Application Guidelines（For all Graduate Schools）

- Please also refer to the application guidelines applicable to the graduate school and admission method for which you are applying
- All dates and times stated in these Application Guidelines and the Application Guidelines applicable to the graduate school and admission method for which you are applying are based on Japan Standard Time (JST).
- Information on changes to each entrance examination, such as unavoidable postponements of examinations due to adverse weather conditions, is posted on each graduate school's website or on Ritsu-Mate. In addition, if changes to the overall admissions process for the University's graduate school or the contents of Application Guidelines are necessary due to unforeseen circumstances, the information is updated on the “Ritsumeikan University Graduate School Entrance Examination Information Website” (https://www.ritsumei.ac.jp/gr/en/).

＜Points to Note when Applying for Admission＞

- Required application documents and submission method (postal mail or upload via Ritsu-Mate) vary depending on the graduate school and the admission method that you apply. Please make sure to check the Application Guidelines applicable to the graduate school and admission method for which you are applying.
- Once you have submitted your application, you cannot change the graduate school, major and/or course that you have chosen.
- If any false information or other irregularities are found in the information submitted in the application, examination, or enrollment procedures, the applicant's eligibility for the examination and enrollment will be revoked. In addition, if such information is found to be false after enrollment has been approved, the enrollment approval will be revoked.

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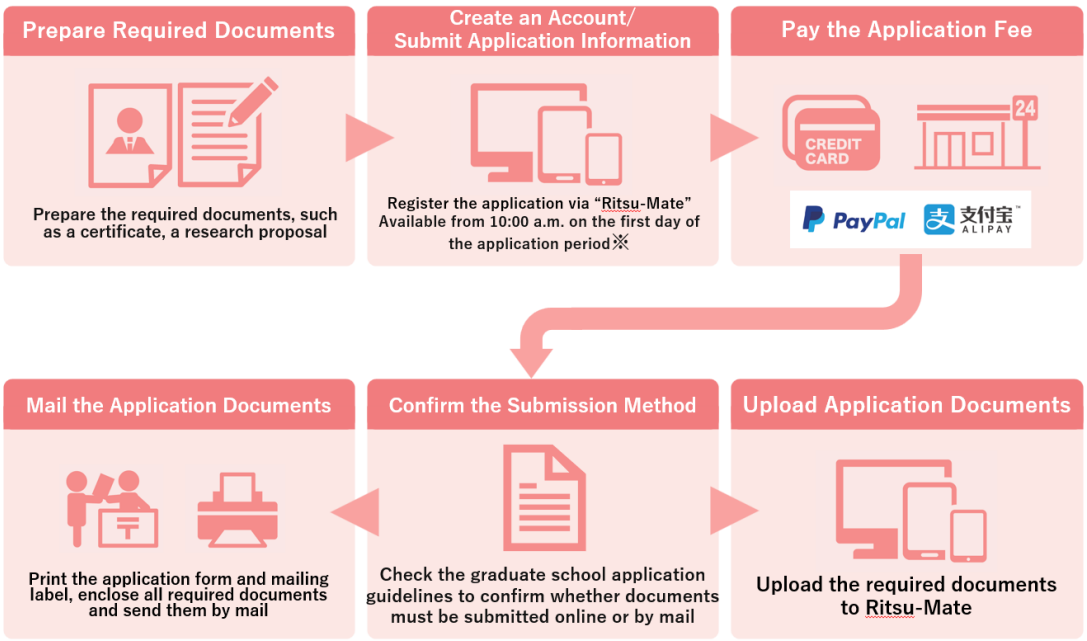
1． How to Apply / Application Process

(1) Overall Application Process

Ritsumeikan University Graduate Schools use online application for some part. Online Application System is named as “Ritsu-Mate”(Excluding some admission method). The submission method is postal mail or upload via Ritsu-Mate, depending on the admission method. Please make sure to check the Application Guidelines applicable to the graduate school and admission method for which you are applying.



*Some of above may differ depending on the graduate school and admission method. Please check the Application Guidelines applicable to the graduate school and admission method for which you are applying.

(2) Ritsu-Mate

On the website, the application manual is available. Applicants must check the manual.

“Ritsu-Mate Manual” https://www.ritsumei.ac.jp/applicants/manual/g_all_en.pdf

＊Periodic maintenance is performed from 7:30 p.m. on every Wednesday to 5:30 a.m. (Japan Standard Time)of the following day. Please note that “Ritsu-Mate” is not available during this period.

(3) Application Fee

The application fee must be paid before taking the entrance examination. However, the application fee will be waived in the following cases.

①If you continue from the Master's Program or Professional Degree Program to the Doctoral Program at Ritsumeikan University or the third year of the university’s Graduate School of Core Ethics and Frontier Sciences of Ritsumeikan University.

The term "continued" refers to the following cases (*Prospective applicants are also eligible at the time of application.)

e.g., April 2027 admission: Completion in March 2027 or completion in September 2026

September 2027 Admission: Completion in September 2027 or completion in March 2027

②If you are eligible for special measures for the application fee for those who affected by the disaster in areas where the Disaster Relief Act within Japan has been applied.

For details, please refer to the following website.

https://www.ritsumei.ac.jp/gr/exam/saigai_tokubetsu.html/ (※Japanese only)

③Others, as instructed in the Application Guidelines.

1) Application Fee Payment

Please pay the application fee from the "Pay Application Fee" page on "Ritsu-Mate." You can choose a payment method from the following: credit card, convenience store, PayPal and Alipay. The payment must be completed by the application deadline date designated by the admission method you have chosen.

If you are making a payment from abroad and cannot use any of the above listed payment methods, do not make a payment on "Ritsu-Mate," but please use overseas bank transfer.

＊Be sure to complete the payment by the application deadline date in Japan Standard Time indicated for the graduate school and admission method that you have chosen, as shown in the "Graduate School Application Guidelines".

＜Overseas Remittance＞

When paying the fee from abroad, if you cannot make a payment by credit card, PayPal or Alipay, please make a bank transfer in Japanese yen at a financial institution.

(i) Go to a teller window of a financial institution to make an overseas remittance. The information you need for the transfer is shown in the table below.

