

Fall Semester 2021

Ritsumeikan University Tuition Reduction and Scholarship  
Application for Privately-Financed International Students  
Application Guidelines

Application Period	
September 28, 2021 (Tue)	10 : 00 ~
October 10, 2021 (Sun)	23 : 59 (Deadline strictly enforced)

Ritsumeikan University International Center

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**The following applications will not be considered for selection.**

1. Applications which do not follow the rules (these guidelines).
2. Applications containing falsified information.

## 1. About the 2021 Fall Application (Outline)

### (1) Introduction

For the 2020 academic year and onward, as a rule, eligible students will be able to apply for the “Ritsumeikan University Tuition Reduction and Scholarship Application for Privately-Financed International Students” only once per year, from the semester matching their semester of enrollment (Spring Semester enrollees will apply in the spring, Fall Semester enrollees will apply in the fall). Therefore, students eligible to apply via these application procedures are as follows.

Eligible Applicants: (1) September enrollees

(2) April enrollees who have reenrolled or resumed studies from the 2021 Fall Semester

For students other than (1) (2) above, please apply during the 2022 Spring Semester application period.

The “Ritsumeikan University Tuition Reduction and Scholarship Application for Privately-Financed International Students” is one document containing the following two applications.

- (1) Tuition Reduction Application
- (2) Application for scholarships administered by the university and scholarships which require a recommendation directly from the university to the scholarship foundation in order for the student to become a potential candidate

### (2) Schedule

The schedule is as follows.

Details	Fall Application
Application Period	Sep 28 (Tue) 10:00 ~ Oct 10, 2021 (Sun) 23:59 (Japan Time)
Tuition Reduction Selection Results	Announced in early December (scheduled)
Scholarship Recommendation Selection Results	Selectees contacted on a rolling basis throughout the year

### (3) Application Procedure

To apply, fill out all requisite information using the online application form at either link below. Your RAINBOW ID and password will be required to log in.

[English language version]

<https://global.support.ritsumei.ac.jp/hc/en-us/articles/360057680014-How-do-I-apply-for-scholarships->

[Japanese language version]

<https://global.support.ritsumei.ac.jp/hc/ja/articles/360057680014-%E5%A5%A8%E5%AD%A6%E9%87%91%E3%81%AB%E7%94%B3%E8%BE%BC%E3%81%BF%E3%81%9F%E3%81%84%E3%81%AE%E3%81%A7%E3%81%99%E3%81%8C%E3%81%A9%E3%81%86%E3%81%99%E3%82%8C%E3%81%B0%E3%82%88%E3%81%84%E3%81%A7%E3%81%99%E3%81%8B->

**【ATTENTION】**

The online application will not be available during the hours below due to system maintenance.

From 4:30 AM to 5:30 AM daily (During course registration periods: from 2:00 AM to 6:30 AM)

From 7:30 PM Wednesdays to 9:00 AM Thursdays

**(4) Eligible Applicants**

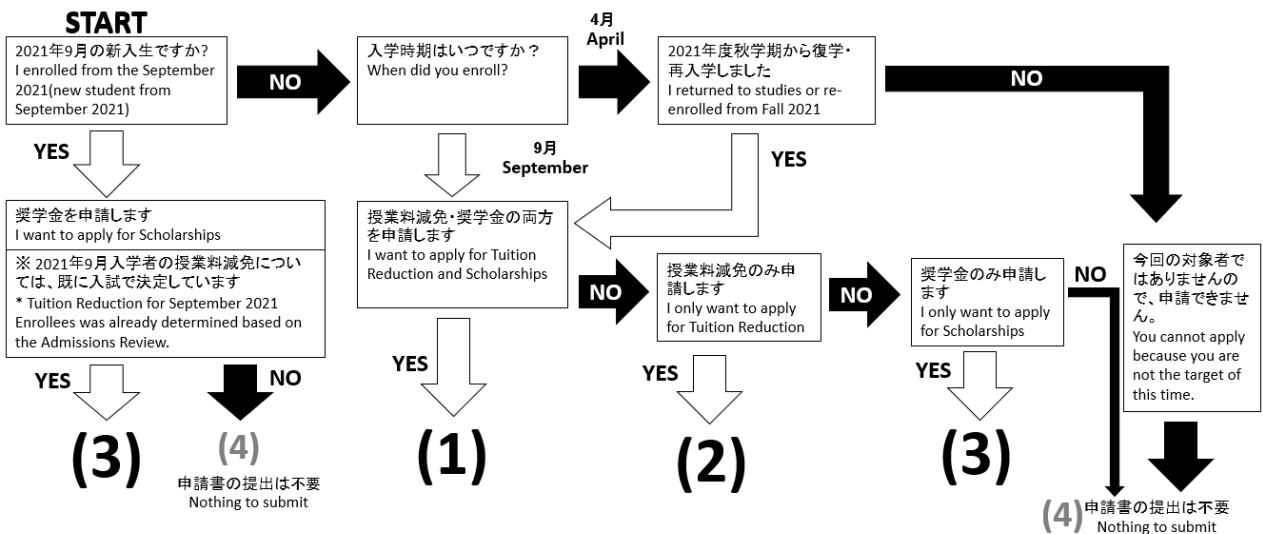
Eligible Applicants are as described in chart “A: Eligible Applicants” below. You alone are responsible to determine which aid type(s) you are eligible to apply for, by referring to “B: Application Chart.”

