

February 2, 2026 There is a correction to these Guidelines.  
p.17(5),p.28(1) Red-marked section

# Graduate School Enrollment Guidelines for April 2026 Enrollment

**For those who receive their results by January (and already complete the first enrollment procedure):**

**These guidelines are for the second enrollment procedure.**

**For those who receive their results in February or after:**

**The enrollment procedures do not consist of plural phases.**

**Complete all the enrollment procedures according to these guidelines.**

**Ritsumeikan University**

**Graduate Schools**

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## Questionnaire for prospective students

This questionnaire is conducted on all prospective students by Ritsumeikan University Graduate School. For the purpose of providing the useful information to students who will take the entrance exam in the future, the results of this questionnaire will be reflected in the admissions information hereafter.

It takes about 5 to 10 minutes.

We appreciate your cooperation.

**Questionnaire period: Thursday, February 26 - Thursday, March 12, 2026**

URL <https://forms.office.com/r/UmiGcGGL6>



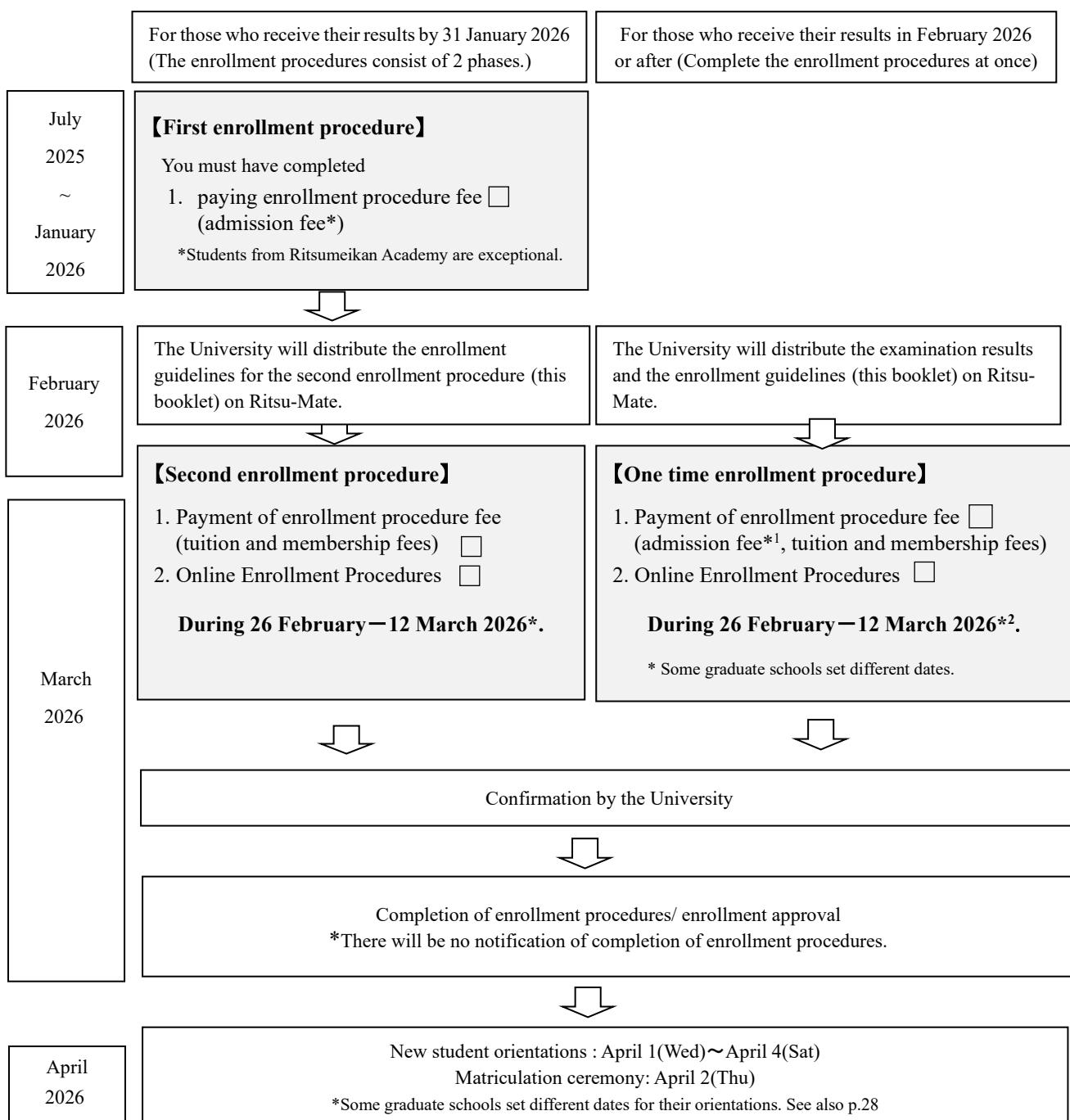
# I . Enrollment Procedures

## Enrollment Procedure Flow Chart and Checklist

Congratulations on passing the examination.

Enrollment is granted for those who have completed the enrollment procedures by the specified date.

Please use the checklist to make sure you miss nothing.



\* Application for the installment payment/Request for appropriation.

See also p.19

\* Withdraw/ request for refund -The admission fee is not refundable.

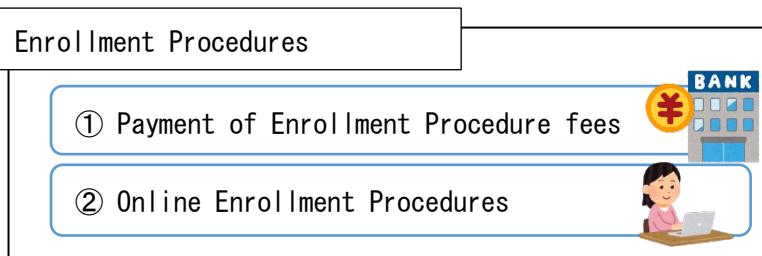
Deadline: 31 March 2026

\* However, the deadline for payment of spring semester tuition fees for those who have been granted a deferment of spring semester tuition fees (the national deferred payment of tuition fees system for the stage of master's study in graduate school) out of the payment due at the time of enrolment procedures is the last day of November 2026. If the payment date is a non-business day of a financial institution, the payment date is the next business day of the financial institution. Further details will be announced after enrolment.

Ritsu-Mate is not available from 7:30 p.m. on every Wednesday to 5:30 a.m. (Japan time) of the following day due to periodic maintenance.

## 1. Important Information Regarding Enrollment Procedures

### (1) Enrollment procedures



- 1) Successful applicants will be accepted for enrollment at Ritsumeikan University by the President of the University only when they complete all the enrollment procedures within designated periods. Be sure to complete the enrollment procedures within the specified period. The university will not accept any enrollment procedure fees paid or any documents submitted after the specified period. Enrollment is not granted if you paid the enrollment procedure fees but failed to submit the documents to the university, and vice versa.
- 2) The university will not issue any notice upon completion of your enrollment procedures, nor enrollment permit.

< Online Enrollment procedures for students who did not use "Ritsu-Mate" when applying for admission>  
Ritsu-Mate account and password will be informed to the eligible applicants individually. If you don't receive e-mail by the first day of the procedure period, please contact the Office of Academic Affairs (Graduate School Admission) at <graduate-studies@st.ritsumei.ac.jp>.

### (2) Fees to be paid to complete the enrollment procedures (Enrollment Procedure Fees)

- 1) Payment is considered valid if the date of the stamp used by the financial institution on the receipt is the final date of the enrollment procedure period or earlier. However, the deadline for payment of spring semester tuition fees for those who have been granted a deferment of spring semester tuition fees (the national deferred payment of tuition fees system for the stage of master's study in graduate school) out of the payment due at the time of enrollment procedures is the last day of May 2026. If the payment date is a non-business day of a financial institution, the payment date is the next business day of the financial institution. Further details will be announced after enrollment.
- 2) The university will not mail you receipts for any payments made at the time of the enrollment procedures. "Receipt of remittance (including the handling fee)" with the financial institution's stamp will be your receipt. So please keep it safe.
- 3) The enrollment procedure fees are not refundable under any circumstances. However, if the students decline the admission by Sunday, March 31, 2026 according to the university's designated procedure, students will get a refund of the enrollment procedure fees (tuition and miscellaneous membership fees, excluding the admission fee) at a later date.  
\*Please note that the admission fee will not be refunded.

### (3) Other information

- 1) The enrollment permit  
If you don't have Japanese nationality and require a certificate of scheduled enrollment (入学許可証) to be issued prior to the second enrollment procedure period in order to obtain the status of residence of "Student", please consult with the administrative office of the relevant graduate school. If you pay all the enrollment procedure fees, it may be possible to issue an enrollment permit prior.
- 2) Taking a leave of absence immediately after entering 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.

## 2. Enrollment Procedure Period

Graduate school	Enrollment procedure period
All Graduate Schools	Thursday, February 26 to Thursday, March 12

\* There may be cases where individual instructions are given for dates other than the above enrollment procedure period. Please also check any guidance outside of these requirements as well as the information provided by the administrative office of each graduate school.

## 3. Enrollment Procedure Fee

1) Payment period: Enrollment Procedure Period Thursday, February 26~Thursday, March 12

(Payment is considered valid if the date of the stamp used by the financial institution on the receipt is the last day of the payment period or earlier.)

2) Fees to be paid to complete the enrollment procedures (Enrollment Procedure Fees)

Admission category	Coverage	Reference
(1) Applicants from other institutions	Applicants who do not fall under category (2) below.	<p>&lt;Admission Fee&gt; ¥200,000</p> <p>&lt;Tuition&gt;</p> <p>Please refer to “Tuition for Graduate Schools (Academic Year 2026 Entry)”</p> <p>&lt;Miscellaneous Membership Fees&gt;</p> <p>Please refer to the column, “Graduates from Other Institutions” in “Miscellaneous Membership Fees (Academic Year 2026 Entry)”</p>
(2) Applicants from Ritsumeikan Academy	<p>(i) Applicants to be admitted to a graduate school of Ritsumeikan University upon graduation from or completion of a graduate program of either Ritsumeikan University or Ritsumeikan Asia Pacific University (APU).</p> <p>(ii) Applicants, who are enrolled in undergraduate school of either Ritsumeikan University or APU and meet the specified conditions, to be admitted to a graduate school of Ritsumeikan University by using the system such as academic acceleration etc.</p> <p>(iii) Applicants to be admitted to a graduate school of Ritsumeikan University, who have been enrolled in a doctoral program of either Ritsumeikan University or APU for the standard period of study and satisfied the requirements set by the graduate school regulations for acquiring a doctoral degree, but who have left the University without receiving a Ph.D.</p>	<p>&lt;Admission Fee&gt;</p> <p>None</p> <p>&lt;Tuition&gt;</p> <p>Please refer to “Tuition for Graduate Schools (Academic Year 2026 Entry)”</p> <p>&lt;Miscellaneous Membership Fees&gt;</p> <p>Please refer to the column, “Graduates from Ritsumeikan University” in “Miscellaneous Membership Fees (Academic Year 2026 Entry)”</p> <p>However, for those who are in the category of “Graduates from Ritsumeikan University,” but did not pay the Alumni Association fee for the 4<sup>th</sup> year or for those who are graduates of APU, the miscellaneous membership fees specified in the “Graduates from Other Institutions” column are applied.</p>

\* If you have already paid the admission fee in the first enrollment procedure, you don't need to pay.