(ii) Transfer the amount plus ¥2,500 (to cover the handling fee of the Japanese bank) to the bank designated below. Payment should be made in Japanese yen only, and the transfer fee required by the overseas financial institution should be paid individually.

Please note that if you send without transfer fee the amount that enters the University account will not be sufficient and you will need to make another payment to cover the shortfall.

(iii) A remittance check is not acceptable.

(iv) Enclose an original receipt or copy of the receipt with other documents as proof of remittance.

For the admission methods that are not required to mail the application documents, please scan the proof of remittance and send the data with the file name as the registration number to the following email address of graduate-studies@st.ritsumei.ac.jp.

<Remittance Information>

Bank Name	SUMITOMO MITSUI BANKING CORPORATION
Branch	Kyoto Branch
Account Number	5408448
Swift Code	SMBCJPJT
Address of Bank	8 Naginatabokocho, Shimogyo-ku, Kyoto 600-8008 JAPAN
Phone Number	+81 75-211-4131
Name of Payee	The Ritsumeikan Trust
Address of Payee	8 Nishinokyo-Higashi-Toganoocho, Nakagyo-ku, Kyoto 604-8520 JAPAN
Purpose of Remittance	Application Fee
Message to Payee	Your Name (Please print legibly)

＜Convenience Store＞

Payment can be made by using payment processing systems at convenience stores within Japan.

However, instructions on the screen are provided in Japanese only.

Follow the instructions on "Ritsu-Mate" page, take down the numbers displayed on the screen. Then, go to a convenience store and make a payment for the application fee using the machine for payment processing or at a cashier. For the details, please check the following website.

https://www.sbpayment.jp/support/how_to_pay/cvs_wellnet/ (Japanese only)

<Fee Information>

	Payment Method	Fees	Notes
1	Credit Card	¥515 (tax included)	—
2	Convenience Store*		Convenience stores within Japan only On-screen instructions are provided in Japanese only
3	PayPal		Must have a user account with PayPal
4	Alipay		Must have a user account with Alipay
5	Overseas Remittance	Handling fees in Japan ¥2,500 Wire transfer fees in your country	For those who live outside Japan and cannot use the above 1-4 payment methods

*Fees are subject to change.

2) Refund Policy on Application Fee

The application fee will not be refunded as a general rule. However, the application fee which university has confirmed the payment will be refunded in full under the circumstances described below. If you indicate an overseas bank account to receive the refund, the refund will be remitted after deducting the bank remittance service charge.

① The applicant paid the application fee, but did not submit the application documents by the designated deadline.

② The applicant paid the application fee, submitted the application documents by the deadline, but the application was rejected by the university.

③ The entrance examination was rescheduled on a day different from the scheduled examination date (including the "Makeup Date") that is specified in the application guidelines. After being informed of the rescheduled examination date, the applicant notified the university that he/she would not be able to take the entrance examination on the alternative date by the day before the examination.

④ The applicant overpaid the application fee (including duplicate payments) or paid the application fee, even though it was waived.

⑤ The applicant was infected with one of the infectious diseases (Influenza, Measles etc.) specified by the "School Health and Safety Act" to suspend students from attending schools. (The applicant must submit a medical certificate)

- Even if your case applies to one of ① – ⑤ described above, when the application fee you paid is ¥5,000 or less and the refund involves the overseas bank transfer, the application fee cannot be refunded.

If the above applies to you, please request the prescribed form from the administrative office of graduate school which you applied and submit it by postal mail or the email attachment.

〈Deadline for submission: Must arrive within 7 days after the result notification date (including the result notification date)〉

2. Points to Note when Applying for Admission

（1）How to enter/write your names

Refer to the following instructions when entering your name. (You will be asked to enter your name in the "Register Application" page and "Register International Students Information" page on "Ritsu-Mate".)

1) Applicants with Japanese nationality

Please enter your name recorded in the Family Register.

2) Applicants with non-Japanese nationality (international students)

Please enter your name recorded on the Resident Registration Certificate or passport in Western alphabet with the following rule. Even if you use Chinese characters in your own country, do not use Chinese characters.

- Enter your name in the order of Family name (all uppercase), First name (the first letter in uppercase and the rest in lowercase), and Middle name (the first letter in uppercase and the rest in lowercase). For names without a clear distinction between surname and first name, enter the first part of the name in all uppercase and for the rest, make the first letter in uppercase and the rest in lowercase. Example: Family name: RITSUMEI First name: Taro Middle name: Saionji
- If the total number of characters in alphabet exceeds the number allowed to enter (40 letters), the middle name should be abbreviated to the initial with a period.

3) Applicants with non-Japanese nationality (other than international students: special permanent resident, permanent resident, long-term resident etc.)

Please enter your name or alias recorded on the Certificate of Residence, substitute for it such as passport, residence card.

- If you use the alias recorded on the Certificate of Residence, residence card or passport, you do not need to apply for the use of alias.
- If you wish to use a name other than specified in these regulations, consult with the administrative office of the graduate school prior to the start of an application period.
- When entering your name in Kanji, please use Kanji within the range of JIS level-2 Kanji set as a general rule. Since your application will be processed electronically, the highest level of Kanji you can use for your name before entering the university is the JIS level-2 Kanji set. If the Kanji of your name does not fit within this range, use simplified Kanji or Katakana.

  (For information on changing the characters of your registered name after being admitted to the university, please refer to the Enrollment Procedures Guidelines.)

  Example 1: 濱田　→　浜田　　Example 2: 草彅　→　クサナギ

（2）How to register application photo

Please use a photo of yourself for the application photo to be registered in "Ritsu-Mate". Any editing of the photo using image-editing software, applications or similar tools that makes identity verification difficult is not permitted. If any false, unauthorized alteration, or other irregularity is found in the submitted photo or registration information, it may be treated as misconduct.

(3) How to submit certificate

1)Certificates must be submitted in the format specified in the Application Guidelines applicable to the graduate school and admission method for which you are applying such as by uploading a color-scanned PDF file. Even when submitting PDF files via upload or copies by postal mail, the University may require

the submission of original documents or the additional submission of documents if deemed necessary.Applicants must retain the original documents after submission.

