RITSUMEIKAN

Ritsumeikan University

Online Application Procedure for Readmission

If you wish to apply for readmission,
you must first consult with the administrative
office of your college or graduate school
 (for OIC, consult either your former college/graduate school
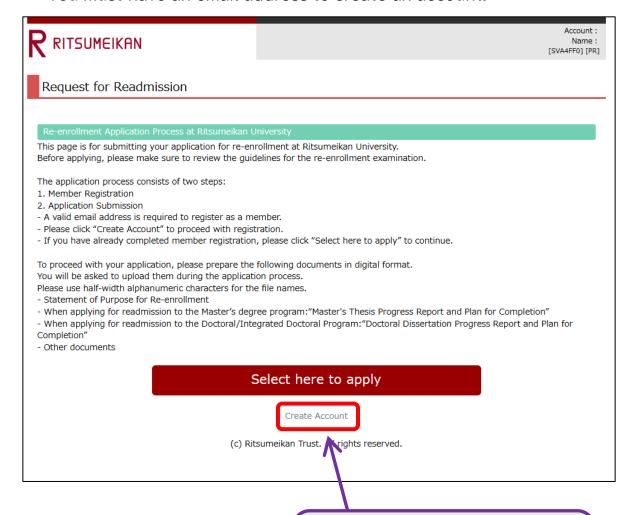office or the Manabi Station).

Last updated: December 2025

Online Application Procedure

The online application procedure consists of two steps.
STEP1:Create an Account
STEP2:Application Procedure

＊You must have an email address to create an account.

R RITSUMEIKAN

Request for Readmission

Re-enrollment Application Process at Ritsumeikan University

This page is for submitting your application for re-enrollment at Ritsumeikan University.
Before applying, please make sure to review the guidelines for the re-enrollment examination.

The application process consists of two steps:
1. Member Registration
2. Application Submission
- A valid email address is required to register as a member.
- Please click "Create Account" to proceed with registration.
- If you have already completed member registration, please click "Select here to apply" to continue.

To proceed with your application, please prepare the following documents in digital format.
You will be asked to upload them during the application process.
Please use half-width alphanumeric characters for the file names.
- Statement of Purpose for Re-enrollment
- When applying for readmission to the Master's degree program:"Master's Thesis Progress Report and Plan for Completion"
- When applying for readmission to the Doctoral/Integrated Doctoral Program:"Doctoral Dissertation Progress Report and Plan for Completion"
- Other documents

Select here to apply

Create Account

Click"Create Account"
If you have already completed
Create Account,
click "Select here to apply."

①Create Account

新規会員登録を行う/Create Account

RITSUMEIKAN

[会員登録] ボタンを選択してく

会員登録
（日本語ページ）

Select "Create Account".

Create Account
(English page)

Please complete your account creation by following the instructions provided.

(c) Ritsumeikan Trust. All rights reserved.

RITSUMEIKAN

Account :
Name :
[SVE10FA] [PR]

Confirmation of User Policy	Create Account	Completion

Terms of Use

Please read the Terms of Use below, tick box if you agree, and select Next.

Information managed as part of this Service, Programs and other contents.

The "RISING-FDC" (hereafter, "this Service") is a service offered for the purpose of providing notifications, seeking applicants (making applications and replies), and operating each kind of program, event, seminar and questionnaire (hereafter referred to as "Programs and other contents") held and operated by The Ritsumeikan Trust and each school that is established.

By obtaining a login ID and registering their key information and other necessary information according to each program and so on, the Users of this Service will be able to apply for and reply to the Programs and other contents. Programs that can be applied for and replied to through this Service.

The personal information registered by means of this Service will be managed appropriately, based on the the "The Ritsumeikan Trust Privacy Policy," "Regulations for the Protection of Personal Information at The Ritsumeikan Trust." This information will not be used for any purpose outside of this service, the Programs and other contents.

○Information managed as part of this Service, Programs and other contents.
The Ritsumeikan Trust manages and uses the name, e-mail address, (hereafter, "key information"), which consist of information used to identify the User in particular for this Service when this information is registered. Items apart from this key information (hereafter, "individual items") are collected and managed, limited only to the items necessary for the Ritsumeikan Trust to operate and otherwise carry out each Program and other contents.

○Applying for termination of access (for registered members of this Service)
Users who have a registered ID with this Service can stop their access by applying for termination of access to this Service.

