

Ritsu-Mate Enrollment Procedures Registration Manual (for Graduate School Applicants)

- Please read the Enrollment Procedures Guidelines carefully and refer to this manual for operating “Ritsu-Mate”
- This manual is a user guide for enrollment procedures with “Ritsu-mate”. There is another user manual for application procedures.
- This manual is intended for graduate school applicants. There is a separate manual for undergraduate school applicants.

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Introduction

Overview of Enrollment Procedures

[First Enrollment Procedure]

① Payment of Enrollment Procedure fee (admission fee*)

*Students from Ritsumeikan Academy are exceptional. For more information, please refer to “Tuition and Fees/Other Payments” in the “[Application Guidelines \(For all Graduate Schools\)](#)”.

[Second Enrollment Procedure]

① Payment of Enrollment Procedure fees

② Online Enrollment Procedure

The enrollment procedures are complete after the above steps.

- Designated period for the enrollment procedures varies according to the College and the Admission Method. Please check the Enrollment Guidelines.
- For the first enrollment procedure, there are no procedures that need to be done online. In order to avoid mistakes, please read the Enrollment Guidelines carefully and complete the procedures within the designated period.

This manual is intended as a guide to the ②Online Enrollment Procedure for the Second / One time Enrollment Procedure in the Enrollment Guidelines.

No.	Items for Registration	Subjects	Registration	Upload
1	Pledge Form	ALL	○	
2	Submit Consent to Use of Personal Inform	ALL	○	
3	Registration and Correction of Personal Information	ALL	○	
4	Registration/Correction of Helth Info	ALL	○	
5	Registration and Correction of International Student Information	Applicable person only	○	
6	Submission of Certificate of Residence (住民票)	ALL		○
7	Photo Upload for Student Information Card	ALL		○
8	Submission of Passport(Name and Photo Page)	Applicable person only		○
9	Submission of Certificate of Graduation/Diploma	Applicable person only		○
10	Submission of Academic Transcripts	Applicable person only		○
11	Submission of Document Evidencing Withdrawal	Applicable person only		○
12	Submission of Documents Provinhg Chage of Name	Applicable person only		○
13	Notice of Delay in Submitting Documents for Enrollment Procedures	Applicable person only	○	

For details on “Applicable person only”, refer to the Enrollment Guidelines.

Introduction

<1> Before start to use "Ritsu-Mate"



Check Internet Environment

Prepare devices with internet service such as PC, tablets, and smartphones.
Use devices which fulfill the following requirements.

▼ Browsers

There may be cases where some devices don't work correctly under the recommended environment as below.

(Windows) Microsoft Edge, Google Chrome, Mozilla Firefox

(MacOS) Safari

(iOS) Safari

(Android) Google Chrome

* Recommended OS versions are based on the support by Microsoft, Apple and Google.

* Recommended browsers are based on the latest edition of the OS.

▼ Software

To confirm the mailing label for Enrollment Documents in PDF format, Adobe Acrobat Reader (Free) by Adobe Systems Inc. is required.

- Some devices may not work properly even with the above browsers.

In case you can't move on to the next Step

Log out, Close all the screens and log in again.

Please note that "Ritsu-Mate" will automatically log out if there is no screen transition for 90 minutes.

Access "Ritsu-Mate"

URL : <https://www.ritsumei.ac.jp/applicants/>

The URL is available at the "Ritsumeikan University Graduate School Entrance Examination Information Website".

"Ritsumeikan University Web page" → "Admissions & Aid" "Master's", "Doctoral" → "Information for Graduates" → "Ritsumeikan University Graduate School Entrance Examination Information Website" → "Welcome to Ritsumeikan Ritsu-Mate webpage"

"Ritsu-Mate" service available time

Access to the site is interrupted every week between Wednesday 7:30 p.m. and Thursday 5:30 a.m. (Japan Time) to conduct system maintenance.

We inform you of Maintenance Schedule on the top of the webpage in case of an urgent interruption.

Introduction

<2> Login

-For those who used "Ritsu-Mate" when applying and users with an existing account:
Enter the email address you have registered in the "Account" and the password you have registered in the "Password".

If you forgot the E-mail address you registered at the time of graduate admission application, please contact the Office of Academic Affairs (Graduate School of Admission).

