

**AY2025**

**Ritsumeikan University Graduate School  
Readmission Examination Guidelines  
(Spring/Fall)**

## **Important information regarding the readmission guidelines**

The readmission system at Ritsumeikan University can be used to reapply to the same Graduate School they were dismissed or withdrew from by completing a screening process and necessary procedures by the prescribed deadlines.

The guidelines are composed of two sections: Readmission Examination Guidelines and Readmission Examination Guidelines (For International Students who Need to Newly Acquire a Residence Status of "Student"). Please read the applicable section carefully before applying.

Inquiries regarding the readmission examination and submission of application materials should be directed to the administrative office of the graduate school that the student was enrolled at before being removed from the student registry. For some graduate schools, however, the contact is not the administrative office of the graduate school but the OIC Manabi Station. For details, please refer to the "Contact Information" page.

\* Please note that the contact address for inquiries is listed as "administrative office of the graduate school" in this guideline, even for graduate schools whose contact address is OIC Manabi Station.

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# I. Readmission Examination Guidelines

## 1. Eligibility for readmission

[Readmission for spring 2025]

Students who were removed from the student registry or withdrew from the University between September 26, 2022 and February 28, 2025 can reapply for readmission in spring 2025.

[Readmission for fall 2025]

Students who were removed from the student registry or withdrew from the University between April 1, 2022 and August 31, 2025 can reapply for readmission in fall 2025.

\*Students who were removed from the student registry due to completion of their enrollment period or withdrew from the University due to disciplinary reasons cannot apply for readmission.

Those for whom the exceptional case of readmission for the purpose of acquiring a doctoral degree (conferred under doctoral program or Integrated Doctoral Program) is applicable.

### Exceptional Case of Readmission for the Purpose of Acquiring a Doctoral Degree

Students for whom all of the following are true may apply for readmission a maximum of one time provided that a period of two years and six months has not passed counting from the day after the last day of the standard period for completion of the program on which they were enrolled.

- They enrolled on a doctoral program or Integrated Doctoral Program before AY 2009 or entered an Integrated Doctoral Program as a transfer student before AY 2011.
- They enrolled in the program for longer than the standard length of time required for completion of their program and met all the degree requirements stipulated in the Graduate School's regulations.
- They left the University without a doctoral degree.

## 2. Application period, interview date/time, and notification of results

	Application Period	Interview Date/Time	Results Release Date
Spring Readmission	Saturday, February 1, 2025–Friday, February 28, 2025	To be notified at a later date	Mid-March, 2025
Fall Readmission	Friday, August 1, 2025– Sunday, August 31, 2025	To be notified at a later date	Early September, 2025

## 3. How to apply

During the period specified above, a “Request for Readmission Form” must be submitted to the administrative office of the Graduate School, which the student was enrolled at before he/she was removed from the student registry, by either one of the following methods:

- (1) By mail (postmarked by the last day of the application period)
- (2) In person (before the office closes on the last day)

Depending on the graduate school, you may be asked to submit the following forms in addition to the request form. We will provide you those required forms along with the guidelines.

- (1) When applying for readmission to the Master's degree program:  
“Master's Thesis Progress Report and Plan for Completion”
- (2) When applying for readmission to the Doctoral/Integrated Doctoral Program:  
“Doctoral Dissertation Progress Report and Plan for Completion”
- (3) Other documents which each graduate school requires to submit specifically

\* Office hours of the graduate school's administrative offices during the above application period are Monday through Friday, 1:00pm - 5:00pm. However, applicants are advised to check the opening hours with the relevant office beforehand as the hours are subject to change.

## 4. Screening process

Application and interview

The administrative office of the Graduate School will notify the student of the date, time, place and details of the interview after receiving their application.

## 5. Notification of Results

The administrative office of the Graduate School will send a notification of the admissions decision. Applicants who passed will receive readmission documents along with a notification of acceptance. Applicants who did not pass will be sent a rejection notice.

## 6. Procedures after passing the examination

### (1) Procedure for readmission

Permission for readmission will be granted by the President to successful applicants who complete the procedure for admission (submission of the required documents and the required payment for readmission) by the due date. Therefore, you must submit the documents and make the payment by the due date. You are not allowed to be readmitted to the University if you only make the required payment for readmission without submitting the required documents or vice versa.

