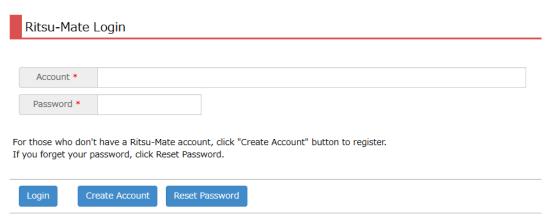
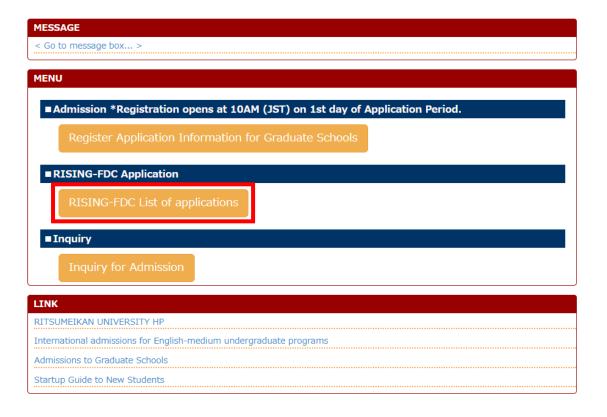
How to Apply for Request to Decline Enrollment and Request for Refund of Paid Enrollment Procedure Fees (Excluding the Admission Fee)

1. Log in to Ritsu-Mate

https://www.ritsumei.ac.jp/applicants/



2. Press the RISING-FDC list of applications.



3. If the bank account to which the refund is to be made is in Japan, press "Refund of Paid Japanese BANK". If you are outside of Japan (overseas), press "Refund of Paid Overseas BANK".

Search Result of Surveys

The survey search results are as follows

(Total 2 item(s))

	Title	Status	Saved	Deletable	Start of submission period	End of submission period
Details	返還願【日本国内口座】/Refund of Paid_Japanese BANK	Not submitted				-
Details	返還願【日本国外口座】/Refund of Paid_Overseas BANK	Not submitted				

Back

- 4. Prepare the following documents in PDF, JPEG or PNG format by scanning or other means and press "Select here to apply".
- 1. Receipt of bank transfer
- Letter of acceptance (issued by University)
- 3. Passbook or other page showing bank name, branch name, account number, and name.

返還願【日本国外口座】/Refund of Paid_Overseas BANK

入学辞退届 兼 入学手続時納付金返還順【日本国外の口座用】 / Request to Decline Enrollment and Request for Refund of Paid Enrollment Procedure Fees 【Bank transfer into Overseas bank account】

本ページは、入学辞退届 兼 入学手続時納付金返還願を希望する方への手続ページです。

本ページでは、<mark>日本国外の口座への返還手続き</mark>を行います。(<u>日本国内の口座への返還手続きのページは別</u>になります)。

申請にあたり、以下の書類をpdf,jpeg,png形式でご準備ください。ファイル名には受験番号をつけてください。

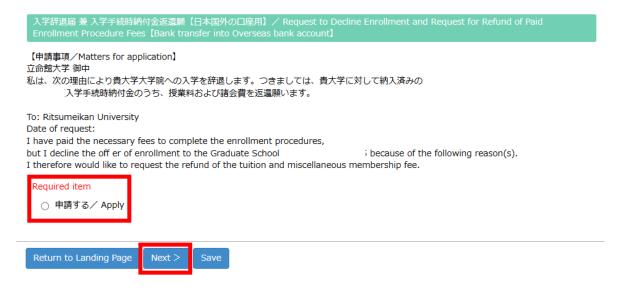
- 1. 振込金受取書
- 2. 合格通知(本学発行分)
- 3. 預金通帳などの銀行名・支店名・口座番号・氏名がわかるページ
- This Web site is for those who wish to submit a notice of withdrawal from enrollment and an application for return of the payment at the time of enrollment procedures.
- This page is for procedures for returning funds to an account outside of Japan. (The page for returning funds to your account in Japan is separate.)
- 1. Receipt of bank transfer
- 2. Letter of acceptance (issued by the University)
- 3. Passbook or other page showing bank name, branch name, account number, and name

Select here to apply

Back

5. Confirm the application items, check the "Apply" checkbox, and press the "Next" button.

Page 1 of 3



6. Check the "I understand the above" checkbox, and press the "Next" button.

Page 2 of 3

【諸注意/Pointers】

- ・書類に不備がある場合は返金が遅れる、または返金できないことがあります。
- ・提出後の変更は一切認めません。
- ・返金は銀行送金のみとなります。海外送金手数料は送金額から差し引かれますのでご了承ください。
- ・立命館大学外国人留学生授業料減免奨学金の受給が決定している場合、返還手続きが完了した時点で受給資格は取り消されます。
- · Any incomplete documents may delay or prevent the refund.
- No changes can be made after the submission of the request to refund.
- The refund amount will be sent and processed by bank remittance only. Please note that any bank commission for overseasremittance will be deducted from the remitted amount.
- If you have been selected as a recipient of Ritsumeikan University Tuition Reduction Scholarship for International Students, thestatus will be cancelled once you complete the refund procedure.