The screenshot shows the Ritsu-Mate Login page. At the top right, there is a language selector labeled "JAPANESE". The page header includes the Ritsumeikan University logo and name in Japanese and English. The main heading is "Ritsu-Mate Login". Below this, there are two input fields: "Account *" and "Password *". A callout box labeled "[Account]" points to the "Account" field, stating: "Enter the email address you have registered in the 'Account' (for users with an existing account)." Another callout box labeled "[English]" points to the top right corner, stating: "You can switch from Japanese to English by clicking on 'English' in the top right-hand corner of the screen." At the bottom, there are three buttons: "Login", "Create Account", and "Reset Password". A callout box labeled "[Reset Password]" points to the "Reset Password" button, stating: "Click the 'Reset Password' if you have forgotten your password, and follow the procedures to reissue your password." The footer contains the text "(C) RITSUMEIKAN Trust. All rights reserved."

For those who don't have a Ritsu-Mate account, click "Create Account" button to register.
If you forget your password, click Reset Password.

Online Enrollment Procedure

The “Online Enrollment Procedure” will appear at [10:00 AM \(Japan Time\) on the first day of the Enrollment Procedure period.](#)

The screenshot shows the Ritsumeikan University website interface. At the top right, there are links for "JAPANESE", "Manual", and "Logout". The university logo and name "立命館大学 Ritsumeikan University" are on the left. Below the header, there is a navigation bar with "Ritsumeikan University" and "My Page". The main content area is titled "MESSAGE" and contains a notice: "[Application] 【注意】登録した内容はRitsumeikan-Mateでは修正できません" and a link "< Go to message box... >". Below the message is a "MENU" section with four categories: "Admission", "Examination Result", "Online Enrollment Procedure", and "Inquiry". The "Online Enrollment Procedure" category is highlighted with a red box and contains a button labeled "Online Enrollment Procedure". Below the menu is a "LINK" section with several links: "RITSUMEIKAN UNIVERSITY HP", "International admissions for English-medium undergraduate programs", "Admissions to Graduate Schools", "Startup Guide to New Students", and "Welcome events for freshmen by senior students(undergraduate) (Japanese Only)".

JAPANESE | Manual | Logout

立命館大学 Ritsumeikan University

[Ritsumeikan University My Page]

's Page

MESSAGE

[Application] 【注意】登録した内容はRitsumeikan-Mateでは修正できません

< Go to message box... >

MENU

- Admission
 - Register Application Information for Graduate Schools
 - Examination Sheet Download
- Examination Result
 - Examination Result
- Online Enrollment Procedure
 - Online Enrollment Procedure
- Inquiry
 - Inquiry for Admission

LINK

- RITSUMEIKAN UNIVERSITY HP
- International admissions for English-medium undergraduate programs
- Admissions to Graduate Schools
- Startup Guide to New Students
- Welcome events for freshmen by senior students(undergraduate) (Japanese Only)

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Online Enrollment Procedure

The admission information for examination that you have been accepted is displayed. Please confirm the following information (College/Graduate School, Department/Major, Major/Course and Application No.) and click "Proceed". If you have been accepted for more than one admission examination, multiple items will appear. Select the one to which you will make your final enrollment procedure.

[Ritsui-Mate My Page] > [Enrollment Procedures]

List of Enrollment Procedures

Please select the "Proceed" button for the major/course you are scheduled to enroll. It will lead to the Enrollment Procedures page.
*For admission methods which do not implement written examinations, result notification date is shown in the column 'Examination Date'.

(Total 1 item(s))

	College/Graduate School	Department/Major	Major/Course	Application No.	Admission Method	Examination date	Scholarships	Admission Fee	Tuition Fee	Enrollment Documents
Proceed	Graduate School of Sociology	Major in Applied Sociology	*		In-University Advancement Admissions (April Enrollment)	2024/07/06		2024/07/25		

2 Proceed 1

1 Please confirm whether or not there are any mistakes in the following information (College/Graduate School, Department/Major, Major/Course or Application No.).

Application No. :

The application number for proceeding with the Enrollment Procedures.

Examination date :

The date that the examination was conducted. For Admission which do not have examinations, the date of the announcement of results is displayed here instead.

Admission Fee:

This shows the payment date of your Admission Fee. It takes days to display after the payment. For those who are exempt from paying the Admission Fee, the result notification date will be displayed.

Tuition Fee:

This shows the payment date of your Tuition Fee. It takes days to display after the payment.

