or provide personal information containing the following contents:
  - Matters regarding thought, faith, or religion; and
  - Matters which may cause social discrimination.

April 1, 2005

## Handling of Personal Information at Ritsumeikan University

This is a translation of the document. (The Japanese document shall be the original.)

Ritsumeikan University (hereinafter called "the University") handles personal information obtained by the University from prospective students as set forth below, in compliance with laws and regulations relating to the protection of personal information and the Ritsumeikan Trust Personal Information Protection Regulations.

### Purpose of Use

Personal information on students will be used for the following purposes:

1. Provision of learning support for students, etc. including enrollment record control, registration control, performance control, and tuition fee information control
2. Provision of living support for students, etc. including life consultation, after-school activity support, scholarship control, and health control
3. Provision of career and job search support for students, etc. including career guidance, job search activity support, and career and job search information control
4. Consulting with guardians about registration, performance, and careers including notifying guardians of performance
5. Execution of entrance exam business and admission procedure business
6. Sending various guides for the University and other schools established by The Ritsumeikan Trust
7. Managing use and security control of school facilities and equipment
8. Issuance of certificates
9. Provision of necessary information to partner universities within Japan and overseas based on academic exchange agreements
  - List of Ritsumeikan University's Partner Universities and Institutions  
[http://www.ritsumei.ac.jp/international/pdf\\_j/RU\\_partner\\_universities\\_and\\_institutions.pdf](http://www.ritsumei.ac.jp/international/pdf_j/RU_partner_universities_and_institutions.pdf)
10. Provision of necessary information to groups operating scholarship businesses
11. Provision of necessary information to the group consisting of students (Ritsumeikan University Student Union)
12. Provision of necessary information to the group consisting of graduates (Ritsumeikan University Alumni Association)
13. Provision of necessary information to the group consisting of the parents of students (The Parents Association of Student Education Assistance)
14. Provision of necessary information to groups permitted by the Ritsumeikan Trust Personal Information Protection Committee
15. University assessments (self-assessment, third-party assessment, accreditation, etc.), and statistical research
16. Education, research, and FD activities
17. Other purposes related or incidental to each of the above

### Management of Personal Information

Personal information on students is securely managed in line with laws and regulations and the Ritsumeikan Trust Personal Information Protection Regulations so that it is not leaked, lost, or damaged.

### Outsourcing Services Associated with the Provision of Personal Data

The University may outsource certain work that includes the handling of personal data to a third-party entity having executed an agreement on the proper handling of personal information.

### Provision of Personal Data to Third Parties

The University does not provide personal data to third parties without the prior consent of the subject. However, that information may be provided without the consent of the subject in cases where appropriate provision is required under laws and regulations.

**Shared Use of Personal Data**

The University, as the party responsible for the management of personal data by The Ritsumeikan Trust (8 Nishinokyo-Higashitoganoo-cho, Nakagyo-ku, KYOTO, Mr. Tomomi Morishima, the Chairperson of the Board of Trustees), may share personal data in the following cases. Other cases in which personal data is shared will be clearly indicated when collecting data.

**Personal Data on Students and Faculty Members Affiliated to Societies**

Personal Data to be Shared	[Students affiliated to each society] Name, student ID number, email address [Faculty members affiliated to each society] Name, faculty ID number, bank account
Scope of Shared Users	The Ritsumeikan Trust, each society at Ritsumeikan University (Ritsumeikan University Law Society, Ritsumeikan University Social Sciences Society, Ritsumeikan University International Relations Society, Ritsumeikan University Cultural Sciences Society, Ritsumeikan University Image Arts Society, Ritsumeikan University Business Administration Society, Ritsumeikan University Policy Science Society, Ritsumeikan University Economics Society, Ritsumeikan University Sport and Health Science Society, Ritsumeikan University Gastronomy Management Society, and Ritsumeikan University Practical Education Society)
Purpose of Use	To introduce each society's business

