# Request for Appropriation of the Enrollment Procedure Fee

If you passed the entrance examination of a graduate school of Ritsumeikan University after completing the enrollment procedures of another graduate school of Ritsumeikan University, and if you wish to enroll in the graduate school, program, or course you passed this time, you can request the university to appropriate the Enrollment Procedure fee you have already paid to the graduate school of your choice.

To request an appropriation of fee, fill out the form below and submit. Please note that no cancellation or no change of the request will be accepted after you submit the request form.

* Submission deadline：Please refer to "Graduate School Enrollment Guidelines".
* Where to submit：The Administrative Office of the Graduate School that you will newly enroll
* If you wish to change the graduate school to which you have already paid the Enrollment Procedure fee to another graduate school, the difference may occur after appropriating the paid fee.
  In this case, you need to pay the difference during the designated period of procedures.

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To Administrative Manager, Office of Finance and Accounting, Ritsumeikan University

I have decided to enroll in the Admission Method and with the Application Number as (2) below. I request to appropriate the Enrollment Procedure Fee I have already paid as (1) below.

| **Enrollment Month : April / September** | **Enrollment Year: _ _____** |
|---|---|
| **(1) Application Details of the previous graduate school** | |
| **Admission Method** | |
| **Application Number** | |
| **Graduate School** | |
| **(2) Application Details of the graduate school to enroll** | |
| **Admission Method** | |
| **Application Number** | |
| **Graduate School** | |
| **(3) Student's Details** | |
| **Student's Name** | |
| **Student's Phone Number** | |
| **Student's email** | |

**Signature:** _____ **Date:** _____/_____/_____

**【事務局使用欄 / Office Use Only】**

| 研究科<br>受付 | ／ | 教学推進課<br>受付 | ／ | 財務経理課<br>受付 | ／ |
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