**【A: Eligible Applicants】**

Aid type	Those eligible to apply	Duration details
Tuition Reduction	Those who enrolled from September, any year	Those selected via this application will receive Tuition Reduction for Fall Semester 2021 and Spring Semester 2022
	Those who resumed studies or reenrolled from the 2021 Fall Semester, who first enrolled from April, any year	Those selected via this application will receive Tuition Reduction for Fall Semester 2021
Scholarships	Those who enrolled from September, any year	Those who apply will be registered with the International Center for Fall Semester 2021 and Spring Semester 2022 as “seeking scholarship”. If you are selected for scholarship recommendation during that time, the International Center will contact you directly.
	Those who resumed studies or reenrolled from the 2021 Fall Semester, who first enrolled from April, any year	Those who apply will be registered with the International Center for Fall Semester 2021 as “seeking scholarship”. If you are selected for scholarship recommendation during that time, the International Center will contact you directly.

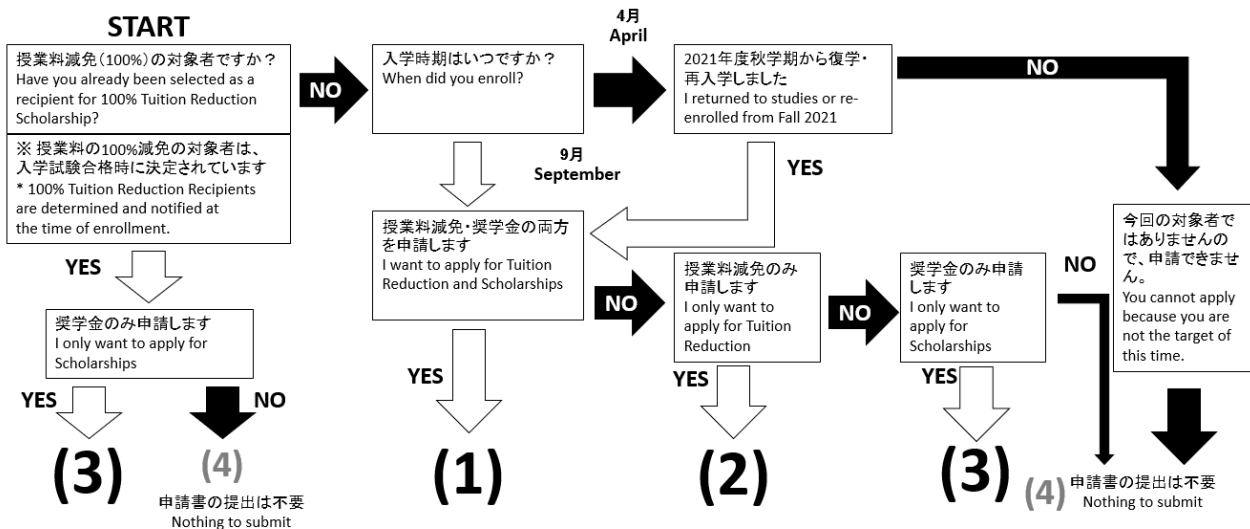
**【B: Application Pattern Self-Check Flowchart】**

**2021秋/2021 Fall 学部生/Undergraduate**



Pattern
(1) 授業料減免・奨学金の両方申請をする。 Applying for both Tuition Reduction and Scholarships.
(2) 授業料減免のみ申請する。 Applying for just Tuition Reduction.
(3) 奨学金のみ申請する。 Applying for just Scholarships.
(4) どちらにも申請しない（申請書の提出は必要ありません）。 Applying for neither Tuition Reduction nor Scholarships (Nothing to submit).