**Personal Data on Graduates (Alumni)**

Personal Data to be Shared	Name, alumni number, date of birth, permanent address and telephone number, current address and telephone number, email address, year enrolled, graduate school, year graduated, seminar group, club, gender, high school, employment information
Scope of Shared Users	The Ritsumeikan Trust, Ritsumeikan University Alumni Association
Purpose of Use	Alumni networking, including notification of activities by the alumni association and sending out bulletins

Personal Data to be Shared	Name, alumni number, date of birth, permanent address and telephone number, current address and telephone number, email address, year enrolled, graduate school, year graduated, seminar group, club, gender, high school, employment information
Scope of Shared Users	The Ritsumeikan Trust, Alumni Association of Ritsumeikan University College of Law, Alumni Association of Ritsumeikan University College of Social Sciences, Alumni Association of Ritsumeikan University College of International Relations, Alumni Association of Ritsumeikan University College of Letters, Alumni Association of Ritsumeikan University College of Image Arts and Sciences, Alumni Association of Ritsumeikan University College of Business Administration, Alumni Association of Ritsumeikan University College of Policy Science, Alumni Association of Ritsumeikan University College of Comprehensive Psychology/Graduate School of Human Science, Alumni Association of Ritsumeikan University College of Economics, Alumni Association of Ritsumeikan University College of Sport and Health Science/Graduate School of Sport and Health Science, Alumni Association of Ritsumeikan University College of Gastronomy Management, Alumni Association of Ritsumeikan University Graduate School of Public Policy, Alumni Association of Ritsumeikan University Graduate School of Management (RIMO), Alumni Association of Ritsumeikan University Graduate School of Language Education and Information Science, Alumni Association of Ritsumeikan University School of Law, RIMOT (Alumni Association of Ritsumeikan University Graduate School of Technology Management), Ritsumei-Den'yukai, Ritsumeikan University Kiyukai, Ritsumeikan University Subutsukai, Ritsumei-Kayukai, Ritsumeikan University Kensetsukai, Alumni Association of Ritsumeikan Certified Public Accountant (Ritsumeikan CPA Club), Ritsumeikan University Jouhoukai
Purpose of Use	Alumni networking, including notification of activities by the alumni association of each college and graduate school (reunions) and sending out bulletins

# Forms Prescribed by Ritsumeikan University

## 本学所定書式

### 【Documents to be submitted before enrollment/ 手続書類に同封するもの】

〈All enrollees／全員提出〉

誓約書／個人情報の取扱いに関する同意書……………書式 1  
Pledge Form／Consent to Use of Personal Information Form-1

〈Only if applicable／該当者のみ提出〉

手続書類遅延申出書……………書式 2  
Notice of Delay in Submitting Documents for Admission Procedures Form-2

〈Only if applicable／該当者のみ提出〉

2022 年度 入学辞退届 兼 入学手続時納付金返還願(入学金を除く)……………書式 3  
Request to Decline Admission and Request for Refund of Paid Admission Procedure Fees Form-3  
Form3-A：日本国内の口座用/Bank transfer into Japanese bank account  
Form3-B：日本国外の口座用/Bank transfer into Overseas bank account



受験番号 Application No. \_\_\_\_\_

年 月 日  
Date \_\_\_\_\_

## 誓約書 Pledge Form

立命館大学長 殿 To President of Ritsumeikan University,

私は、貴大学に入学のうえは、立命館大学大学院の学則および大学の諸規則(キャンパス内全面禁煙および自動車通学全面禁止を含む)が在学中は適用されることについて同意し、諸規則を遵守することを誓約いたします。

I hereby agree that all the rules and regulations of the graduate schools of Ritsumeikan University and the university's other rules (including the total bans on smoking on campus and commuting to campus by car) will apply to me during my studies, and pledge to abide by these rules during my enrollment at the university.

