

**AY 2019**

**Ritsumeikan University Graduate School  
Readmission Examination Guidelines  
(Spring/Fall)**

**Important information regarding the readmission guidelines**

The readmission system at Ritsumeikan University can be used to reapply to the same Graduate School they were dismissed or withdrew from by completing a screening process and necessary procedures by the prescribed deadlines.

The guidelines are composed of two sections: Readmission Examination Guidelines and Readmission Examination Guidelines (For International Students who Need to Newly Acquire a Residence Status of "Student"). Please read the applicable section carefully before applying.

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# I. Readmission Examination Guidelines

## 1. Eligibility for readmission

[Readmission in spring 2019]

Students who were removed from the student registry or withdrew from the University between September 26, 2016 and February 28, 2019 can reapply for readmission in spring 2019.

[Readmission in fall 2019]

Students who were removed from the student registry or withdrew from the University between April 1, 2017 and August 31, 2019 can reapply for readmission in fall 2019.

- Students who were removed from the student registry due to completion of their enrollment period or withdrew from the University due to disciplinary reasons cannot apply for readmission.

Those for whom the exceptional case of readmission for the purpose of acquiring a doctoral degree (conferred under doctoral program or Integrated Doctoral Program) is applicable.

### Exceptional Case of Readmission for the Purpose of Acquiring a Doctoral Degree

Students for whom all of the following are true may apply for readmission a maximum of one time provided that a period of two years and six months has not passed counting from the day after the last day of the standard period for completion of the program on which they were enrolled.

- They enrolled on a doctoral program or Integrated Doctoral Program before AY 2009 or entered an Integrated Doctoral Program as a transfer student before AY 2011.
- They enrolled in the program for longer than the standard length of time required for completion of their program and met all the degree requirements stipulated in the Graduate School's regulations.
- They left the University without a doctoral degree.

## 2. Application period, interview date/time, and notification of results

	Application Period	Interview Date/Time	Announcement Date
Spring Readmission	Friday, February 1, 2019 – Thursday, February 28, 2019	To be notified at a later date	Mid-March, 2019
Fall Readmission	Thursday, August 1, 2019 – Saturday, August 31, 2019	To be notified at a later date	Early September, 2019

## 3. How to apply

During the period specified above, a “Request for Readmission Form” (signed by both a student and his/her guarantor) must be submitted to the administrative office of the Graduate School, which the student was enrolled at before he/she was removed from the student registry, by either one of the following methods:

- (1) By mail (postmarked by the last day of the application period) or
- (2) In person (before the office closes on the last day)

Depending on the graduate school, you may be asked to submit the following forms in addition to the request form. We will provide you those required forms along with the guidelines.

- (1) When applying for readmission to the Master's degree program:  
“Master's Thesis Progress Report and Plan for Completion”
- (2) When applying for readmission to the Doctoral/Integrated Doctoral Program:  
“Doctoral Dissertation Writing Plan”
- (3) Other documents which each graduate school requires to submit specifically

\* Office hours of the graduate school's administrative offices during the above application period are Monday – Friday, 1:00 p.m. – 5:00 p.m. However, applicants are advised to check the opening hours with the relevant office beforehand as the hours are subject to change.

## 4. Screening process

Application and interview

The administrative office of the Graduate School will notify the student of the date, time, place and details of the interview after receiving their application.

## 5. Results release

The administrative office of the Graduate School will send a notification of the admissions decision. Applicants who passed will receive readmission documents along with a notification of acceptance. Applicants who did not pass will be sent a rejection notice.

## 6. Procedures after passing the examination

### (1) Procedure for readmission

Permission for readmission will be granted by the President to successful applicants who complete the procedure for admission (submission of the required documents and the required payment for readmission) by the due date. Therefore you must submit the documents and make the payment by the due date. You are not allowed to be readmitted to the University if you only make the required payment for readmission without submitting the required documents or vice versa.

### (2) Submission of required documents for readmission

#### 1) Required documents

- Photo Attachment Form for Student ID
- Certificate of items entered in the certificate of residence
- Pledge Statement/Consent for handling of personal information
- Photocopy of passport (the page showing your photo and name)
  - \*Student without Japanese nationality only (excluding special permanent residents)

#### 2) Submission deadline

Readmission in the spring semester: Postmarked no later than Friday, March 22, 2019

Readmission in the fall semester: Postmarked no later than Tuesday, September 17, 2019

### (3) Required payment for readmission

#### 1) Required payment for readmission (See “III. Tuition Fees and Membership Fees for Readmission”)

- Readmission fee (10,000 yen)
- Tuition fees
- Membership fees (fees for Graduate Students Council, Academic Association, Ritsumeikan University Alumni Association, and Graduate School Alumni Association)
  - \*The University processes payment of membership fees, which students are required to pay together with tuition fees on behalf of the associated organizations.
  - \*Students who are readmitted in the fall semester may pay tuition fees and membership fees for the fall semester only.

