Submission for Student ID Card Photo

① Please access the following URL.

Submission Form for Student ID Card Photo（Ritsu-Mate）

https://rw.ritsumei.ac.jp/applicants/login_en.html

　※This Form(Ritsu-Mate) is not available between 7:30 p.m. and 5:30 a.m. every Wednesday due to periodic maintenance.

＜For those who use "Ritsu-Mate" when applying for admission＞

Enter the email address you have registered in the "Account" and the password you have registered in the "Password".
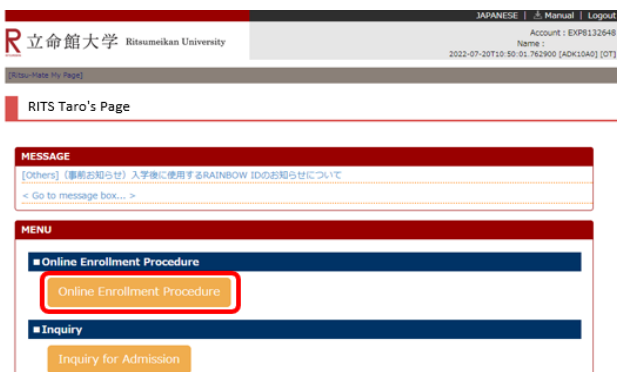
＜For those who <u>did not</u> use Ritsumeikan University System ("Ritsu-Mate") when applying for admission＞

Please log in with the account and password that will be emailed to you.
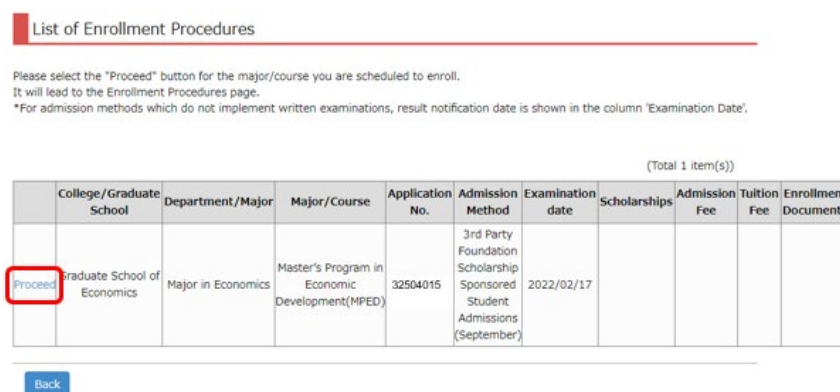
The University will contact successful applicants by email. Please check your email filters and enable settings to be able to receive email from "@st.ritsumei.ac.jp".

　＊If you do not receive an email, please contact [graduate-studies@st.ritsumei.ac.jp].

② Please click "Online Enrollment Procedure".

③ Please click "Proceed" after confirming in the following information (College/Graduate School, Department/Major, Major/Course and Application No.).

④ On the "Online Enrollment Procedures" screen, press the "Reg" for the "Photo Upload for Student Information Card".

Enrollment Procedures

Please complete all the enrollment procedures within designated periods following admission / enrollment guidelines.
Each procedures such as payment of the Admission Fee, the Tuition Fees and submission of the Enrollment Documents by post as well as online enrollment procedures must be completed by the enrollment procedures deadline.

(Total 1 item(s))

	Enrollment Procedures	Final Registration Date
Reg	Photo Upload for Student Information Card	

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⑤ Check the manual on "Ritsu-Mate" page before uploading photos.

＊Upload a color photograph of a prospective student him/herself from the chest up, no hat/cap, facing front, against a plain background on "Ritsu-Mate". This photo will be printed in your Student ID card. The photo should be same as the photos submitted in the initial application form.
However, if you do not have the same photo as the photos used in your application form, 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.

【Inquiries regarding the submission of photos for student ID cards】
  Office of Graduate Studies Ritsumeikan University ： graduate-studies@st.ritsumei.ac.jp
    ＊email only