2024 Ritsumeikan University Undergraduate 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 College 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 for spring 2024]

Students who were removed from the student registry or withdrew from the University between September 26, 2021 and February 29, 2024 can reapply for readmission for spring 2024.

[Readmission for fall 2024]

Students who were removed from the student registry or withdrew from the University between April 1, 2022 and August 31, 2024 can reapply for readmission for fall 2024.

■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.

2. Application period, interview date/time, and results release date

	Application Period	Interview Date/Time	Results Release Date
Spring Readmission	Thursday, February 1, 2024–Thursday, February 29, 2024	To be notified at a later date	Mid-March, 2024
Fall Readmission	Thursday, August 1, 2024– Saturday, August 31, 2024	To be notified at a later date	Early September, 2024

3. How to apply

During the period specified above, a Request for Readmission form must be submitted by mail (postmarked by the last day of the application period) or in person (before the office closes on the last day) to the administrative office of the College that the student was enrolled at before the student was removed from the student registry (OIC: Manabi Station). The office hours during the above application period are Monday - Friday, 1:00 p.m. – 5:00 p.m. Hours are subject to change and applicants are advised to check with the office of their College beforehand (OIC: Manabi Station).

4. Screening process

Application and interview

The administrative office of the College (OIC: Manabi Station) 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 College (OIC: Manabi Station) 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 Monday, March 25, 2024

     Readmission in the fall semester: Postmarked no later than Tuesday, September 17, 2024

 (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 Student Government Board, Academic Association, and Parents Association of Student Education Assistance)

     *The University processes payment of membership fees (fees for Student Government Board, Academic Association, and Parents Association of Student Education Assistance), which students are required to pay together with tuition fees on behalf of the associated organizations. Some Colleges do not require students to pay an academic association fee.

     *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: Monday, March 25, 2024

     Readmission in the fall semester: Tuesday, September 17, 2024

   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, 2024 for readmission in the spring semester and September 25, 2024 for readmission in the fall semester). The request will not be accepted after the deadline.

(4) After readmission

Readmitted students are required to attend an information session. Details of the session will be provided by the administrative office of their College (OIC: Manabi Station). Student ID cards are to be picked up.

7. Note

If the department, major or course you studied in during the enrollment period no longer exists, consult with the administrative office of your College (OIC: Manabi Station).

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 2024]

   Students who were removed from the student registry or withdrew from the University between September 26, 2021 and February 29, 2024 can reapply for readmission for spring 2024.

   [Readmission for fall 2024]

   Students who were removed from the student registry or withdrew from the University between April 1, 2022 and August 31, 2024 can reapply for readmission for fall 2024.

   ■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.

2. **Application period, interview date/time, and results release date**

	Application Period	Interview Date/Time	Results Release Date
Spring Readmission	Friday, December 1, 2023 – Sunday, December 31, 2023	To be notified at a later date	Mid-January, 2024
Fall Readmission	Saturday, June 1, 2024– Sunday, June 30, 2024	To be notified at a later date	Mid-July, 2024

3. **How to apply**

   During the period specified above, a Request for Readmission form must be submitted by mail (postmarked by the last day of the application period) or in person (before the office closes on the last day) to the administrative office of the College that the student was enrolled at before the student was removed from the student registry (OIC: Manabi Station). If you will send it from overseas, use the Express Mail Service or an international air courier. 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 Tuesday, December 26, 2023 to Sunday, December 31, 2023, 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 College beforehand (OIC: Manabi Station).

   The final deadline for readmission application is Thursday, February 29, 2024 for spring semester and Saturday, August 31, 2024 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 College as soon as possible

(OIC: Manabi Station).

4. Screening process

Application and interview

The administrative office of the College (OIC: Manabi Station) 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 College (OIC: Manabi Station) 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 Monday, March 25, 2024

      Readmission in the fall semester: Postmarked no later than Tuesday, September 17, 2024

(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 Student Government Board, Academic Association, and Parents Association of Student Education Assistance)

      *The University processes payment of membership fees (fees for Student Government Board, Academic Association, and Parents Association of Student Education Assistance), which students are required to pay together with tuition fees on behalf of the associated organizations. Some Colleges do not require students to pay an academic association fee.

      *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: Monday, March 25, 2024

Readmission in the fall semester: Tuesday, September 17, 2024

> [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 Wednesday, January 31, 2024 for readmission in the spring semester and by Wednesday, July 31, 2024 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, 2024 for readmission in the spring semester and September 25, 2024 for readmission in the fall semester). However, the request will not be accepted after the deadline.

(4) After readmission

Readmitted students are required to attend an information session. Details of the session will be provided by the administrative office of their College (OIC: Manabi Station). Student ID cards are to be picked up.

7. Note

(1) If the department, major or course you studied in during the enrollment period no longer exists, consult with the administrative office of your College (OIC: Manabi Station).