#### 2) Payment deadline

Readmission in the spring semester: Postmarked no later than Friday, March 22, 2019

Readmission in the fall semester: Postmarked no later than Tuesday, September 17, 2019

#### 3) Refund of tuition fees, excluding the readmission fee, and membership fees if you decline your offer of readmission

After payment is made, the readmission fee will not be refunded for any reason.

Tuition fees other than the readmission fee, and membership fees that have been paid at the time of registration for readmission will be refunded at a later date if a request is made to cancel readmission by submitting the designated “Notice of Readmission Cancellation and Request for Refund of Fees (Excluding Readmission Fee) Paid at the Time of Registration for Readmission”, postmarked by the due date (March 31, 2019 for readmission in the spring semester and September 25, 2019 for readmission in the fall semester). The request will not be accepted after the deadline.

### (4) After readmission

- 1) Readmitted students must pick up their Student ID cards at the administrative office of their Graduate School. (at OIC Manabi Station for those who are readmitted to the Graduate School of Business Administration, Policy Science or Human Science)
- 2) Readmitted students are required to attend the information session. Details of the session will be notified by the administrative office of their Graduate School. (by OIC Manabi Station for those who are re-admitted to the Graduate School of Business Administration, Policy Science or Human Science)

## 7. Important Notes

- (1) If the major or course you studied in during the enrollment period no longer exists, consult with the administrative office of your Graduate School.
- (2) Those wishing to apply for readmission to the Accounting Program at The Graduate School of Management, should consult the administrative office, Inter-Faculty Graduate Schools at Osaka Ibaraki Campus.
- (3) Those wishing to apply for readmission to The Graduate School of Letters major in informatics of behavior and cultures master's program in psychology, should consult the administrative office, College of Letters. As a general rule, the affiliation of a student after his/her readmission (application) is being accepted will be the "Graduate School of Human Science." However, in case the curriculum corresponding to student's year level is not yet being provided at the Graduate School of Human Science, the "Graduate School of Letters" will be the student's affiliation.
- (4) Those wishing to apply for readmission to The Graduate School of Science for Human Services, should consult the administrative office, Graduate school of Human Science. As a general rule, the affiliation of a student after his/her readmission (application) is being accepted will be the "Graduate School of Human Science."
- (5) Those wishing to apply for readmission to The Graduate School of Public Policy, should consult the administrative office, Inter-Faculty Graduate Schools at Suzaku Campus.
- (6) When those who had been approved to use the Long-term Study System while being enrolled previously, wish to apply for readmission, applications to use the Long-term Study System for the second time can be accepted for the maximum period of which the long-term study had been approved at their previous enrollment. However, those who do not wish or do not meet the requirements for using the Long-term Study System, will be readmitted as regular graduate students.

You must consult with the administrative office of the graduate school you wish for readmission for more details before the application period for readmission starts.

### \*Application Method

Submit the "Application Form for Using the Long-term Study System" along with other application documents for readmission during the application period for readmission. Based on the application documents being submitted, your application to use the Long-term Study System will be reviewed at the graduate school committee or the graduate school faculty council. Then the result of whether your Long-term Study for the second time should be permitted or not will be determined by the Dean of the graduate school you wish for readmission for the maximum period of which the long-term study had been approved with your previous enrollment (Application to use the Long-term Study System will be only accepted during the readmission application period. Once your readmission is accepted, application to use the Long-term Study System will not be accepted). Also, due to the conditions of your study, if you wish to "reduce" the period for which the "long-term study" had been approved previously, submit the "Application Form for Changing the Period of Using the Long-term Study System" at the time of application for readmission in addition to all the other application documents described above. Obtain each application form at the administrative office of the graduate school you wish for readmission at the time when you consult your situation with the staff before applying.

### \*Tuition

Those who have been approved to use the Long-term Study System for the second time shall pay the total amount of tuition which they are supposed to pay for the standard completion term (two years) within the period which the long-term study was approved with the previous enrollment.

If a student is readmitted to his/her graduate school not as a Long-term Study Student, but as a regular student, he/she shall pay the difference of the tuition amount (difference between the total tuition amount that has already been paid while enrolled as a Long-term Study Student previously and the total amount of tuition that must be paid as a regular graduate student for the standard completion term) at the first semester reenrolled.

