

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-YUSHUSHA 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/

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

VIII. 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	
School of Law	Administrative Office, Inter-Faculty Graduate Schools at Suzaku Campus	TEL 075-813-8272 FAX 075-813-8271	Suzaku Campus: 1 Nishinokyo- Suzaku-cho, Nakagyo-ku, KYOTO 604-8520
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	Osaka Ibaraki Campus (OIC): 2-150 Iwakura-cho, Ibaraki, OSAKA 567-8570
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	
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.)