If the University deems it necessary, it may verify the authenticity of the submitted documents by making inquiries to the issuing institutions (or to the organizations administering the relevant examinations for documents such as test score reports). By submitting such documents to the University, the applicant is regarded as having consented to these inquiries.

All application materials and documents submitted cannot be returned without exception. For admission method that require submission by postal mail, applicants who submit certificates or other documents that cannot be reissued must submit certified copies*.

* A certified copy is a copy of an original document that has been verified as being a true copy of the original with a stamp by an authorized institution (preferably by the issuing institution).

2) Certificate documents that applicants submit must be either in English or Japanese.

You must provide translations of certificates that are written in languages other than English or Japanese.

<Translation of Certificates (except for which written in Chinese)>

Only translations done by the issuer of the applicable certificates, translation agency or certified translator are approved as official.

Attach an official translation (in English or Japanese) with the translator's name, address, contact details and signature or official seal.

<Translation of Certificates written in Chinese>

In addition to the certificate, please attach each of the documents below.

- Translation issued by the issuing institution- Translation (in Japanese or English provided by an applicant himself/herself) and "Notarized documents" which proves that translation is correct (the description of contents matches). "Notarized documents" must be issued by notary offices, notary offices in Japan can't be approved. When uploading documents via Ritsu-Mate, combine them with the certificate into a single PDF file.

Embassy of the People's Republic of China in Japan and Consulate-General of the People's Republic of China in Japan do not offer notary services. Therefore, applicants need to use the notary services at a notary office in their local areas within China.

3) If the name shown on your certificate differs from the name you use when applying for admission, you should submit written evidence that prove the name change, such as an excerpt of your family register (or another appropriate certificate if you are a foreign national).

<When mailing the application documents>

Please enclose the evidence with the application documents and mail them.

<When uploading the application documents via Ritsu-Mate>

Please contact the following email address within the application period.

Office of Academic Affairs (Graduate School Admissions), Ritsumeikan University

Email: graduate-studies@st.ritsumei.ac.jp.

4) Due to certain circumstances, if you cannot submit documents such as an original of the Academic Transcript, Certificate of (expected) Graduation/Completion etc., consult with the administrative office of the graduate school in advance and follow their instructions.

<Certificate of (expected) Graduation/Completion and Academic Transcript to be submitted are as follows.>

- Please submit certificates issued by the educational institutions relevant to the applicable eligibility requirements.

- If the date of (expected) graduation/completion is specified on the Academic Transcript, then the transcript can be accepted as your Certificate of (expected) graduation/completion.
- Regarding Certificate of (expected) Graduation/Completion for students who will graduate from/complete a Master's program at universities in China, refer to 【Certificate issued by universities in China】for detail.

【Certificate issued by universities in China】

"Certificate of (expected) Graduation/Completion" and "Academic Transcript" issued by universities in China (except for Taiwan, Hong Kong and Macau)

◆ Certificate of (expected) Graduation/Completion

1) Documents submitted by all applicants

<Those who have graduated from/completed a Master's program at a university>

"Online Verification Report of Higher Education Qualification Certificate" (English version of 教育部学历证书电子注册备案表)

<Currently enrolled students of universities or graduate schools>

"Online Verification Report of Student Record" (English version of 教育部学籍在线验证报告)

2) Applicants for admission to a Doctoral Program

In addition to the document 1) above, please submit the following documents.

" Online Verification Report of Higher Education Degree Certificate" (English version of 中国高等教育学位在线验证报告)

* Those who are expected to graduate should follow the instructions in the Application Guidelines applicable to the graduate school and admission method for which you are applying.

<How to get the document above>

Apply through 中国高等教育学生信息网 (CHSI) website, and download the applicable document in PDF format. For the admission methods that require submission by postal mail, please print the PDF file on A4-size paper and submit it. For the admission methods that require submission by uploading via Ritsu-Mate, please submit the PDF file to the upload (submission) destination.

中国高等教育学生信息网 (CHSI): https://www.chsi.com.cn/

<Criteria meeting Requirements for Application>

Those whose final academic background does not fall under the following criteria, such as graduating from junior college or adult higher education, must take the individual preliminary screening before applying for graduate admission. For details on the individual preliminary screening, refer to the Application Guidelines applicable to the graduate school and admission method for which you are applying.

学历类别／类型 Type of Education	普通高等教育 Regular Higher Education
层次 Education Level	One of the following: 本科 / 硕士研究生 / 博士研究生 Undergraduate / Master / Doctoral

* 结业 means expected Graduation/ Completion. If the applicants don't graduate (毕业) by the day before the enrollment, they will be deemed to have failed to resolve his/her prospectus.

◆ Academic Transcript

One of the following documents must be submitted.

1) Academic Transcript in English or Japanese issued by your university

- If your university does not issue an Academic Transcript in English or Japanese, the translation must be submitted with the original certificate in Chinese. For details, refer to <Translation of Certificates written in Chinese>.

2) "Verification Report of China Higher Education Student's Academic Transcript (English Version of 中国高等学校学生成绩验证报告)"

Notes

・ Apply through 中国高等教育学生信息网 (CHSI) website, and download the applicable document in PDF format. For the admission methods that require submission by postal mail, please print the PDF file on A4-size paper and submit it. For the admission methods that require submission by uploading via Ritsu-Mate, please submit the PDF file to the upload (submission) destination.

3) Higher Education Student's Academic Transcript (English Version) issued by China Higher Education Student Information (CHSI) Japan Office, an institution which was designated by the Chinese Government.
China Higher Education Student Information (CHSI) Japan Office: http://www.chsi.jp/

(4) Special assistance during examination and/or class work after admission

If you require special assistance during examination and/or class work after enrollment due to illness, injury, disability, etc, contact the administrative office of the graduate school that you have chosen at the latest two weeks prior to the beginning of the application period.

The University decides the content of special assistance based on the applicant's request. The decision is based on a comprehensive consideration of the applicant's individual symptoms and condition.

<Examples of special assistance for examination>

・Use of a cane, hearing aid, magnifying glasses, lighting equipment, or special desk/chair at the examination venue
・Seat assignment
・Fluid intake and medication during the examination
・Taking the examination in a separate room
・Use of computers, extension of examination time etc.

