

Ritsu Mate

Frequently Asked Questions (Graduate Schools)



1. Before taking the Entrance Examinations (Questions when applying)				
NO	Sections	Key words	Questions	Answers
1	General	English Version	How can I switch the language into English?	Go to the menu page. In the upper right corner, click ENGLISH.
2	General	Error	I wrongly closed the browser during the registration procedures. There are an error message when I try to log in again.	If there is an error, log out account, close all windows and log in again and continue your registration. If there is still an error, please change the browser and try again. For more details about browser, please see the "Ritsu-Mate registration Manual" for further instructions.
3	Application Registration	Address	I would like the University to send the documents related to the enrollment procedures to an address other than the address I registered in "Application Registration".	<p>■ International Students Admissions(RJ Admission Method only) Please contact us using Ritsumeikan Graduate School Inquiry Form with your details such as your name, name of graduate school which you applied for, major, course, application number, and another address.</p> <p>■ Admission Methods other than the above Before mailing the application documents... Please write the reason and another address in "Notes" on the application sheet.</p> <p>After mailing the application documents ... Please contact the office of the Graduate School with your details such as your name, name of graduate school which you applied for, major, course, application number, and another address.</p>
4	Application Registration	Select the Graduate Schools	I cannot find my desired graduate school name in the graduate school options.	Application Registration on Ritsu-Mate is available only from 10:00 AM (Japan time) on the first day of each application period. When the application period opens, the button to register your application will appear. Please check the application period on "Ritsumeikan University Graduate School Supplement to Application Guidelines".
5	Application Registration	Modify Your Application	I want to confirm/modify/delete my registered information.	<p>Once you click on "Register", your information cannot be changed any more. If you need to correct your registered information, take the following procedures. Please do not register again on "Ritsu-Mate".</p> <p>■ International Students Admissions(RJ Admission Method only) Please clarify the modifications and contact us using Ritsumeikan Graduate School Inquiry Form.</p> <p>■ Admission Methods other than the above <Changing registered information before submitting the application documents> ① Items which are shown on your Application Sheet 1) Year of Enrollment, Semester of Enrollment and Graduate School which you apply for ...Cannot be corrected. In case you have registered wrong details, contact the administrative office of graduate school which you applied for. 2) Other than 1) ...Correct on the printed Application Sheet by handwriting (in red).</p> <p>② Items which are not shown on your Application Sheet (Education Information, International Student Information, etc.) ...Clarify the details of a correction and contact to the graduate school which you applied for.</p> <p><If you notice that correction is necessary after submitting the application documents> Contact the administrative office of graduate school which you applying for.</p>
6	Application Registration	Name	Is it necessary to enter the name (kana) even though the required mark is not displayed?	it's necessary. The input method differs depending on the nationality selected at the time of registration. Applicants with Japanese Nationality ... input your name in Katakana. Applicants without Japanese Nationality ... input your name in Katakana or Alphabet.
7	Personal Information Registration · Modify	Overseas address	I am currently live in overseas. How can I fill in my overseas address?	Postal Code: Enter "999-9999." Prefecture: Enter "Other than those above." City, Street No., and Building: The maximum number of characters you can use to enter information for any of these fields is 40. Enter your information using alphabets even for countries or regions where Chinese characters are used. Please include your country name.
8	Application Registration	Education Information Registration	I don't know which one to select for "Academic standing" and "Status" on the "Eligibility Details" input screen.	<p>[Fill in each Eligibility Details of Academic Standing and Graduation]</p> <p>Example1: You are now a fourth year student of university and apply for Master's Program. Fill in the part from "Academic Standing" to "(Estimated) Graduation Date" about the University which you are expected to graduate. Academic Standing: University Graduate, Status: Expected to graduate</p> <p>Example2: You have already graduated from a university and apply for Master's Program. Fill in the part from "Academic Standing" to "(Estimated) Graduation Date" about the University which you have already graduated. Academic Standing: University Graduate, Status: Eligible to graduate</p> <p>Example3: You are now a second year master student and apply for Doctoral Program. Fill in the part from "Academic Standing" to "(Estimated) Graduation Date" about the University which you have already graduated. Academic Standing: University Graduate, Status: Eligible to graduate Fill in the part from "Academic Standing" to "(Estimated) Graduation Date of Graduate School" about the Graduate School which you will expected completion. Academic Standing: Completed a Master's Program, Status: Thesis under evaluation</p> <p>Example4: You are now a third year student of Ritsumeikan University and apply for Master Program with Admissions for Accelerated Learners(Grade skippers). Fill in the part from "Academic Standing" to "(Estimated) Graduation Date" about the University which you are now enrolled in. Academic Standing: Completed a 3 Years of University Study, Status: Expected to receive credit *(Estimated)Graduation Date: Enter the expected year/month you will be expected to finish your 3rd year</p> <p>Example5: You have already graduated from a university and completed a Master's Program, in addition you have graduated from vocational schools etc. Fill in the part from "Academic Standing" to "(Estimated) Graduation Date" about the University which you have already graduated. Academic Standing: University Graduate, Status: Eligible to graduate Fill in the part from "Academic Standing" to "(Estimated) Graduation Date of Graduate School" about the Graduate School which you have completed. Academic Standing: Completed a Master's Program, Status: Received qualification Fill in the part from "Academic Standing" to "(Estimated) Graduation Date" about other academic background such as the vocational school which you have graduated. *University code can be left as blank. Academic Standing: Other, Status: Eligible to graduate</p> <p>Those Who Gained Eligibility to Enter a Graduate School by the Individual Preliminary Screening] *On entering Eligibility Details, all parts except "Degree" must be filled in. Enter your educational background in the part from "Academic Standing" to "(Estimated) Graduation Date". Example: If your educational background is high school Academic Standing: 3-Year Senior High School Graduate Status: Eligible to graduate University Code: Blank University: Enter the name of high school which you have graduated College/Department: College(Course/Program) of high school which you have graduated (Estimated) Graduation Date: The year/month you passed the Individual Preliminary Screening Enter the items below in the part of Other academic background Academic Standing: Other Status: Expected to receive qualification University/Graduate School Name:9998 University/Graduate School Name, College and Department/Major and Degree : Enter "入学資格弾力化対象" or "Nyugakushikakudanryokuka". (Estimated) Graduation Date : The year/month you passed the Individual Preliminary Screening</p>