3) Tuition and other fees

Tuition fees consist of the “Admission fee” and “Tuition”.

The “Miscellaneous Membership Fees” are collected along with the “Tuition”.

For more details, please check the following website.

【Ritsumeikan University Graduate School Entrance Examination Information Website (Tuition)】

<https://www.ritsumei.ac.jp/gr/en/scholarship/tuition.html/>



## 4. Payment methods

### (1) How to make payment

There are the following two methods of payment. Please complete the payment within the specified period using either method. Payment after the specified period cannot be accepted under any circumstances.

Payment methods	Enrollment procedure fees to be paid to complete the enrollment procedures
To pay the tuition and fees covered the Spring semester at the time of enrollment procedure	Amount of the admission fee, the tuition for the Spring semester and miscellaneous membership fees (* If you have already paid the admission fee, it is not required)
To pay the tuition and fees covered the Spring and Fall semesters at the time of enrollment procedures	Amount of the admission fee, the tuition for the Spring and Fall semesters and miscellaneous membership fees (* If you have already paid the admission fee, it is not required)

\*Regarding enrollment procedure fees, if they were already paid during the first enrollment procedure, they are not required at this time.

\*The payment amounts for the full annual tuition and fees, as well as for the Spring semester tuition and fees (including miscellaneous membership fees) are displayed under item 3 in section (2). Please check each amount. (Those who have been granted a deferment of spring semester tuition fees (the national deferred payment of tuition fees system for the stage of master's study in graduate school) out of the payment due at the time of enrolment procedures do not need to pay the tuition during the enrollment procedure period.)

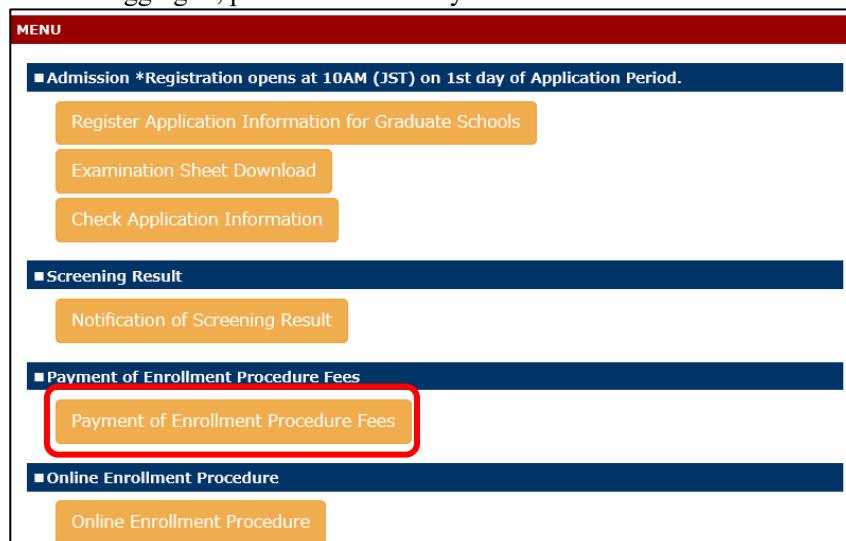
\*If you pay the tuition for the Spring Semester, information and a payment form on the tuition and fees for the Fall Semester will be sent in the middle of October. Payment should be completed on or before November 30. (If the deadline falls on a non-business day for financial institutions, the deadline shall be the next business day.)

### (2) How to print the transfer request form

After logging in the Ritsu-Mate, print out the transfer request form and complete the procedure by following the method below. Regarding how to log in, please refer to (3) and (4) of page 10.

#### 1. Top page

After logging in, please click the "Payment of Enrollment Procedure Fees"



#### 2. Payment of enrollment procedure fee

Please choose "Graduate School, Course, Major, Admission Method" which you want to complete the procedure and click the "Payment"

The image shows a screenshot of the "Payment of Enrollment Procedure Fees" page. The page has a red header bar with the title. Below it is a text area with instructions: "Once confirming the 'College/Graduate School', 'Department/Major', and 'Major/Course', click the 'Payment' link for the payment to be made. To pay from outside Japan in a foreign currency, please see the payment instructions provided when the offer of admission was announced." There are two small asterisk notes at the bottom: \*\*"Examination Date" : The final result notification date is displayed here instead. \*\*"Admission Fee" and "Tuition Fee" display the dates when the University confirms payment has been completed. At the bottom, there is a table with one item and a note "(Total 1 item(s))". The table columns are: College/Graduate School, Department/Major, Major/Course, Application No., Admission Method, Examination date, Scholarships, Admission Fee, and Tuition Fee. The first row shows: Graduate School of Technology Management, Major in Technology Management, \*, International Student (RJ Admissions) (April), 2025/07/06, 2025/10/09, and empty cells for Scholarships, Admission Fee, and Tuition Fee. The "Payment" button in the first column is highlighted with a red box.

	College/ Graduate School	Department/ Major	Major/ Course	Application No.	Admission Method	Examination date	Scholarships	Admission Fee	Tuition Fee
Ref: Payment	Graduate School of Technology Management	Major in Technology Management	*		International Student (RJ Admissions) (April)	2025/07/06		2025/10/09	

### 3. Payment type

Please select the payment method written in (1) of page 4 and click "Invoice".

<In case of paying the admission fee, tuition and the miscellaneous fees>

Select Payment Type

Successful applicants should complete the payment of enrollment procedure fees within the deadlines.

See the "Amount" and "Payment deadline" columns in the chart below for enrollment procedure fees and deadlines.

If you will pay from within Japan, click the "Invoice" link for the enrollment procedure fees to be paid.

If you will pay from outside Japan in a foreign currency, please use Convera GlobalPay for Students to pay by local bank transfer or various online payment methods.

For more information about Convera GlobalPay for Students and the payment procedure, please refer to the URL below:

[Undergraduate Students](#)  
[Graduate Students](#)

If you DO NOT wish to use Convera GlobalPay for Students, we also accept international remittances directly from financial institutions to the University's bank account. Click the "Invoice" link for the enrollment procedure fees to be paid.

"Date of payment confirmation" is the date when the University confirms that the payment of the enrollment procedure fees has been completed. After payment is settled, it takes 1-2 business days for the University to confirm.

Please note that this date may differ from the date of your payment.

(Total 2 item(s))

	Payment type	Amount	Payment deadline	Status of payment	Date of payment confirmation
Invoice	Admission Fee, Tuition Fee for first semester and Membership Fee for first semester	833,800	2025/10/17 23:59:59		
Invoice	Admission Fee, Tuition Fees for first and second semesters and Membership Fees for first and second semesters	1,433,600	2025/10/17 23:59:59		

<In case of paying tuition and miscellaneous fees after the admission fee has been paid>

	Payment type	Amount	Payment deadline	Status of payment	Date of payment confirmation
Invoice	Admission Fee	200,000	2025/10/15 23:59:59	Paid	2025/10/09
Invoice	Tuition Fee for first semester and Membership Fee for first semester	683,800	2025/10/17 23:59:59		
Invoice	Tuition Fees for first and second semesters and Membership Fees for first and second semesters	1,333,600	2025/10/17 23:59:59		

(Status of Payment, Date of Payment Confirmation)

After the University has confirmed the payment of the enrollment procedure fees, the Date of Payment Confirmation is displayed. We need 1 or 2 business days to confirm your payment. It is acceptable for the displayed date to be later than the deadline for the enrollment procedure if you pay before the deadlines.

### 4. How to download the "DL" (transfer request form)

Please download the form by following the screenshots below.

Payment Slip (振込依頼書) / Invoice

Please download and print the Invoice or 振込依頼書(Payment Slip) you wish to use.

To pay from outside Japan in a foreign currency, please see the payment instructions provided when the offer of admission was announced.

"Invoice" should only be selected when paying from outside Japan in a foreign currency if an invoice is required.

(Total 2 item(s))

	Examination Sheet
DL	振込依頼書(Payment Slip) / For payment from within Japan
DL	Invoice / For payment from outside Japan in a foreign currency if an invoice is required.



Download Payment Slip (振込依頼書) / Invoice

Please download the 振込依頼書(Payment Slip) from the link below.

Please print out the payment slip and pay the amount due at a bank.

For the 振込依頼書(Payment Slip), please use A4 size paper in black and white. Do not enlarge or reduce the size.

If you will pay using an ATM or Internet banking, please be sure to enter the "Bank Transfer Client Code and FURIGANA" shown on the 振込依頼書(Payment Slip).

[download \[569.264 KB\]](#)

### 5. Print the “Payment Slip (振込依頼書) ”

The following “Payment Slip (振込依頼書) ” will be displayed in a PDF file.

Please print it on A4-size paper (white) in portrait orientation.

### (3) How to pay within Japan or from overseas

### 〈Payment within Japan〉

Pay the fee with the printed transfer request form at a teller window at a financial institution within the enrollment procedure period.

- \* Use the payment form specified by the university.
  - Do not change the items pre-printed on the transfer request form.
  - Fill in your name, address and telephone number as of the date of transfer on the transfer request form.
  - Leave the column for “item (科目)” empty.
- \* Pay the fees by telegraphic transfer at a teller window at a financial institution.
  - Do not make transfers from an internet banking account or automated tax/utilities/money transfer machine (e.g., MUFG’s STM (Store Teller Machine), etc.).
  - Transfer from Japan Post Bank (Yucho Bank) or JA Bank (Japan Agricultural Cooperatives) is not acceptable.
  - Use the specified payment form by the university. If you transfer the tuition at the designated financial institution by using our designated transfer request form, the transfer fee is not charged between the bank head office and branches listed on the transfer request form.
  - Payment is not accepted at the Office of Finance and Accounting of the university or at graduate school administrative offices.

There are occasions when, in accordance with the law, a person who visits a financial institution in order to conduct a transaction is asked to verify his/her identity (full name, address, date of birth, etc.), the purpose of the transaction, and his/her occupation.

For further details on the specific documents required for this verification as well as the procedures involved, contact the financial institution you are requesting to execute the transfer.