(5) Taking a leave of absence immediately after entering the graduate school

Taking a leave of absence immediately after entering the graduate school (within the same semester you entered the graduate school) is not permitted as a general rule.

However, if you have no choice but to take a leave of absence for unavoidable circumstances such as an acute medical condition, special consideration may be granted by the university. About taking a leave of absence, consult with the graduate school you have applied to.

(6) Security Export Control

Ritsumeikan University has established the "Ritsumeikan University Security Export Control Regulations（立命館大学安全保障輸出管理規程）" in accordance with the "Foreign Exchange and Foreign Trade Act", and conducts strict screening for acceptance of international students on the basis of these regulations. Please be aware that international students who fall under any of the conditions set out in Act may unable to receive their desired education or conduct their desired research. Strict screening related to the "Foreign Exchange and Foreign Trade Act" will be conducted after you submit the application documents.

3. Qualification for Admission to Graduate Schools

< Qualification for admission to Ritsumeikan University's Master's Programs, Integrated Doctoral Programs, and Professional Degree Programs >

The qualification for admission to Ritsumeikan University's graduate schools conforms to the provision of Article 102 of the School Education Act, which stipulates that "persons who have graduated from any of the universities listed in Article 83 or who have been recognized as having an academic ability equal to or higher than graduates of the said universities pursuant to the criteria specified by the Minister of Education, Culture, Sports, Science and Technology" are qualified to be admitted to graduate schools. At Ritsumeikan University, the qualification for applying for admission to graduate schools is granted to persons who meet any of the following conditions (or persons who are expected to meet any of the conditions before being enrolled in the graduate schools), as specified for respective graduate schools and entrance screening methods in the Graduate School Application Guidelines. However, persons who intend to apply under category (11) or (12) should be subject to the individual preliminary screening in order to be qualified to apply for admission. For details, please check the Application Guidelines of each graduate school.

(1) Persons who have graduated from a university*
"University" refers to one of the universities listed in Article 83 of the School Education Act (formal undergraduate programs offered by universities in Japan)

(2) Persons who have been awarded a bachelor's degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education

(3) Persons who have completed a 16-year program at an overseas school

(4) Persons who have completed a 3-year program or a program of more than 3 years (5 years for programs pursuing a medical degree, a dentistry degree, a pharmacy degree, or a veterinary degree) (*2) and have been awarded a degree by an overseas university or school (*1) which is recognized as being equivalent to a bachelor's degree or who are expected to complete such a program before being enrolled at the graduate school (the 2016 ordinance of the Ministry of Education, Culture, Sports, Science and Technology, No. 19).
*1 The university or the school shall be evaluated by an organization approved by a relevant official institution in the country for their education and research activities or recognized as so by the Minister of Education, Culture, Sports, Science and Technology.
*2 The program shall include a correspondence course which enables students to study in Japan by a university or school which is approved by the educational system of the country and satisfy the above requirements.

(5) Persons who have completed a 16-year program of an overseas school by taking its correspondence course in Japan

(6) Persons who have completed the program of an overseas school in Japan that is recognized as being equivalent to an overseas university by the Minister of Education, Culture, Sports, Science and Technology

(7) Persons who have completed a specialized program at a special training school designated by the Minister of Education, Culture, Sports, Science and Technology after the date designated by said minister

(8) Persons who have completed the program at a university under the prewar educational system (the 1953 Notification of the Ministry of Education, Science, Sports and Culture, No.5-1 to 4, and the 1955 Notification of the Ministry of Education, Science, Sports and Culture, No.39-1)

(9) Persons who have completed a program at any of the educational institutions affiliated with governmental ministries and agencies, such as the National Defense Academy in Japan, the Japan Coast Guard Academy, and the Meteorological College (the 1953 Notification of the Ministry of Education, Science, Sports and Culture, No.5-5 to 9, and the 1955 Notification of the Ministry of Education, Science, Sports and Culture, No.39-2)

(10) Persons who hold a specialized or first-category teaching license for elementary schools, junior high schools, high schools, kindergartens, or schools for disabled children under the Educational Personnel Certification Law and who have reached 22 years of age, or who have other teaching licenses and are designated by the Minister of Education, Culture, Sports, Science and Technology (the 1953 Notification of the Ministry of Education, Science, Sports and Culture, No. 5-10 to 12)

(11) Persons who have been admitted to a graduate school under the grade-skipping system and who are recognized as having enough academic ability to study at Ritsumeikan University's graduate schools

(12) Persons who have been recognized as having an academic ability equal to or higher than university graduates by Ritsumeikan University's graduate schools as a result of the individual preliminary screening and who have reached 22 years of age

【Qualification for admission to Ritsumeikan University's graduate schools under the Accelerated Learners (Grade Skippers) examination system】

The qualification for admission to the graduate schools of Ritsumeikan University under its grade-skipping system conforms to the provision of Article 102-2 of the School Education Act, which stipulates that "persons who have been enrolled in any of the universities listed in Article 83 for a number of years equal to or longer than the period specified by the Minister of Education, Culture, Sports, Science and Technology (persons who have been designated by the Minister of Education, Culture, Sports, Science and Technology shall be considered to fall under this category) and who have been recognized as having earned the credits with excellent grades at such university to which the relevant graduate school is attached" are qualified to be admitted to the graduate school. Conditions to be met by applicants are specified for respective graduate schools in the Graduate School Application Guidelines.

＜Qualification for admission to the first year of Doctoral Programs and the third year of Integrated Doctoral Programs＞

The qualification for admission to Doctoral Programs at Ritsumeikan University conforms to the conditional clause of Article 102 of the School Education Act, which stipulates that "persons who have been awarded a master's degree or another degree as specified in Article 104-1 by the Minister of Education, Culture, Sports, Science and Technology or who have been recognized as having an academic ability equal to or higher than holders of these degrees pursuant to the criteria specified by the Minister of Education, Culture, Sports, Science and Technology" are qualified to be admitted to Doctoral Programs. The qualification for applying for admission to the respective graduate schools is granted to persons who meet any of the following conditions (or who are expected to meet any of the conditions before being enrolled in the graduate schools), as specified for respective graduate schools in the Graduate School Application Guidelines. However, persons who intend to apply under category (6) or (7) should be subject to the individual preliminary screening in order to be qualified to apply for admission. For details, please check the Application Guidelines of each graduate school.

