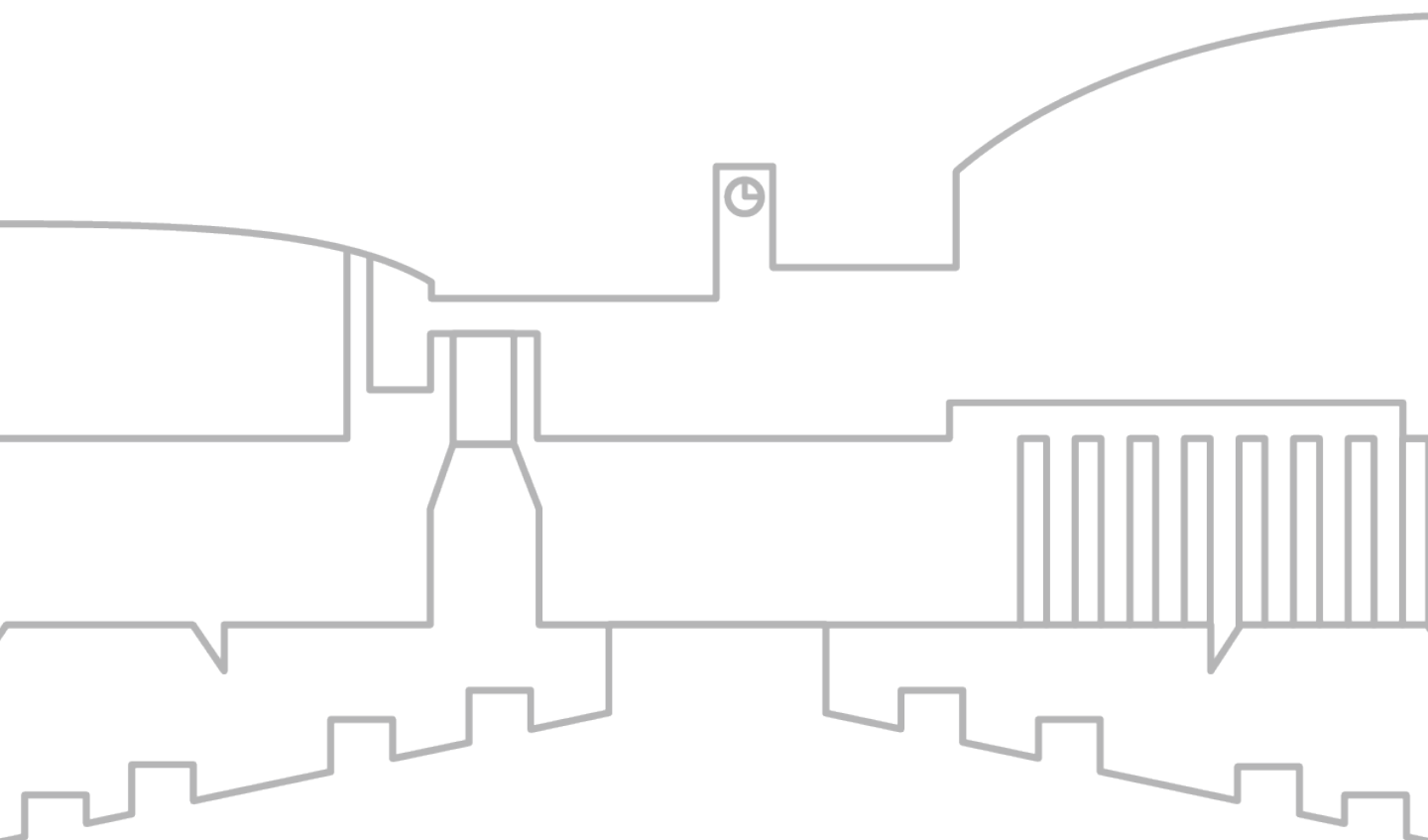


(for Undergraduate English-basis Applicants)
Ritsu-Mate Enrollment Procedures
Registration Manual
for Payment (April Enrollment)

- This manual is a user guide for enrollment procedures with Ritsu-Mate.



Introduction

IMPORTANT NOTES

☐

Please go through this manual carefully when using Ritsu-Mate.

☐

All times in this manual indicate Japan Standard Time (UTC+09).

-System Maintenance-



Access interrupted from
**7:30 PM on Wednesday to
5:30 AM on Thursday***

-Session Timeout-



Automatic log-out after
90 minutes of inactivity.

-Read Carefully-



Consult this manual
thoroughly

*In case of an urgent interruption, Maintenance Schedule will be announced on the Welcome page.

Prepare the items below before you start using Ritsu-Mate

☐ 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 supports by Microsoft, Apple and Google.
* Recommended browsers are based on the latest edition of the OS.

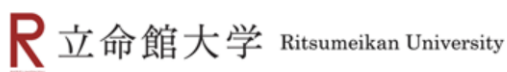
Access Ritsu-Mate

www.ritsumeit.ac.jp/applicants/

- Click **Login**

[English]

You can switch from Japanese to English by clicking on "English" at the right-hand corner of the screen.