### (2) Submission of required documents for readmission

#### 1) Required documents

- Photo Attachment Form for Student ID
- Certificate of items entered in the certificate of residence
- Pledge Statement/Consent for handling of personal information
- Photocopy of passport (the page showing your photo and name)
  - \*Those who do not have Japanese nationality (excluding special permanent residents)

#### 2) Submission deadline

Readmission in the spring semester: Postmarked no later than Monday, March 24, 2025  
Readmission in the fall semester: Postmarked no later than Wednesday, September 17, 2025

### (3) Required payment for readmission

#### 1) Required payment for readmission (See “III. Tuition Fees and Membership Fees for Readmission”)

- Readmission fee (10,000 yen)
- Tuition fees
- Membership fees (fees for Graduate Students Council, Academic Association, Ritsumeikan University Alumni Association, and Graduate School Alumni Association)
  - \*The University processes payment of membership fees, which students are required to pay together with tuition fees on behalf of the associated organizations.
  - \*Students who are readmitted in the fall semester may pay tuition fees and membership fees for the fall semester only.

#### 2) Payment deadline

Readmission in the spring semester: Monday, March 24, 2025  
Readmission in the fall semester: Wednesday, September 17, 2025

#### 3) Refund of tuition fees, excluding the readmission fee, and membership fees if you decline your offer of readmission

After payment is made, the readmission fee will not be refunded for any reason.

Tuition fees other than the readmission fee, and membership fees that have been paid at the time of registration for readmission will be refunded at a later date if a request is made to cancel readmission by submitting the designated “Notice of Readmission Cancellation and Request for Refund of Fees (Excluding Readmission Fee) Paid at the Time of Registration for Readmission”, postmarked by the due date (March 31, 2025 for readmission in the spring semester and September 25, 2025 for readmission in the fall semester). The request will not be accepted after the deadline.

### (4) After readmission

- 1) Readmitted students must pick up their Student ID cards at the administrative office of their Graduate School.
- 2) Readmitted students are required to attend the information session. Details of the session will be notified by the administrative office of their Graduate School.

## 7. Important Notes

- If the major or course you studied in during the enrollment period no longer exists, consult with the administrative office of your Graduate School.

## II. Readmission Examination Guidelines

### (For International Students who Need to Newly Acquire a Residence Status of "Student")

International students who are required to obtain "Student" residence status should follow the guidelines below before applying.

#### 1. Eligibility for readmission

[Readmission for spring 2025]

Students who were removed from the student registry or withdrew from the University between September 26, 2021 and February 28, 2025 can reapply for readmission for spring 2025.

[Readmission for fall 2025]

Students who were removed from the student registry or withdrew from the University between April 1, 2022 and August 31, 2025 can reapply for readmission for fall 2025.

\*Students who were removed from the student registry due to completion of their enrollment period or withdrew from the University due to disciplinary reasons cannot apply for readmission.

Those for whom the exceptional case of readmission for the purpose of acquiring a doctoral degree (conferred under doctoral program or Integrated Doctoral Program) is applicable.

#### Exceptional Case of Readmission for the Purpose of Acquiring a Doctoral Degree

Students for whom all of the following are true may apply for readmission a maximum of one time provided that a period of two years and six months has not passed counting from the day after the last day of the standard period for completion of the program on which they were enrolled.

- They enrolled on a doctoral program or Integrated Doctoral Program before AY 2009 or entered an Integrated Doctoral Program as a transfer student before AY 2011.
- They enrolled in the program for longer than the standard length of time required for completion of their program and met all the degree requirements stipulated in the Graduate School's regulations.
- They left the University without a doctoral degree.

#### 2. Application period, interview date/time, and notification of results

	Application Period	Interview Date/Time	Results Release Date
Spring Readmission	Sunday, December 1, 2024 – Tuesday, December 31, 2024	To be notified at a later date	Mid-January, 2025
Fall Readmission	Sunday, June 1, 2025– Monday, June 30, 2025	To be notified at a later date	Mid-July, 2025

#### 3. How to apply

During the period specified above, a "Request for Readmission Form" must be submitted to the administrative office of the Graduate School, which the student was enrolled at before he/she was removed from the student registry, by either one of the following methods:

- (1) By mail (postmarked by the last day of the application period)
- (2) In person (before the office closes on the last day)

If you send the documents from overseas, you must use a courier service (DHL, FedEx, etc.) or EMS which allows you to trace your mail.

Depending on the graduate school, you may be asked to submit the following forms in addition to the request form. We will provide you those required forms along with the guidelines.