研究科 (Graduate School)		専攻 (Major)	
現住所 (Current Address)	〒		
本人氏名(本人直筆) (Name to be written by the student)		生年月日(西暦) (Date of Birth)	年 月 日 (YYYY / MM / DD)

※現住所は誓約書記入日現在の住所を記入してください。

※Write the current address as of the date you are filling in this form for the "current address".

## 個人情報の取扱いに関する同意書 Consent to Use of Personal Information

立命館大学長 殿 To President of Ritsumeikan University,

私は立命館大学大学院に入学するにあたり、立命館大学が「立命館大学における個人情報の取扱いについて」(p.25 および p.26)に基づき、私の個人情報について利用することに同意します。また、私は、以下に掲げる私の個人情報等の第三者提供について、予め同意します。

- ・学術交流協定等に基づき、国内外の協定校に、私の個人情報その他必要な情報を提供すること
- ・奨学事業を行う団体に、私の個人情報その他必要な情報を提供すること

Upon enrolling at Graduate School at Ritsumeikan University, I agree to Ritsumeikan University using my personal information based on the "Handling of Personal Information at Ritsumeikan University" (page: 25 to 26).

In addition, I agree in advance to the provision of my personal information to the third parties as described below.

- ・ To provide my personal information and other necessary information to partner institutions in Japan and overseas based on academic exchange agreements, etc.
- ・ To provide my personal information and other necessary information to organizations providing scholarships.

研究科 (Graduate School)		専攻 (Major)	
本人氏名(本人直筆) (Name to be written by the student)		生年月日(西暦) (Date of Birth)	年 月 日 (YYYY / MM / DD)





## 手続書類遅延申出書

### Notice of Delay in Submitting Documents for Admission Procedures

下記の枠内の必要事項を記入し、該当するチェック欄(□)に✓を入れてください。他の手続書類とともに提出してください。

Fill out the required information on the prescribed form and check the box that applies to you. Submit the rest of the documents required for admission procedures together with this form.

フリガナ		連絡先 Phone Number	自宅 Home :
氏名 Name			携帯 Mobile :
研究科 Graduate School		入試方式 Admission Method	
受験番号 Application Number			

以下の手続書類の提出が遅れます。

9 月 25 日までに提出します(日本に入国できないことにより住民票が提出できない場合または、退学の証明が間に合わない場合を除く)。

**The following document(s) will be submitted after the deadline.**

**I will submit my document(s) by September 25 (except in the case that I cannot submit a resident certificate due to immigration restrictions, or that a document evidencing my withdrawal from the university cannot be issued in time).**

☐ 卒業／修了証明書

／Certificate of Graduation／Certificate of Completion of the Master's Program or Professional Degree Program

**【日本国外在住者で住民票が取得できない場合のみ/Acceptable only for applicants currently living outside Japan】**

☐ 住民票/Resident certificate

**【転入学・飛び級で入学する場合または APU 特別受入入学試験で APU を卒業せずに入学する場合のみ/**

Only for those admitted under Admissions for Transfer, Accelerated Learners (Grade Skippers) or those who pass the APU Special Admissions and enter without graduating from APU.】

☐ 確定した最終の成績証明書／Transcript of Academic Record

**【飛び級で入学する場合または APU 特別受入入学試験で APU を卒業せずに入学する場合のみ/**

Only for those admitted under Admissions for Accelerated Learners (Grade Skippers) or those who pass the APU Special Admissions and enter without graduating from APU.】

☐ 退学したことを証明するもの/A document evidencing your withdrawal from the university at the end of the third year or the period of enrollment in the university.

☐ その他/Others ( )



***Request to Decline Admission and Request for Refund of Paid Admission Procedure Fees***  
**【Bank transfer into Japanese bank account】**

To: Ritsumeikan University  
Date of request:

I have paid the necessary fees to complete the entrance procedures, but I decline the offer of admission to the Graduate School for the September 2022 because of the following reason(s). I therefore would like to request the refund of the tuition, amenities and program development fee, laboratory fee and research & practical training fee.