## 2021秋/2021 Fall 大学院生/Graduate



Pattern
① 授業料減免・奨学金の両方申請をする。 Applying for both Tuition Reduction and Scholarships.
② 授業料減免のみ申請する。 Applying for just Tuition Reduction.
③ 奨学金のみ申請する。 Applying for just Scholarships.
④ どちらにも申請しない（申請書の提出は必要ありません）。 Applying for neither Tuition Reduction nor Scholarships (Nothing to submit).

### (5) Contact

Send any inquiries via the question form at the link below.

Japanese	<a href="https://global.support.ritsumei.ac.jp/hc/ja/requests/new?ticket_form_id=360005720194">https://global.support.ritsumei.ac.jp/hc/ja/requests/new?ticket_form_id=360005720194</a>	
English	<a href="https://global.support.ritsumei.ac.jp/hc/en-us/requests/new?ticket_form_id=360005720194">https://global.support.ritsumei.ac.jp/hc/en-us/requests/new?ticket_form_id=360005720194</a>	

## 2. Tuition Reduction

### (1) Tuition Reduction Types

What is Tuition Reduction? Tuition Reduction is a form of financial aid offered by Ritsumeikan University with the purpose of reducing the fiscal burden of international students by covering a percentage of tuition fees. According to the rules established in the “Ritsumeikan University Tuition Reduction Scholarship for International Students Regulations,” Tuition Reduction equaling 20%~100% of tuition fees is awarded to selected applicants.

With respect to undergraduate students, the percentage of students awarded Tuition Reduction differs depending on the language of study (Japanese-based or English-based). For applicants who meet the application requirements, the top 70% of Japanese language-based students and all English language-based students will receive Tuition Reduction.

#### Tuition Reduction for Privately-Financed International Students (Current Undergraduate Students)

Those enrolled via Japanese language-based admissions	Undergraduate Category I (100% Reduction)	Top 10% of total applicants
	Undergraduate Category II (50% Reduction)	Next top 10% of total applicants after Undergraduate I recipients
	Undergraduate Category III (20% Reduction)	Next top 50% of total applicants after Undergraduate I • II recipients
Those enrolled via English language-based admissions	Undergraduate Category I (100% Reduction)	Top 10% of total applicants
	Undergraduate Category II (50% Reduction)	Next top 10% of total applicants after Undergraduate I recipients
	Undergraduate Category III (20% Reduction)	Applicants who did not receive Undergraduate I or II reduction

\*Tuition Reduction for new enrollees (students newly enrolled from the 2021 Fall Semester except for transfer students, etc.) is decided at the time of admissions results, thus, such students are not eligible to apply via this application.

#### Tuition Reduction for Privately-Financed International Students (Graduate Students)

All Graduate Schools	Graduate Category I (100% Reduction for the regular program duration)	Recipients notified at time of admissions screening results announcement (Selection via this application not possible)
	Graduate Category II (20% Reduction)	All applicants who meet eligibility criteria (Students not selected for Graduate Category I should apply)

### (2) Award Period

One year, from October 2021~ September 2022

However, the Tuition Reduction award period for April enrollees who have re-enrolled or resumed studies from the 2021 Fall Semester is one semester only. Please refer to p. 3.

### ( 3 ) 2021 Fall Semester Tuition Reduction Application Eligibility Criteria

- Applicants must meet one of the following requirements (A), and all of the following requirements (B).

