

立命館大学大学院 入学試験要項（別冊） 2022

**Ritsumeikan University Graduate School
Supplement to Application Guidelines
for September 2022 Enrollment**

- Graduate School of Science and Engineering -

新型コロナウイルス感染症の影響により入学試験要項の記載内容に変更が生じた場合は、随時「立命館大学大学院入試情報サイト」（<http://www.ritsumei.ac.jp/gr/>）でお知らせしますのであわせて確認してください。

In case the contents of the Application Guidelines need to be changed due to COVID-19, the information will be updated on the "Ritsumeikan University Graduate School of Science and Engineering Website".
Please be sure to check our website <http://www.ritsumei.ac.jp/gsse/eng/>.

（注） 「2022年9月入学立命館大学大学院理工学研究科一般入学試験要項」とあわせてご覧ください。

- This is only a supplementary volume to the Application Guidelines.
Please check in addition to the "September 2022 Enrollment Graduate School of Science and Engineering Application Guidelines for Regular Admissions".

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Office Hours of the Graduate School Administrative Offices

(If you have any questions or require instructions, please contact the relevant administrative office by telephone or in person during the office hours specified below.)

Office Hours During Semesters:

From 10:00 a.m. to 11:30 a.m. and from 12:30 p.m. to 5:00 p.m., excluding Saturdays, Sundays, and national/university-wide holidays.

* GSSE Administrative Office: On Mondays office is closed in morning, afternoon office hours only.

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

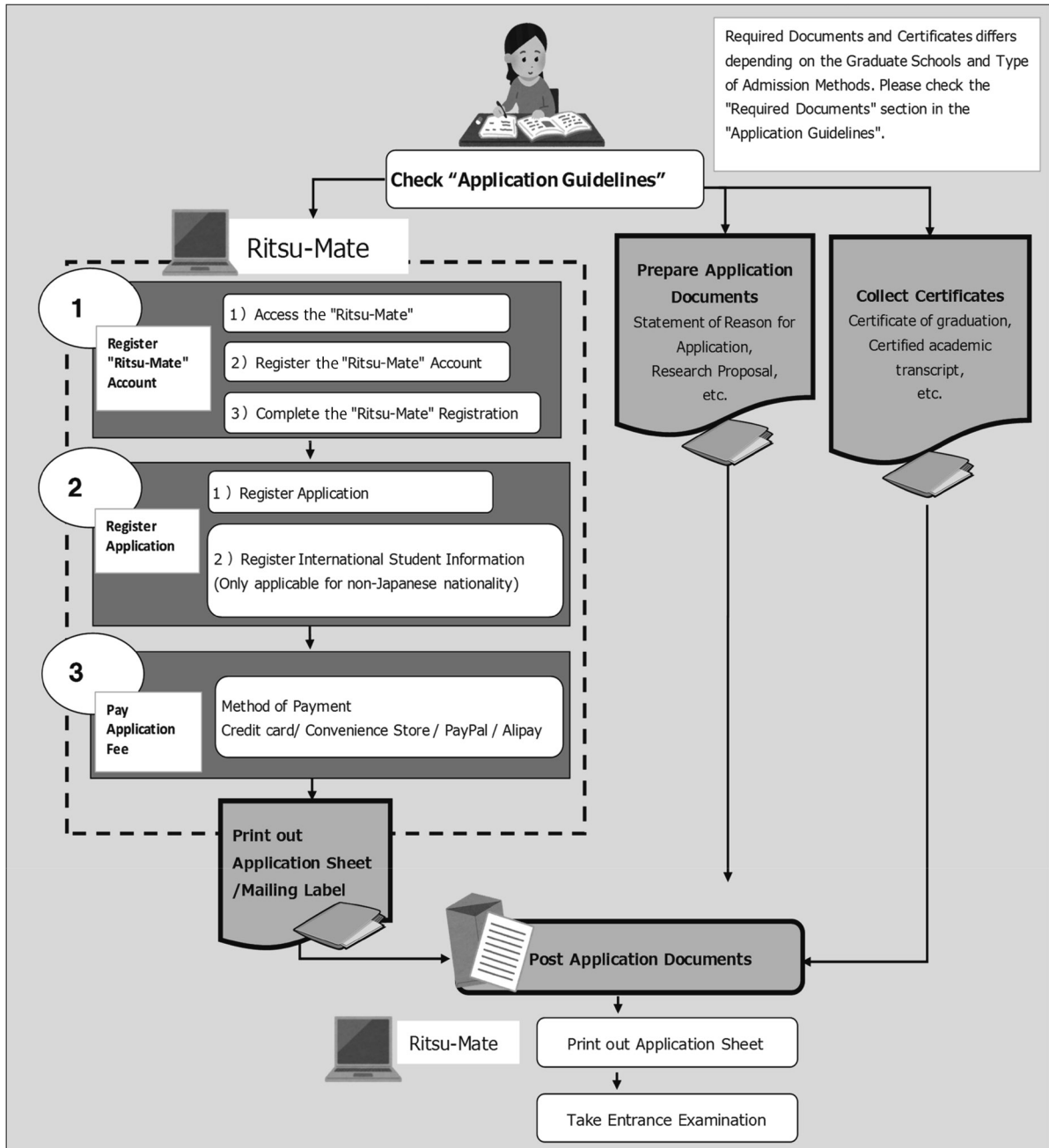
From 1:00 p.m. to 5:00 p.m., excluding Saturdays, Sundays, and national/university-wide holidays.