Please fill out only the outlined section and please paste the documents from ① to ③ in forms 3-A.

**Entrance Procedure Information**

- Admission Method:
- Application Number:
- Name of Graduate School you were admitted to:
- Major:

**Personal Information**

- Your name in print:
- Your signature:
- Parent's/Guardian's name:
- Your current address (mailing address):
- Telephone number:

**Reason(s) for declining the offer of admission**

- Entering another university:  
Please give the name of the university and the graduate program you are entering:
- Other:

**Bank Account Detail** \*Applicant or Parent's/Guardian's bank account only

Bank Name	
Branch	
Account Number	
Account Holder (English)	
Account Holder (KATAKANA)	

**Submission Deadline: September 25, 2022**  
(must be postmarked on or before the due date)

立命館大学大学院  
Ritsumeikan University Graduate Schools

<Official use only>

Please go to reverse side→

受付 NO.		学生証番号					
受付日	院課	/	研究科事務	/	教務	/	財務経理課
備考							

Please attach here the following documents.

① Photocopy of the Documents that verify the payment of tuition

(Ensure that the financial institution's stamp is clearly visible when making the copy.)

② Photocopy of the Letter of Acceptance

③ Attachment Area of a pass-book (Page with a bank name, blanch name, account number, bank holder's name)



***Request to Decline Admission and Request for Refund of Paid Admission Procedure Fees***  
**【Bank transfer into Overseas bank account】**

To: Ritsumeikan University

Date of request:

I have paid the necessary fees to complete the entrance procedures, but I decline the offer of admission to the Graduate School for the September 2022 because of the following reason(s). I therefore would like to request the refund of the tuition, amenities and program development fee, laboratory fee and research & practical training fee.

Please fill out only the outlined section. Please paste the documents ① and ② in form 3-B.

**Entrance Procedure Information**

- Admission Method [ ]
- Application Number [ ]
- Name of Graduate School you were admitted to [ ]
- Major [ ]

**Personal Information**

- Your name in print [ ] • Your signature [ ]
- Parent's/Guardian's name [ ]
- Your current address (mailing address) [ ]
- Telephone number [ ]

**Reason(s) for declining the offer of admission**

- Entering another university: Please give the name of the university and the graduate program you are entering:  
[ ]
- Other [ ]

**Bank Account Detail \*Applicant or Parent's/Guardian's bank account only** Please fill in English Alphabet.

We will refund the total amount after deducting remittance fee.

Account Number *			
IBAN Number *			
Bank Name			
Branch			
Address of Bank			
ABA No, BIC CODE, SORT CODE, SWIFT CODE, ISFC etc.			
Name of Account Holder			
Address of Account Holder			
Phone number		Country	

\* Please fill in either "Account number" or "IBAN Number".

**Submission Deadline: September 25, 2022**  
(must be postmarked on or before the due date)

立命館大学大学院  
Ritsumeikan University Graduate Schools

<Official use only>

受付 NO.		学生証番号					
受付日	院課	／	研究科事務	／	教務	／	財務経理課
備考							

Please go to reverse side→

Please attach here the following documents.

Please paste the documents ① and ②.

<p>① <u>Photocopy of the Documents that verify the payment of tuition</u> (Ensure that the financial institution's stamp is clearly visible when making the copy.)</p>
<p>② <u>Photocopy of the Letter of Acceptance</u></p>