A	<p><b>Applicants must meet one of the following requirements.</b></p> <ol style="list-style-type: none"><li>1) Be an September enrollee enrolled for the 2021 Fall Semester; or</li><li>2) Be an September enrollee studying abroad on a program administered by Ritsumeikan University for the 2021 Fall Semester (enrollment status of “Study Abroad”); or</li><li>3) Be an April enrollee who is re-enrolling or resuming studies from the 2021 Fall Semester; or</li><li>4) Be authorized by the International Center to complete an application due to special circumstances.</li></ol>
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B	<p><b>In addition to (A) above, applicants must meet all of the following requirements (B).</b></p> <p><input type="checkbox"/> Must be a privately-financed international student currently enrolled in an undergraduate or graduate school degree-seeking program (as of September 26, 2021).</p> <ul style="list-style-type: none"><li>*Undergraduate September 2021 enrollees are ineligible as Tuition Reduction for new enrollees is decided at the time of their enrollment.</li><li>*Students who enrolled via a scholarship that pays for their tuition fees are ineligible.</li><li>*Application is unnecessary for Graduate Category I awardees.</li></ul> <p><input type="checkbox"/> Must hold a “Student” residence status or be scheduled to obtain the same, and be within the standard number of years required for graduation.</p> <p><input type="checkbox"/> 2nd year and higher undergraduate students <u>only</u>: Must meet credit standards</p> <ul style="list-style-type: none"><li>*Undergraduate Categories I, II: The total number of credits earned as of completion of semester immediately preceding the semester of this application must be equal to or higher than the total number of credits required for graduation divided by 8 (the total number of required semesters), then multiplied by the number of semesters you have been enrolled as of completion of the previous semester.</li></ul> $\frac{\text{Total credits earned as of completion of semester immediately preceding semester this application is submitted}}{8} \geq \left( \frac{\text{Credits required for graduation}}{8} \right) \times (\text{Number of semesters enrolled as of completion of semester immediately preceding semester this application is submitted})$ <ul style="list-style-type: none"><li>*Undergraduate Category III: The total credits earned over the course of the two semesters immediately prior to the semester of this application must be 10 or more.</li></ul>
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### ( 4 ) Tuition Reduction Selection Procedures

See p. 10, “(4) Selection Procedures”.

### ( 5 ) Announcement of Results

Results are scheduled to be announced via manaba+R in Early December.

For students of the Graduate School of Business Administration (those who enrolled in 2020 or earlier), the amount of tuition to be reduced will be determined after 2021 Fall Semester tuition fees are finalized.

### ( 6 ) Things to Keep in Mind

- **About the Application**

- 1) Students who want to receive Tuition Reduction **must apply** for Tuition Reduction **each year**. Applying for Tuition Reduction once **does not** automatically grant you Tuition Reduction for the duration of your studies.
- 2) September enrollees, other than new September 2021 enrollees, who meet the application criteria but

who fail to apply for Tuition Reduction via this “2021 Fall Application” cannot receive Tuition Reduction for either the 2021 Fall Semester or 2022 Spring Semester.

- 3) Tuition Reduction for newly enrolled undergraduate students in their first year (students newly enrolled from the 2021 Fall Semester except for transfer students, etc.) is determined at the time of the admissions screening. Thus, such students are ineligible to apply for Tuition Reduction at this time.
- 4) The Tuition Reduction award period for September enrollees who have re-enrolled or resumed studies from the 2021 Fall Semester is one semester in length. Thus, such students who wish to receive Tuition Reduction from the 2022 Spring Semester onwards must submit an additional application for Tuition Reduction during the 2022 Spring Application.
- 5) Students who will reach the end of their standard program duration at the end of the 2021 Fall Semester are only eligible to receive one semester of Tuition Reduction if selected.

• **Those on a “Leave of Absence”**

Those whose 2021 Fall Semester enrollment status is “Leave of Absence” cannot apply for Tuition Reduction. Furthermore, Tuition Reduction will be cancelled if a student’s enrollment status changes to “Leave of Absence” after applying for Tuition Reduction.

• **Regarding the Cancellation of Tuition Reduction (please read the regulations for details)**

- 1) About Cancellation: According to the regulations, students granted tuition reduction who meet any of the following will have their tuition reduction revoked.
  - a. Those whose application is found to contain deliberate falsification or forgery, etc.
  - b. Those who no longer meet the Tuition Reduction eligibility requirements.
  - c. Those taking a leave of absence from their studies.
  - d. Those who have withdrawn from the university or who have been expelled.
  - e. Those suspended from school for 3 months or more.
  - f. Those who are judged by the Executive Director of the Division of International Affairs as undeserving of Tuition Reduction.
- 2) Regarding Repayment of Tuition in the Event of Cancellation of Tuition Reduction  
Those whose Tuition Reduction is cancelled must pay an amount equal to that of their cancelled Tuition Reduction award amount for the semester(s) in question, in full, within two weeks of being informed of the cancellation.

• Ritsumeikan University Tuition Reduction Scholarship Regulations

<http://en.ritsumeikai.ac.jp/current-students/doc/RitsumeikanUniversityTuitionReductionScholarshipRegulations.pdf>

● **Points to keep in mind if changing from another residence status to “Student” status**

Tuition reduction/scholarship applications submitted by students who plan to change their residence status from another status to “Student” will be accepted only if the student indicates their plans to change residence status within the online application. Further, such students must apply for a change of residence status by October 31<sup>st</sup>.

