

# Ritsumeikan University Graduate Schools Entrance Examination Information Website : Frequently Asked Questions

[Q1 : Applying to Ritsumeikan University Graduate Schools >](#)

[Q2 : Submissions >](#)

[Q3 : Entrance Examinations >](#)

[Q4 : Tuition, Scholarships, and Admission Procedures >](#)

[Q5 : Ritsumeikan University Graduate School Entrance Examination Information Website >](#)

[Q6 : Others >](#)

## Q1 : Applying to Ritsumeikan University Graduate Schools

### Q1-1 Where can I find the Application Guidelines?

Application Guidelines for April and September admissions can be downloaded from the following URL. Since application documents are included in the guidelines, please print on both sides of the paper.

[Application Guidelines >](#)

### Q1-2 Is there an admissions guidance fair?

Ritsumeikan Graduate Schools Admission Guidance Fairs are normally held around May, June and November. Please check details pertaining to the date, venue, time schedule and participating graduate schools on the graduate school admissions website.

[Ritsumeikan University Graduate Schools Admission Guidance Fair >](#)

Individual graduate schools may also hold separate guidance sessions and admissions events. Please check the website of each graduate school and/or the graduate school admissions website.

[Individual Graduate School Admissions Guidance Sessions >\(only available in Japanese\)](#)

### Q1-3 What are the application requirements?

To apply for master's programs, master's-doctoral programs and professional graduate degree programs, the applicant must be a graduate from a university as defined in Article 83 of the School Education Law or an institution deemed acceptable by the Minister of Education, Culture, Sports, Science and Technology or be recognized as having the academic ability equal to or higher than that of a graduate from such an institution. The applicant must fulfill these requirements by the time of enrollment.

To apply for doctoral programs (1st year admissions) and master's-doctoral programs (3rd year transfer admissions), applicants must possess a master's degree or degree as prescribed by the Minister of Education, Culture, Sports, Science and Technology in Article 104, Paragraph 1 of the School Education Law or other conditions deemed acceptable by the Minister of Education, Culture, Sports, Science and Technology or be recognized as having the academic ability equal to or higher than that of a holder of such a degree. The applicant must fulfill these requirements by the time of enrollment.

\*Please check the Application Guidelines for details since specific requirements may differ based on admission procedures or the graduate school.

[Application Guidelines >](#)

#### **Q1-4 Can I apply to a graduate school even if I didn't graduate from university?**

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, Integrated Doctoral Program (first year), or Professional degree 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 or Integrated Doctoral Program (third year) 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 Application Guidelines of each graduate school.

[Application Guidelines >](#)

#### **Q1-5 Can adult learners also apply for graduate schools?**

It is possible to apply to graduate schools as a mature student. Graduate schools have special admission procedures for mature students. Please check the Application Guidelines since specific requirements differ by graduate school.

[Application Guidelines >](#)

#### **Q1-6 Do graduate schools offer distance learning options?**

There are currently no distance learning courses available.

#### **Q1-7 Is it possible to apply to the same or different graduate schools more than once?**

It is possible to apply to graduate schools multiple times as long as entrance examination days and times don't overlap.

### **Q2 : Submissions**

#### **Q2-1 Can I submit an application online?**

Some part of the application procedures must be done online.

[The online application system called, "Ritsu-Mate" can be accessed from here.](#)

Depending on the admission method, the online application system may not be used.

Please refer to the Application Guidelines of each graduate school for more detail.

#### **Q2-2 Is there a period of validity for academic transcripts or graduation certificates that need to be submitted?**

Some graduate schools have a valid period for submission documents and certificates.

Applicants must submit an original official transcript and a graduation certificate attested by the president or dean of each university applicants graduated from.

For details, please check the Application Guidelines of each graduate school.

### **Q2-3 What should I do if I cannot submit some of the required documents before the deadline?**

Generally, all documents must be received on time. However, if you are unable to meet a deadline due to extenuating circumstances, please contact the administrative office of the graduate school you are applying to in advance.

### **Q2-4 I missed the application deadline, can I still apply?**

We do not accept application submissions after the deadline. Please adhere to the application deadline. If applying from overseas, please be sure to submit your application well in advance to account for any delays that could occur.

### **Q2-5 Is it possible to submit the application fee from overseas?**

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. 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 at a financial institution. Please check the Application Guidelines for details.

### **Q2-6 Is it possible to directly contact the professor who I would like to be my supervisor?**

You are able to contact faculty directly if they have made their email address available on the graduate school's website, Researcher's Database, etc.

[Researcher's Database >](#)

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.

[Contact List of Graduate School >](#)

### **Q2-7 Is it possible to change my graduate school, major, course, etc. after submitting an application?**

Changing your desired graduate school, major, course, etc. after submitting your application is not permitted.