(e.g.) In the case, the yearly tuition of a graduate school is 800,000 yen

①Tuition amount for a regular student (for those Long-term Study System has not been applied)

Year	Year 1 (first year)		Year 2		Total amount
	Spring	Fall	Spring	Fall	
Tuition	400,000	400,000	400,000	400,000	1,600,000

②Tuition amount for a student who had been approved to use the Long-term Study System for the period of 3 years (6 semesters) with his/her previous application, but withdrew from his/her graduate school after being enrolled for 1 year (2 semesters), and then using the Long-term Study System was approved for the second time when he/she readmitted to the graduate school.

(\*1,600,000 yen ÷ 6 semesters =266,700yen (round up the amount less than one hundred yen)

Year	Year 1 (first year)		Year 2		Year 3		Total amount
Semester	Spring	Fall	Spring	Fall	Spring	Fall	
Tuition	266,700	266,700	266,700	266,700	266,700	266,700	1600,200
	Amount that has already been paid while previously enrolled		Amount to be paid for the remaining 2 years (4 semesters) after being readmitted				

## II. Readmission Examination Guidelines (For International Students who Need to Newly Acquire a Residence Status of "Student")

International students who are required to obtain “Student” residence status should follow the guidelines below before applying.

### 1. Eligibility for readmission

[Readmission for spring 2019]

Students who were removed from the student registry or withdrew from the University between September 26, 2016 and February 28, 2019 can reapply for readmission for spring 2019.

[Readmission for fall 2019]

Students who were removed from the student registry or withdrew from the University between April 1, 2017 and August 31, 2019 can reapply for readmission for fall 2019.

■ Students who were removed from the student registry due to completion of their enrollment period or withdrew from the University due to disciplinary reasons cannot apply for readmission.

Those for whom the exceptional case of readmission for the purpose of acquiring a doctoral degree (conferred under doctoral program or Integrated Doctoral Program) is applicable.

#### Exceptional Case of Readmission for the Purpose of Acquiring a Doctoral Degree

Students for whom all of the following are true may apply for readmission a maximum of one time provided that a period of two years and six months has not passed counting from the day after the last day of the standard period for completion of the program on which they were enrolled.

- They enrolled on a doctoral program or Integrated Doctoral Program before AY 2009 or entered an Integrated Doctoral Program as a transfer student before AY 2011.
- They enrolled in the program for longer than the standard length of time required for completion of their program and met all the degree requirements stipulated in the Graduate School’s regulations.
- They left the University without a doctoral degree.

### 2. Application period, interview date/time, and notification of results

	Application Period	Interview Date/Time	Announcement Date
Spring Readmission	Saturday, December 1, 2018 – Monday, December 31, 2018	To be notified at a later date	Mid-January, 2019
Fall Readmission	Saturday, June 1, 2019 – Sunday, June 30, 2019	To be notified at a later date	Mid-July, 2019

### 3. How to apply

During the period specified above, a “Request for Readmission Form” (signed by both a student and his/her guarantor) must be submitted to the administrative office of the Graduate School, which the student was enrolled at before he/she was removed from the student registry, by either one of the following methods:

- (1) By mail (postmarked by the last day of the application period) or
- (2) In person (before the office closes on the last day)

If you send the documents from overseas, you must use a courier service (DHL, Fedex, etc.) or EMS which allows you to trace your mail.

Depending on the graduate school, you may be asked to submit the following forms in addition to the request form. We will provide you those required forms along with the guidelines.

- (1) When applying for readmission to the Master’s degree program:  
“Master’s Thesis Progress Report and Plan for Completion”
- (2) When applying for readmission to the Doctoral/Integrated Doctoral Program:  
“Doctoral Dissertation Writing Plan”
- (3) Other documents which each graduate school requires to submit specifically

\*The office hours during the above application period are Monday – Friday, 10:00 a.m. – 5:00 p.m. (closed for lunch hours 11:30 a.m. – 12:30 p.m.) However, for winter break from Thursday, December 27, 2018 to Monday, December 31, 2018, applications are accepted only by mail (applicants cannot submit in person.). Hours are subject to change and applicants are advised to check with the office of their Graduate School beforehand.

\*The final deadline for readmission application is Thursday, February 28, 2019 for spring semester and Saturday, August 31, 2019 for fall semester. However, applicants should be advised to submit their application within the period stated in 2. *Application period, interview date/time, and results release date*, since it may take some time for successful applicants to receive a status of residence. If an applicant is unable to submit the application within the application period, the applicant should contact the administrative office of their Graduate School as soon as possible.