(1) Persons who have been awarded a master's degree or professional degree

(2) Persons who have been awarded a degree equivalent to a master's degree or professional degree abroad

(3) Persons who have been awarded a degree equivalent to a master's degree or professional degree by completing a correspondence course offered by an overseas school in Japan

(4) Persons who have been awarded a degree equivalent to a master's degree or professional degree by completing the program of an overseas school in Japan that is designated by the Minister of Education, Culture, Sports, Science, and Technology as corresponding to an overseas graduate school

(5) Persons who have been awarded a degree equivalent to a master's degree by completing a program at United Nations University

(6) Persons who have been engaged in research activities at a university or research institute for at least two years after graduating from a university or its equivalent and who have been recognized by Ritsumeikan University's graduate schools as having an academic ability equal to or higher than holders of a master's degree (the 1989 Notification of the Ministry of Education, Science, Sports and Culture No.118)

(7) Persons who have been recognized by Ritsumeikan University's graduate schools as having an academic ability equal to or higher than holders of a master's degree or professional degree as a result of the individual preliminary screening and who have reached 24 years of age

４. Points to Note when Taking a Graduate School Entrance Examination

(1) Obtaining a Visa for entrance examination

Depending on nationality, a visa may be required to enter Japan for an entrance examination. Those who need to get a visa must submit required documents such as a copy of the Examination Sheet to a Japanese embassy, consulate or permanent mission and must obtain a short-term stay visa for taking the entrance examination in Japan. Please ask the Japanese diplomatic mission abroad for the required documents for the procedures. If any of the required documents need to be prepared or sealed by the University, please ask the administrative office of the graduate school you apply.

(2) Printing out the Examination Sheet

We do not send you the Examination Sheet by post.

The Examination Sheet can be downloaded from “Ritsu-Mate”.

(“Examination Sheet Download” button is shown on the top page of “Ritsu-Mate”) Regarding the schedule when the Examination Sheet can be downloaded, please check Application Guidelines of each graduate school. Please print it out and bring it on the examination date.

(3) Points to Note when Taking a Graduate School Entrance Examination

Comply with the following instructions when taking a written examination and undergoing an interview.

- It should be noted that instructions different from the below may be given in the Application Guidelines for the graduate school or entrance screening method that you have chosen.

＜What to bring on the exam day＞

(1) Examination Sheet

Download the Examination Sheet from “Ritsu-Mate”, and print it out.

(2) Writing implements

HB pencil / mechanical pencil / eraser and its case / pencil sharpener (electric or battery operated pencil sharpeners are prohibited)

(3) Watch

Mobile phones/ smart phones / wearable devices / kitchen timers and stopwatches cannot be used as a timepiece. Using the stopwatch feature of your watch is not allowed. Also, make sure to disable the alarm of your watch. Using the alarm in manner (silent) mode is not allowed, either.

(4) Photo ID that can be used for identity verification, such as My Number Card, passport

If the University deems it necessary, you may be asked to present your ID or provide verbal confirmation for identity verification purposes.

(5) Other materials specified by the graduate school

＜Things you can have on your desk during the exam＞

You are permitted to use the following items during the exam under certain conditions.

(1) Tissues

Pull tissues out of a package and place them on the desk.

(2) Mask / Hat or cap

You must take them off when a test supervisor compares your face with your photograph for identity verification.

(3) Handkerchief / Hand towel

Place them on the desk. It is better to use a plain handkerchief or hand towel with no letters or maps printed on it.

(4) Lap blanket / Zabuton (floor cushion)

It is better to use a plain lap blanket or zabuton with no letters or maps printed on it.

(5) Medications / Eye drops/ Nasal Spray

Place them on the desk before the exam starts. When you need to take medications or use eye drops, raise your hand and let a test supervisor know. You may take/use them under the supervision of the test supervisor.

(6) Beverage (hydration)

Keep it in your bag unless permitted by the supervisor. Raise your hand before drinking and follow the supervisor's instructions.

–Please note that the test supervisor might check above items in order to prevent cheating in the examination.

＜Important notes for the exam＞

1. Use public transportation to get to the examination venue. Access by car and motorbike is not allowed. Check the public transportation timetable and make sure that you will arrive at the examination venue well in advance.
2. Enter the examination room and be seated by the designated time.
3. Tardiness

(1) If you are more than 20 minutes late for the examination in the first period, you are not allowed to take the examination. Any delayed arrival is not permitted for examinations during the second period and after.

If another time is specified in the Examination Schedule field instead of the start time of the examination, then the applicants who arrive more than 20 minutes late from that time will not be allowed to take the examination.

(2) In cases of unforeseen circumstances that are beyond human control such as natural disaster or accidents involving public transportation, measures including delaying the start of the examination will be taken.

Please contact the administrative office of the relevant graduate school when it is before the starting time that you have a chance of being late for the examination. However, we will bear no responsibility for any resulting inconvenience, expenses or other personal loss that you may incur in such an event.

4. Make sure to turn off your mobile phone in the classroom.
5. Do not wear any clothes with letters or maps printed. There may be a chance you will be asked to put them on inside out or take them off if necessary.
6. During the examination

(1) Follow instructions from examination supervisors at the examination venue. You may be asked to leave in case refusing them.

(2) Leaving the venue during the examination is not allowed except in cases where examinees feel sick. However any lost time shall not be compensated.

(3)When online examinations are conducted, the examination is recorded and the data is retained. Please note this in advance.

7. Act of misconduct

(1)The following actions are considered acts of academic dishonesty.

①Engage in acts such as falsification, providing false information, plagiarism, or other similar acts in documents, materials, photos, or registered information submitted to the University at the time of application, or on answer sheets.

②If any discrepancies resulting from tampering or other irregularities are found between the application documents submitted and the original or certified documents submitted after passing the examination.