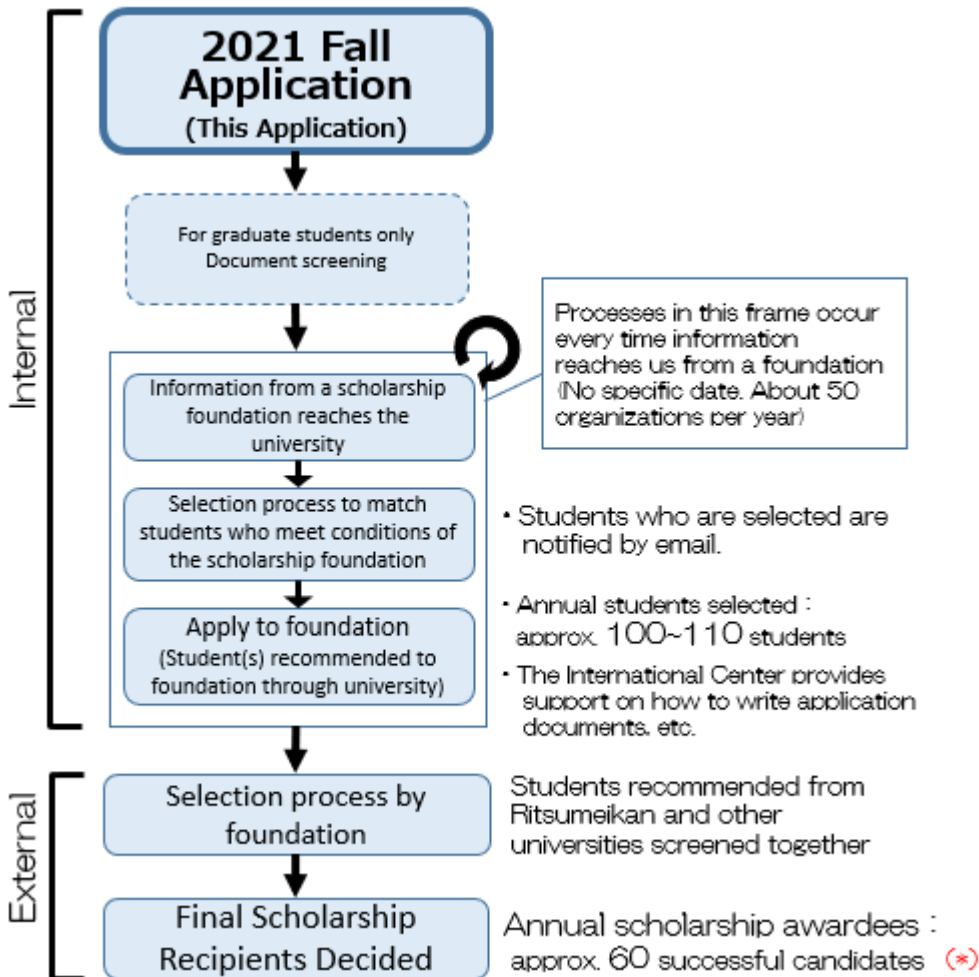
Within the online application such students must submit either 1) images of their residence



card after conversion to “Student” residence status is complete, or 2) images of their residence card which has been stamped ‘applying for change of residence status’ by the Immigration Bureau, etc. Those who cannot submit either by the online application deadline will need to follow-up and submit either to the International Center afterwards.

### 3. Scholarship (International Student Scholarships) \*University, public/private foundation and organization sponsored scholarships

The chart below describes the process from submission of this 2021 Fall Semester application to reception of scholarship.



(\*) Successful candidates for scholarships offered by Ritsumeikan University (approx. 40 candidates) are not included in this number. Further, the “Apply to foundation” and “Selection process by foundation” steps do not apply for Ritsumeikan scholarships.

#### (1) Basic Rules regarding “International Student Scholarships”

- Scholarships managed by the International Center are for privately financed international students only, and most require that the applicant holds a "Student" status of residence.
- Of applicants for “International Student Scholarships,” students will be chosen for recommendation for scholarships which require the recommendation of the university. It is not possible to apply for these scholarships without university recommendation.
- There are cases where the university will hold separate open applications for specific scholarships. In most of these cases, one of the application requirements is that applicants have completed this Scholarship Application.