- \* Obtain a receipt for the transferred amount and the transfer fee from the financial institution through which you made the transfer and make sure that the receipt has the official stamp of the financial institution itself affixed. You should be careful not to lose this receipt, which doubles as the receipt from the university.
- \* After confirming payment of the required amount at our university, the "Date of Payment Confirmation" is displayed on the Ritsu-Mate screen. Please confirm the payment has been completed correctly by checking the displayed date.
- \* If you have any questions regarding the fees necessary for the enrollment procedures, please inquire at the administrative office of the relevant graduate school.

## ⟨Payment of enrollment procedure fees from overseas⟩

When paying your enrollment procedure fees from overseas, you can use Convera's tuition payment platform, which allows payment by local bank transfer or online payment.

For more details, please refer to the following website.



Entrance Examination Information Website (Enrollment Procedures)

URL [https://www.ritsumei.ac.jp/gr/announce\\_procedures/converae.pdf](https://www.ritsumei.ac.jp/gr/announce_procedures/converae.pdf)

\* Depending on the payment method selected on the Convera's platform, the applicant may need to make a separate payment at a teller window of a financial institution. If Ritsumeikan University receives your payment after the deadline, it will be considered valid if the date of the stamp used by the financial institution on the receipt in the country or region concerned is on or before the final date of the enrollment procedure period.

After choosing the bank transfer option, a "Payment Instruction" will be issued that is valid for approximately 72 hours. However, please note that payments made after the enrollment procedure period will not be accepted under any circumstances, regardless of the expiration date or information on the "Payment Instruction".

【Payment Procedure at Convera (Log in via Ritsu-Mate and follow the steps below starting from P.4)】

■ Payment of Enrollment Procedure Fees

Payment of Enrollment Procedure Fees

Payment of Enrollment Procedure Fees

Once confirming the "College/Graduate School", "Department/Major", and "Major/Course", click the "Payment" link for the payment to be made. To pay from outside Japan in a foreign currency, please see the payment instructions provided when the offer of admission was announced.

\* "Examination Date" : The final result notification date is displayed here instead.  
\* "Admission Fee" and "Tuition Fee" display the dates when the University confirms payment has been completed.

(Total 1 item(s))									
	College/ Graduate School	Department/ Major	Major/ Course	Application No.	Admission Method	Examination date	Scholarships	Admission Fee	Tuition Fee
Ref Payment	Graduate School of Technology Management	Major in Technology Management	*		International Student (RU Admissions) (April)	2025/07/06		2025/10/09	

Select Payment Type

Successful applicants should complete the payment of enrollment procedure fees within the deadlines. See the "Amount" and "Payment deadline" columns in the chart below for enrollment procedure fees and deadlines. If you will pay from within Japan, click the "Invoice" link for the enrollment procedure fees to be paid. If you will pay from outside Japan in a foreign currency, please use Convera GlobalPay for Students to pay by local bank transfer or various online payment methods. For more information about Convera GlobalPay for Students and the payment procedure, please refer to the URL below: [Undergraduate Students](#)

Graduate Students

If you DO NOT wish to use Convera GlobalPay for Students, we also accept international remittances directly from financial institutions to the University's bank account. Click the "Invoice" link for the enrollment procedure fees to be paid.

"Date of payment confirmation" is the date when the University confirms that the payment of the enrollment procedure fees has been completed. After payment is settled, it takes 1-2 business days for the University to confirm. Please note that this date may differ from the date of your payment.

Confirm the amount and payment deadline, then access the Convera GlobalPay for Students system to

	Payment type	Amount	Payment deadline	Status of payment	Date cor
	Admission Fee	200,000	2025/10/15 23:59:59	Paid	2025/10/09
Invoice	Tuition Fee for first semester and Membership Fee for first semester	563,800	2025/10/17 23:59:59		
Invoice	Tuition Fees for first and second semesters and Membership Fees for first and second semesters	313,600	23:59:59		

Paying Enrollment Procedure Fees from Overseas

When paying your enrollment procedure fees from overseas, you can use Convera's tuition payment platform (Convera), which allows payment by local bank transfer or online payment.

For details and payment procedures, please click on the logo below to access the Convera website. Please confirm the payment amount in the payment forms enclosed with the Enrollment Guidelines.

● Depending on the payment method selected on the website, the applicant may need to make a separate payment at a teller window of a financial institution. Please note that payments made after the enrollment procedure period will not be accepted under any circumstances, regardless of the expiration date on the "Payment Instructions".

● If Ritsumeikan University receives your payment after the deadline, it will be considered valid if the date of the stamp used by the financial institution on the receipt in the country or region concerned is on or before the final date of the enrollment procedure period. Please make sure you pay your enrollment procedure fees well in advance and keep a document that verifies the payment date (e.g., a screenshot of the payment screen or a receipt received at a financial institution) in case Ritsumeikan University does not receive the payment.

**convera**

Pay your student fees easily with Convera

Go to [students.convera.com/ritsumeiacjp](https://students.convera.com/ritsumeiacjp)

Enter details:

- Choose the country you're paying from and enter the details about your payment
- Choose your preferred payment method
- Enter student details and confirm who is making the payment

Make payment

Complete your payment transaction:

- Bank Transfer: receive payment instructions for online banking or pay direct through your bank
- Online: select from a variety of providers
- In person: receive payment instructions for an in-person transfer

Track It

Track your payment status by email and SMS (data rates may apply)

convera

PAY STUDENT FEES WITH YOUR HOME CURRENCY

Where is your bank located?

Why is my country not listed?

Total Amount: JPY

Get a quote

Please input your payment amount accurately.

If applicants do not complete the procedure by the final date of each payment period, enrollment into the University will be denied.

If a payment instruction is issued at the last page of this site, please complete your fund transfer at nearest office of your bank or use internet banking. Please the instruction does not complete your payment on this site.

RITSUMEIKAN

## 5. Online Enrollment Procedures

### (1) Items Which Registration is Required Through the “Online Enrollment Procedure”

No.	Items for Registration	Subjects	Registration	Upload
1	Pledge Form	ALL	<input type="radio"/>	
2	Submit Consent to Use of Personal Inform	ALL	<input type="radio"/>	
3	Registration and Correction of Personal Information	ALL	<input type="radio"/>	
4	Registration and Correction of International Student Information	Applicable person only	<input type="radio"/>	
5	Submission of Certificate of Residence (住民票)	ALL		<input type="radio"/>
6	Photo Upload for Student Information Card	ALL		<input type="radio"/>
7	Submission of Passport(Name and Photo Page)	Applicable person only		<input type="radio"/>
8	Submission of Certificate of Graduation/Diploma	Applicable person only		<input type="radio"/>
9	Submission of Academic Transcripts	Applicable person only		<input type="radio"/>
10	Submission of Document Evidencing Withdrawal	Applicable person only		<input type="radio"/>
11	Submission of Documents Provinhg Chage of Name	Applicable person only		<input type="radio"/>
12	Notice of Delay in Submitting Documents for Enrollment Procedures	Applicable person only	<input type="radio"/>	

\*Please upload the enrollment documents in Ritsu-Mate. ( You don't need to send them by postal mail.)

### (2) Before starting to use "Ritsu-Mate"

- Prepare devices with internet service such as PCs, tablets, and smartphones.  
Use devices which fulfill the following requirements.

#### ▼ Browsers

(Windows) Microsoft Edge, Google Chrome, Mozilla Firefox  
(MacOS) Safari  
(iOS) Safari  
(Android) Google Chrome



\*Recommended OS versions are based on the supports by Microsoft, Apple and Google.

\*Recommended browsers are based on the latest edition of the OS.

#### Prepare information to enter in "Ritsu-Mate"

In "Ritsu-Mate", applicants are required to enter several information, such as applying to schools, colleges, courses as well as personal and Parent's/Guardian's mailing address.

Check the manual beforehand for what to enter in the "Ritsu-Mate", and prepare the necessary information before starting the application. **Please note that "Ritsu-Mate" will automatically log out if there is no screen transition for 90 minutes.**

#### In case you can't move on to the next Step

Log out, Close all the screens and log in again.

### (3) Access "Ritsu-Mate"

"Ritsu-Mate" URL: <https://www.ritsumei.ac.jp/applicants/>

The URL is available at the "Ritsumeikan University Graduate School Entrance Examination Information Website".

"Ritsumeikan University Website" →

"Admissions & Aid"/ "Master's" "Doctoral" → "Information for Graduates"

"Ritsumeikan University Graduate School Entrance Examination Information Website" → "Ritsu-Mate"

\*On the website, the online enrollment procedure manual is available.



### (4) Login

**[Account and Password]**  
Enter the email address you have registered in the "Account" and the password you have registered in the "Password".  
(for users with an existing account).

**[English]**  
You can switch from Japanese to English by clicking on "English" in the top right-hand corner of the screen.

For those who don't have a Ritsu-Mate account, click "Create Account" button to register.  
If you forget your password, click Reset Password.

**[Reset Password]**  
Click the "Reset Password" if you have forgotten your password, and follow the procedures to reissue your password.

\*If you forgot the e-mail address you registered when applying for admission, please contact the Office of Academic Affairs (Graduate School Admission).

\*Those who didn't use Ritsu-Mate when applying, need to log in with the ID and password that the university informed.

### (5) How to Register Information

#### 1) Confirmation of Top Page

The "Online Enrollment Procedure" will appear at 10:00 AM (Japan Time) on the first day of the Enrollment Procedure period. Please note that you cannot enter the information if the designated period for the Enrollment Procedure have not started.

As for admission methods which the result announcement will be held on or after February 26, the "Online Enrollment Procedure" icon will be displayed on the screen after 10:00 AM of each result announcement day.

#### 2) List of Enrollment Procedures

Please click "Proceed" after confirming in the following information (College/Graduate School, Department/Major, Major/Course and Application No.).

“Application No.”	: The application number for proceeding with the Enrollment Procedures.
“Examination date”	: The date that the examination was conducted. For Admission Methods which do not have examinations, the date of the announcement of results is displayed here instead.
“Admission Fee”	: This shows the payment date of your Admission Fee. It takes 1-2 business days to display after the payment. For those who are exempt from paying the Admission Fee (The students from Ritsumeikan Academy), the result notification date will be displayed.
“Tuition Fee”	: This shows the payment date of your Tuition Fee. It takes 1-2 days to display after the payment.
“Enrollment Documents”	: This item is not used. (All enrollment documents need to be uploaded.)

### 3) Registration Items

#### ① Submit Pledge Form (All students)

Please confirm and pledge to abide by the Ritsumeikan University Graduate School regulations and University rules and regulations.

**Submit Pledge Form**

After reading the Pledge Form carefully, please tick the box "I agree" and click the "Register" button.

