

## 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/>

**Ritsu-Mate Login**

Account \*

Password \*

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

Login

Create Account

Reset Password

### 2. Press the RISING-FDC list of applications.

**MESSAGE**  
< Go to message box... >

**MENU**

- Admission \*Registration opens at 10AM (JST) on 1st day of Application Period.

Register Application Information for Graduate Schools
- RISING-FDC Application

RISING-FDC List of applications
- Inquiry

Inquiry for Admission

**LINK**

- [RITSUMEIKAN UNIVERSITY HP](#)
- [International admissions for English-medium undergraduate programs](#)
- [Admissions to Graduate Schools](#)
- [Startup Guide to New Students](#)

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
- 2.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】

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、**日本国外の口座への返還手続き**を行います。（**日本国内の口座への返還手続きのページは別**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

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 offer 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.

Required item

☐ 申請する / Apply

[Return to Landing Page](#)

[Next >](#)

[Save](#)

## 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 overseas remittance 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.

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【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び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 from enrollment and for the refund of the payment at the time of enrollment, and will not be used for any other purpose without the consent of the student. We will not provide the information to any third party without the prior consent of the applicant.

Required item

☐ 上記の内容について了解した / I understand the above

[Return to Landing Page](#)

[< Prev](#)

[Next >](#)

[Save](#)

## 7. Fill in the following items and press “Proceed to entry confirmation screen”.

### Q1 本人氏名等／Personal Information

Required item

氏名／Name	<input type="text"/>
住所／Address ※Fill in the alphabet except for Japan	<input type="text"/>
電話番号／Phone No.	<input type="text"/>
E-mail Address	<input type="text"/>
父母等氏名／Parent's / Gurardian's Name	<input type="text"/>

### Q2 入学手続研究科／Enrollment Procedure Information

Required item

研究科名／Name of Graduate School	<input type="text"/>
専攻等／Major	<input type="text"/>
入試方式／Admission Method	<input type="text"/>
Application No.／受験番号	<input type="text"/>

### Q3 入学辞退理由／Reason(s) for declining the offer of enrollment

Required item

☐ 他大学院進学／Entering another university

☐ その他／Other

他大学院の名称・研究科名、その他の理由について記入してください。／Please provide the name of the other graduate school/graduate school and other reasons.

### 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

Required item

<受取人／BENEFICIARY>

※住所／ADDRESS（銀行に登録されている住所／Beneficiary's Registered Address with the Bank）

受取人口座番号またはIBANコード／BENEFICIARY'S A/C NO. or IBAN CODE	<input type="text"/>
口座名義／A/C NAME	<input type="text"/>
州・省・都道府県／COUNTRY SUB DIVISION	<input type="text"/>
地方・地域／DISTRICT NAME	<input type="text"/>
区域／TOWN LOCATION NAME	<input type="text"/>
番地等・通り名／STREET NAME	<input type="text"/>
建物名／BUILDING NAME	<input type="text"/>
建物(階)／FLOOR	<input type="text"/>
郵便番号／POST CODE	<input type="text"/>
電話番号／TEL	<input type="text"/>
国名／COUNTRY	<input type="text"/>

Required item

<受取人取引銀行／ACCOUNT WITH>

銀行名／BANK NAME	<input type="text"/>
支店名／BRANCH NAME	<input type="text"/>
SWIFT(BIC)コード／SWIFT(BIC) CODE	<input type="text"/>
※コード名称・コード／CODE NAME・CODE	
住所／ADDRESS	<input type="text"/>
国名／COUNTRY	<input type="text"/>

(Next Page)

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)

Required item

1. 入学手続時納付金 振込金受取書の画像／Image of Payment at the time of enrollment Image of the receipt of the transfer payment

ファイルの選択 ファイルが選択されていません Clear

Required item

2. 本学発行分の合格通知の画像／Image of The Notification of Screening Results

ファイルの選択 ファイルが選択されていません Clear

Required item

3. 預金通帳の銀行名・支店名・口座番号・氏名がわかるページの画像／Image of your bankbook page showing the name of the bank, branch, account number, and name

ファイルの選択 ファイルが選択されていません Clear

Return to Landing Page < Prev Proceed to entry 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】

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● 申請する／Apply

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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 of enrollment 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 Notification of Screening Results

1234567\_gokaku.png

3. 預金通帳の銀行名・支店名・口座番号・氏名がわかるページの画像／Image of your bankbook page showing the name of the bank, branch, account number, and name

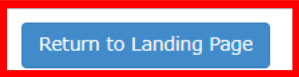
1234567\_yokinn.jpg

Return to Landing Page < Return to entry screen

Submit

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

Your submission have been successfully processed.



10. 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

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(Total 2 item(s))

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

Back