## Contact details for specific inquiries

Type of inquiries	Contact details		Office hours
Course registration, contents of research after enrolled in a graduate school, academic advisers, etc.	Administrative office of each graduate school	see p.40	10:00 – 11:30 12:30 – 17:30
New student orientation	Administrative office of each graduate school	see p.40	10:00 – 11:30 12:30 – 17:30
Matriculation ceremony	Office of Academic Regulations	075-813-8170	9:00 – 17:30
Scholarships and research grants offered by Ritsumeikan University	Office of Graduate Studies at Kinugasa Campus	075-465-8195	10:00 – 11:30 12:30 – 17:00
Student life, etc.	Office of Student Affairs at Kinugasa Campus	075-465-8168	9:00 – 11:30 12:30 – 17:00
	Office of Student Affairs at Biwako-Kusatsu Campus	077-561-3917	
	Office of Student Affairs at Osaka Ibaraki Campus	072-665-2130	
Residence card, status of residence in Japan, etc.	Kinugasa International Center <Graduate School of Law, Sociology, International Relations, Letters, Image Arts, Language Education and Information Science, Core Ethics and Frontier Sciences, School of Law, Professional Teacher Education >		<i>ru-coe@st.ritsumei.ac.jp</i>  ※We will only accept inquiries by e-mail. ※When you contact us by e-mail, please be sure to include your name, application number, and the name of your graduate school.
	BKC International Center <Graduate School of Economics, Sport and Health Science, Science and Engineering, Information Science and Engineering, Life Sciences, Pharmacy, Gastronomy Management >		
	OIC International Center <Graduate School of Business Administration, Policy Science, Management, Technology Management, Human Science>		
Medical examination	Medical Service Center	075-465-8232	9:30 – 17:00
Motorbike/Bicycle Registration	Campus Information Center at Kinugasa Campus	075-465-8144	10:00 – 17:00
	Campus Caretaker’s Office at Suzaku Campus	075-813-8315	10:00 – 17:00
	The Office of Campus Management and Security	077-561-2621	10:00 – 17:00
	Campus Information Center at OIC	072-665-2020	10:00 – 17:00
Admission procedures other than those shown above	Office of Graduate Studies at Kinugasa Campus	075-465-8195	10:00 – 11:30 12:30 – 17:00

\*When the contact details are provided for each campus, please contact the one on the campus which your admission procedures are going to be handled.

\* Closed on Saturday, Sunday, and national holidays

Related websites:

(Information on scholarships and research grants) [http://www.ritsumei.ac.jp/ru\\_gr/g-career/eng/fellow/](http://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/)

(Scholarships and Campus Life) <http://en.ritsumei.ac.jp/current-students/>

## Administrative Offices of Schools

School	Administrative Office of School	Tel & Fax number	Campus & Address
Graduate School of Law	Administrative Office, College of Law	TEL 075-465-8175 FAX 075-465-8176	Kinugasa Campus  56-1Toji-in Kitamachi, Kita-ku, KYOTO 603-8577
Graduate School of Sociology	Administrative Office, College of Social Sciences	TEL 075-465-8184 FAX 075-465-8196	
Graduate School of International Relations	Administrative Office, College of International Relations	TEL 075-465-1211 FAX 075-465-1214	
Graduate School of Letters	Administrative Office, College of Letters	TEL 075-465-8187 FAX 075-465-8188	
Graduate School of Image Arts	Administrative Office, College of Image Arts and Sciences	TEL 075-465-1990 FAX 075-465-8193	
Graduate School of Language Education and Information Science	Administrative Office, Inter-Faculty Graduate Schools at Kinugasa Campus	TEL 075-465-8363 FAX 075-465-8364	
Graduate School of Core Ethics and Frontier Sciences		TEL 075-465-8348 FAX 075-465-8364	
Graduate School of Economics	Administrative Office, College of Economics	TEL 077-561-3940 FAX 077-561-3947	Biwako-Kusatsu Campus (BKC)  1-1-1 Noji Higashi, KUSATSU, SHIGA 525-8577
Graduate School of Sport and Health Science	Administrative Office, College of Sport and Health Science	TEL 077-561-3760 FAX 077-561-3761	
Graduate School of Science and Engineering	Administrative Office, College of Science and Engineering	TEL 077-561-2624 FAX 077-561-2629	
Graduate School of Information Science and Engineering	Administrative Office, College of Information Science and Engineering	TEL 077-561-5202 FAX 077-561-5203	
Graduate School of Life Sciences	Administrative Office, College of Life Sciences	TEL 077-561-5021 FAX 077-561-2890	
Graduate School of Pharmacy	Administrative Office, College of Pharmaceutical Sciences	TEL 077-561-2563 FAX 077-561-2564	
Graduate School of Gastronomy Management	Administrative Office, College of Gastronomy Management	TEL 077-561-4801 FAX 077-561-4699	
School of Law	Administrative Office, Inter-Faculty Graduate Schools at Suzaku Campus	TEL 075-813-8272 FAX 075-813-8271	Suzaku Campus
Graduate School of Professional Teacher Education		TEL 075-813-8269 FAX 075-813-8271	1 Nishinokyo-Suzaku-cho, Nakagyo-ku, KYOTO 604-8520
Graduate School of Business Administration	Administrative Office, College of Business Administration	TEL 072-665-2090 FAX 072-665-2099	Osaka Ibaraki Campus (OIC)  2-150 Iwakura-cho, IBARAKI, OSAKA 567-8570
Graduate School of Policy Science	Administrative Office, College of Policy Science	TEL 072-665-2080 FAX 072-665-2089	
Graduate School of Human Science	Administrative Office, College of comprehensive psychology	TEL 072-665-2190 FAX 072-665-2169	
Graduate School of Technology Management	Administrative Office, Inter-Faculty Graduate Schools at Osaka Ibaraki Campus	TEL 072-665-2100 FAX 072-665-2109	
Graduate School of Management		TEL 072-665-2101 FAX 072-665-2109	
Office of Graduate Studies		TEL 075-465-8195 FAX 075-465-8198	Kinugasa Campus