#### 4. Screening process

Application and interview

The administrative office of the Graduate School will notify the student of the date, time, place and details of the interview after receiving their application.

#### 5. Results release

The administrative office of the Graduate School will send a notification of the admissions decision. Applicants who passed will receive readmission documents along with a notification of acceptance. Applicants who did not pass will receive a rejection notice.

#### 6. Procedures after passing the examination

##### (1) Procedure for readmission

Permission for readmission will be granted by the President to successful applicants who complete the procedure for admission (submission of the required documents and required payment of readmission) by the due date. Therefore you must submit the documents and make the payment by the due date. You are not allowed to be readmitted to the University if you only make required payment of readmission without submitting the required documents or vice versa.

##### (2) Submission of required documents for readmission

###### 1) Required documents

- Photo Attachment Form for Student ID
- Certificate of items entered in the certificate of residence
- Pledge Statement/Consent for handling of personal information
- Photocopy of passport (the page showing your photo and name)

###### 2) Submission deadline

Readmission in the spring semester: Postmarked no later than Friday, March 22, 2019

Readmission in the fall semester: Postmarked no later than Tuesday, September 17, 2019

##### (3) Required payment for readmission

###### 1) Required payment for readmission (See “III. Tuition Fees and Membership Fees for Readmission”)

- Readmission fee (10,000 yen)
  - Tuition fees
  - Membership fees (fees for Graduate Students Council, Academic Association, Ritsumeikan University Alumni Association, and Graduate School Alumni Association)
- \*The University processes payment of membership fees, which students are required to pay together with tuition fees on behalf of the associated organizations.
- \*Students who are readmitted in the fall semester may pay tuition fees and membership fees for the fall semester only.

###### 2) Payment deadline

Readmission in the spring semester: Postmarked no later than Friday, March 22, 2019

Readmission in the fall semester: Postmarked no later than Tuesday, September 17, 2019

[Note]

The dates listed above are the last days for the payment. However, you are required to make the payment to obtain a visa by Tuesday, January 29, 2019 for readmission in the spring semester and by Tuesday, July 30 2019 for readmission in the fall semester.

\*The University applies for a Certificate of Eligibility necessary for issuance of a visa on behalf of international students living outside Japan who find it difficult to make the application in person and have made the required payment for readmission. As it usually takes more than a month to obtain a visa, readmitted students are required to pay the fees by the due dates listed in [Note]. Those who fail to pay the required payment by the due dates listed in [Note] cannot carry out the procedures and may not be able to enter Japan before the course begins.



- 3) Refund of tuition fees, excluding the readmission fee, and membership fees if you decline your offer of readmission

After payment is made, the readmission fee will not be refunded for any reason.

Tuition fees other than the readmission fee, and membership fees that have been paid at the time of registration for readmission will be refunded at a later date if a request is made to cancel readmission by submitting the designated “Notice of Readmission Cancellation and Request for Refund of Fees (Excluding Readmission Fee) Paid at the Time of Registration for Readmission”, postmarked by the due date (March 31, 2019 for readmission in the spring semester and September 25, 2019 for readmission in the fall semester). However, the request will not be accepted after the deadline.

(4) After readmission

- 1) Readmitted students must pick up their Student ID cards at the administrative office of their Graduate School. (at OIC Manabi Station for those who are readmitted to the Graduate School of Business Administration, Policy Science or Human Science)
- 2) Readmitted students are required to attend the information session. Details of the session will be notified by the administrative office of their Graduate School. (by OIC Manabi Station for those who are re-admitted to the Graduate School of Business Administration, Policy Science or Human Science)

## 7. Important Notes

- (1) If the major or course you studied in during the enrollment period no longer exists, consult with the administrative office of your Graduate School.
- (2) Those wishing to apply for readmission to the Accounting Program at The Graduate School of Management, should consult the administrative office, Inter-Faculty Graduate Schools at Osaka Ibaraki Campus.
- (3) Those wishing to apply for readmission to The Graduate School of Letters major in informatics of behavior and cultures master’s program in psychology, should consult the administrative office, College of Letters. As a general rule, the affiliation of a student after his/her readmission (application) is being accepted will be the “Graduate School of Human Science.” However, in case the curriculum corresponding to student’s year level is not yet being provided at the Graduate School of Human Science, the “Graduate School of Letters” will be the student’s affiliation.
- (4) Those wishing to apply for readmission to The Graduate School of Science for Human Services, should consult the administrative office, Graduate school of Human Science. As a general rule, the affiliation of a student after his/her readmission (application) is being accepted will be the “Graduate School of Human Science.”
- (5) Those wishing to apply for readmission to The Graduate School of Public Policy, should consult the administrative office, Inter-Faculty Graduate Schools at Suzaku Campus.
- (6) Japanese Resident Status is required for Readmission. If you have failed to obtain the Resident Status in Japan, please promptly consult with the administrative office of the graduate school you wish for readmission.
- (7) When those who had been approved to use the Long-term Study System while being enrolled previously, wish to apply for readmission, applications to use the Long-term Study System for the second time can be accepted for the maximum period of which the long-term study had been approved at their previous enrollment. However, those who do not wish or do not meet the requirements for using the Long-term Study System, will be readmitted as regular graduate students.