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

I . How to Apply / Application Process

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

1. Overall Application Process.



Periodic maintenance will be performed from 7:30 p.m. on every Wednesday to 5:30 a.m. (Japan time) of the following day. Please be aware that “Ritsu-Mate” is not available during this period.

2. Before start using “Ritsu-Mate”

☐ Check Internet Environment

Prepare devices with internet service such as PC, tablets, and smartphones.

Use devices which fulfill the following requirements.

▼ Browsers

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

(MacOS) Safari 10 or latest

(iOS10 or latest) Apple Safari

(Android 7.0 or latest) Google Chrome

▼ Software

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

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

☐ Printing Environment

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

☐ E-mail Address

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

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

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

☐ Payment Method of Application Fee

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

Please select the payment method after understanding limitations and procedures. (Refer to the page 11)

☐ Prepare Information to enter in “Ritsu-Mate”

In “Ritsu-Mate”, applicants are required to enter several information, such as applying school, program, major, course as well as personal and parent’s/guardian’s mailing address, academic backgrounds (Name of institutions, colleges).

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

[Notes] Changing registered information

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

–You can confirm the information you have registered from “Checking Application Information”.

(1) Items which are shown on your Application Sheet

1) Year of Enrollment, Semester of Enrollment and Graduate School

...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 the printed Application Sheet by handwriting (in red).

(2) Items which are not shown on your Application Sheet (Education Information, International Student Information, etc.)

...Clarify the details of the amendment and contact to the administrative office of graduate school where you are applying for.

3. Online Application Process using “Ritsu-Mate”

(1) Register “Ritsu-Mate” Account

1) Access “Ritsu-Mate”

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

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

“Ritsumeikan University Web page”

→ “Admissions & Aid” “Master’s”, “Doctoral”

→ “Information for Graduates”

→ “Ritsumeikan University Graduate School Entrance Examination Information Website”

→ “Ritsu-Mate”

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



2) Register “Ritsu-Mate” Account

In order to enter “Ritsu-Mate” for the first time, you need to create a new account. Please register your E-mail address in the “Create Account” page. The university will send an E-mail about your “Ritsu-Mate Registration” to your registered E-mail address.

Click on the URL indicated in the E-mail to proceed to the registration screen and complete the registration within 24 hours from your account registration.

Note

Please register the E-mail address that you can continue to use from Application to Admission Procedure completion.

(You cannot change your registered E-mail address after your application is completed)

Create Account

To create a new account, you need an email address.
Please enter your email address.

* Required field

Login Email Address *

Confirm Email Address *

■ About registration

Enter your email address and click Submit.
We will send you a registration email.
Use the link in the email to complete registration procedures.
*If you are using an email filter, set {tsuemail.ac.jp} as an allowed domain.

<In case the E-mail reply from the University to complete your “Ritsu-Mate” registration has not arrived>

- 1) The message could have arrived in another folder such as spam or junk E-mail folder.
- 2) Messages from the domain, “@st.ritsumei.ac.jp” are blocked due to your E-mail account setting.
- 3) Your mailbox is full.
- 4) The E-mail address you registered with “Ritsu-Mate” was incorrect.

3) Complete “Ritsu-Mate” Registration

If you have multiple citizenships and one of them is Japan, please select Japan as your nationality.
If you have multiple citizenships and none of them is Japan, select the nationality of the passport that you use when entering Japan as your nationality.

[illegible]

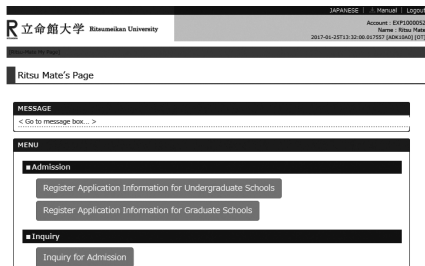
1) Register Application

Click on the URL indicated in the E-mail and login to “Ritsu-Mate”. According to the instruction, select the graduate school, program, major/course, date of examination, admission method and so on in the “Register Application Information for Graduate Schools” page.

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Note

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



Note

[Name] Enter your name according to page 8 “II. Points to Note when Applying for Admission”

[Address] {Overseas Address} Postal Code: Enter “999-9999.”

Enter your information using alphabets, even for countries or regions where Chinese characters are used.

[Academic Standing] Select the applicable academic qualification.