**Pledge Form**

To President of Ritsumeikan University,

I hereby agree that all [the rules and regulations of the graduate schools of Ritsumeikan University](#) and [the university's other rules](#)(including the total bans on smoking on campus and commuting to campus by car) will apply to me during my studies, and pledge to abide by these rules during my enrollment at the university.

I also pledge that all the information in the enrollment documents and all other documents submitted and declared by me for enrollment is true and does not contain any fraudulent or false information, and that any copies will not differ from the original.

I agree  I do not agree

[Back](#) [Register](#)

#### ② Submit Consent to Use of Personal Information(ALL students)

Ritsumeikan University has established “Personal Information Basic Policy” to comply with laws, regulations, and other rules regarding the protection of personal information, and proper management and operation of personal information is ensured. Please confirm the Handling Personal Information at Ritsumeikan University and complete the procedures.

**Submit Consent to Use of Personal Information**

After reading the Consent to Use of Personal Information carefully, please tick the box "I agree" and click the "Register" button.

**Consent to Use of Personal Information**

To: Chairperson of the Board of Trustees of the Ritsumeikan Trust

Upon enrollment at Graduate School at Ritsumeikan University, I hereby give my consent to the Ritsumeikan Trust to use my personal information in accordance with the [Ritsumeikan Trust Privacy Policy](#), the [Ritsumeikan Trust Personal Information Protection Regulations](#), and the [Public Announcement Based on the Act on the Protection of Personal Information](#). I also give my consent to provide my personal information for common use and to the third parties as stated below:

- To provide my personal information, grades, course enrollment information, etc., to a parent, guardian (or other guarantor) to ensure their awareness of my course enrollment status, or for the purpose of career guidance, etc.
- To provide my personal information or other necessary information to domestic or foreign partner schools with which Ritsumeikan has academic exchange agreements for the purpose of implementing academic programs.
- To provide my personal information or other necessary information to organizations that administer scholarship programs for the purpose of conducting administrative duties for said scholarship programs.
- To display my first and last name, email address, user ID, and the name of my college/graduate school to other internal users when using Ritsumeikan's web systems.

I agree  I do not agree

[Back](#) [Register](#)

### ③ Registration and Correction of Personal Information

The information displayed on the screen reflects the data, which was registered when applying for admission. There are some cases that applicants did not enter the correct information when applying for admission. Therefore, please read the following notes carefully and add or correct the required information. If your name, gender, date of birth are wrong, please contact the Office of Academic Affairs (Graduate School Admission).

Registration of Personal Information    Registration of Education Information    Confirmation of Registration Information    Completed

Registration of Personal Information

Please enter the following information.  
(Please enter your address at the time of your enrollment.  
In case you are planning to move in the future and don't know the address yet, please enter the current address.)

Management of Personal Information at Ritsumeikan University

\* Required field

Personal Information	
Name	RITS_RITS_UYANTI
Name (Katakana)	RITS_RITS_UYANTI
Gender	Female
Date of Birth	1993/06/18
1st Nationality *	CHN : China, People's Republic of China
2nd Nationality	
Postal Code *	999-9999
Prefecture *	Other than those above
City *	
Street No. *	RT. 999, RW.999, Jl.
Please input your Town, Village and Street Number	
Building	
Home Telephone Number	+999999999999
Please input numbers with hyphen. Enter the home phone number or mobile phone number of the student.	
Mobile Telephone Number	
Please input numbers with hyphen. Enter the home phone number or mobile phone number of the student.	
Email Address	

#### <Personal Information>

##### 【Name • Name (Katakana) • Gender • Date of Birth】

This shows the information registered when applying for admission, and it cannot be modified. The university will correct the way your name is registered in accordance with the rules designated on "Handling of Student Name". However, in case displayed information such as your gender or date of birth is registered wrong, notify the Academic Affairs (Graduate School Admission).

##### 【1st Nationality and 2nd Nationality】

If you have multiple citizenships and one of them is Japan, please select Japan as your 1st nationality. If you have multiple citizenships and none of them is Japan, select the nationality of the passport that you use when entering Japan as your 1st nationality.

##### 【Postal Code • Prefecture • City • Street No. • Building • etc.】

Write the address where you will be living after enrollment. If you have not yet decided where to live at the time of register, write your current address. This can be changed after enrollment.

##### 【Overseas Address】

Postal Code: Enter "999-9999."

Prefecture: Enter "Other than those above"

City, Street No., and Building, etc.: The maximum number of characters you can use to enter information for any of these fields is 40. Enter your information using alphabets, even for countries or regions where Chinese characters are used.

E.g.: 10 Xisanhuan Beilu,

Haidian District,

Beijing, China

##### 【Home Telephone Number • Mobile Telephone Number】

If there are hyphens missing, please enter them.

## ◆Handling of Student Name

Display format of students' names is specified as stated below.

### < Students with Japanese citizenship >

- The name recorded in the Family Register shall be used.

### < Special permanent resident >

- Name as it appears on the Certificate of Residence.

### < Those who do not have Japanese nationality and whose status of residence at the time of admission is "Student" (including prospective students). >

- The name recorded on the Certificate of Residence, Japanese Residence Card, or passport in Western alphabet shall be used. Your name will be registered in alphabets, even if you are from countries or regions where Chinese characters are used.
- FAMILY NAME shall be registered all in uppercase.
- The first letter of your First name and Middle name shall be registered in uppercase.
- In case the family name is not distinguished from the first name, your name shall be registered as follows. The first part of the name is in all uppercase, and for the rest the first letter is in uppercase and the rest are in lowercase.

e.g. RITSUMEI Taro Saionji  
(FAMILY NAME, First name, Middle name)

Middle names may be abbreviated to just an initial by the University if they are too long to be registered on the University's system.

e.g. RITSUMEI Taro S.

### < Those who do not have Japanese nationality and whose status of residence is other than "Student". >

- The name recorded on the Certificate of Residence, Japanese Residence Card, or passport in Western alphabet shall be used. Your name will be registered in alphabets, even if you are from countries or regions where Chinese characters are used. For the alphabetic notation, please follow the guidelines below.
- The order should be: family name (in all uppercase letters), first name (with the first letter in uppercase and the rest in lowercase), and middle name (with the first letter in uppercase and the rest in lowercase).
- In case the family name is not distinguished from the first name, your name shall be registered as follows. The first part of the name is in all uppercase, and for the rest the first letter is in uppercase and the rest are in lowercase.

e.g. RITSUMEI Taro Saionji  
(FAMILY NAME, First name, Middle name)

If the spelling of the name in alphabet exceeds the allowed character limit (40 half-width characters), the middle name will be abbreviated to the first initial followed by a period.

e.g. RITSUMEI Taro S.

### In case you wish to use a name other than the above regulations, you need to apply for the use of alias.

- Please make a request to the Manabi Station in your campus or the administrative offices of each graduate school (in Suzaku campus only) after enrollment.
- If you wish to use alias from the first day of enrollment, please make a request to the administrative offices of each graduate school within the enrollment procedures period.
- If you use an alias, the alias will be used for degree certificates, certificates, Student ID Card, other official documents, and the university's system (manaba+R, CAMPUS WEB, etc.).
- Only characters that can be supported by the university's system are available for alias. You cannot use characters that cannot be supported by the system such as simplified Chinese characters.

### About name changes

Circumstance	Required Action
<ul style="list-style-type: none"><li>• Because of marriage etc. your family name before and after enrollment is different.</li></ul>	Obtain a document (such as an extract from the family register or similar) that proves that both names belong to the same person and submit it.

## <Your Home Address • Parent's/Guardian's Information • Tuition Payer • Emergency Contact Information>

This shows the information registered when applying for admission. Please make changes if necessary. If you do not need to make any changes, please proceed to the next step. If you enter personal information other than that of the prospective student, obtain the consent of the individual.

### 【Your Home Address】

Parent's/Guardian's Information when applying for admission is registered here.

### 【Parent's/Guardian's Information】

Parent's/Guardian's Information at the time of application is registered here.

Please enter your parent's/guardian's information to be contacted in case of emergency.

### 【Tuition Payer】

Parent's/Guardian's Information when applying for admission is registered here.

This is the address where the bill for your tuition will be sent after enrollment. If necessary, please modify the information. If the address in Japan isn't decided, please apply to Manabi Station at your home campus (the administrative office for Suzaku Campus) when it's decided.

### 【Home Telephone Number • Mobile Telephone Number】

Either a "Home Telephone Number" or a "Mobile Telephone Number" must be entered. If there are hyphens missing, please enter them.

### 【Emergency Contact Information】

This information has not been registered before. Enter the contact person's name and his/her telephone number for emergency contact after enrollment. The emergency contact may be different from Parent's/Guardian's Information.

## <Education Information Registration>

This shows the information registered when applying for admission. You don't need to correct the information.

### ④ 【Applicants who do not have Japanese Nationality (special permanent resident do not need to register.)】 Registration and Correction of International Student Information

All applicants who do not have Japanese Nationality must register international student information. However, the special permanent resident do not need to register. Registration is not necessary for those who are Japanese nationality or have multiple citizenships and one of them is Japan.

### 【Name (alphabet)】

Name in roman alphabet as indicated on passport.

### 【1st Nationality and 2nd Nationality】

Select the nationality of the passport that you use when entering Japan as your 1st nationality if you have multiple citizenships.

### 【Resident Status】

"International Student"

None"

### 【Resident Status • Expiry Date】

Only those who have the student visa as the resident status need to register.

### 【Past Experience with Japanese Government (Monbukagakusho) Scholarships】

Select whether or not you have experience studying in Japan in the past on a Japanese government scholarship.

### 【Japanese language Organization before your enrollment】

Please enter if you have learning experience at a Japanese language organization before your enrollment.

### 【Japanese Language School Code • Japanese Language School Name】

Click on the magnifying glass button, enter the Japanese language school name, and search.

The name of the Japanese language school will be entered automatically. If you cannot find it with this search function, enter "099" and input the name of the school manually.

#### 4) Correction and completion of registered contents

You can modify your information on “Personal Information” and “International Student Information” anytime during the period for online enrollment procedures. You can upload the documents written in “6. Instructions for Completing the Enrollment Documents”, only once during the designated period for online procedures.

#### Inquiries and Technical Support for “Ritsu-Mate”

Office of Academic Affairs (Graduate School Admission)

E-mail : [graduate-studies@st.ritsumei.ac.jp](mailto:graduate-studies@st.ritsumei.ac.jp) / TEL 075-465-8195

From 10:00 a.m. to 11:30 a.m. and from 12:30 p.m. to 5:00 p.m., excluding Saturdays, Sundays, and national/university-Wide holidays.

## 6. Instructions for Completing the Enrollment Documents

\*Uploaded documents must be in color PDF format.

