

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> | ru-coe@st.ritsumei.ac.jp ※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. | 9:00 – 11:30 12:30 – 17:00 |
| | 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/

(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): 1-1-1 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)

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