

■How to apply

- 1) Download the Application Format posted on the website of the Graduate Student Career Path Support Center, and fill in the required items. (You can find the link to the site of Application Format on the Application Form.)
- 2) Attached documents relating to the application should be in PDF format.
- 3) Please upload the Application Format (Excel) and attachments (PDF) to the designated areas of the Application Form.
- 4) Find your academic advisor and set the it in "経路 2/Route 2."
- 5) Click "登録/Register".
- 6) Click "業務開始(提出)/Submit" on the screen after the transition.

A confirmation/approval request email will be sent to RU email address of the Supervising Professor set in 4).
(After the approval by the Supervising Professor)

Various requirements will be checked upon arrival at the RARA Office within the prescribed submission period, and the withdrawal will be made if there is no problem.

→ If the RARA Office declines ("差戻/Decline"), you will have to reapply.

(Your application needs to be reconfirmed and approved by your Supervising Professor again.)

*The Supervising Professor will be responsible for handling the application to the designated office in the case below:

- The expense was already paid to a contractor in a lump sum in advance with the research fund etc. of the Supervising Professor.
- To use this program to cover a portion of the research fund paid above.

文書登録/Document registration [ユーザ: Applicant Name (graduate student)]

一覧/List 登録/Register

※1: 「登録」ボタンを押した後に、必ず「業務開始」ボタンを押してください。
「業務開始」ボタンを押すことで、次の承認者に提出されます。
※2: 先に他の予算・研究費で業者へ支払い、その後、その一部を本制度で補う場合は、当該予算管理課へ本制度申請書を添えて、先生から当該制度申請フォームへ提出してください。

*1: After pressing the "登録/Register" button, be sure to click the "業務開始(提出)/Submit" button.
By pressing the "業務開始(提出)/Submit" button, you can submit to Supervising Professor.
*2: If you wish to apply for other grants,
Prepare the application form of this program (written by the graduate student) AND the application form designated by the Division of Research (written by the faculty).
Both application forms must be submitted to the Division of Research by Supervising Professor.

外国語論文投稿支援制度【大学院生区分】申請フォーム

Program to Support the Submission of Academic Papers in Foreign Languages (for Graduate Students) Application Form

・本申請フォームは申請書一式を事務局に提出するためのシステムツールです。
・本制度の各種申請期限は募集要項に記載されています。期限内に提出されたかは、事務局（RARAオフィス）に本申請が到着した日時点で判断します。
・ This application form is a system tool for submitting a complete application form to RARA Office.
・ The various application deadlines for this system are listed in the application guidelines.
・ Whether the application is submitted on time will be determined by the date and time the application arrives at RARA Office.

■経路1 記入欄

申請日: 2023 年 04 月 25 日

申請課: Graduate School Name

申請者: Applicant Name(graduate student)

申請書添付場所 / Application Upload Area

※申請書は大学院キャリアパス推進室HPからダウンロードし、Excelファイルでアップロードすること / Application forms must be downloaded from the following and uploaded as an Excel file.

【日本語】
[M] https://www.ritsumei.ac.jp/ru_gr/g-career/fellow/master/article.html?id=52
[D] https://www.ritsumei.ac.jp/ru_gr/g-career/fellow/doctor/article.html?id=52
【英語】
[M] https://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/master/article.html?id=52
[D] https://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/doctor/article.html?id=52

※申請書の添付資料は下に添付のこと / Required Materials Files should be uploaded to the designated area.

申請内容にかかわる添付書類 / Required Materials Files

※申請書記載の添付資料はここに添付のこと / Required Materials Files should be attached here.
※全て「PDF」にして添付すること / All files must be in PDF format.
※ファイルサイズは合計で50MBまでとすること / File size should not exceed 50 MB in total.

■経路設定

	(1)	(2)	(3)	(4)	(5)
経路1/Route 1 大学院生 / Graduate Student	申請者 (自動挿入) Applicant Name(graduate student)				
経路2/Route 2 指導教員 / Supervising Professor	指導教員 / Supervising Professor *入力必須 / Input Required				
経路3/Route 3 事務局(RARAオフィス) / RARA Office	Secretariat approved flow path				
メール通知	<input checked="" type="checkbox"/> 次の担当者へ自動でメール通知する チェックを入れたままにしてください。チェックを外すと次の担当者へメール通知されません。Leave it checked. If you uncheck it, the next person will not receive the notification.				

■閲覧権設定用ブロック

追加閲覧権
※追加で閲覧権が必要設定してください

一覧/List 登録/Register

6) Click this button. (The application will be sent to the Supervising Professor)

文書登録/Document registration [ユーザ: Applicant Name (graduate student)]

一覧/List 編集/Edit 再利用/Reuse 更新履歴/Update history 業務開始(提出)/Submit 削除/Delete

文書の登録が完了しました。