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9	Application Registration	Education Information Registration	I don't know what should I enter for the "Degree" on the "Eligibility Details" screen.	The "Degree" is often written on documents such as graduation certificates. But if you are unsure, the "Degree" in the Eligibility Details can be left blank.
10	Application Registration	Education Information Registration	I have graduated from overseas University. How can I fill in Eligibility Details on "Ritsu-Mate".	If you have graduated from overseas University or expect to graduate, please enter the following information; University Code: Enter "9200" directly into the field. University: Enter the university name directly into the field.
11	Pay Application Fee	Admission Fee	I have accidentally registered the same application multiple times, and the payment screen shows more than one details. I am not sure which is the correct registered information.	Please do not register your information more than once. On the "Pay Application Fee" screen, the application registration that you registered for the second time is displayed on the second line. If the second information is correct, select the second line and proceed to the payment screen. You can check the registered information from "Check Application Information".
12	Pay Application Fee	Payment Error	I wanted to change the payment method during registration so an error was displayed such as "Payment completed / in the progress. Duplicate payment is not possible".	If you click on "Cancel" button, you will need to wait for about 30 minutes before you can try again. Sorry for your inconvenience, but please log in again after a while and continue the payment procedures for admission fee.
13	Pay Application Fee	Payment Error	There is an error during the "Pay Application fee" process. It cannot proceed to the next screen.	It can be considered that the access to the system is crowded and the radio wave environment of the terminal in use is not good. Please logout and login again after a while and complete the payment procedures again. If the operation still does not in progress, please try it on a different terminal (such as using a pc instead of a smartphone) or a browser.
14	Pay Application Fee	Forgot the payment number	I chose the payment method at convenience store. However, I have forgotten to write down the confirmation number such as the customer number and reception number which required for the procedures at the convenience store.	The confirmation number is also sent to the registered email address. If you couldn't find them in your email folder, there are no way to check the number. If though, please leave the status of payment as "Unpaid", and re-register from the new application registration.
15	Print your Application Sheet and Mailing Label	Modify your registration	After printing the application form, I found an input error/input omission.	Please check the answer of question No.5.
16	Print your Application Sheet and Mailing Label	Mailing Label	My printer only can print in black and white. Do I need to print in color?	Printing in color is recommended but you may also print in black and white.
17	Confirm the application information	Upload application documents area	"Check Application Information" screen shows the "Upload Application Documents" section but the "Ref" button doesn't show up. Is there any problems?	"Upload Application Documents" on "Check Application Information" screen is not used for graduate school entrance examination so the "Ref" button doesn't show up.
18	All	—	I registered my application on "Ritsu-Mate". Is all the application procedure completed?	An Online Application System in which applicants complete a part of the graduate school application process. Please check the "Ritsumeikan University Graduate School Supplement to Application Guidelines", and complete the all of the application procedures such as printing application sheet & mailing label and send the application documents.
19	Print out the Examination Sheet	Examination Sheet	From when can I download the Examination Sheet?	The examination sheet can be downloaded from the "Ritsu-Mate" approximately one week (GSIR: approximately two weeks) prior to the examination date. Regarding the Admission Method of documents screening only, the examination sheet can be downloaded approximately one week prior to the results notification date. In case you can not download after the due date, contact the administrative office of graduate school which you applied for.

Last updated: 4/13/2023