(2) Japanese Resident Status is required for Re-admission. If you have failed to obtain the Resident Status in Japan, please promptly consult with your Faculty Office (OIC: Manabi Station).

(3) The "College of Image Arts and Sciences" and the "College of Information Science and Engineering" will be relocated at OIC in April 2024. If you have any questions, contact with the administrative office of your College

III. Tuition Fees and Membership Fees for Readmission

Tuition fees for students who are readmitted to the first year in AY 2024   (Unit: JPY)

College	Department/Major	Readmission Fee	First-year Students			Second-year Students and above		
			Spring Semester Tuition *2	Fall Semester Tuition *2	Total Annual Amount	Spring Semester Tuition	Fall Semester Tuition	Total Annual Amount
College of International Relations*1		10,000	679,700	679,700	1,359,400	679,700	679,700	1,359,400
College of Policy Science		10,000	629,000	629,000	1,258,000	629,000	629,000	1,258,000
College of Global Liberal Arts		10,000	1,150,000	1,150,000	2,300,000	1,150,000	1,150,000	2,300,000
College of Information Science and Engineering		10,000	836,300	836,300	1,672,600	836,300	836,300	1,672,600

*1 For information on Tuition Fees for the second year and beyond, please consult the JDP Application Handbook.

*2 In case of Fall admission, regard spring semester tuition as fall semester tuition, fall semester tuition as spring semester tuition.

Tuition fees for students who are readmitted to the second year in AY 2024 (Unit: JPY)

College	Department/Major	Readmission Fee	Second-year Students and above		
			Spring Semester Tuition	Fall Semester Tuition	Total Annual Amount
College of International Relations		10,000	633,800	633,800	1,267,600
College of Policy Science		10,000	584,700	584,700	1,169,400
College of Global Liberal Arts		10,000	1,150,000	1,150,000	2,300,000
College of Information Science and Engineering		10,000	785,400	785,400	1,570,800

Tuition fees for students who are readmitted to the third year or above in AY 2024 (Unit: JPY)

College	Department/Major	Readmission Fee	Third-year Students and above		
			Spring Semester Tuition	Fall Semester Tuition	Total Annual Amount
College of International Relations		10,000	633,800	633,800	1,267,600
College of Policy Science		10,000	584,700	584,700	1,169,400
College of Global Liberal Arts		10,000	1,150,000	1,150,000	2,300,000
College of Information Science and Engineering		10,000	785,400	785,400	1,570,800

Tuition fees for students who are readmitted to the fourth year or above in AY 2024 (Unit: JPY)

College	Department/Major	Readmission Fee	Fourth-year Students and above		
			Spring Semester Tuition	Fall Semester Tuition	Total Annual Amount
College of International Relations		10,000	631,900	631,900	1,263,800
College of Policy Science		10,000	582,900	582,900	1,165,800
College of Global Liberal Arts		10,000	1,150,000	1,150,000	2,300,000
College of Information Science and Engineering		10,000	783,100	783,100	1,566,200

※ The tuition for students who are readmitted in the fifth year or above may differ from that listed above. Please contact the office before application.

Membership fees for students who are readmitted in AY 2024

The fees for students enrolled in 2024 are subject to change and will be determined after Fall 2023.

The followings are AY 2023 fees for students enrolled in 2023 for your reference.

The University is entrusted by each association to collect these fees on its behalf and will bill them along with tuition.

(Unit: JPY)

College	Student Government Board	Academic Association	Parents Association of Student Education Assistance	Alumni Association*1	College Alumni Association*1
	Annual Fee	Annual Fee	Annual Fee	One-off Fee	One-off Fee
College of International Relations*2	5,000	8,000	10,000	30,000	10,000
College of Policy Science	5,000	8,000	10,000	30,000	10,000
College of Global Liberal Arts	5,000	-	10,000	30,000	10,000
College of Information Science and Engineering	5,000	-	10,000	30,000	10,000

*1 The above fees apply only to fourth year students.

*2 For information on Membership Fees for the second year and beyond, please consult the JDP Application Handbook.

 * Annual Fees for the Student Government Board and Parents Association of Student Education Assistance can only be paid in one payment.

 * Annual Fees for the Academic Association is collected per semester (4,000yen per semester), however, annual fee of 8,000 yen is collected if you pay Tuition Fees for both Spring Semester and Fall Semester at once.

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 at https://www.ritsumei.ac.jp/pathways-future/eng/. Hours are subject to change and be advised to check with the administrative office of the College beforehand (OIC: Manabi Station).

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

  Administrative Office, College of International Relations, Tel: 075-465-1211

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

  Administrative Office, College of Science and Engineering, Tel: 077-561-5202

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

  OIC Manabi Station,   College of Policy Science, Tel: 072-665-2050

          College of Global Liberal Arts, Tel: 072-665-2492