Entry Examples of Academic Standing and Status:

Example 1) Currently enrolled in university and applying to a Master’s Program

Academic Standing: University Graduate Status: Expected to graduate

Example 2) Already graduated from university and applying to a Master’s Program

Academic Standing: University Graduate Status: Eligible to graduate

Example 3) Currently enrolled in a Master’s Program and applying to a Doctoral Program

Academic Standing: Completed a Master's Program Status: Thesis under evaluation

[University Code] Ritsumeikan University: 2200 Overseas universities: 9200

[Student ID Number] Enter your Student ID Number if you are currently enrolled, or have graduated from Ritsumeikan University.

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

All students of foreign nationality must register international student information. This includes special permanent residents, long-term resident and permanent residents. Registration is not necessary for those who are Japanese or have multiple citizenships that include Japanese nationality.

(3) Pay Application Fee

According to the instruction, select the payment method (credit card, convenience store, PayPal and Alipay) and make the payment.

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

Note

*If you click on “Cancel”, you will need to wait for about 30 minutes before you can try again.

(4) Print Application Sheet / Mailing Label

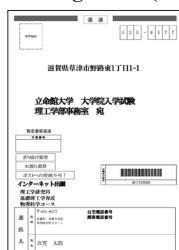
After confirming your status of payment as “Complete”, please print out your application sheet and mailing label. If you send the documents from overseas, do not print the mailing label.



Application Sheet



Mailing Label (Japanese)



4. Submit Application Documents

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

(1) Application Sheet

Attach your facial photograph on the application sheet printed out from “Ritsu-Mate”. If you would like the University to send documents such as result notification and enrollment documents to a mailing address other than your registered address, please fill in another designated address in the “Notes” column on application sheet.

<facial photograph>

- Attach color facial photograph (without a hat or cap, no background, and 3 cm long × 2.4 cm wide).
- The photograph size is incorrect or the resolution is low, you may asked to resubmit it.
- A facial photograph of an applicant is also required for admission procedures. We recommend you to save the data of your photo that you used on your application sheet.

(2) Application documents e.g. Statement of Purpose/ Personal Statement, Research Plan, photocopy of your thesis, resume etc.

(3) Certificates e.g. Academic Transcripts, Certificate of Graduation etc.

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

For inquiries about “Ritsu-Mate” registration

Office Hours During Semesters:

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

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

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

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

II. Points to Note when Applying for Admission

1. Different documents are required depending on the graduate school and the admission method you have chosen.
2. Once you have submitted your application, you cannot change the graduate school, major and/or course that you have chosen.
3. Application and acceptance into the graduate school will be revoked if any false information or forgeries are found in the submitted documents.
4. How to enter/write your names

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

- (1) Applicants with non-Japanese nationality (international students)

Please enter your name recorded on the Resident Registration Certificate or passport in Western alphabet with the following rule. Even if you use Chinese characters in your own country, do not use Chinese characters.

- Enter your name in the order of Family name (all uppercase), First name (the first letter in uppercase and the rest in lowercase), and Middle name (the first letter in uppercase and the rest in lowercase). For names without a clear distinction between surname and first name, enter the first part of the name in all uppercase and for the rest, make the first letter in uppercase and the rest in lowercase.

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

- If the total number of characters in alphabet exceeds the number allowed to enter (40 letters), the middle name should be abbreviated to the initial with a period.

- (2) Applicants with non-Japanese nationality (other than international students: special permanent resident, permanent resident, long-term resident etc.)

Please enter your name or alias recorded on the Certificate of Residence, substitute for it such as passport, residence card.

- If you use the alias recorded on the Certificate of Residence, residence card or passport, you do not need to apply for the use of alias.

5. Certificates

- (1) Certificate to be submitted must be original.

All application materials and documents submitted cannot be returned without exception. As for official certificates which cannot be reissued, submit both a copy of the original certificate and its certified copy*.

* A certified copy is a copy of an original document that has been verified as being a true copy of the original with a stamp by an authorized institution (preferably by the issuing institution).

- (2) Certificate documents that applicants submit must be either in English or Japanese.

You must provide translations of certificates that are written in languages other than English or Japanese.

<Translation of Certificates (except for which written in Chinese)>

Only translations done by the issuer of the applicable certificates, translation agency or certified translator are approved as official.

Attach an official translation (in English or Japanese) with the translator's name, address, contact details and signature or official seal.

<Translation of Certificates written in Chinese>

In addition to the original certificate, please attach each of the documents below.

- Translation issued by the issuing institution
- Translation (in Japanese or English provided by an applicant himself/herself) and “Notarized documents” which proves that translation is correct (the description of contents matches). “Notarized documents” must be issued by notary offices, notary offices in Japan can’t be approved. Embassy of the People’s Republic of China in Japan and Consulate-General of the People’s Republic of China in Japan do not offer notary services. Therefore, applicants need to use the notary services at a notary office in their local areas within China.

