

## Procedure 1 Confirmation before Printing Examination Sheet

- Print "Examination Sheet" from "Ritsu-Mate," and bring it with you on the day of the examination. Regarding the schedule when the Examination Sheet can be downloaded, please check Application Guidelines of each graduate school.  
The exact date when you can download it will be notified to your registered email address (except some graduate schools).
- In order to print your Examination Sheet, you need a printer.  
If you do not have a printer at home, please look for a place such as your school or a convenience store in Japan where you can print your documents.

## Procedure 2 Selection of Examination Sheet Download

The dates Examination Sheet download become available may be different for the screening method which selection is made through document screening and for some graduate schools.  
Contact the Office of Graduate Studies if the button is not displayed one week before the day of the examination.

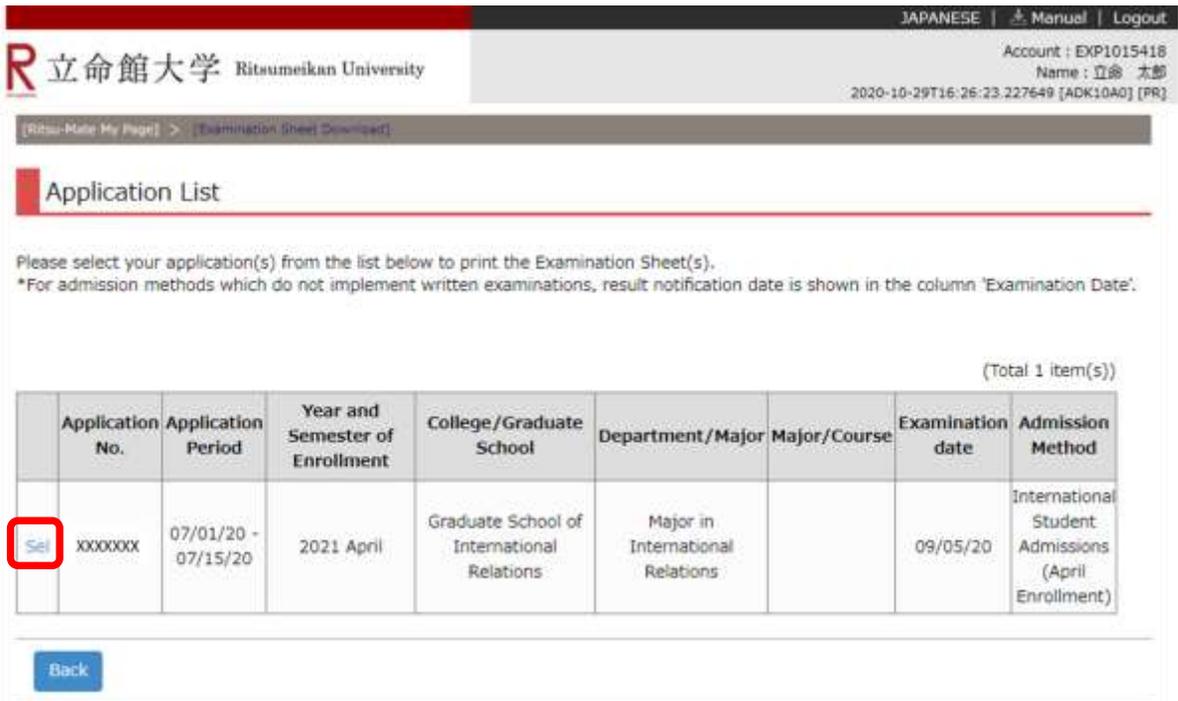
The screenshot shows the Ritsu-Mate portal interface. At the top right, there are links for "JAPANESE", "Manual", and "Logout". The user's account information is displayed as "Account : EXP1015418", "Name:RITSUMEI Taro", and "2020-10-29T16:26:23.227649 (ADK10A0) [PR]". The page title is "RITSUMEI Taro's Page". Below the title, there is a "MESSAGE" section with a link "< Go to message box... >". The "MENU" section contains a blue notification bar: "■ Admission \*Registration opens at 10AM (JST) on 1st day of Application Period." Below this, there is a list of menu items: "Register Application Information for Undergraduate Schools", "Register Application Information for Graduate Schools", "Register International Student Information", "Pay Application Fee", "(for RJ Admissions)Photo Upload", "Download Application Sheet & Mailing Label", "Examination Sheet Download" (highlighted with a red border), and "Check Application Information".

## STEP 6

## Print Examination Sheet / Check notifications

### Procedure 3 Examination Information Selection

Confirm the application information, and click on "Sel."



JAPANESE | Manual | Logout

立命館大学 Ritsumeikan University Account : EXP1015418  
Name : 立命 太郎  
2020-10-29T16:26:23.227649 [ADK10A0] [PR]

[Ritsui-Mate My Page] > [Examination Sheet Download]

### Application List

Please select your application(s) from the list below to print the Examination Sheet(s).  
\*For admission methods which do not implement written examinations, result notification date is shown in the column 'Examination Date'.