- You can upload the documents only once during the designated period for enrollment procedures. Please make sure not to upload the wrong documents.- If you decline the admission after submitting the documents, the university takes responsibility for disposing of them.

In addition to verifying the authenticity of the submitted documents with the issuer, the University may request the original documents at later date if deemed necessary. If any false or fraudulent information is found, the applicant may be denied admission, or admission may be revoked even after the applicant has been admitted.

\*When using the smartphone, please use the following browsers.

(Other browsers may not be able to upload.)

iPhone- Safari

Android-Google Chrome

### (1) Certificate of Residence 「住民票」 (All students)

The University uses "Certificate of Residence (住民票)" to check the content of your enrollment documents.

Ask the municipal office (e.g. city hall, ward office and town hall) in which you have registered your residence to issue a designated Certificate of Residence (住民票) and submit it to the University. (Certificate of Residence issued through the Local Government Wide Area Network or Certificate of Items Stated in the Resident Record are also accepted.)

This document is very important as an evidence when the Student ID Card, each certificate, degree certificate issued after enrollment. We may ask you to re-submit this document when it is difficult to read.

**Please submit Certificate of Residence (住民票) showing the information listed below.**

Applicants who have Japanese Nationality	Name, Date of Birth, Gender, Address
Applicants who do not have Japanese Nationality	Name, Date of Birth, Gender, Address, Nationality, Article 30, Section 45, Status of Residence, Period of Stay, Expiration Date, Residence Card Number

\*For some statuses of residence, there may be no information on the period of stay or expiry date.

\*Special Permanent Residents are not required to state their Status of Residence, Period of Stay, Expiration Date, the and Resident Card Number.

- Delayed submission is only accepted for those who are residing outside of Japan and cannot obtain the certificate of residence. After entering Japan, please promptly register your residence, obtain the certificate of residence and submit it by April 1.
- The address on the Certificate of Residence can be your address at the time the Certificate is issued, as the address on the Certificate of Residence is not used for address confirmation. It does not need to match the address on the enrollment documents.
- Certificate of Residence must have been issued within three months of the day on which the enrollment documents are submitted (sent to) to the University.
- Please submit only your own Certificate of Residence. Certificates of Residence of other family members are not required. If you have already got Certificates of Residence which include family member's information, because we require the part with the official seal, submit all the certificates without separating the other certificates from yours. Alternatively, please obtain a new Certificate of Residence with just your own information.
- We do not require My Number information. If your Certificate of Residence has your My Number on it, black out the number with a black pen. If a certificate is submitted without the number blacked out, the University will black out the number before using it.
- **If you are currently living outside Japan, you cannot submit this document within the submission period.** You must, therefore, submit the "Notice of Delay in Submitting Documents for Admission Procedures" (p.18(8)) for now. You must submit the "Certificate of Residence (住民票)" to the University after you come to Japan.

International students enrolled in a graduate school of Ritsumeikan University and who are granted the status of residence of "College Student" under the Immigration Control and Refugee Recognition Act, during the enrollment period are eligible to receive financial assistance from the university, including scholarships for international students and tuition exemption/reduction. However, these students are subject to restrictions on part-time jobs etc., are not permitted under this status of residence during their stay in Japan. You should be aware of these conditions and restrictions pertaining to your status of residence during the enrollment period when completing the enrollment procedures.

### (2) Upload the photo for student ID card (All students)

Please upload the color photo of the prospective student's upper body, without hats, facing front, with no background to Ritsu-Mate. It is preferable to upload the same photo attached to the application sheet when applying. However, if you don't have photo data, please provide the photo that clearly shows it is the same person when applying. Please check the Ritsu-Mate manual and upload the photo.

### **(3) Passport**

Applicants who have 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.

### **(4) Certificate of Graduation/Completion**

【Those who are enrolled in undergraduate schools or graduate schools of Ritsumeikan University as regular students at the time of application DON'T need to submit.】

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

If you have already submitted a Certificate of Graduation/Completion at the time of applying for admission to a graduate school of Ritsumeikan University, you don't have to submit the certificate. However, if it is a Certificate of Expected Graduation/Completion that you submitted at the time of applying for admission, you must submit a Certificate of Graduation/ Completion anew. **If your official graduation/completion is scheduled for after the deadline for the submission of the enrollment documents, and if you cannot have your Certificate of Graduation/Completion issued in time, you must submit "Notice of Delay in Submitting Documents for Enrollment Procedures" (p.18(8))**

#### **1) Students enrolling in a master's program**

-Request your university of graduation to issue the Certificate of Graduation and submit it to Ritsumeikan University. If you are still enrolled in a university, request the issuance of the Certificate of Graduation at the time of graduation.

\*Those who have graduated from universities in China (except for Taiwan, Hong Kong and Macau) must submit PDF files of documents below.

“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**”)

-If you are being admitted under Admissions for Accelerated Learners (Grade Skippers), in addition to submitting an academic transcript issued after the completion of the third year of university study, please submit an original (not a copy) certificate of withdrawal at the end of the third year (stating the date of admission, period of enrollment [start and end dates], and date of withdrawal) issued by the university from which you will withdraw or have withdrawn.

#### **2) Students enrolling in a doctoral program**

-Request your university (holding the master's program you have completed) to issue the Certificate of Completion, and submit it to Ritsumeikan University. If you are still enrolled in a graduate school, request the issuance of the Certificate of Graduation at the time of completion of the master's program.

-If you have been awarded a degree equivalent to a master's degree overseas, submit the documents certifying degree obtained in addition to Certificate of Completion.

\*Those who have completed program at Graduate School in China (except for Taiwan, Hong Kong and Macau) must submit PDF files of all documents below. .

① “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**”)

②“Online Verification Report of Higher Education Degree Certificate”(English version of “**教育部学历证书电子注册备案表**”)

### **(5) Final Academic Transcript** 【Only for those admitted under Admissions for Accelerated Learners (Grade Skippers), those who pass the APU Special Admissions and enter without graduating from APU】

-Academic Transcript must be in English or Japanese. You must provide translations of Academic Transcripts that are written in languages other than English or Japanese.

-Request that the university from which you graduated or the graduate school of the program you completed issuing the Final Academic Transcript. If you are still enrolled in a university or graduate school, request the issuance of the transcript at the time of graduation or completion of the graduate program.

-If you have already submitted a transcript at the time of applying for admission to a graduate school of Ritsumeikan University, you don't have to submit the transcript. However, if the transcript you submitted at the time of applying for admission was issued when graduation or completion was expected but not finalized, then you must submit a transcript of your academic record anew.

**If your official graduation or expected graduation is scheduled for after the deadline for the submission of the enrollment documents, and if you cannot have your transcript issued in time, then you may submit the transcript after the deadline by following the instructions in “Notice of Delay in Submitting Documents for Enrollment Procedures” (p.18(8)). .**

#### **(6) Document evidencing your withdrawal from the university (Applicable persons only)**

For those who admit under Admissions for Accelerated Learners (Grade Skippers) or enter without graduating from APU must submit, in addition to your transcripts at the end of the third year of university, evidence of withdrawal at the end of the third year of university issued by the university from which you will withdraw or have withdrawn.

#### **(7) Document proving name change (family register extract, etc.) (Applicable persons only)**

(If the name on the Certificate of Graduation/Completion or the Certified Transcript of Grades is different from the name on the application form or enrollment documents.)

Please submit a document certifying the change of name in order to verify your identification (An abstract of family register, or any alternative document for those who do not have Japanese nationality). However, this is not necessary if the document was already submitted when you filed an application for graduate admission. (See p.9, About Name Changes)

#### **(8) Notice of Delay in Submitting Documents for Enrollment Procedures (Only those who submit documents late)**

Delays in the submission of documents are permitted only in the following circumstances.

Please complete the registration for notice of delay in submitting documents within the enrollment procedure period.

##### **1) Certificate of Residence 「住民票」**

If you are currently living outside Japan and therefore cannot obtain Certificate of Residence, you will not be able to submit this certificate by the designated deadline. Read p.14 thoroughly and obtain the certificate at the local city hall or ward office after you come to Japan.

##### **2) The Certificate of Graduation/Completion, Final Academic Transcript**

The documents shown above may be submitted after the deadline, if the official graduation/completion of the university/graduate school of your current enrollment is scheduled after the deadline for the submission of the enrollment documents. The delayed documents should be submitted as soon as issued.

##### **3) Document evidencing withdrawal**

(\*Only for those admitted under Admissions for Accelerated Learners (Grade Skippers) or those who pass the APU Special Admissions and enter without graduating from APU.)

If academic grades are not scheduled to be released until after the deadline for submission of enrollment documents, late submission of the document evidencing withdrawal may be permitted. Please submit the document promptly after grades are released.

#### **<How to submit the delayed documents>**

The delayed documents should be submitted as soon as issued.

If you are submitting any of the required documents late, please submit them in Ritsu-Mate **by March 31**.

If you have to submit the required documents after 1 April, please refer to the following website to submit them.

You need to satisfy the enrollment criteria by March 31, 2026.

[https://www.ritsumei.ac.jp/gr/en/announce\\_procedures/procedures.html/](https://www.ritsumei.ac.jp/gr/en/announce_procedures/procedures.html/)



○The University may contact you if it determines that the information you have submitted is incomplete or needs to be checked.

## 7. Other Procedures

### 1) In case passing more than one examination

- 1) If you have passed the entrance examinations of two or more graduate schools and received the multiple notification of screening results, please complete the enrollment procedures of one of those graduate schools with choosing one of the application numbers. When paying the enrollment procedure fees and submitting the enrollment documents, please specify the application number allocated to you for the entrance examination of the graduate school of your choice. If the application number used for paying the enrollment procedure fees are different from that used for submitting the enrollment documents, the enrollment procedures will be deemed not complete for either of the graduate schools.
- 2) If you pass the entrance examination of a graduate school after completing the enrollment procedures of another graduate school of Ritsumeikan University for April 2026 enrollment, and if you wish to enroll in the former graduate school, program, or course, you can request the university to appropriate the tuition and fees you have already paid to the graduate school of your choice.  
Please refer to the section, “3) Installment payment and appropriation”.

### 2) Extension Payment (installment payment) of the enrollment procedure fee

Those who have difficulty paying tuition for the fall semester can request extension payment (installment payment). After an interview screening at the graduate school, students may be admitted with payment of the full admission fee, half of the tuition for the spring semester, and a fixed amount of miscellaneous membership fees.