- (3) If the name shown on your certificate differs from the name you use when applying for admission, you should submit written evidence that prove those 2 names are confirmed as the same person, such as an excerpt of your family register (or another appropriate certificate if you are a foreign national), together with the other documents required for application.
- (4) If you cannot submit documents such as an original of the Academic Transcript, Certificate of (expected) Graduation/Completion etc, or if you need the original to be returned to you, consult with the administrative office of the graduate school in advance and follow their instructions.

<Certificate of (expected) Graduation/Completion and Academic Transcript to be submitted are as follows.>

- You may be required to submit additional certificate(s) other than (1) ~ (3) below by the graduate school.
- You must submit the original documents issued by your university.
- If the date of (expected) graduation/completion is specified on the Academic Transcript, then the transcript can be accepted as your Certificate of (expected) graduation/completion.
- Regarding Certificate of (expected) Graduation/Completion for students who will graduate from/complete a Master’s program at universities in China, refer to page 10 for details.

[Documents to be submitted]

(1) Applicants for admission to a Master’s Program

Your academic status	Documents to be submitted
Enrolled in a four-year university	- Certificate of expected graduation from university as an undergraduate student - Transcript of your academic record as an undergraduate student
Graduated from a four-year university	- Certificate of graduation from university as an undergraduate student - Transcript of your academic record as an undergraduate student
Enrolled in a graduate school	- Certificate of graduation from university as an undergraduate student - Transcript of your academic record as an undergraduate student
Completed a graduate school program	- Certificate of graduation from university as an undergraduate student - Transcript of your academic record as an undergraduate student

- You do not have to submit a certificate of expected graduation from university as an undergraduate student if you apply for admission under the Accelerated Learners (Grade Skippers) examination system.

(2) Applicants for admission to a Doctoral Program

Your academic status	Documents to be submitted
Enrolled in a graduate school	- One of the following certificates: Certificate of the expected completion of Master’s program, Certificate of expected Master’s/Professional degree - Transcript of your academic record as a graduate student
Completed a graduate school program	- One of the following certificates: Certificate of completion of a Master’s program*, Certificate of completion of master’s/professional degree * For those who have completed graduate schools abroad, the degree such as Master etc. must be confirmed with this document. - Transcript of your academic record as a graduate student

[Documents to be submitted by students from Ritsumeikan Academy*]

* Ritsumeikan Academy refers to Ritsumeikan University and Ristumeikan Asia Pacific University (APU).

As a document to confirm whether or not you are required to pay the admission fee, a certificate of graduation from Ritsumeikan University or APU (or a certificate of completion in the case of graduate school) must be submitted in addition to the application documents. However, current students who are exempted from submitting these documents are not required to do so.

Please refer to page 18 for more information on whether or not you are eligible for the exemption of the admission fee.

["Certificate of (expected) Graduation/Completion" and "Academic Transcript" issued by universities in China (except for Taiwan, Hong Kong and Macau)]

◆ **Certificate of (expected) Graduation/Completion**

(1) Documents submitted by all applicants

Submit both of document 1) and 2) below.

*For those who apply for admission to a Master's Program, documents below will be accepted as a substitute for Certificate of (expected) Graduation/Completion.

<Those who have graduated from/completed a Master's program at a university>

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)

<Currently enrolled students of universities or graduate schools>

1) “教育部学籍在线验证报告”

2) “Online Verification Report of Student Record” (English version of the 1) above)

(2) Applicants for admission to a Doctoral Program

In addition to the document (1) above, submit each of the documents below.

- Certificate of (expected) Completion a Master's Program

- Certificate of (expected) Master's Degree or Professional Degree

* For those who have completed graduate schools, the degree such as Master etc. must be confirmed with this document.

* If your university does not issue a Certificate in English or Japanese, the translation must be submitted with the original certificate in Chinese. For details, refer to <Translation of Certificates written in Chinese> on page 8.

<How to get the document (1) above>

Register the website of 中国高等教育学生信息网 (CHSI), download the applicable PDF file and print it on A4-size paper.

中国高等教育学生信息网 (CHSI): <https://www.chsi.com.cn/xlcx/bgys.jsp>

<Criteria meeting Requirements for Application>

Persons whose final academic background does not fall under the following criteria, must take the individual preliminary screening before applying for graduate admission. For details on the individual preliminary screening, see page 14.

学历类别 / 类型	普通高等教育
层次	One of the following: 本科 / 硕士 / 博士

◆ **Academic Transcript**

One of the following documents must be submitted.

1) Academic Transcript in English or Japanese issued by your university

- If your university does not issue an Academic Transcript in English or Japanese, the translation must be submitted with the original certificate in Chinese. For details, refer to <Translation of Certificates written in Chinese> on page 8.

2) A copy of “Verification Report of China Higher Education Student's Academic Transcript” (English Version of “中国高等学校学生成绩验证报告”)

Note

· Visit the China Higher-education Student Information Online Verification System at: <https://www.chsi.com.cn/xlcx/bgys.jsp>

com.cn/wssq/ and follow the directions posted there to download your certificate (PDF file).