- (1) When applying for readmission to the Master's degree program:  
"Master's Thesis Progress Report and Plan for Completion"
- (2) When applying for readmission to the Doctoral/Integrated Doctoral Program:  
"Doctoral Dissertation Progress Report and Plan for Completion"
- (3) Other documents which each graduate school requires to submit specifically

\*The office hours during the above application period are Monday through Friday, 10:00am - 5:00pm (closed for lunch hours 11:30am - 12:30pm). However, for winter break from Thursday, December 26, 2024 to Tuesday, December 31, 2024, applications are accepted only by mail (applicants cannot submit in person). Hours are subject to change and applicants are advised to check with the office of their Graduate School beforehand.

\*The final deadline for readmission application is February 28, 2025 for spring semester and August 31, 2025 for fall semester. However, applicants should be advised to submit their application within the period stated in 2. *Application period, interview date/time, and results release date*, since it may take some time for successful applicants to receive a status of residence. If an applicant is unable to submit the application within the application period, the applicant should contact the administrative office of their Graduate School as soon as possible.

#### 4. Screening process

Application and interview

The administrative office of the Graduate School will notify the student of the date, time, place and details of the interview after receiving their application.

#### 5. Results release

The administrative office of the Graduate School will send a notification of the admissions decision. Applicants who passed will receive readmission documents along with a notification of acceptance. Applicants who did not pass will receive a rejection notice.

#### 6. Procedures after passing the examination

##### (1) Procedure for readmission

Permission for readmission will be granted by the President to successful applicants who complete the procedure for admission (submission of the required documents and required payment of readmission) by the due date. Therefore, you must submit the documents and make the payment by the due date. You are not allowed to be readmitted to the University if you only make required payment of readmission without submitting the required documents or vice versa.

##### (2) Submission of required documents for readmission

###### 1) Required documents

- Photo Attachment Form for Student ID
- Certificate of items entered in the certificate of residence
- Pledge Statement/Consent for handling of personal information
- Photocopy of passport (the page showing your photo and name)

###### 2) Submission deadline

Readmission in the spring semester: Postmarked no later than Monday, March 24, 2025

Readmission in the fall semester: Postmarked no later than Wednesday, September 17, 2025

##### (3) Required payment for readmission

###### 1) Required payment for readmission (See “III. Tuition Fees and Membership Fees for Readmission”)

- Readmission fee (10,000 yen)
  - Tuition fees
  - Membership fees (fees for Graduate Students Council, Academic Association, Ritsumeikan University Alumni Association, and Graduate School Alumni Association)
- \*The University processes payment of membership fees, which students are required to pay together with tuition fees on behalf of the associated organizations.
- \*Students who are readmitted in the fall semester may pay tuition fees and membership fees for the fall semester only.

###### 2) Payment deadline

Readmission in the spring semester: Monday, March 24, 2025

Readmission in the fall semester: Wednesday, September 17, 2025

[Note]

The dates listed above are the last days for the payment. However, you are required to make the payment to obtain a visa by Friday, January 31, 2025 for readmission in the spring semester and by Thursday, July 31, 2025 for readmission in the fall semester.

\*The University applies for a Certificate of Eligibility necessary for issuance of a visa on behalf of international students living outside Japan who find it difficult to make the application in person and have

made the required payment for readmission. As it usually takes more than a month to obtain a visa, readmitted students are required to pay the fees by the due dates listed in [Note]. Those who fail to pay the required payment by the due dates listed in [Note] cannot carry out the procedures and may not be able to enter Japan before the course begins.

- 3) Refund of tuition fees, excluding the readmission fee, and membership fees if you decline your offer of readmission

After payment is made, the readmission fee will not be refunded for any reason.

Tuition fees other than the readmission fee, and membership fees that have been paid at the time of registration for readmission will be refunded at a later date if a request is made to cancel readmission by submitting the designated “Notice of Readmission Cancellation and Request for Refund of Fees (Excluding Readmission Fee) Paid at the Time of Registration for Readmission”, postmarked by the due date (March 31, 2025 for readmission in the spring semester and September 25, 2025 for readmission in the fall semester). However, the request will not be accepted after the deadline.

- (4) After readmission

- 1) Readmitted students must pick up their Student ID cards at the administrative office of their Graduate School.
- 2) Readmitted students are required to attend the information session. Details of the session will be notified by the administrative office of their Graduate School.