Enrollment Documents :

This field is not used.

2 Please confirm the information above and click "Proceed".

Online Enrollment Procedure

The menu screen for registration is displayed.

*Below is an example of what is displayed.

[Ritsu-Mate My Page] > [Enrollment Procedures]

Enrollment Procedures

Please complete all the enrollment procedures within designated periods following admission / enrollment guidelines. Each procedures such as payment of the Admission Fee, the Tuition Fees and submission of the Enrollment Documents by post as well as online enrollment procedures must be completed by the enrollment procedures deadline.

(Total 13 item(s))

	Enrollment Procedures	Final Registration Date
	Pledge Form	2025/01/30 10:24:44
	Submit Consent to Use of Personal Inform	2025/01/30 10:24:50
Reg	Registration and Correction of Personal Information	2025/01/30 10:25:31
Reg	Registration/Correction of Health Info	2025/01/30 10:25:42
Reg	Regist & Correct of Inter Student Info.	
Ref	Submission of Certificate of Residence (住民票)	2025/01/30 10:26:02
Reg	Photo Upload for Student Information Card	
Reg	Submission of Passport (Name and Photo Page)	
Ref	Submission of Certificate of Graduation/Diploma	2025/01/30 10:26:22
Reg	Submission of Academic Transcripts	
Reg	Submission of Document Evidencing Withdrawal	
Reg	Submission of Documents Proving Change of Name	
Reg	Notice of Delay in Submitting Documents for Enrollment Procedures	

3

1

2

- 1 Items that require registration are displayed. There are menus that everyone should register for, and menus that only some applicable persons should register for. Please check the Enrollment Guidelines register for the menu that is required of you..
- 2 The date and time of your final registration are displayed.
- 3 The display is switched to the Refer/ Register screen when you press the corresponding buttons. You can register the items in any order.

STEP1 Pledge Form / Submit Consent to Use of Personal Information

Carefully review the information on the screen, select "I agree" and click "Register."
(The following screen is a sample. It may differ from the actual screen. Be sure to carefully review the information displayed on the actual screen.)

Submit Pledge Form

After reading the Pledge Form carefully, please tick the box "I agree" and click the "Register" button.

Pledge Form

To President of Ritsumeikan University,

I hereby agree that all the rules and regulations of the graduate schools of Ritsumeikan University and the university's other rules(including the total bans on smoking on campus and commuting to campus by car) will apply to me during my studies, and pledge to abide by these rules during my enrollment at the university.

I agree I do not agree

[Back](#) [Register](#)

Submit Consent to Use of Personal Information

After reading the Consent to Use of Personal Information carefully, please tick the box "I agree" and click the "Register" button.

Consent to Use of Personal Information

To President of Ritsumeikan University

Upon enrolling at Graduate School at Ritsumeikan University, I agree to Ritsumeikan University using my personal information based on the "Handling of Personal Information at Ritsumeikan University".

In addition, I agree in advance to the provision of my personal information to the third parties as described below.

- To provide my personal information and other necessary information to partner institutions in Japan and overseas based on academic exchange agreements, etc.
- To provide my personal information and other necessary information to organizations providing scholarships.

I agree I do not agree

[Back](#) [Register](#)

STEP2 Registration and Correction of Personal Information

Parent's/Guardian's Information/Tuition Fee Billing Address (who is responsible for the payment of your tuition fees) are displayed based on the information you submitted for your application.

Please modify if necessary. Parents/Guardian's Information/ Tuition Fee Billing Address and the emergency contact information may be different from each other.

Your Home Address

Parent's/guardian's information at the time of application is registered here.
Please re-enter the following information if it needs correction.

Postal Code * 999-9999 Please input 8 numbers with hyphen. If your address is outside Japan, please input '999-9999'.

Prefecture * Other than those above If your address is outside Japan, please select 'Other than those above'.

Address1 * Cimahi, West Java Please input your City and County.

Address2 * 21 Tojijn St,Kinugasa
Please input your Town, Village and Street Number.

Address3 Please input the name of your apartment.

Home Telephone Number +62-000-0000-0000
Please input numbers with hyphen. Enter the home phone number or mobile phone number of your home address.

Mobile Telephone Number
Please input numbers with hyphen. Enter the home phone number or mobile phone number of your home address.