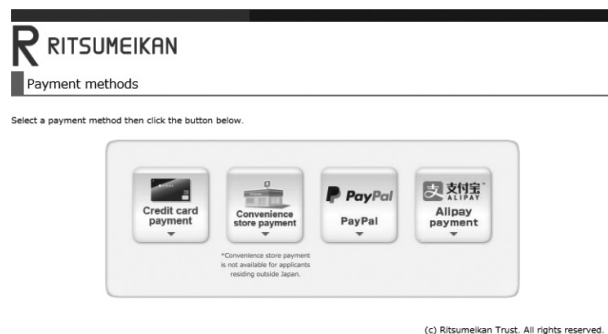
- Please be sure to print this certificate on A4-size paper.
- Only English version is acceptable.
- Translations of Academic Transcript are not required by submitting the above documents.

- 3) Higher Education Student's Academic Transcript (English Version) issued by China Higher Education Student Information(CHSI) Japan Office, an institution which was designated by the Chinese Government.
China Higher Education Student Information (CHSI) Japan Office: <http://www.chsi.jp/>

6. Application Fee Payment

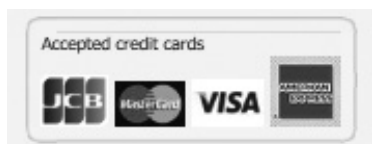
Please pay the application fee from the “Pay Application Fee” page on “Ritsu-Mate.” You can choose a payment method from the following: credit card, convenience store, PayPal and Alipay. The payment must be completed by the application deadline date designated by the admission method you have chosen.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

Payment method selection page on “Ritsu-Mate”



(1) Credit Card Payment

Follow the instructions on “Ritsu-Mate” page, enter the credit card number, confirmation number, expiration date and security code. Then click on a “Confirm” button.



(2) Convenience Store

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

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

(3) PayPal

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

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

(4) Alipay

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

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

(5) Overseas Remittance

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

- (i) Go to a teller window of a financial institution to make an overseas remittance. The information you need for the transfer is shown in the table below.
- (ii) Transfer the amount plus ¥2,500 (to cover the handling fee of the Japanese bank) to the bank designated below. Payment should be made in Japanese yen only, and the transfer fee required by the overseas financial institution should be paid individually.
Please note that if you send without transfer fee the amount that enters the University account will not be sufficient and you will need to make another payment to cover the shortfall.
- (iii) A remittance check is not acceptable.
- (iv) Enclose an original receipt or copy of the receipt with other documents as proof of remittance.

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

(6) Fee Information

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

(7) Payment Period

Be sure to complete the payment by the application deadline date in Japan time indicated for the graduate school and admission method that you have chosen, as shown in the “Graduate School Application Guidelines”.

- (8) You do not have to pay an application fee if you apply for an admission to a Doctoral Program at Ritsumeikan University or the third year of the university’s Graduate School of Core Ethics and Frontier Sciences upon (expected) completion of Master’s Program or Professional Degree Program of any of the graduate schools of Ritsumeikan University in March 2022 or September 2022.

7. Refund Policy on Application Fee

The application fee will not be refunded as a general rule. However, the application fee which university has confirmed the payment will be refunded in full under the circumstances described below. If you indicate an overseas bank account to receive the refund, the refund will be remitted after deducting the bank remittance service charge. Please contact the administrative office of the graduate school you have applied if your case applies to any of the following.

- (1) The applicant paid the application fee, but did not submit the application documents by the designated deadline.
- (2) The applicant paid the application fee, submitted the application documents by the deadline, but the application was rejected by the university.
- (3) The entrance examination was rescheduled on a day different from the scheduled examination date (including the “makeup day”) that is specified in the application guidelines. After being informed of the rescheduled examination date, the applicant notified the university that he/she would not be able to take the entrance examination on the alternative date by the day before the examination.
- (4) The applicant overpaid the application fee (including duplicate payments) or paid the application fee, even though it was waived.
- (5) The applicant was infected with one of the infectious diseases (Influenza, Measles etc.) specified by the “School Health and Safety Act” to suspend students from attending schools. (The applicant must submit a medical certificate)

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

8. Special assistance during examination and/or class work after admission

If you require special assistance during examination and/or class work after admission due to physical disability, contact the administrative office of the graduate school that you have chosen at the latest two weeks prior to the beginning of the application period.

9. 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.

10. Security Export Control

Ritsumeikan University has established the “Ritsumeikan University Security Export Control Regulations (立命館大学安全保障輸出管理規程)” in accordance with the “Foreign Exchange and Foreign Trade Act”, and conducts strict screening for acceptance of international students on the basis of these regulations. Please be aware that international students who fall under any of the conditions set out in the Act may be unable to receive their desired education or conduct their desired research. Strict screening related to the “Foreign Exchange and Foreign Trade Act” will be conducted after you submit the application documents.