## 7. Important Notes

- (1) If the major or course you studied in during the enrollment period no longer exists, consult with the administrative office of your Graduate School.
- (2) Japanese Resident Status is required for Readmission. If you have failed to obtain the Resident Status in Japan, please promptly consult with the administrative office of the graduate school you wish for readmission.

### III. Tuition and Fees for Readmission

Please note that the university fee is composed of the “Admission fee” and “Tuition”.

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

\*The Graduate Degree Programs offered in Japanese are not included in the following information.

#### 1. Admission Fee

(Unit: Yen)

Readmission Fee	10,000
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Note: Payment of the Readmission Fee is required only in the year of the readmission.

#### 2. Tuition

The tuition for students who are readmitted in excess of the standard completion term may differ from that listed above.

#### < Tuition for students who are readmitted to the 1<sup>st</sup> year in AY2025 >

##### Master’s Program

(Unit: JPY)

Graduate School		1st year	2nd year
Economics (MPED)	Spring Semester Tuition	487,000	487,000
	Fall Semester Tuition	487,000	487,000
	Total Annual Amount	974,000	974,000
Science and Engineering (except for Mathematics Course)	Spring Semester Tuition	622,200	622,200
	Fall Semester Tuition	622,200	622,200
	Total Annual Amount	1,244,400	1,244,400
Science and Engineering (Mathematics Course)	Spring Semester Tuition	581,600	581,600
	Fall Semester Tuition	581,600	581,600
	Total Annual Amount	1,163,200	1,163,200
International Relations (GIRP)	Spring Semester Tuition	487,000	487,000
	Fall Semester Tuition	487,000	487,000
	Total Annual Amount	974,000	974,000
Policy Science	Spring Semester Tuition	405,800	405,800
	Fall Semester Tuition	405,800	405,800
	Total Annual Amount	811,600	811,600
Information Science and Engineering	Spring Semester Tuition	615,300	615,300
	Fall Semester Tuition	615,300	615,300
	Total Annual Amount	1,230,600	1,230,600
Life Sciences	Spring Semester Tuition	615,300	615,300
	Fall Semester Tuition	615,300	615,300
	Total Annual Amount	1,230,600	1,230,600

Notes:

1) Third-and fourth-year students who are enrolled in excess of the standard completion term in a master’s program are only required to pay one half of the amount stipulated in the chart.

##### Doctoral Program

(Unit: JPY)

Graduate School	All Years	
All Graduate Schools	Spring Semester Tuition	250,000
	Fall Semester Tuition	250,000
	Total Annual Amount	500,000

Notes:

1) Fourth to sixth-year students who are enrolled in excess of the standard completion term in a doctoral program are only required to pay one half of the amount stipulated in the chart.

2) The tuition fee for those persons enrolled for longer than the standard term for course completion who have fulfilled all the relevant graduate school’s requirements for completion, except those relating to the doctoral dissertation, shall be 100,000 JPY per semester.

#### < Tuition for students who are readmitted to the 2<sup>nd</sup> year in AY2025 >

##### Master’s Program

(Unit: JPY)

Graduate School		1st year	2nd year
Economics (MPED)	Spring Semester Tuition	472,800	472,800
	Fall Semester Tuition	472,800	472,800
	Total Annual Amount	945,600	945,600
Science and Engineering (except for Mathematics Course)	Spring Semester Tuition	604,100	604,100
	Fall Semester Tuition	604,100	604,100
	Total Annual Amount	1,208,200	1,208,200



Science and Engineering (Mathematics Course)	Spring Semester Tuition	564,600	564,600
	Fall Semester Tuition	564,600	564,600
	Total Annual Amount	1,129,200	1,129,200
International Relations (GIRP)	Spring Semester Tuition	472,800	472,800
	Fall Semester Tuition	472,800	472,800
	Total Annual Amount	945,600	945,600
Policy Science	Spring Semester Tuition	394,000	394,000
	Fall Semester Tuition	394,000	394,000
	Total Annual Amount	788,000	788,000
Information Science and Engineering	Spring Semester Tuition	597,400	597,400
	Fall Semester Tuition	597,400	597,400
	Total Annual Amount	1,194,800	1,194,800
Life Sciences	Spring Semester Tuition	597,400	597,400
	Fall Semester Tuition	597,400	597,400
	Total Annual Amount	1,194,800	1,194,800

Notes:

- 1) Third-and fourth-year students who are enrolled in excess of the standard completion term in a master's program are only required to pay one half of the amount stipulated in the chart.

