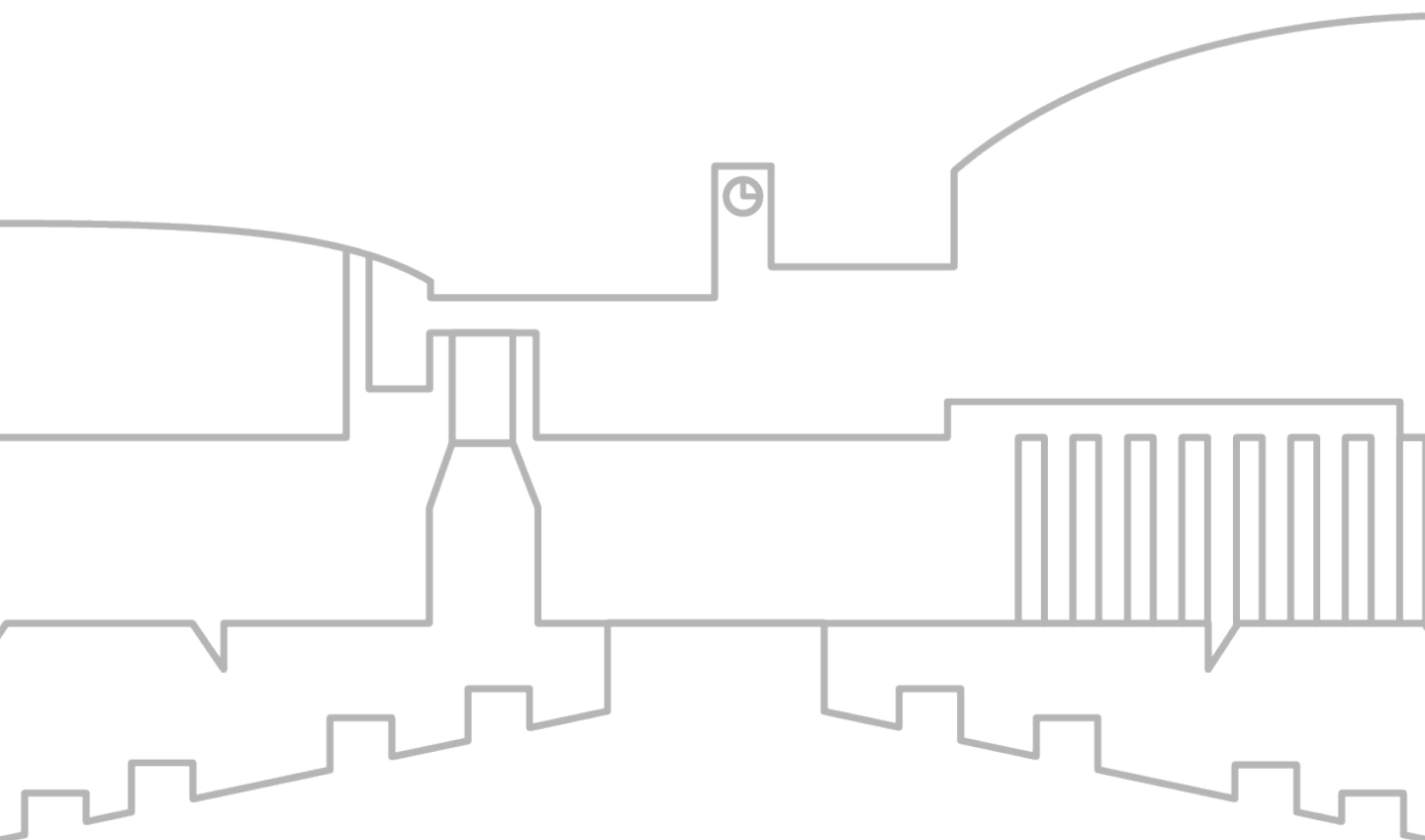


(for Undergraduate English-basis Applicants)
Ritsu-Mate Enrollment Procedures
Registration Manual
for COE Application

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



■ [Introduction](#)

■ [Login](#)

■ [Upload of COE and VISA related Documents
\(Only for International Students\)](#)

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.

- ❑ COE Application Handbook (Only for International Students)
- ❑ Documents to upload

Login

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

Upload of COE and VISA related Documents

My Page

“My Page” will open when you login. Click “COE Document Upload”.

MESSAGE

[< Go to message box... >](#)

MENU

■ COE Procedure

COE Document Upload

■ Payment of Enrollment Procedure Fees

Payment of Enrollment Procedure Fees

■ RISING-FDC Application

RISING-FDC List of applications

■ Inquiry

Inquiry for Admission

Upload of COE Documents

Step 1: Select Admission Method(s)

The Admission Method will be displayed

[Ritsui-Mate My Page] > [Registration of COE Documents]

Application List

Select Documents
you are submitting.

Select the Entrance Examination Method(s) of COE application

The Entrance Examination (s) which you can upload COE documents for is as follows.

1

2

(Total 1 item(s))			
	College/Graduate School	Admission Method	Scholarships
Sel	College of Global Liberal Arts	September AO Admissions (English Basis)	

Back

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1) Make sure that there are no errors with 'College/Graduate School' and 'Admission Method'.