You must consult with the administrative office of the graduate school you wish for readmission for more details before the application period for readmission starts.

### \*Application Method

Submit the “Application Form for Using the Long-term Study System” along with other application documents for readmission during the application period for readmission. Based on the application documents being submitted, your application to use the Long-term Study System will be reviewed at the graduate school committee or the graduate school faculty council. Then the result of whether your Long-term Study for the second time should be permitted or not will be determined by the Dean of the graduate school you wish for readmission for the maximum period of which the long-term study had been approved with your previous enrollment (Application to use the Long-term Study System will be only accepted during the readmission application period. Once your readmission is accepted, application to use the Long-term Study System will not be accepted). Also, due to the conditions of your study, if you wish to “reduce” the period for which the “long-term study” had been approved previously, submit the “Application Form for Changing the Period of Using the Long-term Study System” at the time of application for readmission in addition to all the other application documents described above. Obtain each application form at the administrative office of the graduate school you wish for readmission at the time when you consult your situation with the staff before applying.

\*Tuition

Those who have been approved to use the Long-term Study System for the second time shall pay the total amount of tuition which they are supposed to pay for the standard completion term (two years) within the period which the long-term study was approved with the previous enrollment.

If a student is readmitted to his/her graduate school not as a Long-term Study Student, but as a regular student, he/she shall pay the difference of the tuition amount (difference between the total tuition amount that has already been paid while enrolled as a Long-term Study Student previously and the total amount of tuition that must be paid as a regular graduate student for the standard completion term) at the first semester reenrolled.

(e.g.) In the case, the yearly tuition of a graduate school is 800,000 yen

①Tuition amount for a regular student (for those Long-term Study System has not been applied)

Year	Year 1 (first year)		Year 2		Total amount
Semester	Spring	Fall	Spring	Fall	
Tuition	400,000	400,000	400,000	400,000	1,600,000

②Tuition amount for a student who had been approved to use the Long-term Study System for the period of 3 years (6 semesters) with his/her previous application, but withdrew from his/her graduate school after being enrolled for 1 year (2 semesters), and then using the Long-term Study System was approved for the second time when he/she readmitted to the graduate school.

(\*1,600,000 yen ÷ 6 semesters =266,700yen (round up the amount less than one hundred yen)

Year	Year 1 (first year)		Year 2		Year 3		Total amount
Semester	Spring	Fall	Spring	Fall	Spring	Fall	
Tuition	266,700	266,700	266,700	266,700	266,700	266,700	1600,200
	Amount that has already been paid while previously enrolled		Amount to be paid for the remaining 2 years (4 semesters) after being readmitted				

### III. Tuition Fees and Membership Fees for Readmission

Ritsumeikan University's University Fee is made up of an Admission (Readmission) Fee and Tuition Fee.

#### 1. Admission Fee

(Unit: Yen)

Readmission Fee	10,000
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Note : Payment of the Readmission Fee is required only in the year of the readmission.

#### 2. Tuition

##### (1) Master's Program

(Unit: Yen)