Parent's/Guardian's Information

Parent's/guardian's information at the time of application is registered here.
Please re-enter the following information if it needs correction.

Name * RITSUMEI Ichiro Put a space between your family and given names.

Relationship * Father

Others If you select 'other', input the specific relation.

Postal Code * 999-9999 Please input 8 numbers with hyphen. If your address is outside Japan, please input '999-9999'.

Prefecture * Other than those above If your address is outside Japan, please select 'Other than those above'.

Address1 * Cimahi, West Java Please input your City and County.

Address2 * 21 Tojijn St,Kinugasa
Please input your Town, Village and Street Number.

Address3 Please input the name of your apartment.

Home Telephone Number +62-000-0000-0000
Please input numbers with hyphen. Enter the parent's/guardian's home phone number or mobile phone number.

Mobile Telephone Number
Please input numbers with hyphen. Enter the parent's/guardian's home phone number or mobile phone number.

Tuition Fee Payer

Parent's/guardian's information at the time of application is registered here.
Please re-enter the following information if it needs correction.

Name * RITSUMEI Ichiro Put a space between your family and given names.

Relationship * Father

Others If you select 'other', input the specific relation.

Postal Code * 999-9999 Please input 8 numbers with hyphen. If your address is outside Japan, please input '999-9999'.

Prefecture * Other than those above If your address is outside Japan, please select 'Other than those above'.

Address1 * Cimahi, West Java Please input your City and County.

Address2 * 21 Tojijn St,Kinugasa
Please input your Town, Village and Street Number.

Address3 Please input the name of your apartment.

Home Telephone Number +62-000-0000-0000
Please input numbers with hyphen. Enter the home phone number or mobile phone number of the billing address.

Mobile Telephone Number
Please input numbers with hyphen. Enter the home phone number or mobile phone number of the billing address.

Emergency Contact Information

Name * RITSUMEI Hanako Put a space between your family and given names.

Telephone Number * 090-0000-0000 Please input numbers with hyphen.

[Emergency Contact Information]
This information has not been registered before. Enter the contact person's name and his/her telephone number for emergency contact after enrollment.
The emergency contact may be different from your Parent/Guardian or a person who accepts the identity.

STEP 2 Registration and Correction of Health Information

Inquiry regarding of Register Health Information <Medical Service Center>
(Kinugasa Campus)(Suzaku Campus) TEL 075-465-8232
(Biwako-Kusatsu Campus) TEL 077-561-2635
(Osaka Ibaraki Campus) TEL 072-665-2110

Register your Health information. You can modify your information on “Registration and Correction of Health Information” during the designated period of the online enrollment procedures. You do not need to enter any undecided items before entering Japan.

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration of Health Information]

New Registration ▶ Confirmation of Registration Information ▶ Completed

Registration of Health information

Health information by referring to "Enrollment Procedures Handbook II".

1. Medical and Physical History

If you have an illness that require medical follow up during your student years, please consult the Medical Service Center on your campus with a letter of information from your home-doctor.
Since we do not have a Medical Service Center on Suzaku Campus, Students in Suzaku should contact the Medical Service Center in Kinugasa.
After enrollment, you have to answer the WEB interview. Please confirm with your parents in advance about your medical history and current medical history.

2. Record of vaccination

Please write the date of measles and rubella vaccination. If you had combination vaccines, i.e. MMR or MR, please write the date on both measles and rubella. If you never had following vaccines or are not sure, leave it blank.

Measle First	<input type="text" value="2000/11/01"/>	YYYY/MM/DD
Measle Second	<input type="text" value="2001/07/07"/>	YYYY/MM/DD
Rubella First	<input type="text" value="2003/02/03"/>	YYYY/MM/DD
Rubella Second	<input type="text" value="2003/08/10"/>	YYYY/MM/DD

This field can be left blank if you haven't got vaccinated or you are not sure, please click the “Confirm” button.

3 .Physical Disability

If you wish to have a support on campus for your disability, please visit the Disability Resource Center with your Record of Physical Disability.
Please check the website of the Disability Resource Center [here](#)

If you have any reasons to consider when taking a medical examination, please contact the Medical Service Center on your campus.
E-mail address : hokenask@st.ritsumei.ac.jp

Ritsumeikan Medical Service Center :Open on Monday through Friday (closed on national holidays) from 9: 30 a.m. to 5:00 p.m.