'Scholarships' shows percentage of 'Tuition Reduction Scheme for International Students' if you are awarded. The amount of tuition reduction is shown as below.

Enrollment	Percentage of Tuition Reduction	Shown as
April	Tuition Reduction Scheme 100% One Year	TRS100OY
	Tuition Reduction Scheme 50% One Year	TRS50OY
	Tuition Reduction Scheme 20% One Year	TRS20OY
September	Tuition Reduction Scheme 100% Fall Semester*	TRS100FS
	Tuition Reduction Scheme 50% Fall Semester*	TRS50FS
	Tuition Reduction Scheme 20% Fall Semester*	TRS20FS

* Period of award for the Tuition Reduction Scholarship is 1 year (2 Semesters: Fall and Spring Semesters) from initial enrollment.

2) Click "Sel" after confirming the details above.

Upload of COE Documents

Step 2: List of COE Documents

The registration menu will be displayed. Download the required documents and submit them according to the instructions on After Admission page (https://en.ritsumei.ac.jp/e-ug/apply/visa_status.html).

Application List

Select Documents
you are submitting.

List of COE documents

Please select documents that you are submitting.
※After submitting COE documents, click the "Reload" button to update information.
※You cannot resubmit the documents you have already submitted.

Reload

[(COE Applications) Personal Data Form]
Only for COE Application

[(Status of Residence Holders) Expense Planning Form]
Only for those who Extend/Change Status of Residence

3	1	2
	Document Title	Status of Submission
Reg	(COE Applicants) Personal Data Form	not submitted
Reg	(Status of Residence Holders)Expense Planning Form	not submitted
Reg	Certificate of Bank Balance	not submitted
Reg	Proof of Income	not submitted
Reg	Request Form for Cert. of Scheduled Enrollment	not submitted
Reg	Photograph	not submitted
Reg	Photocopy of Passport	not submitted
Reg	Photocopy of Residence Card (在留カード)	not submitted

Close

[Photocopy of Residence Card (在留カード)]
Only for those who hold a Residence Card (在留カード) of Japan. Do not upload any other certificates, such as a national ID card.

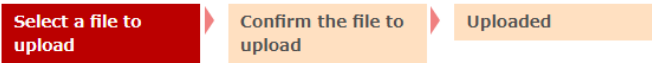
- 1) The documents to be uploaded are displayed.
 - 2) The submission status of each document is displayed.
 - 3) You can access the page by clicking 'Reg'.
- You can start uploading from any of the listed documents.

Upload of COE Documents

Step 3: Confirmation of Submitted Documents

- Files must be in pdf, docx, xlsx, or jpeg format
- File names should NOT contain space
- Each file size should be less than 9MB.
- If you wish to upload more than two documents in one section, **combine them into one document** before uploading
- Click ファイルの選択 button to select a file from your device
- Click **Confirm** to proceed

Once uploaded, you cannot replace the file.



Submit COE Documents

Please select the relevant COE documents and click the "Confirm" button.

※Files must be submitted in the format of either "pdf","xlsx","docx","txt", or "jpeg".
※For each file name, use only alphabets, numbers, or "." (period), "-" (hyphen), and "_" (underbar).
" (space)" cannot be contained in filenames.

* Required field

Document Title	(COE Applicants) Personal Data Form
Files to upload *	ファイルの選択 ファイルが選択されていません

Click this button and check your file to be uploaded.

Close

Confirm >

Confirm the uploaded documents and click "Confirm" if there are no errors.

Confirmation of COE Documents

Please confirm the contents of uploaded documents.

Document Title	(COE Applicants) Personal Data Form
Files to upload	Personal_Data_Form.xlsx

Close

< Back

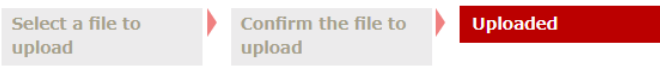
Register

You cannot delete the file once you click "Register". In case you want to replace the document, please contact the International Admissions Office.

Upload of COE Documents

Step 3: Confirmation of Document Submission

Upload all necessary documents by repeating steps 2 and 3.



Complete of COE Documents

Your application documents have been successfully submitted.

Close

List of COE documents

Please select documents that you are submitting.
※After submitting COE documents, click the "Reload" button to update information.
※You cannot resubmit the documents you have already submitted.

If you click "Reload", Status of Submission will be updated.

[(COE Applicants) Personal Data Form]
Only for COE Application

[(Status of Residence Holders) Expense Planning Form]
Only for those who Extend/Change Status of Residence

	Document Title	Status of Submission
	(COE Applicants) Personal Data Form	submitted
Reg	(Status of Residence Holders)Expense Planning Form	not submitted
	Certificate of Bank Balance	submitted
	Proof of Income	submitted
	Request Form for Cert. of Scheduled Enrollment	submitted
	Photograph	submitted
	Photocopy of Passport	submitted
Reg	Photocopy of Residence Card (在留カード)	not submitted

Close

[Photocopy of Residence Card (在留カード)]
Only for those who hold a Residence Card (在留カード) of Japan.