Graduate School		1st Year		2nd Year	
		Spring Semester	Fall Semester	Spring Semester	Fall Semester
Law Business Administration Sociology Policy Science	Tuition	375,000	375,000	375,000	375,000
	Annual Sum	750,000		750,000	
Economics (except for MPED)	Tuition	375,000	375,000	375,000	375,000
	Annual Sum	750,000		750,000	
MPED	Tuition	450,000	450,000	450,000	450,000
	Annual Sum	900,000		900,000	
Letters (Major in Humanities)	Tuition	375,000	375,000	375,000	375,000
	Annual Sum	750,000		750,000	
Letters (Major in Informatics of Behavior and Cultures)	Tuition	385,600	385,600	385,600	385,600
	Annual Sum	771,200		771,200	
International Relations (except for GCP)	Tuition	375,000	375,000	375,000	375,000
	Annual Sum	750,000		750,000	
GCP	Tuition	450,000	450,000	450,000	450,000
	Annual Sum	900,000		900,000	
Sport and Health Science Human Science	Tuition	425,000	425,000	425,000	425,000
	Annual Sum	850,000		850,000	
Language Education and Information Science	Tuition	400,000	400,000	400,000	400,000
	Annual Sum	800,000		800,000	
Public Policy (except for 1-Year Program)	Tuition	400,000	400,000	400,000	400,000
	Annual Sum	800,000		800,000	
1-Year Program	Tuition	600,000	600,000	—	—
	Annual Sum	1,200,000		—	
Science and Engineering (except for Mathematics Course)	Tuition	575,000	575,000	575,000	575,000
	Annual Sum	1,150,000		1,150,000	
Mathematics Course	Tuition	537,500	537,500	537,500	537,500
	Annual Sum	1,075,000		1,075,000	
Information Science and Engineering Life Sciences	Tuition	568,600	568,600	568,600	568,600
	Annual Sum	1,137,200		1,137,200	
Technology Management	Tuition	583,000	583,000	583,000	583,000
	Annual Sum	1,166,000		1,166,000	
Image Arts	Tuition	602,400	602,400	602,400	602,400
	Annual Sum	1,204,800		1,204,800	

1) Of the third-year after the tuition fee will be the same amount as the second year.

In Major in Public Policy 1-year Program, tuition fee of the second year of later is 600,000 JPY per semester.

2) 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. However, for the Graduate School of Public Policy (Major in Public Policy 1-year Program), the tuition amount in such cases shall be one half of the amount stipulated for the Graduate School of Public Policy (other than Major in Public Policy 1-year Program).

##### (2) Doctoral Program

(Unit: Yen)

Graduate School		1st Year		2nd Year		3rd Year	
		Spring Semester	Fall Semester	Spring Semester	Fall Semester	Spring Semester	Fall 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:

1) 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.

2) The tuition fee for those persons enrolled for longer than the standard term for course completion 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) Integrated Doctoral Program**

(Unit: Yen)

Graduate School		1st Year		2nd Year			
		Spring Semester	Fall Semester	Spring Semester	Fall Semester	Spring Semester	Fall Semester
Core Ethics and Frontier Sciences	Tuition	400,000	400,000	400,000	400,000		
	Annual Sum	800,000		800,000			
		3rd Year		4th Year		5th Year	
		Spring Semester	Fall Semester	Spring Semester	Fall Semester	Spring Semester	Fall Semester
	Tuition	250,000	250,000	250,000	250,000	250,000	250,000
	Annual Sum	500,000		500,000		500,000	

Notes:

- Sixth- to tenth-year students who are enrolled in excess of the standard completion term in the integrated doctoral program are only required to pay one half of the amount stipulated in the chart.
- The tuition fee for those persons enrolled for longer than the standard term for course completion 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.

**(4) Four-Year Doctoral Program**

(Unit: Yen)

Graduate School		1st Year		2nd Year			
		Spring Semester	Fall Semester	Spring Semester	Fall Semester	Spring Semester	Fall Semester
Pharmacy	Tuition	250,000	250,000	250,000	250,000		
	Annual Sum	500,000		500,000			
		3rd Year		4th Year			
		Spring Semester	Fall Semester	Spring Semester	Fall Semester	Spring Semester	Fall Semester
	Tuition	250,000	250,000	250,000	250,000		
	Annual Sum	500,000		500,000			

Notes:

- Fifth- to eighth-year students who are enrolled in excess of the standard completion term in the four-year doctoral program are only required to pay one half of the amount stipulated in the chart.
- The tuition fee for those persons enrolled for longer than the standard term for course completion 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.

**(5) Professional Degree Program**

(Unit: Yen)

Graduate School		1st Year		2nd Year		3rd Year	
		Spring Semester	Fall Semester	Spring Semester	Fall Semester	Spring Semester	Fall Semester
School of Law	Tuition	653,700	653,700	653,700	653,700	653,700	653,700
	Annual Sum	1,307,400		1,307,400		1,307,400	

(Unit: Yen)

Graduate School		1st Year		2nd Year	
		Spring Semester	Fall Semester	Spring Semester	Fall Semester
Management	Fixed Tuition	71,700	71,700	71,700	71,700
	Tuition for per Credit	48,000 (Per Credit)			

(Unit: Yen)