JAPANESE

Ritsu-Mate Login

[Account & Password]

Account & Password are notified by email.

Account *

Password *

Incoming Undergraduate Students

Please do not create a new account.

Please log in using the account and password information provided in the enrollment procedures email sent to the email address registered at the time of application.

Graduate School Applicants / Incoming Graduate Students

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 (Graduate Schools Only)

Reset Password

Do Not Use

Payment of Enrollment Procedure Fees

Top Page

Once the payment period has begun, the “Payment of Enrollment Procedure Fees” will appear after login.

MENU

■ COE Procedure

COE Document Upload

■ Payment of Enrollment Procedure Fees

Payment of Enrollment Procedure Fees

■ Online Enrollment Procedure

Online Enrollment Procedure

■ Inquiry

Inquiry for Admission

Payment of Enrollment Procedure Fees

Payment of Enrollment Procedure Fees

Examination information you have passed is displayed here.

- 1 Check the following information: College/Graduate School, Department/Major, Major/Course, Application No., and Admission Method.
- 2 Click "Payment" for which you wish to complete the payment procedure.

Payment of Enrollment Procedure Fees

Once confirming the "College/Graduate School", "Department/Major", and "Major/Course", click the "Payment" link for the payment to be made.
To pay from outside Japan in a foreign currency, please see the payment instructions provided when the offer of admission was announced.

*"Examination Date" : The final result notification date is displayed here instead.
*"Admission Fee" and "Tuition Fee" display the dates when the University confirms payment has been completed.
*For accepted graduate school applicants who are not required to pay the admission fee, the fields for admission fee status of payment and the payment confirmation date will be displayed automatically, even if no actual payment has been made.
*The date and time are displayed in Japan Standard Time.

(Total 1 item(s))

	College/Graduate School	Department/Major	Major/Course	Application No.	Admission Method	Examination date	Scholarships	Admission Fee	Tuition Fee
2 Payment	1 College of Information Science and Engineering	Department of Information Science and Engineering	Information Systems Science and Engineering Course						

<Payment Steps>

- Payment 1: Admission Fee

- The Admission Fee must be paid during the period for Payment 1.
- Please note that once it has been received, the Admission Fee cannot be refunded under any circumstances.
- If successful applicants wish to pay the Admission Fee, Tuition Fee(s), and Miscellaneous Membership Fees together, the payment must be completed during the period for Payment 1.

- Payment 2: Tuition Fee(s) and Miscellaneous Membership Fees

- The Tuition Fee(s) must be paid during the period for Payment 2.
- Miscellaneous Membership Fees for 2027 are collected at the same time.

Payment of Enrollment Procedure Fees

Select Payment Type

- Check the following information: Payment type, Amount, and Payment deadline. Then select "Payment type".
- For paying from outside Japan: **in principle**, please use **Convera GlobalPay for Students**.
 - For paying from within Japan: please download 振込依頼書(Payment Slip).
- <NOTE>
- Successful applicants must pay the Admission Fee, Tuition Fee(s) and Miscellaneous Membership Fees during the specified period.
 - The University will not accept any payment after the period under any circumstances. Make sure to check your payment deadline.
 - If payments are not completed within the designated periods, your acceptance into the University will be cancelled.
 - Please keep proof of payment (e.g. a copy of the remittance request form and the remittance receipt), as the University may request the submission of the receipt.

Select Payment Type

Successful applicants should complete the payment of enrollment procedure fees within the deadlines.

See the "Amount" and "Payment deadline" columns in the chart below for enrollment procedure fees and deadlines.

If you will pay from within Japan, click the "Invoice" link for the enrollment procedure fees to be paid.

If paying from outside Japan in a foreign currency, **in principle, please use Convera GlobalPay for Students**, which allows payment by local bank transfer or various online payment methods.
For more information about Convera GlobalPay for Students and the payment procedure, please refer to the URL below:
[Undergraduate Students](#)
[Graduate Students](#)

Paying from outside Japan: **in principle**, please use **Convera GlobalPay for Students**.
Click "Undergraduate Students" and proceed with your payment.

If you unavoidably cannot use Convera GlobalPay for Students, we also accept international remittances directly from financial institutions to the University's bank account. Click the "Invoice" link for the enrollment procedure fees to be paid.

"Date of payment confirmation" is the date when the University confirms that the payment of the enrollment procedure fees has been completed. After payment is settled, it takes 1-2 business days for the University to confirm.
Please note that this date may differ from the date of your payment.
For accepted graduate school applicants who are not required to pay the admission fee, the fields for admission fee status of payment and the payment confirmation date will be displayed automatically, even if no actual payment has been made.
The date and time are displayed in Japan Standard Time.

(Total 3 item(s))

	Payment type	Amount	Payment deadline	Status of payment	Date of payment confirmation
Invoice	Admission Fee	200,000	2026/09/24 23:59:59		
Invoice	Admission Fee, Tuition Fee for first semester and Membership Fee for first semester	1,108,800	2026/09/24 23:59:59		
Invoice	Admission Fee, Tuition Fees for first and second semesters and Membership Fees for first and second semesters	1,994,600	2026/09/24 23:59:59		

Paying from within Japan and international remittances: click "Invoice" for "Payment type" you wish to proceed with your payment.