Kinugasa/Suzaku Campus TEL 075-465-8232
56-1 Toji-in Kitamachi, Kita-ku, Kyoto 603-8577

Biwako-Kusatsu Campus TEL 077-561-2635
1-1-1 Noji-higashi, Kusatsu, Shiga 525-8577

Osaka Ibaraki Campus TEL 072-665-2110
2-150 Iwakura-cho, Ibaraki, Osaka 567-8570

The website of Ritsumeikan Medical Service Center [here](#)

STEP2 Registration and Correction of International Student Information

Register your international student information. You can modify your information on “Registration and Correction of International Student Information” during the designated period of the online enrollment procedures. You do not need to enter any undecided items before entering Japan.

The screenshot shows the registration form for international students at Ritsumeikan University. The form is titled "Registration of International Student Information" and includes a progress bar with three steps: "Registration of International Student Information", "Confirmation of Registration Information", and "Completed". The form fields are as follows:

- Name ***: RITSUMEI Taro
- 1st Nationality ***: CHN : China, People's Republic of
- 2nd Nationality**: (empty)
- Resident Status**: (dropdown menu)
- Expiry Date**: (YYYY/MM/DD format)
- Financial Aid ***: MEXT Scholarship Privately
- (Scheduled) Date of Arrival**: (YYYY/MM/DD format)
- Scholarship Information**: (dropdown menu)
- Past Experience with Japanese Government (Monbukagakusho) Scholarships ***: Exist Not Exist
- Study Abroad Period: FROM**: (YYYY/MM/DD format)
- Study Abroad Period: TO**: (YYYY/MM/DD format)
- University**: (dropdown menu)
- Japanese language Organization before your enrollment**: (dropdown menu)
- Japanese Language School Code**: (input field with magnifying glass icon)
- Japanese Language School Name**: (input field)
- Enrollment Date**: (YYYY/MM format)
- Graduation Date**: (YYYY/MM format)

Callout boxes provide detailed instructions for several fields:

- [Name (Alphabet letters)]**: Enter your name as printed in alphabet letters on your passport. FAMILY NAME must be entered all in CAPITAL LETTERS. The first letter of your First name and Middle name must be a capital letter. If your family name and first name are not distinguished, enter the first letter of your name in capital and the rest in lowercase. Enter your name using alphabets, even if you are from countries or regions where Chinese characters are used.
- [1st Nationality/2nd Nationality]**: Select your nationality. Registration is not necessary for those who have multiple citizenship that includes Japanese nationality. Select the nationality of the passport that you use when entering Japan as your 1st nationality if you have multiple citizenships.
- [Resident Status·Expiry Date]**: Only those who have the student visa as the resident status need to register. If not obtained, leave blank.
- [Past Experience with Japanese Government (Monbukagakusho) Scholarships]**: Select whether or not you have experience studying in Japan in the past on a Japanese government scholarship.
- [Name of a Japanese language school you have attended before enrollment]**: If you have attended a Japanese language school and studied Japanese before enrollment, please enter the information.
- [Japanese Language School Code·Japanese Language School Name]**: Click on the magnifying glass button, enter the Japanese language school name, and search. The name of the Japanese language school is entered automatically. If you cannot find it with this search function, enter "099" and input the name of the school manually.
- [Enrollment Date·Graduation Date]**: Enter the enrollment date and graduation date with the format of "YYYY/MM".

Buttons at the bottom: Back, Confirm >

STEP3

Submission of

Certificate of Residence (住民票) / Passport(Name and Photo Page)

Certificate of Graduation/Diploma / Academic Transcripts

Document Evidencing Withdrawal / Documents Proving Change of Name

Once submitted (uploaded), you cannot replace or modify.

The following explanation uses "Submission of Certificate of Residence" as an example.

Prepare the documents to be submitted in advance by converting them to the required data format (refer the Enrollment Guidelines). Then, proceed to "ファイルを選択" > "Confirm" to submit the documents.

The screenshot shows a web interface for document submission. At the top, there is a breadcrumb trail: [Ritsui-Mate My Page] > [Enrollment Procedures] > [Submission of Certificate of Residence (住民票)]. Below this is a progress bar with three steps: "Select a file to upload" (highlighted in red), "Confirm the file to upload", and "Uploaded". The main heading is "Submission of Certificate of Residence (住民票)".