III. Individual Preliminary Screening

Ritsumeikan University offers individual preliminary screenings for prospective adult learners, etc. with the academic capacity and motivation to study at the graduate level, but whose academic credentials do not meet the minimum application requirements. Those who wish to apply for enrollment into a Master's Program who have been determined through the preliminary screening to have academic ability equal to or greater than that of a university graduate will be allowed to apply for the admission screening. Likewise, those who wish to enroll into a Doctoral Program who have been determined through the preliminary screening to have academic ability equal to or greater than that of a Master's or Professional Degree Program graduate will be allowed to apply for the admission screening.

If you wish to apply for the individual preliminary screening, contact the administrative office of your graduate school of interest and complete the necessary procedures by the designated deadline.

*It should be noted that the purpose of the individual preliminary screening is only to check whether or not you meet the requirements for application regarding academic ability. It is completely separate from the entrance examination. Passing the individual preliminary screening will simply allow you to apply to take the entrance examination, which you will then need to pass in order to be granted admission to the graduate school.

For details, please check the Graduate School of Science and Engineering Application Guidelines for Regular Admissions.

IV. Admission Procedures (Information)

If you pass the examination of the graduate school of Ritsumeikan University, you are required to pay the admission fees and submit the documents necessary to complete the admission procedures as indicated below. Admission is not granted if you paid the fees (admission fee and tuition) but failed to submit the documents to the university, and vice versa. Delay in performing the admission procedures is not permitted under any circumstances. Therefore, be sure to complete the procedures within the specified period without fail.

1. First admission procedure (Detailed information will be sent together with the Letter of Acceptance.)

(1) Admission procedure period

Please check the "September 2022 Enrollment Graduate School of Science and Engineering Application Guidelines for Regular Admissions".

(2) Payment of the admission fees (Payment is considered valid if the date of the stamp affixed by the financial institution to the receipt is the last day of the specified payment period or earlier.)

Please transfer the admission fee of ¥200,000 to the account of Ritsumeikan University within the specified period by using the teller window of a financial institution. You do not have to pay the admission fee if you are admitted to a graduate school at Ritsumeikan University upon completion of an undergraduate or graduate program at Ritsumeikan University or APU.

2. Second admission procedure (Detailed information will be sent together with the documents required for the second procedure.)

(1) Admission procedure period

Please check the "September 2022 Enrollment Graduate School of Science and Engineering Application Guidelines for Regular Admissions". Documents necessary for the second admission procedure will be sent to your registered E-mail address. If these documents have not reached you by mid-June 2022 despite having completed the first admission procedure, please inquire at the Graduate School of Science and Engineering Administrative Office.

(2) Payment of the admission fees (Payment is considered valid if the date of the stamp affixed by the financial institution to the receipt is the last day of the specified payment period or earlier.)

Please transfer the tuition and miscellaneous membership fees to the account of Ritsumeikan University within the specified period by using the teller window of a financial institution.

(3) Documents to be submitted to complete the admission procedures (Documents are accepted if postmarked on or earlier than the last day of the specified period.) The documents listed below are subject to change. Please refer to the Admission Guidelines for the second procedure for details.

- Pledge Form/Consent to Use of Personal Information (to be provided by Ritsumeikan University)
- Certificate of Residence
- Certificate of graduation/completion issued by the school you attended, which meets the application criteria
- A photocopy of passport-Required only for an applicant who does not have Japanese nationality excluding special permanent residents
- Other documents to be specified when documents for the second admission procedure are sent to you

3. Payment of admission fee and tuition

- (1) Please pay the admission fee and tuition by using the teller window of a financial institution within the specified period. (Payment is considered valid if the date of the stamp affixed by the financial institution to the receipt is the last day of the specified payment period or earlier.)
- (2) Payment after the specified period cannot be accepted under any circumstances.
- (3) Tuition and fees once paid cannot be refunded; provided, however, that if you submit a request of reimbursement following the procedures specified by Ritsumeikan University by September 25, 2022, you may have the tuition excluding the admission fee but including miscellaneous membership fees, refunded on a later occasion.

4. Submission of documents for admission procedures

- (1) Documents for admission procedures should be sent by mail or brought directly to the Graduate School of Science and Engineering Administrative Office.
- (2) Send the documents necessary for admission procedures to your graduate school by using a courier service (DHL, FedEx, etc) or EMS which allows you to trace your mail. (Documents are accepted if postmarked on or earlier than the last day of the specified period.)
For the address, refer to the list of administrative offices of the graduate schools at page 26.
- (3) If your official graduation from the school last attended (or the completion of a program of the school) is scheduled for after the admission procedure period, you may submit the certificate of graduation/ completion after the period is over. In this case, follow the instructions given in the guidelines for the second admission procedures.

5. About Your Residence Status in Japan

Those acquiring a Japanese Residence Status anew or for the first time, and those already with a Japanese Residence Status but which will expire by the time of enrollment, must obtain, or renew, a Status of Residence in Japan after completing 2nd Admission Procedures.