③Cheating (Placing notes, copies or other materials related to the examination subject on the desk or elsewhere, glancing at another examinee's answer sheet, or gaining answers from others)

④Prepare application documents or taking examinations while impersonating the applicant.

⑤Disclose the content of an interview to other applicants or assisting them in cheating.

⑥Answer examination questions using mobile phones, smartphones, wearable devices(e.g., smartwatches,

smart glasses, and earbuds), electronic dictionaries, IC recorders, or any other prohibited devices or equipment.

(For applicants taking a written examination)

⑦Intentionally make false entries on an answer sheet(such as writing the name or application number of another person on an answer sheet).

⑧Remove the examination papers from the examination room before the end of the examination.

⑨Remove the answer sheets from the examination room.

⑩Read the examination papers or begin answering questions before the instruction to start the examination.

⑪Use prohibited tools, such as ruler, compass, calculator, abacus, or graph paper, during the examination.

⑫Continue holding writing instruments or writing answers after the instruction to stop at the end of the examination.

(For applicants taking an online interview)

⑬Allow a person other than the applicant to enter the interview room.

⑭Operate a computer or other device for purposes other than connecting to the online interview.

⑮Bring items other than those permitted into the interview room.

⑯Engage in suspicious behavior, such as frequently looking away from the web camera

⑰Use a mobile phone or smartphone for any purpose other than receiving calls or communications from the University.

⑱Disclose the URL or access information for the online interview to another person.

⑲Take photographs, make audio or video recordings, or video recording, or transmit the examination to others.

(2)The following actions are also considered acts of dishonesty other than above.

①Providing benefits to others during the examination

②Keep electronic devices (such as mobile phones, smartphones, wearable devices including smartwatches, smart glasses, and earbuds), aids (such as rulers, compasses, and calculators), reference books or any other unauthorized items on one's person, in hand, or on or under the desk during the examination.

③Disrupt the conduct of the examination by allowing sounds from a mobile phone, watch, or other device (such as incoming-call alerts, alarms, or vibrations) to continue for an extended period during the examination.

④Make a false statement regarding matters related to the examination in a manner that benefits yourself or another applicant.

⑤Conducting acts that could be considered a nuisance to others at the venue.

⑥Refusing to follow instructions from the examination supervisors, interviewers, and University staff.

⑦Engage in any other act that may compromise the fairness of the examination.

(3)If an applicant is found to have committed an act of academic dishonesty, the applicant is prohibited from taking the examination concerned and any other entrance examinations administered in the same year. In addition, the results of all examinations taken in that academic year, including those already completed, are invalidated. The application fee is not refunded.

Furthermore, the University may, as necessary, require the submission of additional documents, conduct interviews in a separate room on the examination day, inspect personal belongings, or file a police report.

8. Cautions regarding suspension of attendance due to infectious diseases listed in the School Health Law

If you have any of the diseases registered as infectious disease which requires a suspension of attendance by the School Health Law such as influenza, tuberculosis or measles, you shall not come to take an examination while there is a risk of infecting others. Please contact the administrative office of the relevant graduate school before the starting time of the examination.

9. Due to unexpected circumstances, if the university determines that it is difficult to conduct the entrance examination on scheduled dates, alternative measures such as postponing those events may be taken.

However, Ritsumeikan University shall bear no responsibility for any resulting inconvenience, expenses or other personal loss that applicants may incur in such events. When unexpected circumstances occur, alternative

measures will be announced on each graduate school's website or Ritsu-Mate. So please check the website of the graduate school you are applying for.

10. No special measures, such as seat changes or extending the examination time, are provided in response to ordinary living noises that may occur during the examination.

<Example of daily noises etc.>

・Noise outside of the examination venue (e.g. sound of wind, rain or thunder, noises from aircrafts, trains, cars, and motorcycles, sirens from emergency vehicles, construction noise, chimes from surrounding buildings, announcements of waste collection, sales, events, etc., animal noises etc.)

・Noise inside of the examination venue (Noise from facilities or equipment such as air conditioning, lighting, elevator and escalator operation noise, and other noises caused by other users of the facility)

・Noise inside of examination room (footsteps of supervisors on patrol, sound caused by instructions, explanations, writing on board, operation of equipment etc., sound of air conditioning or lighting equipment, sound of other applicants using writing tools, erasers, turning over papers, etc., sounds of coughing, sneezing, sighing, sniffing, blowing the nose, scratching the body, sleeping etc., noise of mobile phones, smartphones, portable music players, clocks, etc.)

・Shaking desk due to other applicants (e.g., caused by the use of pens, erasers, etc.), smells etc.

Any differences in conditions due to examination venue, examination room, seat in the examination room such as desk, chair, air conditioning, lighting, sound equipment, blackboard/whiteboard/teaching equipment are not considered.

If the University determines that it is necessary for the administration of the examination, such as when an examinee seated nearby leaves or re-enters the examination room due to a restroom break or illness, examination supervisors may instruct applicants to leave their seats. In such cases, no special measures, including an extension of the examination time, will be taken.

5. Enrollment Procedures (Information)

If you pass the entrance examination of the graduate school of Ritsumeikan University, you are required to pay the enrollment procedure fees and submit the enrollment documents as indicated below. Admission is not granted if you paid the fees (admission fee and tuition) but failed to submit the documents to the university, and vice versa. Delay in performing the enrollment procedures is not permitted under any circumstances. Therefore, be sure to complete the procedures within the specified period without fail.

Please note that depending on the month the entrance examination is given, you are required to take a one-time enrollment procedure that combines the first enrollment procedure and second enrollment procedure.

1. First enrollment procedure

(1) Enrollment procedure period

The enrollment procedure period differs depending on the graduate school and the admission method.

Check the entrance examination schedule on ＜Schedule for the Entrance Examination＞.

(2) Payment of the first enrollment procedure fees (admission fees) (Payment is considered valid if the date of the stamp affixed by the financial institution to the receipt is the last day of the specified payment period or earlier.)