#### (1) How to submit

1. Please contact the administrative office of the graduate school which you enroll.
2. Download an Application form for the installment payment of the enrollment procedure fee on “Entrance Examination Information Website”.  
[https://www.ritsumei.ac.jp/gr/en/announce\\_procedures/procedures.html/](https://www.ritsumei.ac.jp/gr/en/announce_procedures/procedures.html/)
3. Fill in the Application Form for the Installment Payment of the Enrollment Procedure Fee and submit it to the administrative office of graduate school by the deadline of submission.
4. The payment slip with the amount to be paid after the extension of payment (installment payment) is resent to you. Please pay it within the enrollment procedure period.

#### (2) Submission Deadline

**5:00 p.m., March 6 (Friday), 2026**

\* If you live overseas, it may take several days, so please contact the administrative office which you enroll in advance.

#### (3) Notes

The admission fee and the miscellaneous membership fees are not subject to extension payment (installment payment).

If the extension payment (installment payment) of the enrollment procedure fee is approved, the outstanding balance must be paid by the payment due date of November 30. (If the deadline falls on a non-business day for financial institutions, the deadline shall be the next business day.)

### 3) Appropriation of the paid enrollment procedure fee

#### <In case of changing the graduate school, program, course, admission method etc. >

If you are accepted into another graduate school of Ritsumeikan University after completing the enrollment procedures of a graduate school of Ritsumeikan University, and if you wish to enroll in another graduate school, course, or admission method you are accepted later, you can request the university to appropriate the enrollment procedure fees you have already paid to the graduate school of your choice.



#### (1) How to submit

1. Please contact the administrative office of the graduate school which you enroll.
2. Download a Request Form for Appropriation of the Enrollment Procedure Fee on “Entrance Examination Information Website”.  
[https://www.ritsumei.ac.jp/gr/en/announce\\_procedures/procedures.html/](https://www.ritsumei.ac.jp/gr/en/announce_procedures/procedures.html/)
3. Fill in the Request Form for Appropriation of the Enrollment Procedure Fee and submit it to the administrative office of graduate school by the deadline of submission.

#### (2) Submission Deadline

**5:00 p.m., March 6 (Friday), 2026**

\* If you live overseas, it may take several days, so please contact the administrative office which you enroll in advance.

**<In case of appropriating the enrollment procedure fee for graduate school to the tuition for the undergraduate program>**

Students who are currently enrolled in Ritsumeikan University, in case it is found after the notification of the results that a successful candidate fails to meet requirements for application or does not complete all the enrollment procedures by September 25, 2025, they can request the university to appropriate the tuition and fees already paid for the tuition of the undergraduate program next year.



**(1) How to submit**

1. Please contact the administrative office of the graduate school which you enroll.
2. Download a Request Form to Reallocate Tuition Payment on "Entrance Examination Information Website".  
[https://www.ritsumei.ac.jp/gr/en/announce\\_procedures/procedures.html/](https://www.ritsumei.ac.jp/gr/en/announce_procedures/procedures.html/)
3. Fill in the Request Form to Reallocate Tuition Payment and submit it to the administrative office of graduate school by the deadline of submission.

**(2) Submission Deadline**

**5:00 p.m., March 12 (Thursday), 2026**

## **8. Request to Decline Enrollment and Request for Refund of Paid Enrollment Procedure Fees (Excluding the Admission Fee)**

Enrollment is not granted if either one of the following is not completed within designated period of enrollment procedure: (1) payment of admission fee, (2) payment of tuition and miscellaneous membership fees, (3) submission of the enrollment documents,. In that case, we will assume that the applicant has no intention of enrolling our graduate school, so there is no need to contact us and tell us that you will decline our enrollment offer.

However, those who have completed the payment of the enrollment procedure fees (admission fee, tuition and miscellaneous membership fees), but decline admission to the Graduate School of Ritsumeikan University, will get a refund of tuition and miscellaneous membership fees, excluding the admission fee which they have already paid at a later date. This refund will be given only if those applicants follow the university's designated procedure and make a request to the university **by Tuesday, March 31, 2026**.

**\*Please note that the admission fee will not be refunded.**

### **(1) How to submit**

Submissions are made through the website (online). For more information on the documents to be submitted and how to submit them, please refer to the following website (We plan to request submission of payment receipts to the University and a photographic image of the bankbook for the refund account.)

[https://www.ritsumei.ac.jp/gr/en/announce\\_procedures/procedures.html/](https://www.ritsumei.ac.jp/gr/en/announce_procedures/procedures.html/)



### **(2) Submission deadline**

**March 31, 2026 23:59 (Japan time) – Strictly enforced**

\*1 After the documents are submitted, the content and the status of the procedure will be checked. Please note that any missing documents or incomplete forms may cause procedures to be delayed or may cause the refund not to be made.

\*2 Once the request has been submitted, the request cannot be cancelled or modified, and the documents will not be returned.

### **(3) Scheduled refund date**

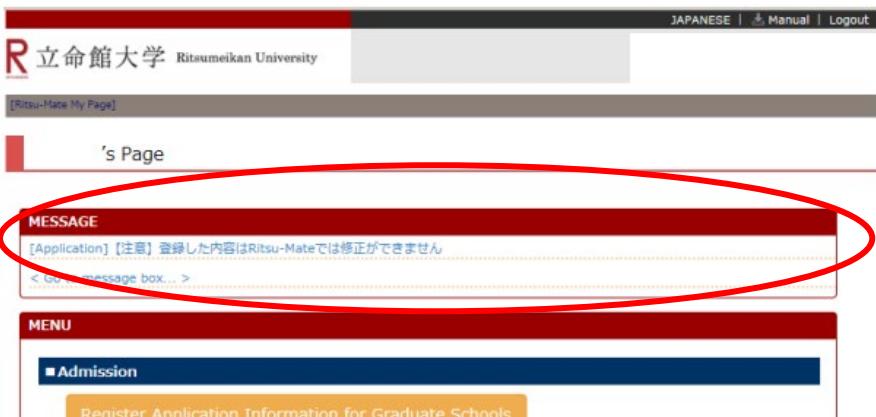
**Around from end of May to June 2026**, the refund will be remitted to the bank account indicated on the application. If you indicate an overseas bank account to receive the refund, we will refund the amount deducted the bank remittance service charge.

As your COE will be issued by the Immigration Services Agency of Japan (Ministry of Justice) and the student visa will be 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 will not be refunded under any circumstances.

## II. RAINBOW User ID

RAINBOW User ID and initial password for using the university's IT services (e-mail, etc.) will be sent via Ritsu-Mate at 10:00 a.m. on Monday, March 31. Please log in to Ritsu-Mate with the account which you completed the admission procedures and then confirm the notification.

[Screen image]



Your RAINBOW User ID is an extremely important identification for using the university's information environment and IT services, so please manage it with the utmost care.

As it will be used during the orientation for new students, please check the "Initialize RAINBOW User ID" in the "BEGINNER'S GUIDE for Students" on the RITSUMEIKAN IT Support Site, and complete "Change the initial password" and "Initial settings for multi-factor authentication" in advance.

<https://it.support.ritsumei.ac.jp/hc/ja/articles/900006720603>



### 【NOTES】

- \* When managing your user ID and password, please strictly observe the following rules.
- Use a strong password that is difficult for others to guess.
- Do not use your ID and password for other services.
- Do not tell your password to others.

\*Many services (such as email) will not be available until multi-factor authentication is set up.  
\*If multi-factor authentication is not set up for a long period of time, access from off-campus will be restricted.

### III. Scholarships, Tuition Reduction Available for International Graduate Students

Ritsumeikan University offers a handful of tuition reduction and scholarship programs which are specifically geared 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.

#### 【International Center】

<https://en.ritsumei.ac.jp/current-students/financial-aid/>



FAQ: <https://global.support.ritsumei.ac.jp/hc/en-us/sections/360012032593>

<https://global.support.ritsumei.ac.jp/hc/en-us/sections/360010906034>



#### 【Graduate Student Career Path Support Center】

[https://en.ritsumei.ac.jp/ru\\_gr/g-career/](https://en.ritsumei.ac.jp/ru_gr/g-career/)



\*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.

#### (1) Ritsumeikan University Tuition Reduction Scholarship for International Students

Ritsumeikan University offers Tuition Reduction Scholarships 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. Graduate Students Category II tuition reduction is available for those not selected for Category I.

The Tuition Reduction scheme from the 2027 academic year onward is currently undecided. While changes from the current configuration are being planned, whether to enact changes or to retain the current format will be decided at a later date.

Category	Duration	Reduction Amount	How to Apply
Graduate Students Category I	Minimum standard duration of degree program	100% of tuition	Students selected for this award are notified at the time of their notification of entrance exam results
Graduate Students Category II	One year	20% of tuition	By submitting an application during a set application period after enrollment

\*Students must be self-financed and hold a "Student" resident status in order to receive Tuition Reduction.

\*Details regarding Graduate Students Category II will be notified to students after enrollment.

#### (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 self-financed 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 will determine which applicant or applicants to recommend for each based on grade standards and guidelines which will be shared with students after enrollment).

## IV. Student Life

### 1. Important Procedures for International Students

#### (1) Procedures after coming to Japan

##### 1) For students currently living outside Japan

After landing at the airport, you will be issued a resident card with the resident status of “Student” at immigration. (If you land at a port other than New Chitose, Narita, Haneda, Chubu, or Kansai, Hiroshima or Fukuoka airport, the resident card will be issued after the residency procedure at the municipal office.)

You need to visit the municipal office (e.g. city hall/ward office) where you live with your resident card and notify the Ministry of Justice where you live within 14 days of finding a place to settle down.

After the resident registration procedures, ask the municipal office to issue “Certificate of Residence” (住民票). (p.16) You are also required to join the Japanese National Health Insurance (NHI) for the duration of your stay in Japan.

##### 2) For students currently living in Japan

If your current status of residence is something other than “Student” and you wish to change your status of residence to “Student”, contact the International Center and obtain the necessary documents. You need to apply for change of status of residence at a Regional Immigration Bureau by yourself.

Once you change your resident status, you need to bring your resident card to the municipal office of your new residence, notify the Ministry of Justice within 14 days of moving to the new residence, and obtain “Certificate of Residence”(住民票) (p.16).

\*If you move in from a different municipality, you must report your move out to the municipal office of your old address, then update your resident register at the municipal office of your new address. If you change your address within the same municipality, you need to file a notice of change of address to the municipality.

#### 3) Submission of Documents

The university requires all students to submit “Certificate of Residence” (住民票) (p.16) as a part of enrollment documents. Service charge will be required to issue the certificate.

##### 【NOTE】

###### (1) What is a resident card?

A residence card is issued to foreign nationals living in Japan for 3 months or longer as proof that they are legally permitted to stay in Japan for a designated period of stay with a designated status of residence. International students who are living in Japan for the first time must have their address registered on their residence cards at the municipal office in order to receive a “Certificate of Residence”.

###### (2) What is status of residence?

Foreign nationals residing legally in Japan are given a status of residence according to the Immigration Control Act when they enter the country, which is based on the purpose of their stay in Japan.