- (1) Obtaining Residence Status in Japan (for those without a Japanese Residence Card)

It is very difficult for individuals granted permission to enroll in the university who reside outside of Japan to apply for a Certificate of Eligibility (hereinafter “COE”), which is required when applying for a “Student” visa. Therefore, once an incoming student completes all of his/her admission procedures, the university applies for a COE on that student’s behalf.

From the time that the university confirms that an incoming student’s admission, tuition, and miscellaneous membership fees have been deposited into the university’s designated account and that the student has correctly filled out and submitted all required documents to request the university complete a proxy application for their COE, the process for obtaining a COE takes six weeks at minimum.

After the university confirms that Admission Procedures are completed, in particular, that an incoming student’s admission, tuition, and miscellaneous membership fees have been deposited into the university’s designated account, detailed instructions on what documents to submit so that the university may complete a proxy COE application on the student’s behalf will be sent to the student individually. For deadlines and details pertaining to university Admission Procedures, incoming students should follow the instructions sent to them along with their admissions screening results.

Incoming students should note that if they are unable to obtain a COE by mid-September, they will be unable to enter Japan on a “Student” visa prior to their first day of enrollment.

Finally, incoming students are to be fully aware that the screening process and decision on whether or not to issue a COE are at the sole discretion of the Immigration Bureau. The university has no way of knowing the screening process, how long it may take, or whether or not a COE will ultimately be issued.

(2) Changing Residence Period or Status in Japan (for those with a Japanese Residence Card)

Depending on an incoming student's enrollment/employment status with their current institution/organization and the expiration date of their current Residence Period, incoming students will need to submit either an Application for Extension of Period of Stay or an Application for Change of Status of Residence. Incoming students should follow the detailed instructions sent to them along with their admissions screening results in order to apply.

Notes:

* As your COE will be issued by the Japanese Immigration Bureau and the student visa will be issued by the Japanese Embassy, Ritsumeikan University is not responsible in the event that you are unable to obtain either of these. The Admission Fee will not be refunded under any circumstances.

* Incoming students are to be fully aware that the university provides no support for those who are in Japan on a short-term visa with the Residence Status of "Temporary Visitor" who wish to apply for a change of Residence Status to "Student".

V. Tuition and Fees/Other Payments

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

*The Graduate Degree Programs offered in Japanese are not included in the following information.

1. Admission Fee (Academic Year 2022 Entry)

(JPY)

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

Notes:

- 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). Exemption from payment of the admission fee are shown below.
 - 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 APU.
 - 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.
 - Students to be admitted to a graduate school of Ritsumeikan University, who have been enrolled in a doctoral program (including an integrated doctoral program or 4 Year 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.
- Payment of the admission fee is required in the year of admission only.

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

Fall semester : from September 26 to March 31

Spring semester : from April 1 to September 25

* Tuition fees 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	
		Fall Semester	Spring Semester	Fall Semester	Spring 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	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	
		Fall Semester	Spring Semester	Fall Semester	Spring Semester	Fall Semester	Spring 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 fee for those who 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 Enrollment Procedures.

[Master's Program]

(JPY)

Graduate School		Graduate Students Association Fee*	Academic Society Fee	Alumni Association Fee	Faculty Alumni Fee	Total
Economics	Graduates from Ritsumeikan University	4,000	7,000	—	—	11,000
	Graduates from Other Institutions	4,000	7,000	30,000	—	41,000
International Relations Policy Science	Graduates from Ritsumeikan University	4,000	8,000	—	—	12,000
	Graduates from Other Institutions	4,000	8,000	30,000	—	42,000
Science and Engineering Information Science and Engineering Life Sciences	Graduates from Ritsumeikan University	4,000	—	—	—	4,000
	Graduates from Other Institutions	4,000	—	30,000	—	34,000

[Doctoral Program]

(JPY)

Graduate School		Graduate Students Association Fee*	Academic Society Fee	Alumni Association Fee	Faculty Alumni Fee	Total
Economics	Graduates from Ritsumeikan University	4,000	7,000	—	—	11,000
	Graduates from Other Institutions	4,000	7,000	—	—	11,000
International Relations Policy Science	Graduates from Ritsumeikan University	4,000	8,000	—	—	12,000
	Graduates from Other Institutions	4,000	8,000	—	—	12,000
Science and Engineering Information Science and Engineering Life Sciences Technology Management	Graduates from Ritsumeikan University	4,000	—	—	—	4,000
	Graduates from Other Institutions	4,000	—	—	—	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 in order to provide financial support to graduate students so that they can maintain and improve their research activities even in the midst of the COVID-19 pandemic.

- 1) The Graduate Students Associations membership fee and the Alumni Association's membership fee should be paid in a lump sum. (Biannual payment is not allowed.) The academic society's fee is collected per semester, however, annual fee is collected, if you choose to pay Tuition Fees for 2 semesters together at once.
- 2) The Alumni Association's membership 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 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 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 annual membership fee 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 fees and is collected by the university on behalf of each academic society. If the tuition fees 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	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	(iii) offering financial assistance for research activities (iv) hosting academic lectures (v) conducting surveys of various kinds	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	and organizing inspection tours (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 380,000 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 the national Alumni Association assembly, 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, implementing relief efforts after the Great East Japan Earthquake disaster, 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 fee payments. (Graduates of Ritsumeikan University who paid the membership fee while enrolled in an undergraduate college are exempt from further payment.)