Graduate School		1st Year		2nd Year	
		Spring Semester	Fall Semester	Spring Semester	Fall Semester
Professional Teacher Education	Tuition	450,000	450,000	450,000	450,000
	Annual Sum	900,000		900,000	

Notes:

- Third- to fifth-year students who are enrolled in excess of the standard completion term in a two-year program of the School of Law and fourth- and fifth-year students who are enrolled in excess of the standard completion term in a three-year program of the School of Law are only required to pay one half of the amount stipulated in the chart.
- The fixed tuition amount for third- and fourth-year students who are enrolled in excess of the standard completion term in the Graduate School of Management shall be one half of the amount stipulated in the chart.
- Third- and fourth-year who are enrolled in excess of the standard completion term in the Graduate School of Professional Teacher Education shall be one half of the amount stipulated in the chart.

\* Tuition fees may be revised when social factors, such as rapid inflation, have a significant impact on the University.

### 3. Membership Fees

The below are details of membership fees which are collected together with the University Fees. The university collects the membership fees on behalf of the organizations. Therefore, please also include your relevant membership fees when paying your University Fees (exclusive of the Readmission Fee).

#### (1) Master's Degree Program

	Law/ Economics/ Business Administration		Sociology			International Relations/ Policy Science		Letters		Human Science
	1st year	2nd to 4th years	1st year	2nd year	3rd to 4th years	1st year	2nd to 4th years	1st year	2nd to 4th years	1st year
Graduate Students Council Fee	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Academic Association Fee	7,000	7,000	6,000	6,000	6,000	8,000	8,000	6,000	6,000	-
Ritsumeikan University Alumni Association Fee	30,000	-	30,000	-	-	30,000	-	30,000	-	30,000
Graduate School Alumni Association Fee	-	-	-	10,000	-	-	-	-	-	※1
<b>Total</b>	<b>41,000</b>	<b>11,000</b>	<b>40,000</b>	<b>20,000</b>	<b>10,000</b>	<b>42,000</b>	<b>12,000</b>	<b>40,000</b>	<b>10,000</b>	<b>34,000</b>
	Public Policy		Image Arts/ Sport and Health Science			Science and Engineering/ Information Science and Engineering/ Life Sciences/ Language Education and Information Science		Technology Management		
	1st year	2nd to 4th years	1st year	2nd year	3rd to 4th years	1st year	2nd to 4th years	1st year	2nd year	3rd to 4th years
Graduate Students Council Fee	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Academic Association Fee	-	-	8,000	8,000	8,000	-	-	-	-	-
Ritsumeikan University Alumni Association Fee	30,000	-	30,000	-	-	30,000	-	30,000	-	-
Graduate School Alumni Association Fee	10,000	-	-	10,000	-	-	-	-	10,000	-
<b>Total</b>	<b>44,000</b>	<b>4,000</b>	<b>42,000</b>	<b>22,000</b>	<b>12,000</b>	<b>34,000</b>	<b>4,000</b>	<b>34,000</b>	<b>14,000</b>	<b>4,000</b>

※1 Please refer to the following URL <http://www.ritsumei.ac.jp/gshs/admission/>

#### (2) Doctoral Degree Program

	Law/ Economics/ Business Administration	Sociology				International Relations/ Policy Science/	Letters	Sport and Health Science			Science and Engineering/ Information Science and Engineering/ Life Sciences/ Technology Management/ Human Science
	All years	1st to 2nd years	3rd year	4th to 6th years	All years	All years	1st to 2nd years	3rd year	4th to 6th years	All years	
Graduate Students Council Fee	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	
Academic Association Fee	7,000	6,000	6,000	6,000	8,000	6,000	8,000	8,000	8,000	-	
Graduate School Alumni Association Fee	-	-	10,000	-	-	-	-	10,000	-	-	
<b>Total</b>	<b>11,000</b>	<b>10,000</b>	<b>20,000</b>	<b>10,000</b>	<b>12,000</b>	<b>10,000</b>	<b>12,000</b>	<b>22,000</b>	<b>12,000</b>	<b>4,000</b>	

#### (3) Integrated Doctoral Degree Program

(Unit: Yen)

	Core Ethics and Frontier Sciences	
	1st year	2nd to 10th years
Graduate Students Council Fee	4,000	4,000
Ritsumeikan University Alumni Association Fee	30,000	-
<b>Total</b>	<b>34,000</b>	<b>4,000</b>

#### (4) Four-year Doctoral Degree Program

(Unit: Yen)

	Graduate School of Pharmacy	
	1st year	2nd to 8th years
Graduate Students Council Fee	4,000	4,000
Ritsumeikan University Alumni Association Fee	30,000	-
<b>Total</b>	<b>34,000</b>	<b>4,000</b>