Payment of Enrollment Procedure Fees

Payment Slip (振込依頼書) / Invoice

Click "DL" for the one you wish to use.

Payment Slip (振込依頼書) / Invoice

Please download and print the Invoice or 振込依頼書(Payment Slip) you wish to use.

To pay from outside Japan in a foreign currency, please see the payment instructions provided when the offer of admission was announced. Select "Invoice" only when making a payment from outside Japan in a foreign currency, without using Convera GlobalPay for Students, and when an invoice is required.

Paying from within Japan: If you use 振込依頼書 (Payment Slip) at the designated financial institution, the transfer fee is not charged between the bank's head office and the branches listed on the slip.

Examination Sheet	
DL	振込依頼書(Payment Slip) / For payment from within Japan
DL	Invoice / For payment from outside Japan in a foreign currency if an invoice is required.

<Payment Slip(振込依頼書)>

Download Payment Slip (振込依頼書) / Invoice

Please download the 振込依頼書(Payment Slip) from the link below.

Please print out the payment slip and pay the amount due at a bank.

For the 振込依頼書(Payment Slip), please use A4 size paper in black and white. Do not enlarge or reduce the size.

If you will pay using an ATM or Internet banking, please be sure to enter the "Bank Transfer Client Code and FURIGANA" shown on the 振込依頼書(Payment Slip).

[download](#) [644.525 KB]

<Invoice>

Download Payment Slip (振込依頼書) / Invoice

Please download the Invoice from the link below.

Please print out the Invoice and pay the amount due at a bank.

*Invoice cannot be used when paying from within Japan.

*When using the Convera system, it is not necessary to print an Invoice.

[download](#) [102.094 KB]

Payment of Enrollment Procedure Fees

Confirm your payment status

<Payment 1 completed>

Payment of Enrollment Procedure Fees

Once confirming the "College/Graduate School", "Department/Major", and "Major/Course", click the "Payment" link for the payment to be made.
To pay from outside Japan in a foreign currency, please see the payment instructions provided when the offer of admission was announced.

- *"Examination Date" : The final result notification date is displayed here instead.
- *"Admission Fee" and "Tuition Fee" display the dates when the University confirms payment has been completed.
- *For accepted graduate school applicants who are not required to pay the admission fee, the fields for admission fee status of payment and the payment confirmation date will be displayed automatically, even if no actual payment has been made.
- *The date and time are displayed in Japan Standard Time.

(Total 1 item(s))

	College/Graduate School	Department/Major	Major/Course	Application No.	Admission Method	Examination date	Scholarships	Admission Fee	Tuition Fee
Ref Payment	College of Information Science and Engineering	Department of Information Science and Engineering	Information Systems Science and Engineering Course					2026/06/04	

The date displayed is when the University has confirmed your payment, not when you made it. Please also be aware that the University takes several days to confirm your payment.

Click "Payment" and complete your Payment 2 by the deadline.

Select Payment Type

	Payment type	Amount	Payment deadline	Status of payment	Date of payment confirmation
	Admission Fee	200,000	2026/09/24 23:59:59	Paid	2026/06/04
Invoice	Tuition Fee for first semester and Membership Fee for first semester	908,800	2026/10/15 23:59:59		
Invoice	Tuition Fees for first and second semesters and Membership Fees for first and second semesters	1,794,600	2026/10/15 23:59:59		

Payment of Enrollment Procedure Fees

Confirm your payment status

<Payment 1 & Payment 2 Completed>

Payment of Enrollment Procedure Fees

Once confirming the "College/Graduate School", "Department/Major", and "Major/Course", click the "Payment" link for the payment to be made.
To pay from outside Japan in a foreign currency, please see the payment instructions provided when the offer of admission was announced.

- *"Examination Date" : The final result notification date is displayed here instead.
- *"Admission Fee" and "Tuition Fee" display the dates when the University confirms payment has been completed.
- *For accepted graduate school applicants who are not required to pay the admission fee, the fields for admission fee status of payment and the payment confirmation date will be displayed automatically, even if no actual payment has been made.
- *The date and time are displayed in Japan Standard Time.

(Total 1 item(s))

	College/Graduate School	Department/Major	Major/Course	Application No.	Admission Method	Examination date	Scholarships	Admission Fee	Tuition Fee
Ref	College of Information Science and Engineering	Department of Information Science and Engineering	Information Systems Science and Engineering Course		April AO Admissions (English Basis)			2026/06/03	2026/06/03

The date displayed is when the University has confirmed your payment, not when you made it. Please also be aware that the University takes several days to confirm your payment.

Select Payment Type

Payment type	Amount	Payment deadline	Status of payment	Date of payment confirmation
Admission Fee	200,000	2026/09/24 23:59:59	Paid	2026/06/03
Tuition Fee for first semester and Membership Fee for first semester	731,640	2026/10/15 23:59:59	Paid	2026/06/03