Please transfer the admission fee of ¥200,000 to the account of Ritsumeikan University within the specified period by using the teller window of a financial institution. Only if paying your enrollment procedure fees from overseas, you can use Convera's tuition payment platform, which allows you to make online payments. You do not have to pay the admission fee if you are admitted to a graduate school at Ritsumeikan University upon completion of an undergraduate or graduate program at Ritsumeikan University or APU. For more details,

refer to the ”６． Tuition and Fees/Other Payments”.

(3) Others (Submission of documents, etc.)

Please note that depending on the graduate school, you may be instructed to submit specific documents, etc., when you receive the result notification.

2. Second enrollment procedure

(1) Enrollment procedure period

The enrollment procedure period differs depending on the graduate school and the admission method.
Check the entrance examination schedule on ＜Schedule for the Entrance Examination＞.
The second enrollment procedure will be announced on Ritsu-Mate by the start date of the second enrollment procedure period.* In case of one-time enrollment procedure, the enrollment guidelines will be announced on the result notification date.

(2) Payment of the second enrollment procedure fees (tuition and miscellaneous membership fee) (Payment is considered valid if the date of the stamp affixed by the financial institution to the receipt is the last day of the specified payment period or earlier.)

Please transfer the tuition and miscellaneous membership fees to the account of Ritsumeikan University within the specified period by using the teller window of a financial institution. Only if paying your enrollment procedure fees from overseas, you can use Convera’s tuition payment platform, which allows you to make online payments.

(3) Submission of enrollment documents

Documents should be submitted within the specified period.
Please refer to the Enrollment Guidelines informed separately for the details of the enrollment procedures.

· Certificate of Residence

· Certificate of graduation/completion issued by the school you attended, which meets Requirements the application criteria*

· Academic Transcript issued by a school you attended, which meets Requirements the application criteria*

· Applicants who have, or are expected to obtain, a student visa as the status of residence need to submit a copy of the passport (passport photo page). Dual nationals should submit copies of passports from all countries of nationality.

· Other documents to be specified when the guidelines for the second enrollment procedure are sent to you

＊If your official graduation from the school last attended (or the completion of a program of the school) is scheduled for after the enrollment procedure period, you may submit the certificate of graduation/ completion and the transcript of your academic record after the period is over.

3. Payment of the enrollment procedure fees

(1) Please pay the admission fee and tuition by using the teller window of a financial institution within the specified period using the university’s designated payment form printed from Ritsu-Mate. (Payment is considered valid if the date of the stamp affixed by the financial institution to the receipt is the last day of the specified payment period or earlier.)

(2) Payment after the specified period cannot be accepted under any circumstances.

(3) The enrollment procedure fees once paid cannot be refunded. However, if you submit a request of reimbursement following the procedures specified by Ritsumeikan University by the day before the entrance date of the relevant academic year (March 31 for April enrollment, September 25 for September enrollment), you may have the enrollment procedure fees excluding the admission fee but including miscellaneous

membership fees, refunded on a later occasion.

4. Residence Status in Japan

Those acquiring a Japanese Residence Status anew or for the first time, and those already with a Japanese Residence Status but which will expire by the time of enrollment, must obtain, or renew, a Status of Residence in Japan after completing 2nd Enrollment Procedures.

(1) Obtaining Residence Status in Japan (for those without a Japanese Residence Card)

It is very difficult for individuals granted permission to enroll in the university who reside outside of Japan to apply for a Certificate of Eligibility (hereinafter "COE"), which is required when applying for a "Student" visa. Therefore, once an incoming student completes all of his/her admission procedures, the university applies for a COE on that student's behalf.

From the time that the university confirms that an incoming student's admission, tuition, and miscellaneous membership fees have been deposited into the university's designated account *and* that the student has correctly filled out and submitted all required documents to request the university complete a proxy application for their COE, the process for obtaining a COE generally takes six weeks *or longer*.

Incoming students who wish for the university to complete a proxy application for their COE should ignore the payment window indicated in the entrance exam schedule and instead swiftly make payment of their admission, tuition, and miscellaneous membership fees into the university's designated account as soon as possible. Such students should make payment early enough to allow plenty of time for the aforementioned COE application to take place from start to finish before their planned travel to Japan.

After the university confirms that Admission Procedures are completed, in particular, that an incoming student's admission, tuition, and miscellaneous membership fees have been deposited into the university's designated account, detailed instructions on what documents to submit so that the university may complete a proxy COE application on the student's behalf will be sent to the student individually.

For deadlines and details pertaining to university Admission Procedures, incoming students should follow the instructions sent to them along with their admissions screening results.

As a guide, if they were unable to obtain a COE by two weeks before enrolling, they will not be able to enter Japan with the "Student" status of residence of before entering school.

Finally, incoming students are to be fully aware that the screening process and decision on whether or not to issue a COE are at the sole discretion of the Immigration Bureau. The university has no way of knowing the screening process, how long it may take, or whether or not a COE will ultimately be issued.

(2) Changing Residence Period or Status in Japan (for those with a Japanese Residence Card)

Depending an incoming student's enrollment/employment status with their current institution/ organization and the expiration date of their current Residence Period, incoming students will need to submit either an Application for Extension of Period of Stay or an Application for Change of Status of Residence. Incoming students should follow the detailed instructions sent to them along with their admissions screening results in order to apply. For the details, please contact the administrative office of each graduate school.

Notes:

* As your COE is issued by the Immigration Services Agency of Japan (Ministry of Justice) and the student visa is issued by the Japanese Embassy/ Consulate (Ministry of Foreign Affairs of Japan),
Ritsumeikan University is not responsible in the event that you are unable to obtain either of these. The Admission Fee is not refunded under any circumstances.
* Incoming students are to be fully aware that the university provides no support for those who are in Japan on a short-

term visa with the Residence Status of “Temporary Visitor” who wish to apply for a change of Residence Status to “Student”.

6. Tuition and Fees

Please refer to the following website.
Tuition and miscellaneous membership fee of each academic year will be determined in around June of previous academic year.
https://www.ritsumei.ac.jp/gr/en/scholarship/tuition.html/

7. Scholarships, Tuition Reduction Scheme Available for International Graduate Students

1. Support Programs for International Graduate Students

Graduate Student Career Path Support Center offers “Career Development & Skills up Support Programs” to deepen the necessary knowledge depending on the graduate students’ career goal. We organize many plans such as seminar and project to improve each skill through the year.
In addition, we also have various financial programs to support tuition fee and conducting the research activities.
＜Graduate Student Career Path Support Center Website＞
https://en.ritsumei.ac.jp/ru_gr/g-career/

2. Scholarships Available for Graduate Level International Students

Ritsumeikan University offers scholarship programs geared specifically towards self-financed international students. Other scholarships designed specifically for self-financed international students are also offered by public and private foundations, and some may be applied for individually.

