

## Contact details for specific inquiries

Type of inquires	Contact details		Office hours
Course registration, contents of research after enrolled in a graduate school, academic advisers, SEISEKI-YUSHUSHA Scholarship, etc.	Administrative office of each graduate school	see p.38	10:00 – 11:30 12:30 – 17:30
New student orientation	Administrative office of each graduate school	see p.38	10:00 – 11:30 12:30 – 17:30
Matriculation ceremony	Office of Academic Affairs (Resource Group)	075-813-8170	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	075-465-8168	9:00 – 11:30 12:30 – 17:00 *12:30-17:00(Tuesday only)
	Office of Student Affairs at Biwako-Kusatsu Campus	077-561-3917	
	Office of Student Affairs at Osaka Ibaraki Campus	072-665-2130	
Residence card, status of residence in Japan, etc.	Kinugasa International Center <Graduate School of Law, Sociology, International Relations, Letters, 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	075-465-8232	9:30 – 17:00
Motorbike/Bicycle Registration	Campus Information Center at Kinugasa Campus	075-465-8144	9:00 – 17:30
	Campus Caretaker’s Office at Suzaku Campus	075-813-8315	10:00 – 17:00
	The Office of Campus Management and Security	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:

(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/>

## Administrative Offices of Schools

School	Administrative Office of School	Tel & Fax number		Campus & Address
Graduate School of Law	Administrative Office, College of Law	TEL 075-465-8175 FAX 075-465-8176	Kinugasa Campus  56-1Toji-in Kitamachi, Kita-ku, KYOTO 603-8577	
Graduate School of Sociology	Administrative Office, College of Social Sciences	TEL 075-465-8184 FAX 075-465-8196		
Graduate School of International Relations	Administrative Office, College of International Relations	TEL 075-465-1211 FAX 075-465-1214		
Graduate School of Letters	Administrative Office, College of Letters	TEL 075-465-8187 FAX 075-465-8188		
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	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	TEL 077-561-3760 FAX 077-561-3761		
Graduate School of Science and Engineering	Administrative Office, College of Science and Engineering	TEL 077-561-2624 FAX 077-561-2629		
Graduate School of Life Sciences	Administrative Office, College of Life Sciences	TEL 077-561-5021 FAX 077-561-2890		
Graduate School of Pharmacy	Administrative Office, College of Pharmaceutical Sciences	TEL 077-561-2563 FAX 077-561-2564		
Graduate School of Gastronomy Management	Administrative Office, College of Gastronomy Management	TEL 077-561-4801 FAX 077-561-4699		
School of Law	Administrative Office, Inter-Faculty Graduate Schools at Suzaku Campus	TEL 075-813-8272 FAX 075-813-8271	Suzaku Campus	
Graduate School of Professional Teacher Education		TEL 075-813-8269 FAX 075-813-8271	1 Nishinokyo-Suzaku-cho, Nakagyo-ku, KYOTO 604-8520	
Graduate School of Business Administration	Administrative Office, College of Business Administration	TEL 072-665-2090 FAX 072-665-2099	Osaka Ibaraki Campus (OIC)  2-150 Iwakura-cho, IBARAKI, OSAKA 567-8570	
Graduate School of Policy Science	Administrative Office, College of Policy Science	TEL 072-665-2080 FAX 072-665-2089		
Graduate School of Human Science	Administrative Office, College of comprehensive psychology	TEL 072-665-2190 FAX 072-665-2169		
Graduate School of Image Arts	Administrative Office, College of Image Arts and Sciences	TEL 072-665-2071 FAX 072-665-2279		
Graduate School of Information Science and Engineering	Administrative Office, College of Information Science and Engineering	TEL 072-665-2075 FAX 072-665-22390		
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 of Graduate Studies		TEL 075-465-8195 FAX 075-465-8198	Kinugasa Campus	

For information regarding documents and procedures for application, graduate school curriculum, research programs, and instructors, please inquire at the administrative office of the graduate school that you have chosen. The administrative office is open from 10 a.m. to 11:30 a.m. and from 12:30 p.m. to 5 p.m. on weekdays and closed on weekends, national holidays and summer and winter break.

If you have any questions or require advice concerning Ritsumeikan University's graduate schools you may contact the Office of Academic Affairs by email at: [graduate-studies@st.ritsumei.ac.jp](mailto:graduate-studies@st.ritsumei.ac.jp)