○Period of validity of registration
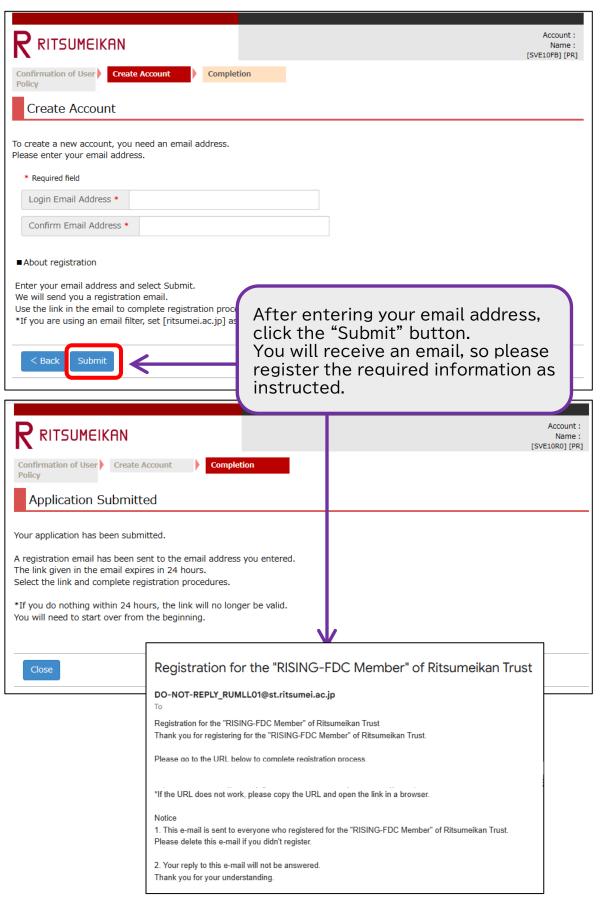Accounts will be deleted if there is no access for three years from the final login date.

○How we handle personal information
For inquiries on how the personal information you have registered is handled, contact the secretariat of the Program(s) you are interested in.
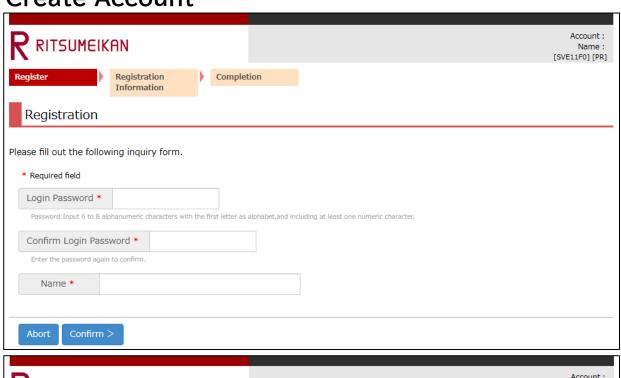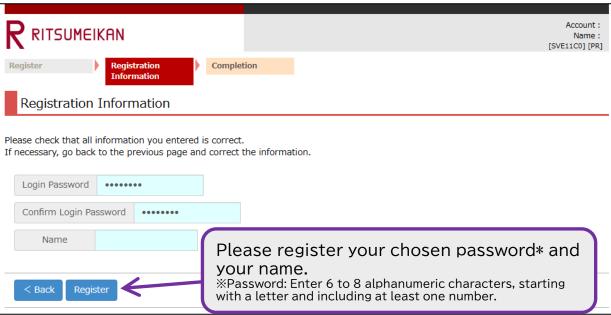
○ I agree　⦿ I do not agree

Please review the Terms of Use and Privacy Policy, and if you agree, select "I agree."

Abort　Confirm >

①Create Account

After entering your email address, click the "Submit" button.
You will receive an email, so please register the required information as instructed.

① Create Account

Registration

Please fill out the following inquiry form.

* Required field

Login Password *	
Password: Input 6 to 8 alphanumeric characters with the first letter as alphabet, and including at least one numeric character.

Confirm Login Password *	
Enter the password again to confirm.

Name *	

Abort   Confirm >

Registration Information

Please check that all information you entered is correct.
If necessary, go back to the previous page and correct the information.

Login Password	••••••••
Confirm Login Password	••••••••
Name	

< Back   Register

> Please register your chosen password∗ and your name.
> ※Password: Enter 6 to 8 alphanumeric characters, starting with a letter and including at least one number.

Completion of Registration

Thank you for your registration.
The procedure is completed.

The confirmation email is sent to the email address you registered.
Please use the link to login.

Select here to Landing Page

> Return to the Landing Page and proceed to the application procedure.

②Application Procedure

Once you have created an account, proceed to the application procedure.

Click "Select here to apply" to begin.

Enter the email address and password you registered.

②-1 Entering Application Information

Request for Readmission

Readmission Semester

Q1 Readmission Semester

Required item

○ Spring semester（4/1〜）

○ Fall semester（9/26〜）

Faculty at the Time of Withdrawal/Expulsion

Q2 Student ID No.

Please enter the most recent student ID number you held while enrolled at this university.

Student ID No.	

(Undergraduate School) Faculty・Department・Major・Course
(GraduateSchool) Faculty・Major・Course

Required item

Faculty・Department・Major・Course/Faculty・Major・Course	

Year

Required item

Year

> Example:
> College of Global Liberal Arts Department of Global Liberal Arts

Reason forWithdrawal/Expulsion

Example:Withdrawal/Expulsion,Withdrawal/Expulsion Due to Unpaid Tuition,Withdrawal/ Expulsion at the end of period of leave of absence

Required item

Date of Withdrawal/Expulsion

Please enter the date in YYYY/MM/DD format
Example: 2025/09/25

Required item

Date of Withdrawal/Expulsion	

Q3 Name, Date of Birth, etc.