## **Q3 : Entrance Examinations**

### **Q3-1 Where can I find the past entrance examination?**

You can browse through the past examination questions in the past 2 years at the administrative offices of each graduate school and also shown on the official websites of Ritsumeikan University Graduate School. For details, please refer to the following page.

[Past Entrance Examinations >\(only available in Japanese\)](#)

### **Q3-2 Can I still take an examination if I arrive late?**

You will still be allowed to take an examination if you arrive within 20 minutes after the start time, if the exam is held during 1st period. However, if you are late for an examination held 2nd period or later, you will be unable to take the examination. Please check the Application Guidelines for details.

### **Q3-3 Can I learn about my examination results over the telephone?**

We will not give the examination results over the phone nor via E-mail. The official examination results will be delivered to each applicant by mail. However, having considered the convenience of applicants, a list of successful Application numbers will be posted on the Ritsumeikan University Graduate School Entrance Examination Website at 10:00 a.m. (Japan time) on the day of the announcement of the entrance examination results. Applicants can also check their results by logging into the online application system, "Ritsu-Mate."

\*Please note that depending on the type of admission methods, successful Application numbers may not be posted on the above website. Please check the Application Guidelines for details.

## **Q4 : Tuition, Scholarships, and Admission Procedures**

### **Q4-1 What are the admission procedures?**

To complete admission procedures, you must submit the necessary documents and pay the tuition and admission fees. Documents pertaining to admission procedures will be mailed to successful applicants along with their entrance examination results. Please follow the guidelines and complete the admission procedures before the designated deadline. Late submissions are not accepted.

### **Q4-2 Can I submit the required documents in person?**

Documents can only be submitted through postal mail. If you bring the documents in person, we will be unable to accept them.

### **Q4-3 Do I have to pay tuition for the whole year all at once?**

Depending on the payment method, it may be possible to pay tuition in installments. Please check the admission guidelines and complete the required procedures before the deadline. Submissions are not accepted after the deadline for any reason. Furthermore, half of the total tuition must be paid if being admitted in September.

### **Q4-4 What kind of scholarships are available?**

A number of scholarships and financial aid are available to help support learning and research at Ritsumeikan University's graduate schools. Please see the Application Guidelines and graduate school admissions website for details.

[Scholarships & Research Grants >](#)

## **Q5 : Ritsumeikan University Graduate School Entrance Examination Information Website**

### **Q5 What should I do if PDF files do not open?**

If you are unable to open a PDF file, please try the following.

#### **[Check to see that the latest version of Adobe Reader is installed]**

Adobe Reader is constantly being updated. It is possible that the version that came installed on your computer at its time of purchase may not be able to read the latest PDF files. In this case, you should update to the latest version of Adobe Reader. Adobe Reader is required to read PDF files. It can be downloaded and installed for free.

\*Please download and install Adobe Reader on your own. The university does not provide support for obtaining this software.

### **[Save the PDF file to your hard drive and open it]**

- (1) Right click on the link for the PDF file you would like to read.
- (2) From the pop-up menu choose Save Link As... in Firefox and Chrome, or Save Target As... in Internet Explorer.
- (3) Choose the location you wish to save the file and click Save. Double-click the saved file to open it.

### **[Change Adobe Reader Preferences]**

- (1) Open Adobe Reader.
- (2) Go to Edit - > Preferences... and click Internet from the Categories column on the left side of the Preferences window.
- (3) Uncheck the box that says Display PDF in browser under Web Browser Options and then click the OK button.

\*This is checked by default. Additionally, if you update the software, this change may be undone. If you suddenly become unable to open PDF files, please confirm your settings.

### **[Other Solutions]**

Please check Adobe's support website for further troubleshooting advice for displaying PDF files.

<https://helpx.adobe.com/acrobat/kb/cant-view-pdf-web.html>

## **Q6 : Others**

### **Q6-1 Is there any systems for the Post-Master's Research Student / Doctoral Research Student?**

We don't offer a preparation program to enter a Master's program or Doctoral program before entering for Ritsumeikan University. Please note that you need to enroll in Ritsumeikan University graduate school as a regular student.

\*The Post-Master's Research Student / Doctoral Research Student System is a system that permits those who completed graduate schools or completed graduate programs without degree to use Ritsumeikan University's facilities in order to continue their research. Post-Master's Research Students and Doctoral Research Students cannot register for classes or receive research instructions from the faculty.

### **Q6-2 Can you tell me how to calculate the GPA written in the application requirements?**

The GPA calculation method can be found in the Application Guidelines.

※G P A ( G R A D E P O I N T A V E R A G E )

[Application Guidelines >](#)

### **Q6-3 What is the Non-degree Graduate School student system like?**

Non-degree Graduate School student system : A system that allows students to earn credits for the subject if they take a class provided by Ritsumeikan University and meet certain requirements.

Please check the website for details.

[Non-degree Graduate School student system and Auditing Student >\(only available in Japanese\)](#)