For information regarding documents and procedures for application, graduate school curriculum, research programs, and instructors, please inquire at the administrative office of the graduate school that you have chosen.

If you have any questions or require advice concerning Ritsumeikan University's graduate schools you may contact the Office of Graduate Studies by email at: [graduate-studies@st.ritsumei.ac.jp](mailto:graduate-studies@st.ritsumei.ac.jp)

## Access to Ritsumeikan University



### Access

#### **KYOTO** Kinugasa Campus Suzaku Campus

From Kansai International Airport to Kyoto Station  
75 min. by JR Limited Express "Haruka"

From Tokyo Station to Kyoto Station  
2 hr. 20 min. by JR Shinkansen (bullet train)

From Kyoto Station to Kinugasa Campus  
30min. by taxi / 45min. by bus

From Kyoto Station to Suzaku Campus  
Approx. 10min. by train and on foot

#### **SHIGA** Biwako-Kusatsu Campus (BKC)

From Kansai International Airport to Minami Kusatsu Station  
Approx. 95 min. by JR Limited Express "Haruka" and train

From Tokyo Station to Minami Kusatsu Station  
Approx. 2 hr. 40 min. by JR Shinkansen (bullet train) and train

From Minami Kusatsu Station to BKC  
Approx. 20 minutes. by bus

#### **OSAKA** Osaka Ibaraki Campus (OIC) Osaka Umeda Campus

From Kansai International Airport to Ibaraki Station  
Approx. 80 minutes. by bus

From Tokyo Station to Ibaraki Station  
Approx. 2 hr. 40 min. by JR Shinkansen (bullet train) and train

From Ibaraki Station to OIC  
5 minutes on foot

From Kansai International Airport to Osaka Station  
Approx. 1 hr. by bus

From Osaka Station to Osaka Umeda Campus  
5 minutes on foot

※Estimated time does not include time needed to change trains.

**Graduate School  
Admission Guidelines for  
September 2022 Enrollment**

Ritsumeikan University  
Graduate Schools

56-1 Toji-in Kitamachi, Kita-ku, KYOTO, 603-8577  
1-1-1 Noji Higashi, KUSATSU, SHIGA, 525-8577  
1 Nishinokyo-Suzaku-cho, Nakagyo-ku, KYOTO, 604-8520  
2-150 Iwakura-cho, IBARAKI, OSAKA, 567-8570