Text instructions include: "All incoming students are required to submit this document." and links for "Incoming Undergraduate Students: Other Important Notes Regarding Submission" and "Incoming Graduate Students: Other Important Notes Regarding Submission".

Instructions state: "Please select the relevant documents and click the 'Confirm' button." and "※Please upload the file in the format specified on the 'After Admission' website (incoming undergraduate students) or in 'Enrollment Guidelines' (incoming graduate students)."

File naming rules: "※For each file name, use only alphabets, numbers, or '.' (period)", "- (hyphen)", and "_" (underbar)". " (space)" cannot be contained in filenames.

A "Required field" label is present. The "Files to upload" section shows a button labeled "ファイルを選択" (Select File) which is circled in red, and the text "選択されていません" (Not selected).

At the bottom, there are two buttons: "Back" and "Confirm >", with the "Confirm >" button also circled in red.

STEP4 Photo Upload for Student information Card

About Photo for Student information Card

- Please prepare your photo data which taken from the front in photo booth/photo studio. If you cannot prepare, please pay attention to the following guideline and take a photo with a digital camera, smartphone etc. Please do not retaking an existing paper photo with your smartphone or scanning to avoid to make the image rough.
- Keep in mind that the photo will be used throughout your college years as your student ID photo.
- The photo must be in color, clear background and face must look straight forward. You must not wear head covering except for medical and religious reason.
- It is preferable to upload the ID photo you used for your application to Ritsumeikan University. If it is no longer available, upload a new photo clearly showing that the individual on the new photo is the same person.

Once uploaded, you cannot replace or modify.

【 Acceptable 】



【 Not Acceptable 】



Not facing front



Face is hidden by hand



Multiple person in photo



Wearing sunglasses and head covering(unless it's for religious or medical reasons)



Not clear background



Not neutral expression



Too big

STEP4 Photo Upload for Student information Card

“Edit” > “Select File” and select the photo data you wish to upload.

[Ritsui-Mate My Page] > [Enrollment Procedures] > [Student ID Photo Upload]

Choose Photo for Student ID Card | Confirm the Photo | Confirm Content of Upload | Complete

Student ID Photo Upload

Upload ID photo for your Student ID card.

* Required field

Student ID photo

Click "Edit".

Edit

Select and edit the photo. Then click "Next".



Back Next

🔍 Edit Your Photo

Select your photo for ID card and edit.

NOTE: Only jpg, jpeg, gif or png are uploadable.

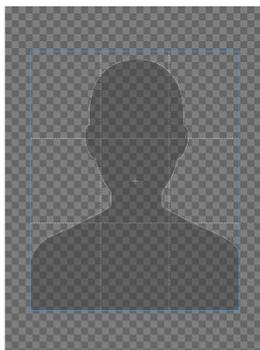
For each file name, use only alphabets, numbers, "." (period), "-" (hyphen), or "_" (underscore).
" (space)" cannot be contained in filenames.

Read following manual before uploading. →[Taking Student ID Card Photo](#)

1. Click "Select a file" and upload a photo.

Select a file

Use "Enlarge" "Reduce" "Rotate left" "Rotate right" to adjust the photo to fit the figure inside of blue frame.



Enlarge Reduce Rotate left Rotate right

STEP4 Photo Upload for Student information Card

Use "Enlarge", "Reduce", "Rotate left" and "Rotate right" to edit your photo.
If it appears OK, click "Finish editing and close the tab".

Q Edit Your Photo

Select your photo for ID card and edit.

NOTE: Only jpg, jpeg, gif or png are uploadable.

For each file name, use only alphabets, numbers, "." (period), "-" (hyphen), or "_" (underbar)".

" (space)" cannot be contained in filenames.

Read following manual before uploading. →[Taking Student ID Card Photo](#)

1. Click "Select a file" and upload a photo.

Select a file

Use "Enlarge" "Reduce" "Rotate left" "Rotate right" to adjust the photo to fit the figure inside of blue frame.



Use the dark figure within the blue frame to adjust size and placement of the photo.
You can drag the blue frame to adjust placement.

A preview of student ID card will appear at the bottom of the page.
If it appears OK, click "Finish editing and close the tab".

Enlarge Reduce Rotate left Rotate right



3. Check the sample of student ID card, and click "Finish editing and close the tab"

Finish editing and close the tab

Close

STEP4 Photo Upload for Student information Card

Make sure the ID photo appears on the preview is the one you chose.
If there are no further needs for editing, click "Next".
If there are, click "Edit" and resume editing.