- In order for the university to help support many international students, regardless of the scholarship's rules for receiving multiple scholarships, students who are recommended by Ritsumeikan University and consequentially selected for scholarship award may only receive one scholarship at a time. In addition, students selected for scholarship will not be recommended by the university for any additional scholarship during the academic year of their scholarship award, and students who are currently being recommended for scholarship will not be recommended for any other scholarship until the selection results of the first scholarship are made available.
- When evaluating and recommending students for university recommended scholarships, only students who will be enrolled for the duration of the scholarship's recruitment period, recommendation period, and award period will be chosen.

## **( 2 ) Applicable Scholarships and their Award Duration**

- As a rule, this application for International Student Scholarships covers international student scholarships with recruitment periods from October 2021 to September 2022.
- Scholarships found in the "Ritsumeikan University International Student Handbook 2021" will form the majority of the applicable scholarships. Please see your handbook or visit the link below for reference.

<http://en.ritsumei.ac.jp/current-students/pdf/IntlStudentHandbookScholarshipsSection.pdf>

## **( 3 ) Application Eligibility Requirements**

Applicants must meet all of the following requirements.

- 1) Must be a privately financed international student currently enrolled in a degree-seeking program of a Ritsumeikan University college or graduate school.
  - \*However, students who enrolled via a scholarship that pays for their tuition fees are ineligible.
  - \*Privately financed international students who enrolled via admissions other than the International Student Entrance Examination are also eligible to apply.
- 2) Enrollment status must either be "enrolled" or "study abroad".
  - \*Students whose enrollment status is "study abroad" may submit an application, but applicants are not considered for a particular scholarship unless their student status is "enrolled" for the duration of the recruitment period, selection period, and award period of the particular scholarship.

## **( 4 ) Selection Procedures**

### **• Undergraduate students**

Selection will be based according to the following credit standards, grade standards, and submitted application documents.

#### i ) Credit standards

At the time of application, students must have acquired the number of credits below, or more, in order to be eligible to apply. (excluding students enrolled from September 2021)

$(1/8 \text{ of the no. of credits required to graduate from your college}) \times (\text{no. of semesters enrolled})$

ii) Grade standards:

Evaluation will be based on cumulative GPA at the time of the screening.

\*Cumulative GPA is calculated according to the following equation.

$$\frac{(5 \times \text{number of "A+" credits}) + (4 \times \text{number of "A" credits}) + (3 \times \text{number of "B" credits}) + (2 \times \text{number of "C" credits})}{(\text{Number of total registered A+, A, B, C, and F credits})}$$

[Notes]

- Credits for courses not necessary for graduation and courses graded as N or T will not be included in the GPA calculation.
- Those who are resuming courses or re-enrolling from the 2021 September Semester
  - Credit standards: Number of credits as of the end of the 2021 Spring Semester.
  - Grade standards: Cumulative GPA as of the end of the 2021 Spring Semester.
- Cumulative GPA for those currently studying abroad via a Ritsumeikan University-administered program is their most recent cumulative GPA score available as of the time of application.
- Students who have transferred to Ritsumeikan from Fall 2021 as second or third year students (DUDP) will be considered as having fulfilled credit requirements. Scores of accepted transfer credits will all be evaluated as B credits (=3), and then will be used to calculate cumulative GPA.

• **Graduate students**

The evaluation process is as follows.

1) For new enrollees

The Graduate Student Report will be evaluated and scored.

2) For continuously enrolled students

The Graduate Student Report will be evaluated and scored, with consideration also given to cumulative GPA as compared to that of other applicants.

Applicants whose Graduate Student Reports were evaluated and scored will then be ranked based on those scores, and recommendations for scholarships will be offered on a rolling basis to students who rank highest.

**( 5 ) Points to remember**

- Of the students who complete an application for International Student Scholarships , only applicants selected to be recommended for scholarship will be notified of any results.
- In most cases, scholarship foundations will not allow awardees to receive multiple scholarships at once. If you are receiving a separate private scholarship, please make sure to read the rules very carefully before trying to apply for another scholarship at the same time.
- If a student receives 2 or more scholarships at once but their rules state that recipients may not hold multiple scholarships, the student may have their scholarships cancelled and be asked to return scholarship payments.

- If you apply separately to a private scholarship and are selected for a scholarship award, please submit a copy of your certificate of scholarship award to the International Center.
- Students who will study abroad outside of Japan via a Ritsumeikan University-administered program will not be recommended for any scholarship where the scholarship award period overlaps with the student's scheduled study abroad period.
- Students may not withdraw their application for a given scholarship for personal reasons after receiving a recommendation from the university for that scholarship.