### Doctoral Program

(Unit: JPY)

Graduate School		All Years
All Graduate Schools	Spring Semester Tuition	250,000
	Fall Semester Tuition	250,000
	Total Annual Amount	500,000

Notes:

- 1) Fourth to sixth-year students who are enrolled in excess of the standard completion term in a doctoral program are only required to pay one half of the amount stipulated in the chart.
- 2) The tuition fee for those persons enrolled for longer than the standard term for course completion who have fulfilled all the relevant graduate school's requirements for completion, except those relating to the doctoral dissertation, shall be 100,000 JPY per semester.

### < Tuition for students who are readmitted to the 3<sup>rd</sup> year and above in AY2025 >

### Doctoral Program

(Unit: JPY)

Graduate School		All Years
All Graduate Schools	Spring Semester Tuition	250,000
	Fall Semester Tuition	250,000
	Total Annual Amount	500,000

Notes:

- 1) Fourth to sixth-year students who are enrolled in excess of the standard completion term in a doctoral program are only required to pay one half of the amount stipulated in the chart.
- 2) The tuition fee for those persons enrolled for longer than the standard term for course completion who have fulfilled all the relevant graduate school's requirements for completion, except those relating to the doctoral dissertation, shall be 100,000 JPY per semester.

### 3. Miscellaneous Membership Fees

Miscellaneous membership fees collected in the year of enrollment are as follows. The university undertakes the collection of miscellaneous membership fees from its associated organizations, which students are required to pay together with tuition.

#### (1) Master's Program

(Unit: JPY)

Graduate School		Graduate Students Association Fee	Academic Society Fee	Alumni Association Fee	Faculty Alumni Fee
Economics	1 <sup>st</sup> year	4,000	5,000	30,000	—
	2 <sup>nd</sup> to 4 <sup>th</sup> years	4,000	5,000	—	—
International Relations Policy Science	1 <sup>st</sup> year	4,000	8,000	30,000	—
	2 <sup>nd</sup> to 4 <sup>th</sup> years	4,000	8,000	—	—
Science and Engineering Information Science and Engineering Life Sciences	1 <sup>st</sup> year	4,000	—	30,000	—
	2 <sup>nd</sup> to 4 <sup>th</sup> years	4,000	—	—	—

\* Those who joined the Ritsumeikan University Alumni Association are required to pay the Alumni Association Fee (30,000JPY) in the 1st year. However, those who have already paid the fee are not required to do so.

#### (2) Doctoral Program

(Unit: JPY)

Graduate School		Graduate Students Association Fee	Academic Society Fee	Faculty Alumni Fee
Economics	All years	4,000	5,000	—
International Relations Policy Science	All years	4,000	8,000	—
Science and Engineering Information Science and Engineering Life Sciences	All years	4,000	—	—

## Contact Information

### Office hours

- During spring/fall semesters (including final examination periods)  
Monday through Friday and class/exam days on holidays and Saturdays, 10:00am - 5:00pm  
(Closed during lunch hours 11:30am - 12:30pm)
- During holiday seasons (summer, winter, and spring break)  
Monday through Friday, 1:00pm - 5:00pm

For details, visit the University website (<https://www.ritsumeai.ac.jp/pathways-future/eng/>).  
Hours are subject to change and be advised to check with the administrative office of the Graduate School beforehand.

### Kinugasa Campus

Address: 56-1 Toji-in Kitamachi, Kita-ku, Kyoto 603-8577 JAPAN  
Administrative Office, Graduate School of International Relations, Tel: 075-465-1211

### Biwako Kusatsu Campus

Address: 1-1-1 Noji-Higashi, Kusatsu, Shiga 525-8577 JAPAN  
Administrative Office, Graduate School of Economics, Tel: 077-561-3940  
Administrative Office, Graduate School of Science and Engineering, Tel: 077-561-2624  
Administrative Office, Graduate School of Life Sciences, Tel: 077-561-5021

### Osaka Ibaraki Campus

Address: 2-150 Iwakura-cho, Ibaraki, Osaka 567-8570 JAPAN  
OIC Manabi Station, Graduate School of Policy Science, Tel: 072-665-2050  
Administrative Office, Graduate School of Information Science and Engineering, Tel: 077-561-5202  
Administrative Office, Graduate School of Technology Management, Tel: 072-665-2100