

## Application for Makeup Examination when unable to take Final Examinations due to Job Examinations

If you are unable to take a final examination because of a job examination, you are required to submit an “official document to verify participation in job examination” in order to apply for a makeup examination

### ◆ Official document to verify participation in job examination

The document that clearly state all items in ② to one of the job examinations indicated in ① below will be treated as “official document to verify participation in job examination”.

#### ① Job Examinations

1. Written examination
2. Group work
3. Job hunting activities for screening such as interview
4. Company recruitment seminars which are mandatory to attend for screening process

#### ② Items required to be written on the documents (e.g., email notification for selection process, etc.)

1. Sending/ mailing address must be to the personal address of the applicant.
2. The date of the job examination must be clearly indicated.
3. Details of the job examination must be clearly indicated.

### 【Notes】

\*Company information sessions, prospective employee meetings, pre-employment training programs, internships, and certification exams at which attendance is not required for your employment are NOT considered as job examinations.

\*When you are required to participate in the events for employment, but are unable to prepare the documents that meet the requirements of ②-1, 2 and 3, please submit a “verification of participation in job examination” which can be found in Makeup Examinations < Examinations/Grades < Study Support Site < RITSUMEIKAN STUDENT PORTAL.

1. Please ask your employment recruiter to fill in the required items on the “verification of participation in job examination”. (Handwritten or typed by PC is acceptable.)
2. In order to explain about the “verification of participation in job examination”, please use the document “Request for Issuance of Verification of Participation in Job Examination” described on this page.
3. For the contents of the submitted “verification of participation in job examination”, the university may contact the employment recruiter if required.

### ◆ Applicable Courses for Applying for Makeup Examinations

The courses which you can apply for a makeup examination are those for which the final examination is held on the day of the job examination, the day before or after the job examination (a total of three days).