(1) Ritsumeikan University Tuition Reduction Scheme for International Students

Ritsumeikan University offers Tuition Reduction Scheme to help reduce the financial burden of studying abroad for self-financed international students. For graduate level international students, Graduate Students Category I tuition reduction, which lasts for selected students’ standard program duration, is available for those whose entrance exam scores show academic excellence.

Category	Duration	Reduction Amount	How to Apply
Graduate Students Category I	Minimum standard duration of degree program	100% of tuition fees	Students selected for this award are notified at the time of their notification of entrance exam results

– Students’ must be self-financed and be on a “Student” visa in order to receive Tuition Reduction.
- Tuition reduction schemes for AY 2027 and beyond have not yet been determined. Please be advised that the current scheme may be subject to change, including partial discontinuation or a comprehensive revision.
URL: https://en.ritsumei.ac.jp/current-students/financial-aid/

(2) The Scholarship System

Scholarships which international students may be selected for after enrollment include those offered by the university and the Ministry of Education, Culture, Sports, Science and Technology such as their Monbukagakusho Honors Scholarship (meant to assist newly arrived international students), and scholarships offered by both public and private foundations. Most of these scholarships require a recommendation by the

university, and to be recommended, students must submit an application to the university during a designated application period after enrollment (most scholarship foundations are only looking for one or two students to be recommended for their scholarship, thus the university determines which applicant or applicants to recommend for each based on grade standards and guidelines which will be shared with students after enrollment).

International Center, University Recommended Scholarships Website for Self-Financed Students:
https://en.ritsumei.ac.jp/current-students/financial-aid/
Graduate Student Career Path Support Center, Scholarships and Research Grants Website:
https://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/

- The information available on the website is applicable to the timeframe denoted on the website, only. It does not guarantee that the same scholarships or programs will be available in the same manner during future semesters.

There are also scholarships for self-financed international students that accept individual applications through public and private organizations. Please check the websites of organizations.

8. Past Examinations Papers

Please refer to the following website.
https://www.ritsumei.ac.jp/gr/exam/question.html/

9. Handling of the Personal Information of Applicants

(1) Personal information collected from individuals during the admissions process will be handled in accordance with the following. Purposes of use

The University will use the personal information for the following purposes only.

(i) Administration of the entrance examinations (processing applications, providing information about taking examinations, and administration of entrance examinations) and selection

(ii) Notification and announcement of results

(iii) Conducting various surveys after the conclusion of entrance examinations

(iv) Providing information to successful applicants

(v) Providing information on student life after admission (housing placement, accident insurance, and Co-Op information) to successful applicants

(vi) Creation of documents related to the acquisition or renewal of Status of Residence

(vii) Conducting and providing information regarding orientation sessions for new students

(viii) Use for the following matters relating to academic and student life support after enrollment (applicable only to those who have completed the enrollment procedures)

- Provision of learning support for students, etc. including enrollment record control, registration control, performance control, and tuition fee information control
- Provision of living support for students, etc. including life consultation, after-school activity support, scholarship control, and health Control
- Provision of career and job search support for students, etc. including career guidance, job search activity support, and career and job search information control (including tracking of career paths after graduation)
- Consulting with parents, etc. about registration, performance, and careers including notifying parents, etc. of performance
- Execution of entrance examination duties and enrollment procedure duties
- Sending various guides for Ritsumeikan University and other schools established by The Ritsumeikan Trust
- Managing use and security control of school facilities and equipment (Including the installation and operation of security cameras, AI technology may be used to detect specific individuals when necessary

to ensure the safety of facility users.)
・Issuance of certificates
・Provision of necessary information to partner universities within Japan and overseas based on academic exchange agreements
List of Ritsumeikan University's Partner Universities and Institutions
https://www.ritsumei.ac.jp/international/pdf_j/RU_partner_universities_and_Institutions.pdf
・Provision of necessary information to groups operating scholarship businesses
・Provision of necessary information to the group consisting of students
・Provision of necessary information to the group consisting of graduates
・Provision of necessary information to the group consisting of the parents of students
・Provision of necessary information to groups permitted by the Ritsumeikan Trust Personal Information Protection Committee
・University assessments (self-assessment, third-party assessment, accreditation, etc.), and statistical research
・Education, research, and FD activities (including curriculum improvements, etc. based on statistical research/analysis)
・Supervision of integrated education (including lifelong learning support) in each school established by the Ritsumeikan Trust and statistical surveys/analysis
・Other purposes related or incidental to each of the above

(2) Management of personal information

Ritsumeikan University will manage the personal information of applicants in compliance with relevant Japanese laws and regulations. Information will be managed securely to prevent loss, destruction or divulgence.

(3) Outsourcing services associated with the provision of personal data

Ritsumeikan University may outsource certain work that includes the handling of personal data to a third-party entity having executed an agreement on the proper handling of personal information.

(4) Statistical data on entrance examinations

Ritsumeikan University may compile and edit the personal information submitted by applicants as statistical data of various types, and may use the data for survey/research to plan for future entrance examinations as well as disclose such data to prospective applicants. Statistical data to be disclosed contains no personally identifiable information.

- By applying for the admission method for which you wish to apply, you are deemed to have agreed to the contents of Handling of the Personal Information of Applicants noted on this page.
- The Ritsumeikan Trust Privacy Policy is shown on the following page.

Ritsumeikan University Top > Privacy Policy https://en.ritsumei.ac.jp/privacypolicy/

10. Access to Ritsumeikan University

Please refer to the following website.
https://en.ritsumei.ac.jp/access/

11. Administrative Offices of Schools

Please refer to the following website.
https://www.ritsumei.ac.jp/gr/en/introduction/learning.html/