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Student ID Photo Upload]

Choose Photo for Student ID Card | Confirm the Photo | Confirm Content of Upload | Complete

Student ID Photo Upload

Upload ID photo for your Student ID card.

* Required field

Student ID photo

Click "Edit".

[Edit](#)

Select and edit the photo. Then click "Next".



The preview shows a student ID card for Ritsumeikan University. It features a photo of a female student with brown hair. The card includes the following information: 学生証 (Student ID Card), 学生証番号 1 2 3 4 5 6 7 8 9 - 1, ●●学部 ●●学科, ●●専攻, 20●●年●月●日入学, リツメイ ハコ, 氏名, 20●●年●月●日生, 有効期限裏面記載, 京都市中央区西ノ京本通町1, 京都市北区豊崎岡北町4-1, 滋賀県草津市野崎家1-1-1, 大津市茨木市石巻町2-150, and 立命館大学長 (Ritsumeikan University President) with a red seal.

[Back](#) [Next](#)

STEP4 Photo Upload for Student information Card

Uploaded ID photo appears on preview.
Check the list if the photo fulfil the condition, and click "Confirm" content of upload.

[Ritsui-Mate My Page] > [Enrollment Procedures] > [Student ID Photo Upload]

Choose Photo for
Student ID Card

Confirm the Photo

Confirm Content of
Upload

Complete

Student ID Photo Requirement Check

Check each box if the photo you are about to upload fulfills the condition. Then click "Confirm content of upload".
You cannot change your photo once upload process is completed.

Student ID photo



- The photo contains no other objects or people.
- The photo is in color.
- The photo is clear and in focus.
- The photo is free of any reflection or glare from glasses. (If wearing glasses)
- The photo is not discolored, creased or torn.
- The subject on the photo is facing forward and not wearing a hat, with nothing in the background.
- The subject on the photo looks natural. (Photo such as mouth opened and showing too much tooth is unacceptable.)
- The subject on the photo does not have a head covering (unless it's for religious or medical reasons).
- The manual is thoroughly read and understood: list above is all checked.

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Confirm >

STEP4 Photo Upload for Student information Card

Photo on the preview is uploaded.
If you wish to change the photo, click "Back"
If you wish to proceed with the photo, click "Submit".

Once uploaded, you cannot replace or edit your ID photo.



Student ID Photo Confirmation

This image will be uploaded as the ID photo for your Student ID card.

Student ID photo



- The photo contains no other objects or people.
- The photo is in color.
- The photo is clear and in focus.
- The photo is free of any reflection or glare from glasses. (If wearing glasses)
- The photo is not discolored, creased or torn.
- The subject on the photo is facing forward and not wearing a hat, with nothing in the background.
- The subject on the photo looks natural. (Photo such as mouth opened and showing too much tooth is unacceptable.)
- The subject on the photo does not have a head covering (unless it's for religious or medical reasons).
- The manual is thoroughly read and understood: list above is all checked.

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Submit

How to submit the delayed documents

Delayed submissions may be granted for certain documents. Please refer to the Enrollment Guidelines. In case of late submission, please submit the "Notice of Delay in Submitting Documents for Enrollment Procedures" during the enrollment procedure period.

Once notified, the notified contents cannot be modified.

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Notice of Delay in Submitting Documents for Enrollment Procedures

Confirmation of Registration Information

Completed

Notice of Delay in Submitting Documents for Enrollment Procedures

If you will be late in submitting any of the following documents, please notify us:

Certificate of Residence, Certificate of Graduation/ Completion, Academic Transcript, Document evidencing withdrawal

Submission of the enrollment documents below will be delayed.

- Certificate of Residence (Only for the residents outside Japan who cannot obtain a Certificate of Residence)
- Certificate of Graduation/Diploma
- Academic Transcript(Only for those who enroll under Admissions for Transfer, Accelerated Learners (Grade Skippers) or those who pass the APU Special Admissions and enter without graduating from APU.)
- Document evidencing withdrawal(Only for those who enroll under Admissions for Accelerated Learners (Grade Skippers) or those who pass the APU Special Admissions and enter without graduating from APU.)
- Other(s)

If you choose "Other(s)", please provide details here.

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Confirm >