There are several types of status of residence, and “Student” status is given to those who come to Japan to study at a university.

International students at Ritsumeikan University with a “Student” status of residence are eligible to receive financial assistance from the university, including scholarships for international students and tuition reduction, while international students who have a status other than “Student” are usually not eligible for these benefits.

All international students are required to understand the above-mentioned conditions and follow the necessary procedures.

For more information, please visit the website of Immigration Services Agency of Japan:

<https://www.moj.go.jp/isa/?hl=en>



### 2. Housing Support

Ritsumeikan Co-op helps you to find accommodation.

Also, Ritsumeikan University has several international dormitories called “International Houses” near each campus.

#### (1) Ritsumeikan Co-op

The Co-op housing center, Kinugasa Sumai Sagashi Center, is located in the basement of the building, ZONSHINKAN, while you can find Sumai Sagashi BKC Living in LINK SQUARE. The OIC Sumai Sagashi Center is located inside the OIC SHOP.

They all have information regarding student apartments around the campuses as well as insurances for students. Emailing them beforehand is suggested in case you plan to inquire or visit them.

**1) Accommodation (Sumai Sagashi)**

email : k\_sumai@ritsco-op.jp

URL: <https://www.ritsco-op.jp/> (available in Japanese only)

**2) Other questions upon entering university**

email : R\_nyugaku@ritsco-op.jp.

Monday-Friday 10 am-5 pm Saturday 10 am-3 pm

**(2) International Dorm**

Ritsumeikan University has several international dormitories called "International Houses" near each campus. Japanese students (bilingual Resident Mentors) also live in the dormitory and help international student transition to living in Japan.

Those who have an interest in our International Houses at BKC or OIC, please do not hesitate to direct questions or reservation requests to:

KIC: acomm@st.ritsumei.ac.jp

URL: <https://en.ritsumei.ac.jp/lifecareer/dorm/kinugasa/>



BKC: bkcih12@st.ritsumei.ac.jp

URL: <https://en.ritsumei.ac.jp/lifecareer/dorm/bkc/>



OIC: oic-dorm@st.ritsumei.ac.jp

URL: <https://en.ritsumei.ac.jp/lifecareer/dorm/oic/>



\* Due to the accommodation capacity, Kinugasa International Houses currently accept only semester-based exchange students or undergraduate international students on specific courses. Therefore, graduate students of Kinugasa Campus are not able to move in the International Houses. However, Kinugasa International Center may provide information on housing by e-mail or on the website below in the event of changes in the eligibility or conditions of acceptance, etc. Please check the e-mail you registered in your enrollment procedures or on the following website as appropriate.

**3. The Student Housing Support System-An Introduction to the Guarantor Company**

In an effort to help students smoothly complete their housing rental contracts, we recommend using the services of the Guarantor Company described below.

When you sign a contract and move into a new apartment, please utilize this Guarantor Company to serve as your co-signer. If you are an international student of our university (regardless of visa status), you are eligible to utilize the Guarantor Company's housing co-sign guarantee at a specially discounted rate.

**Our recommended Guarantor Company**

Global Trust Networks (GTN)

<https://www.gtn.co.jp/>

**Guarantor Services**

1. Support in English, Chinese, Korean, Vietnamese, and Nepali.

2. You don't have to find anyone to co-sign for your housing.

You can enjoy the company's co-sign guarantee simply by designating both an emergency contact person in your home country (family), and an emergency contact here in Japan (any nationality).

3. Support for your daily life.

Call the help line for assistance when you move in and need to complete your utility contracts - electric, gas, and water. You can also call for support when you'd like to cancel or renew your housing contract.

GTN's guarantor services can be used when renting from the following housing rental agencies

When you want to use GTN's services, please visit one of the customer service counters as follows.

## Kinugasa Campus

- Ritsumeikan Co-op: Kinugasa Housing Search Center (衣笠住まいさがしセンター)  
email: k\_sumai@ritsco-op.jp  
URL: [https://www.ritsco-op.jp/room/room\\_348.html](https://www.ritsco-op.jp/room/room_348.html)
- Global Trust Networks Co.,Ltd (株式会社グローバルトラストネットワークス)  
TEL: 03-5155-4671  
URL: <https://www.gtn.co.jp/>
- Flat Agency Inc. Head office (株式会社フラットエージェンシー 本店)  
TEL: 0120-75-0669  
URL: <https://en.flat-a.co.jp/>



## Biwako-Kusatsu Campus (BKC)

- Ritsumeikan Co-op: BKC Housing Search Center (BKC 住まいさがしセンター)  
email : bkc\_sumai@ritsco-op.jp  
URL: [https://www.ritsco-op.jp/room/room\\_518.html](https://www.ritsco-op.jp/room/room_518.html)
- Student Information Center Inc., Nasic (株式会社学生情報センター ナジック)  
TEL: 0120-356-542  
URL: <https://sc.749.jp/bkc/> (Japanese Only)



## Osaka Ibaraki Campus (OIC)

- OIC Co-op: OIC Housing Search Center (OIC 住まいさがしセンター)  
email: oicliving@oicliving.jp  
URL: [https://www.ritsco-op.jp/room/room\\_350.html](https://www.ritsco-op.jp/room/room_350.html) (Japanese Only)
- J.S.B Network Co.,Ltd. Unilife Ibaraki Branch(株式会社ジェイ・エス・ビー・ネットワーク Unilife 茨木店)  
TEL: 0120-322-617 (From abroad:+81-72-644-7600)  
URL: <https://unilife.co.jp/store/272> (Japanese Only)



\*In addition to the companies listed above, there are many other rental agencies where you can enjoy GTN's services.

## 4. Student Discipline and Campus Rules

### (1) Motorbike/Bicycle Registration and the Prohibition of Commuting by Car

In view of the responsibility students have, as members of the University, toward their surroundings, the neighbors and the living environment, and in order to reduce the likelihood of any involvement in traffic accidents, students are strongly encouraged to commute to the University on foot, by bicycle, or by means of public transportation such as bus or train. Please observe the following points relating to commuting:

For details, please refer to the university website.

#### ■ Bicycle/Motorcycle Commuting

[https://www.ritsmei.ac.jp/pathways-future/eng/student\\_life/private\\_transportation.html](https://www.ritsmei.ac.jp/pathways-future/eng/student_life/private_transportation.html)



#### Contact Details:

Kinugasa Campus: Campus Information (Kinugasa) 075-465-8144

Suzaku Campus: Campus Management Office (Suzaku) 075-813-8315

Biwako-Kusatsu Campus: Campus Management Office (BKC) 077-561-2621

Osaka Ibaraki Campus: Campus Information Center (OIC) 072-665-2020

### (2) Enrolling in Insurance

All degree program students at Ritsumeikan University are enrolled in Personal Accident Insurance for Students Pursuing Education and Research, which covers accidents that occur during lessons and sanctioned extra-curricular activities as well as sudden unexpected accidents that arise while on University property that result in physical injury or harm. In the event of injury under such conditions, contact the Office of Student Affairs on your campus and complete the necessary procedures.

However, please note that this insurance will only cover up to the minimum required days for medical treatment and does not cover matters such as illness or commuting accidents.

During your time as a student, there is the possibility that you may encounter an unexpected traffic accident while commuting, or unforeseen illness or injury. Furthermore, there have been numerous cases in which a student has been found at fault in a bicycle accident and is required to pay a significant sum of money for compensation. In order to be prepared for such situations, we recommend that students enroll in insurance.

### **Enrolling in voluntary insurance for motorbikes or bicycles, etc.**

In recent years, the cost to cover damages resulting from traffic accidents involving motorbikes has become increasingly high. In addition to an increase in cases where mandatory liability insurance alone cannot cover injury costs, liability insurance is unable to cover any damage to property. However, if enrolled in voluntary insurance, the insurance company can give advice and directly negotiate with the other party from a professional point of view in the event of an accident. No matter if you are considered the victim or the person at fault in an incident, being enrolled can help avoid serious trouble. Of course, you should take every precaution to avoid traffic accidents, but in order to be prepared for the unexpected, we request that you enroll in voluntary insurance. One of the conditions for using voluntary insurance is that you be simultaneously enrolled in mandatory liability insurance. Please be careful not to forget to enroll in or renew your mandatory liability insurance.

#### **Insurance you can apply within the University**

Ritsumeikan Cooperative (Co-op):

Student Mutual Benefit & Personal Liability Insurance for Students

TEL: 0120-465-098

URL: [https://www.ritsco-op.jp/join/join\\_398.html](https://www.ritsco-op.jp/join/join_398.html)



CreoHuman Co., Ltd.:

Ritsumeikan University Student Comprehensive Insurance

TEL: 075-463-9178

\*CreoHuman Co., Ltd. is a wholly owned subsidiary of Creotech Co., Ltd.

\*Creotech Co., Ltd. is a wholly owned subsidiary of the Ritsumeikan Trust.

### **(3) Purchase a Student Commuter Pass**

- 1) Student commuter passes can be purchased only for formal curricular purposes. You cannot purchase a student commuter pass for the purposes of participating in club activities, part-time work, or job hunting.
- 2) You can purchase a student commuter pass from the nearest station from your home to the nearest station to your home campus that you write on Registration Confirmation Label on your student ID card.
- 3) To purchase a student commuter pass with the appropriate public transportation agency, you need to provide your student ID, which you can obtain at the orientation session.

\*For the details, please check the following website.

【Study Support Site (Purchase of a Student Commuter Pass)】

[https://www.ritsumei.ac.jp/pathways-future/eng/student\\_life/commuter\\_pass.html/](https://www.ritsumei.ac.jp/pathways-future/eng/student_life/commuter_pass.html/)



### **(4) Student Life**

Please check the following website for important information to ensure your safety and security during your student life.

<Reference for Campus Life>

<https://www.ritsumei.ac.jp/infostudents/campus-diary/>

\*Please note that some parts are intended for new undergraduate students, but you may refer to them for your information.

### **5. Student Life Support Resources**

If you have any difficulties, troubles or worries about student life and are not sure where to go for advice, please speak with the Student Office at your campus or check the website below. Depending on what kind of advice you want, they will contact the relevant university office.

【Student Support General Guide】

<https://www.ritsumei.ac.jp/drc/sougou/en/>



### **6. Support for Students with Disabilities**

Based on the Ritsumeikan University Disabled Student Support Policy, and aiming to become a university inclusive to all including students with disabilities, we offer support to students with disabilities.

The support offered is considered on an individual basis, based on the style of education in the student's faculty and the disabled student's needs. In order to discuss support needed for after enrollment, please contact your graduate school administrative office or one of the offices below as soon as possible after you have completed the enrollment procedures.