VI. Scholarships Available for International Graduate Students

1. Ritsumeikan University SEISEKI-YUSHUSHA (Academic Excellence) Scholarship (For 1st Year of Enrollment)

This scholarship is intended to encourage students who achieved great results in their entrance examination to enroll in the first year of a Master's program or an Integrated Doctoral Program at Ritsumeikan University. Graduate Schools will select students who passed the entrance examination with outstanding results as candidates for this scholarship program and inform them of their scholarship eligibility.

The candidates who wish to receive this scholarship will become prospective recipients after completion of the application procedure stated in the application guideline, and they will become official recipients upon their enrollment in their graduate schools. This scholarship will be paid at the time of tuition payment to help reduce the students' annual tuition. The students will be required to pay the remaining balance of the tuition. Those who are government-sponsored international students, receiving financial assistance from other institutions that are equivalent to the government sponsorship are not eligible for this scholarship.

2. Scholarships Available for Graduate Level International Students

Ritsumeikan University offers a handful of tuition reduction and scholarship programs geared specifically 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 be on a "Student" visa 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 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/>

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

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.

VII. Handling of the Personal Information of Applicants

Ritsumeikan University (hereinafter referred to as “the University”) handles the personal information submitted by applicants for admission in the following manner.

(1) Purposes of use

The University will use the personal information for the following purposes only.

- (i) To carry out entrance examinations (including the handling of application forms) and screening;
- (ii) To notify and announce the results of entrance examinations;
- (iii) To send documents for admission procedures to successful applicants;
- (iv) To send information to help students prepare for campus life (e.g., information on housing, casualty insurance, co-ops, etc.); and
- (v) To send questionnaires of various kinds after entrance examinations.

(2) Management of personal information

The University will manage the personal information of applicants safely and in a manner that will prevent leaks, loss, and destruction in compliance with all applicable laws and regulations.

(3) 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.

(4) Statistical data on entrance examinations

The University may compile and edit the personal information submitted by applicants as statistical data of various types, and may use the data for survey/research to plan for future entrance examinations as well as disclose such data to prospective applicants. Statistical data to be disclosed contains no personally identifiable information.

- Ritsumeikan University’s Basic Policy of Personal Information Protection is shown on the following page.
- Submission of Application Sheet shall be considered that you agree with the contents of Handling of the Personal Information of Applicants noted on this page.

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

VIII. Access to Ritsumeikan University



Campus Locations



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 / 42min. 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.

IX. Administrative Offices of Schools

*Office hours: refer to page 1.

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 56-1 Toji-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 077-561-3729	
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 1 Nishinokyo-Suzaku-cho, Nakagyo-ku, KYOTO 604-8520
Graduate School of Professional Teacher Education		TEL 075-813-8269 FAX 075-813-8271	
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 Iwakuracho, 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 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	
Graduate School of Human Science	Administrative Office, College of comprehensive psychology	TEL 072-665-2190 FAX 072-665-2169	Kinugasa Campus
Office of Graduate Studies		TEL 075-465-8195 FAX 075-465-8198	
		TEL 077-561-4941 FAX 077-599-4265	Biwako-Kusatsu Campus (BKC)

– 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 E-mail at: graduate-studies@st.ritsumeikan.ac.jp

– Contact the professor: You are able to contact faculty directly if they have made their E-mail address available on the Researcher's Database, etc. If the faculty member you would like to contact hasn't made their contact information available, please contact the administrative office of the respective graduate school and clearly explain your reason for wanting to contact that faculty member. Furthermore, please understand that some graduate schools do not allow prospective applicants to directly consult with faculty before officially completing the application process.

Researcher's Database > <https://research-db.ritsumeikan.ac.jp/rithp/TOP?lang=en>

立 命 館 大 学
Ritsumeikan University

〈衣笠キャンパス〉

京都市北区等持院北町 56-1

〈Kinugasa Campus〉

56-1 Toji-in Kitamachi, Kita-ku, KYOTO

〈びわこ・くさつキャンパス〉

滋賀県草津市野路東 1-1-1

〈Biwako-Kusatsu Campus (BKC)〉

1-1-1 Noji Higashi, KUSATSU, SHIGA

〈朱雀キャンパス〉

京都市中京区西ノ京朱雀町 1

〈Suzaku Campus〉

1 Nishinokyo-Suzaku-cho, Nakagyo-ku, KYOTO

〈大阪いばらきキャンパス〉

大阪府茨木市岩倉町 2-150

〈Osaka Ibaraki Campus (OIC)〉

2-150 Iwakura-cho, IBARAKI, OSAKA