**(5) Professional Degree Program**

(Unit: Yen)

	School of Law			Graduate School of Management		Graduate School of Professional Teacher Education	
	2-year program 1st year	3-year program 1st year	2nd to 5th years	1st year	2nd to 4th years	1st year	2nd to 4th years
Graduate Students Council Fee	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Academic Association Fee	7,000	7,000	7,000	7,000	7,000	10,000	10,000
Ritsumeikan University Alumni Association Fee	30,000	30,000	-	30,000	-	30,000	-
Graduate School Alumni Association Fee	-	-	-	10,000	-	-	-
<b>Total</b>	<b>41,000</b>	<b>41,000</b>	<b>11,000</b>	<b>51,000</b>	<b>11,000</b>	<b>44,000</b>	<b>14,000</b>

## Notes:

- Those who joined the Alumni Association are required to pay the Alumni Association Fee (30,000JPY). However, those who have already paid the fee are not required to do so.
- Students who are in the second year of a Master's Program or in the third year of a Doctoral Program at the Graduate School of Sociology are required to pay the Social sciences Alumni Association Fee (10,000JPY). However, those who joined the Social Sciences Alumni Association Fee upon graduating from the College of Social Sciences are not required to do so.
- Students who are in the second year of a Master's Program or on a Doctoral Program (third year) at the Graduate School of Sport and Health Science are required to pay the Sport and Health Science Alumni Association Fee (10,000JPY). However, those who joined the Sport and Health Science Alumni Association Fee upon graduating from the College of Sport and Health Science are not required to do so.
- Students who are in the second year of a Master's Program at the Graduate School of Image Arts are required to pay the Image Arts Alumni Association Fee (10,000JPY). However, those who joined the Image Arts Alumni Association Fee upon graduating from the College of Sport and Health Science are not required to do so.

## Contact Information

### Office hours

»During spring/fall semesters (including final examination periods): Monday - Friday and class/exam days on holidays and Saturdays, 10:00 a.m. – 5:00 p.m. (Closed during lunch hours 11:30 a.m. – 12:30 p.m.)

»During holiday seasons (summer, winter, and spring break): Monday – Friday, 1:00 p.m. – 5:00 p.m.

For details, visit the University website. Hours are subject to change and be advised to check with the administrative office of the Graduate School beforehand.

**Kinugasa Campus** Address: 56-1 Toji-in Kitamachi, Kita-ku, Kyoto 603-8577 JAPAN

Graduate School of Law, Tel: 075-465-8175

Graduate School of Sociology, Tel: 075-465-8184

Graduate School of International Relations, Tel: 075-465-1211

Graduate School of Letters, Tel: 075-465-8187

Graduate School of Image Arts, Tel: 075-465-1990

Graduate School of Language Education and Information Science, Tel: 075-465-8363

Graduate School of Core Ethics and Frontier Sciences, Tel: 075-465-8348

- Those wishing to apply for readmission to The Graduate School of Science for Human Services, should consult the administrative office, Graduate school of Human Science. Tel: 072-665-2190

**Biwako Kusatsu Campus** Address: 1-1-1 Noji-Higashi, Kusatsu, Shiga 525-8577 JAPAN

Graduate School of Economics, Tel: 077-561-3940

Graduate School of Science and Engineering, Tel: 077-561-2624

Graduate School of Information Science and Engineering, Tel: 077-561-5202

Graduate School of Life Sciences, Tel: 077-561-5021

Graduate School of Pharmacy, Tel: 077-561-2563

Graduate School of Sports and Health Science, Tel: 077-561-3760

**Suzaku Campus** Address: 1 Suzaku-cho, Nishinokyo, Nakagyo-ku, Kyoto 604-8520 JAPAN

School of Law, Tel: 075-813-8270

Graduate School of Professional Teacher Education, Tel: 075-813-8269

- Those wishing to apply for readmission to The Graduate School of Public Policy, should consult the administrative office, Inter-Faculty Graduate Schools at Suzaku Campus. Tel:075-813-8274

**Osaka Ibaraki Campus** Address: 2-150 Iwakura-cho, Ibaraki, Osaka 567-8570 JAPAN

Graduate School of Business Administration, Tel: 072-665-2090

Graduate School of Policy Science, Tel: 072-665-2080

Graduate School of Technology Management, Tel : 072-665-2100

Graduate School of Management, Tel: 072-665-2101

Graduate School of Human Science, Tel: 072-665-2190