------【個人情報の利用目的/Purpose of use of personal information】

- ・本申請に記載された個人方法は、入学辞退の手続きおよん入学手続時納付金返還のみに利用させていただき、本人の承諾なく、他の目的には利用 致しません。また、あらかじめ本人の同意を得ないで、第三者に提供いたしません。
- The personal information provided in this application will be used only for the purpose of processing the student's withdrawal fromenrollment and for the refund of the payment at the time of enrollment, and will not be used for any other purpose without theconsent of the student. We will not provide the information to any third party without the prior consent of the applicant.



7. Fill in the following items and press "Proceed to entry confirmation screen".

Page 3 of 3

Required item 長光 / Name は形 / Addess #Fill in the alphabet except fo r Japan 配話号 / Phone No. E-mail Address 型母係氏名 / Perent's / Gurardian's Name dummy ② 太子手稿研究 / Enrolliment Procedure Information Required item 研究科名 / Name of Graduate School dummy Abdress / Maine of Graduate School dummy Application No. / 受験音号 ② 太子手稿理性 / Reason(s) for declining the offer of enrolliment Required item ② 太子手稿理性 / Reason(s) for declining the offer of enrolliment Required item ② 大子符配字 / Entering another university ② 大子符配字 / Entering another university ② 大子科記字 / Entering another university ② 大子符配字 / Entering another university ② 大子科記字 / Entering another university ② 大子科の音楽 / Entering another university ② 大子科記字 / Entering another university ② 大子科記字 / Entering another university ② 大子和記字 /										
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3.預金連帳の銀行名・支店名・口座番号・氏名がわかるページの画像/Image of yourbankbook page showing the name of the bank, branch, account number, andname			1567_gokakı	u.png	Clear					
ファイルの選択 1234567_yokinn.jpg Clear	3. your	預金通帳の銀行名・支店 bankbook page showi								
		ファイルの選択 1234	1567_yokinn	.jpg	Clear					
Return to Landing Page < Prev Proceed to entry confirmation screen > Save	Retu	urn to Landing Page	< Prev	Proceed to er	ntry confirmation screen >	Save				

8. Check the information entered and if there are no errors, press "Submit".

The following content will be submitted.

If the content you entered is correct, please select [Submit].

入学辞退届 兼 入学手続時納付金返還願【日本国外の口座用】/ Request to Decline Enrollment and Request for Refund of Paid Enrollment Procedure Fees【Bank transfer into Overseas bank account】

【申請事項/Matters for application】

立命館大学 御中

私は、次の理由により貴大学大学院への入学を辞退します。つきましては、貴大学に対して納入済みの :入学手続時納付金のうち、授業料および諸会費を返還願います。

To: Ritsumeikan University

Date of request:

I have paid the necessary fees to complete the enrollment procedures,

but I decline the off er of enrollment to the Graduate School because of the following reason(s).

I therefore would like to request the refund of the tuition and miscellaneous membership fee.

● 申請する/ Apply

【諸注意/Pointers】

- ・書類に不備がある場合は返金が遅れる、または返金できないことがあります。
- ・提出後の変更は一切認めません。
- ・返金は銀行送金のみとなります。海外送金手数料は送金額から差し引かれますのでご了承ください。
- ・立命館大学外国人留学生授業料減免奨学金の受給が決定している場合、返還手続きが完了した時点で受給資格は取り消されます。
- · Any incomplete documents may delay or prevent the refund.

- $\boldsymbol{\cdot}$ No changes can be made after the submission of the request to refund.
- The refund amount will be sent and processed by bank remittance only. Please note that any bank commission for overseasremittance will be deducted from the remitted amount.
- If you have been selected as a recipient of Ritsumeikan University Tuition Reduction Scholarship for International Students, the status will be cancelled once you complete the refund procedure.

Q4 返金先口座【日本国外】/Bank Account Detail【Bank transfer into Overseas bank account】/									
必ず本人または父母等の名義の口座を指定してください/ Applicant or Parent's/Guardian's bank account only									
Account Number	dummy								
IBAN Number	dummy								
※Please fill in either "Account number" or "IBAN Number									
Bank Name	dummy								
Branch	dummy								
Address of Bank	dummy								
ABA No, BIC CODE, SORT CODE, SWIFT CODE, ISFC etc.	dummy								
Name of Account Holder	dummy								
Address of Account Holder	dummy								
Phone number of Account Holder	dummy								
Country	dummy								
Q5 以下の添付資料を提出してください。(画像はpdf,jpg,png形式にて提出)/Please submit the following attachments (Images must be submitted in pdf, jpg, or png format)									
1.入学手続時納付金 振込金受取書の画像/Image of Payment at the time ofenrollment Image of the receipt of the transfer payment 1234567_furikomi.jpg									
2. 本学発行分の合格通知の画像/Image of The Notifi cation of Screening Results 1234567_gokaku.png									
3.預金通帳の銀行名・支店名・口座番号・氏名がた yourbankbook page showing the name of the ba andname			1234567_yokinn.jpg						

9. When the following screen appears, your application is complete.

Your submission have been successfully processed.

Return to Landing Page

1 O. Clicking "Return to Landing page" on the screen shown in 9. takes you to the following screen of the application list. Clicking "Review" allows you to confirm the contents of your application.

Search Result of Surveys

The survey search results are as follows

(Total 2 item(s))

	Title	Status	Saved	Deletable	Start of submission period	End of submission period
Details	返還願【日本国内口座】/Refund of Paid_Japanese BANK	Not submitted	Г			
Detail Review	返還願【日本国外口座】/Refund of Paid_Overseas BANK	Submitted			NAME OF THE PROPERTY OF THE PARTY OF THE PAR	

Back