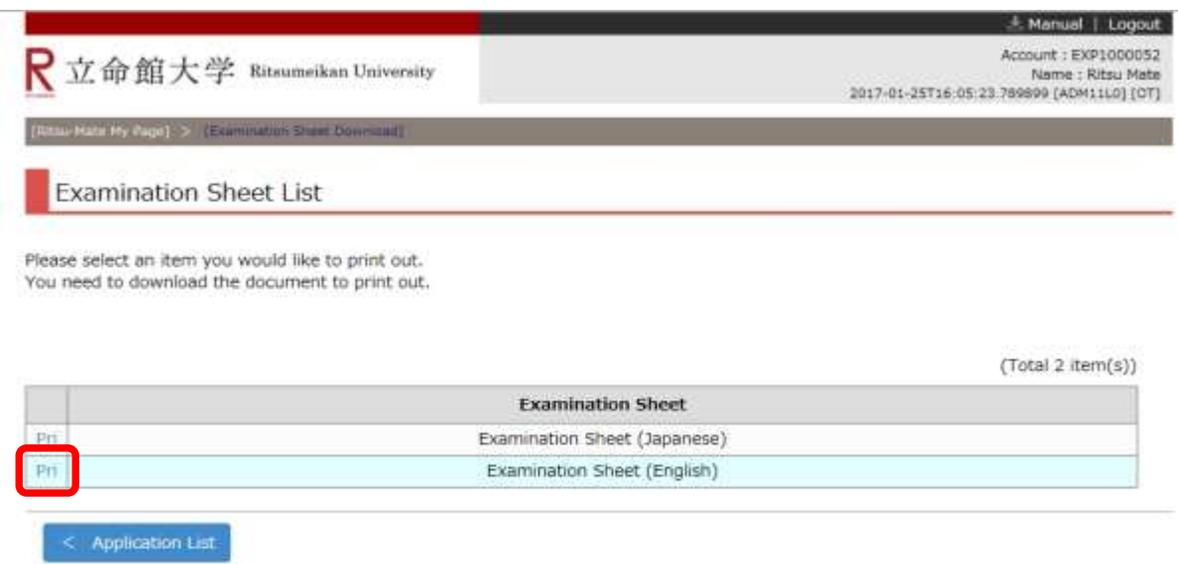
(Total 1 item(s))

	Application No.	Application Period	Year and Semester of Enrollment	College/Graduate School	Department/Major	Major/Course	Examination date	Admission Method
<b>Sel</b>	XXXXXX	07/01/20 - 07/15/20	2021 April	Graduate School of International Relations	Major in International Relations		09/05/20	International Student Admissions (April Enrollment)

Back

### Procedure 4 Selection of Examination Sheet for Printing

Select "Examination Sheet (Japanese)" by clicking on "Pri" next to it.  
(If you are applying to an English program, select "Examination Sheet (English).")



Manual | Logout

立命館大学 Ritsumeikan University Account : EXP1000052  
Name : Ritsui Mabe  
2017-01-25T16:05:23.789899 [ADM11L0] [OT]

[Ritsui-Mate My Page] > [Examination Sheet Download]

### Examination Sheet List

Please select an item you would like to print out.  
You need to download the document to print out.

(Total 2 item(s))

Examination Sheet	
Pri	Examination Sheet (Japanese)
<b>Pri</b>	Examination Sheet (English)

< Application List

## STEP 6

## Print Examination Sheet / Check notifications

### Procedure 5 Examination Sheet Download

Click on “download” from the following screen. The downloaded data can be saved as a PDF document.

**R** 立命館大学 Ritsumeikan University

Account : EXP1000052  
Name : Ritsu Mate  
2017-01-25T16:05:55.476049 [ADM13R0] [OT]

📄 Examination Sheet (English)

Please download Examination Sheet from the following link.

[download \[19.058 KB\]](#)

Close

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### Procedure 6 Print Examination Sheet

Note: There is no need to print the Examination Sheet for the admission methods of documents screening only.  
Please check your application number.

RITSUMEIKAN UNIVERSITY GRADUATE SCHOOL  
EXAMINATION SHEET  
Please bring this examination sheet on examination date.

Application Number	XXXXXXXX	Registration Number	20211100811
Exam. Date	07/05/2020		
Ritsu-MateID	0000000.ritsumei.ac.jp		
Year of enrollment	2021	Semester of Enrollment	April
Admission Method	In-University Advancement Admissions (April Enrollment)		
Name in Katakana			
Name	RITSUMEI Taro		
College/Graduate School	Graduate School of Sport and Health Science		
Department/Major	Major in Sport and Health Science		
Major/Course	*		
Application Fee	Required	Date of Payment	06/10/2020 01:00

For admission methods which do not implement written examinations, result notification date is shown in the column 'Exam.Date'.

## STEP 6 Print Examination Sheet / Check notifications

### Procedure 7 Confirmation of Notification (Examination Details)

You can confirm whether MESSAGE will be sent or not on the top page.

The screenshot shows the Ritsumeikan University website interface. At the top, there is a header with the university logo and name, and user account information. Below the header, the page title is "RITSUMEI Taro's Page". A red box highlights the "MESSAGE" section, which contains a link "< Go to message box... >". A blue callout box points to this link, containing the text: "[MESSAGE] Along with the Examination Sheet Download, details about the examination (venue, etc.) will be sent to you. ※A notification may be sent to you in other ways." Below the MESSAGE section is a "MENU" section with a blue header and several orange buttons: "Register Application Information for Undergraduate Schools", "Register Application Information for Graduate Schools", "Examination Sheet Download", "Check Application Information", and "Inquiry for Admission". At the bottom is a "LINK" section with several blue links: "RITSUMEIKAN UNIVERSITY HP", "International admissions for English-medium undergraduate programs", "Admissions to Graduate Schools", "Startup Guide to New Students", and "Welcome events for freshmen by senior students(undergraduate) (Japanese Only)".

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### Procedure 8 <Take Examination>

- Bring the printed Examination Sheet with you on the day of the examination.
- Take the examination after confirming the details about the examination (venue, etc.) displayed under "MESSAGE."