Disability Resource Center Website: <https://www.ritsumei.ac.jp/drc/en>



## V. Orientation for New Graduate Students/Startup site Guide

### (1) The Orientation for New Graduate Students

Congratulations on your admission to Ritsumeikan University.

The Orientation for New Graduate Students will be held from Wednesday, April 1 to Saturday, April 4. In some graduate schools, the Orientation will be held before March 31(Tue).

For the details such as the date, the venue, please refer to “Startup Guide for New Students” which will be available on February 16(Mon), 2026, from 9:30 a.m.

【Startup site Guide for New Students】  
<https://www.ritsumei.ac.jp/startup/eng>



### (2) New Student Joint Orientation For All Graduate Schools (VOD)

Information commonly required for studying and researching in each graduate school will be provided as the Graduate Schools Orientation and will be available on Startup Guide for New Students above.

【New Student Joint Orientation For All Graduate Schools】  
<https://www.pip-maker.com/?view=k2qf>



### (3) Medical examinations for new students will be conducted immediately after enrollment

For more details, please check Ritsumeikan Medical Service Center Website below or “Startup Guide for New Students Website”

**Ritsumeikan Medical Service Center** <https://en.ritsumei.ac.jp/health/>



**-Open on Monday through Friday. (closed on national holidays), from 9:30 a.m. to 5:00 p.m.**

All Campus Email: [hokenask@st.ritsumei.ac.jp](mailto:hokenask@st.ritsumei.ac.jp)

Kinugasa/ Suzaku Campus Tel: 075-465-8232 56-1 Toji-in Kitamachi, Kita-ku, Kyoto 603-8577

Biwako-Kusatsu Campus Tel: 077-561-2635 1-1-1 Noji-higashi, Kusatsu 525-8577

Osaka Ibaraki Campus Tel: 072-665-2110 2-150 Iwakura-cho, Ibaraki 567-8570

## VI. Ritsumeikan University Graduate School Matriculation Ceremony

We would like to extend a cordial welcome to new students coming to Graduate Schools of Ritsumeikan University from across the country and around the world. We will hold the matriculation ceremony of AY2026 as detailed below. All students and their families are welcome to attend in the same ceremony hall.

【Matriculation Ceremonies information webpage】  
<https://en.ritsumei.ac.jp/news/detail/?id=1110>



**【Date】** Thursday, April 2, 2025, 4:30 p.m.~5:30 p.m.

\*All graduate schools are eligible.

\*The matriculation ceremony and the commemorative lecture are held.

**【Venue】** Kyoto International Exhibition Hall “Miyako Messe”

9-1, Okazaki Seishojicho, Sakyo-ku, Kyoto-shi

\*Please refrain from coming by car and use public transportation.

**【Other】** If you are coming to the venue in a wheelchair or if you need sign language interpretation or other services, please contact Office of Academic Affairs at Ritsumeikan University at [gk-cere@st.ritsumei.ac.jp](mailto:gk-cere@st.ritsumei.ac.jp) in advance.

## VII. Contact details for specific inquiries

Type of inquiries	Contact details		Office hours
Course registration, contents of research after enrolled in a graduate school, academic advisers, SEISEKI-YUSHU SHA Scholarship, other enrollment procedure, etc.	Administrative office of each graduate school	see the next page	10:00 – 11:30 12:30 – 17:30
New student orientation	Administrative office of each graduate school	see p.26	10:00 – 11:30 12:30 – 17:30
Matriculation ceremony	Office of Academic Affairs	075-465-8380	9:00 – 17:30
Scholarships and research grants offered by Ritsumeikan University	RARA Office	075-813-8560	10:00 – 11:30 12:30 – 17:00
Student life, etc.	Office of Student Affairs at Kinugasa Campus	075-465-8494	9:00 – 11:30 12:30 – 17:00
	Office of Student Affairs at BKC	077-561-3917	
	Office of Student Affairs at OIC	072-665-2130	
Residence card, status of residence in Japan, etc.	Kinugasa International Center <Graduate School of Law, Sociology, International Relations, Letters, Science in Arts and Design, Language Education and Information Science, Core Ethics and Frontier Sciences, School of Law, Professional Teacher Education >	<i>ru-coe@st.ritsumei.ac.jp</i> ※We will only accept inquiries by e-mail. ※When you contact us by e-mail, please be sure to include your name, application number, and the name of your graduate school.	
	BKC International Center <Graduate School of Economics, Sport and Health Science, Science and Engineering, Life Sciences, Pharmacy, Gastronomy Management >		
	OIC International Center <Graduate School of Business Administration, Policy Science, Management, Technology Management, Human Science, Image Arts, Information Science and Engineering >		
Medical examination,	Medical Service Center (Kinugasa, Suzaku)	075-465-8232	9:30 – 17:00
	Medical Service Center (BKC)	077-561-2635	
	Medical Service Center (OIC)	072-665-2110	
Motorbike/Bicycle Registration	Campus Information Center at Kinugasa Campus	075-465-8144	9:00 – 17:30
	Office of Campus Information at Suzaku Campus	075-813-8315	10:00 – 17:00
	Office of Campus Management and Security at BKC	077-561-2621	9:00 – 17:30
	Campus Information Center at OIC	072-665-2020	10:00 – 17:00
Enrollment procedures other than those shown above	Office of Academic Affairs (Graduate School Admission) at Kinugasa Campus	075-465-8195	10:00 – 11:30 12:30 – 17:00

\*When the contact details are provided for each campus, please contact the one on the campus which your enrollment procedures are going to be handled.

\* Closed on Saturday, Sunday, and national holidays

Related websites:(Startup Guide for New Students) <https://www.ritsumei.ac.jp/startup/eng/>

(Information on scholarships and research grants) [https://www.ritsumei.ac.jp/ru\\_gr/g-career/eng/fellow/](https://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/)

(Scholarships and Campus Life) <https://en.ritsumei.ac.jp/current-students/>

## VII. Administrative Offices of Schools

School	Administrative Office	TEL/FAX	Campus & Address
Graduate School of Law	Administrative Office, College of Law and Graduate School of Law	TEL 075-465-8175 FAX 075-465-8176	Kinugasa Campus:  56-1 Toji-in Kitamachi, Kita-ku, KYOTO 603-8577
Graduate School of Sociology	Administrative Office, College of Social Sciences and Graduate School of Sociology	TEL 075-465-8184 FAX 075-465-8196	
Graduate School of International Relations	Administrative Office, College of International Relations and Graduate School of International Relations	TEL 075-465-1211 FAX 075-465-1214	
Graduate School of Letters	Administrative Office, College of Letters and Graduate School of Letters	TEL 075-465-8187 FAX 075-465-8188	
Graduate School of Science Arts & Design	Administrative Office, College of Arts & Design and Graduate School of Arts & Design	TEL 075-466-3003	
Graduate School of Language Education and Information Science	Administrative Office, Inter-Faculty Graduate Schools at Kinugasa Campus	TEL 075-465-8363 FAX 075-465-8364	
Graduate School of Core Ethics and Frontier Sciences		TEL 075-465-8348 FAX 075-465-8364	
Graduate School of Economics	Administrative Office, College of Economics and Graduate School of Economics	TEL 077-561-3940 FAX 077-561-3947	Biwako-Kusatsu Campus (BKC):  1-1 Noji-Higashi, Kusatsu, SHIGA 525-8577
Graduate School of Sport and Health Science	Administrative Office, College of Sport and Health Science and Graduate School of Sport and Health Science	TEL 077-561-3760 FAX 077-561-3761	
Graduate School of Gastronomy Management	Administrative Office, College of Gastronomy Management and Graduate School of Gastronomy Management	TEL 077-561-4801 FAX 077-561-4699	
Graduate School of Science and Engineering	Administrative Office, College of Science and Engineering and Graduate School of Science and Engineering	TEL 077-561-2624 FAX 077-561-2629	
Graduate School of Life Sciences	Administrative Office, College of Life Sciences and Graduate School of Life Sciences	TEL 077-561-5021 FAX 077-561-3729	
Graduate School of Pharmacy	Administrative Office, College of Pharmaceutical Sciences and Graduate School of Pharmacy	TEL 077-561-2563 FAX 077-561-2564	Suzaku Campus: 1Nishinokyo-Suzaku-cho, Nakagyo-ku, KYOTO 604-8520
School of Law	Administrative Office, Inter-Faculty Graduate Schools at Suzaku Campus	TEL 075-813-8272 FAX 075-813-8271	
Graduate School of Professional Teacher Education		TEL 075-813-8269 FAX 075-813-8271	

Office Hours: 10:00 a.m.-11:30 a.m./ 12:30 p.m.-5:00 p.m. (Monday- Friday)  
(Saturday, Sunday and national holidays and summer/winter breaks are closed.)

School	Administrative Office	TEL/FAX	Campus&Address
Graduate School of Business Administration	Administrative Office, College of Business Administration	TEL 072-665-2090 FAX 072-665-2099	
Graduate School of Policy Science	Administrative Office, College of Policy Science and Graduate School of Policy Science	TEL 072-665-2080 FAX 072-665-2089	
Graduate School of Image Arts	Administrative Office, College of Image Arts and Sciences and Graduate School of Image Arts	TEL 072-665-2071 FAX 072-665-2279	
Graduate School of Information Science and Engineering	Administrative Office, College of Information Science and Engineering and Graduate School of Information Science and Engineering	TEL 072-665-2075 FAX 072-665-2239	Osaka Ibaraki Campus (OIC): 2-150 Iwakura-cho, Ibaraki, OSAKA 567-8570
Graduate School of Human Science	Administrative Office, College of Comprehensive Psychology and Graduate School of Human Science	TEL 072-665-2190 FAX 072-665-2169	
Graduate School of Technology Management	Administrative Office, Inter-Faculty Graduate Schools at Osaka Ibaraki Campus	TEL 072-665-2100 FAX 072-665-2109	
Graduate School of Management		TEL 072-665-2101 FAX 072-665-2109	

Office Hours: 10:00 a.m.-11:30 a.m./ 12:30 p.m.-5:00 p.m. (Monday- Friday)

(Saturday, Sunday and national holidays and summer/winter breaks are closed.)

**Graduate School  
Enrollment Guidelines for  
April 2026 Enrollment**

Ritsumeikan University  
Graduate Schools  
[graduate-studies@st.ritsumei.ac.jp](mailto:graduate-studies@st.ritsumei.ac.jp)

56-1 Toji-in Kitamachi, Kita-ku, KYOTO, 603-8577  
1-1-1 Noji Higashi, KUSATSU, SHIGA, 525-8577  
1 Nishinokyo-Suzaku-cho, Nakagyo-ku, KYOTO, 604-8520  
2-150 Iwakura-cho, IBARAKI, OSAKA, 567-8570