Please enter your name in English in the order of surname followed by given name.
Example: (Surname) RITSUMEI (Given name) Hanako
Enter your date of birth in the Gregorian calendar using the format YYYY/MM/DD.
Example: 2000/01/01

* Required field

Name *	
Name(Alphabet) *	
Date of Birth *	yyyy/mm/dd
Gender *	○ Male ○ Female

Nationality

Required item

Nationality	

②-1 Entering Application Information

Q4 Address (notice will besent here)
Please enter your phone number using half-width digits without hyphens.
* Required field

Email Address *

Email Address(Confirm) *

Postal Code *　　　　　　　[　　] Search

Prefecture Code *

Address A *

Address B *

Address C

Telephone Number *

Q5 Parent/GuardianAddress

Please enter Parent/Guardian na
Example: (Surname) RITSUMEI
Please enter your phone number
* Required field

Name *

Postal Code *　　　　　　　[　　] Search

Prefecture Code *

Address A *

Address B *

Address C

Telephone Number *

Required item

Relationship to Student

【Postal Code/Prefecture/Address(City/Ward/District)/ Address(Town/Village)/Address(Street, Building, etc.)】
About the "Search" Function
You can click the "Search" button next to the postal code field, enter the postal code directly in the search screen, and automatically fill in the address information.

＊Overseas Address
Postal Code: Enter "999-9999."
Prefecture: Enter "Other than those above"
Enter your information using alphabets, even for countries or regions where Chinese characters are used.
Example: 10 Xisanhuan Beilu, Haidian District, Beijing, China

②-② Uploading Required Documents

Reason for Readmission

Q6 Upload your Statement of Purpose for Re-enrollment

Please download the "Re-enrollment Statement of Purpose" form, fill in your reason for applying, and attach the completed file.
Please name the file using half-width alphanumeric characters.
Accepted file format: Word only (docx).
Required item

[ファイルの選択] ファイルが選択されていません [Clear]

Upload Other Submitted Documents

Q7 Master's Thesis Progress Report and Plan for Completion/Doctoral Dissertation Progress Report and Plan for Completion_Upload

・When applying for readmission to the Master's degree program:
"Master's Thesis Progress Report and Plan for Completion"
・When applying for readmission to the Doctoral/Integrated Doctoral Program:
"Doctoral Dissertation Progress Report and Plan for Completion"
Accepted file format: docx,xlsx
Please name the file using half-width alphanumeric characters.

[ファイルの選択] ファイルが選択されていません [Clear]

Other documents

Accepted file format: docx,xlsx
Please name the file using half-width alphanumeric characters.

[ファイルの選択] ファイルが選択されていません [Clear]

[Abort] [Next >] [Save]

・Reason for Readmission
・Master's Thesis Progress Report and Plan for Completion
・Doctoral Dissertation Progress Report and Plan for Completion
These documents can be downloaded from the Study Support Site.
For other documents that each college or graduate school specifically requires, please contact the college or graduate school administrative office.
(At OIC, please contact the Manabi Station or the college/graduate school administrative office.)

③Explanation to Parents/Guardians

Request for Readmission

Page 2 of 2

Q8 Explanation Provided to Parents or Guardians
Required item

○ I have explained to my parent/guardian about the re-enrollment I am applying for.

Before applying,be sure to explain this readmission to your parents or guardians.

[Abort] [< Prev] [Proceed to entry confirmation screen >] [Save]

③Confirmation Screen

Request for Readmission

The following content will be submitted.
If the content you entered is correct, please select [Submit].

Readmission Semester

Q1 Readmission Semester

（Omission）

Q7 Master's Thesis Progress Report and Plan for Completion/Doctoral Dissertation Progress Report and Plan for Completion_Upload

・When applying for readmission to the Master's degree program:
"Master's Thesis Progress Report and Plan for Completion"
・When applying for readmission to the Doctoral/Integrated Doctoral Program:
"Doctoral Dissertation Progress Report and Plan for Completion"
Accepted file format: docx,xlsx
Please name the file using half-width alphanumeric characters.

Other documents

Accepted file format: docx,xlsx
Please name the file using half-width alphanumeric characters.

Q8 Explanation Provided to Parents or Guardians

I have explained to my parent/guardian about the re-enrollment I am applying for.

Abort   < Return to entry screen   Submit

After confirming that the entered information is correct and no corrections are needed, click the [Submit] button.

④Application Accepted

Application Accepted Screen

Request for Readmission

Your submission have been successfully processed.

Select here to Landing Page

Close

Once the submission is completed, you will receive a confirmation email. Please be sure to check it.

Re-admission_Application Received

DO-NOT-REPLY_RUMLL01@st.ritsumei.ac.jp

To

Your re-admission application has been successfully received.
The administrative office will contact you later using the contact information you provided.
Please make sure to check your messages.
Application Numbe: