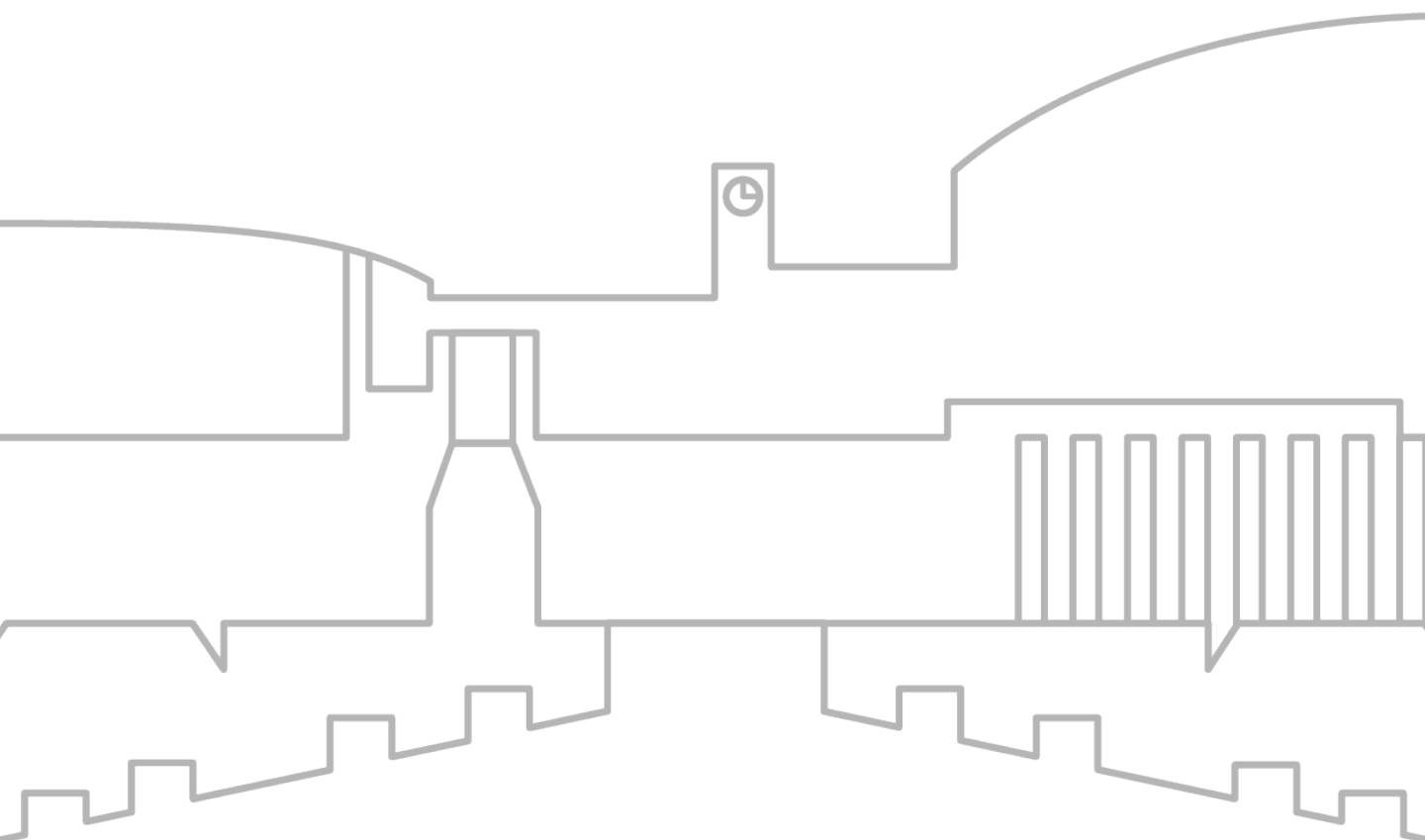


(for Undergraduate English-basis Applicants)
Ritsu-Mate Enrollment Procedures
Registration Manual
for Online Enrollment Procedures

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



■ [Introduction](#)

■ [Login](#)

■ [Online Enrollment Procedures](#)

1. Registration and Correction of Personal Information

2. Registration and Correction of Family Information

3. Pledge Form

4. Agreement of Personal Information

**5. <Applicants who do not have Japanese Nationality>
Registration and Correction of International Student Information**

6. Photo Upload for Student Information Card

7. Submission of Certificate of Residence (住民票)

8. Submission of Passport (Name and Photo Page)

**9. <Only if applicable>
Notice of Enrollment Document Submission Delay**

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.

☐ Documents to upload

☐ Personal and Parent's/Guardian's information

3

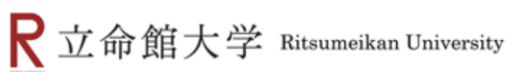
Access Ritsu-Mate

www.ritsumeai.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

Online Enrollment Procedures

Overview of Online Enrollment Procedures

- **Designated period for the enrollment procedures varies according to College and Admission Method. Check the “After Admission” website relevant to your application.**
- **Please note that required items for registration are different for each College, Admission Method, and nationality.**
- **Some procedures cannot be edited upon completion. Please be careful when entering details.**

	Items for Registration	Subject	Registration	Revision	Reference
1	Registration and Correction of Personal Information	All enrollees	○	○	○
2	Registration and Correction of Family Information	All enrollees	○	○	○
3	Pledge Form	All enrollees	○	×	×
4	Agreement of Personal Information	All enrollees	○	×	×
5	Registration and Correction of International Student Information	Only students <u>without</u> Japanese nationals (including Long-term residents “定住者”, Permanent residents “永住者”)	○	○	○
6	Photo Upload for Student Information Card	All enrollees	○	×	○
7	Submission of Certificate of Residence (住民票)	All enrollees	○	×	○
8	Submission of Passport (Name and Photo Page)	All enrollees	○	×	○
9	Notice of Enrollment Document Submission Delay	Only students applicable	○	×	○

Online Enrollment Procedures

Top Page

Once the Online Enrollment Procedures period has begun, the “Online Enrollment Procedure” will appear after login.

MESSAGE

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

MENU

■ COE Procedure

COE Document Upload

■ Online Enrollment Procedure

Online Enrollment Procedure

■ Inquiry

Inquiry for Admission

Online Enrollment Procedures

List of Enrollment Procedures

Examination information you have passed is displayed here.

List of Enrollment Procedures

Please select the "Proceed" button for the major/course you are scheduled to enroll.
It will lead to the Enrollment Procedures page.
*For admission methods which do not implement written examinations, result notification date is shown in the column 'Examination Date'.

1

(Total 1 item(s))

2	College/Graduate School	Department/Major	Major/Course	Application No.	Admission Method	Examination date	Scholarships	Admission Fee	Tuition Fee	Enrollment Documents
Proceed	College of International Relations	Department of International Relations	Global Studies Major		April AO Admissions (English Basis)					

1 Check the following information (College/Graduate School, Department/Major, Major/Course and Application No.).

“Examination date” : The final result notification date is displayed here instead.

2 Press “Proceed” of the row corresponding to the course you are admitted to.

Online Enrollment Procedures

The menu screen for registration is displayed.

*Below is an example of what is displayed.

Enrollment Procedures

Please complete all the enrollment procedures within designated periods following admission / enrollment guidelines. Each procedures such as payment of the Admission Fee, the Tuition Fees and submission of the Enrollment Documents as well as online enrollment procedures must be completed by the enrollment procedures deadline.

(Total 9 item(s))

3	1	Enrollment Procedures	2	Final Registration Date
Reg		Registration and Correction of Personal Information		
Reg		Registration and Correction of Family Information		
Reg		Pledge Form		
Reg		Agreement of Personal Information		
Reg		Registration and Correction of International Student Information		
Reg		Photo Upload for Student Information Card		
Reg		Submission of Certificate of Residence (住民票)		
Reg		Submission of Passport (Name and Photo Page)		
Reg		Notice of Enrollment Document Submission Delay		

Back

- 1
- Items that require registration will be shown. There are items that everyone should register for, and items that only some applicable persons should register for. Please refer to the After Admission website and register the necessary items.
- 2
- The date and time of your final registration will be shown.
No postal mail or email will be sent to you to notify completion of the procedure.
- 3
- The display will be switched to the Ref/Reg screen when you press the corresponding buttons.
You can register the items in any order.

1. Registration and Correction of Personal Information

Step(1) Registration of Personal Information

Register your personal information. You can modify the information in “Registration and Correction of Personal Information” during the designated period for online procedures. The information is displayed based on the data at the time of your application. Make changes if necessary. If you do not need to make any changes, proceed to the next step.

Registration of Personal Information

Please enter the following information.
(Please enter your address at the time of your enrollment.
In case you are planning to move in the future and don't know your address, please enter the address of your current residence.)

Management of Personal Information at Ritsumeikan University

* Required field

Personal Information

Name	RITSUMEI Taro
Name (Katakana)	RITSUMEI Taro
Gender	Male
Date of Birth	05/30/96
1st Nationality *	KOR : Korea, Republic of Korea
2nd Nationality	
Postal Code *	999-9999
Prefecture *	Other than those above
City *	Room 111, ABC Building, DEF s
Street No. *	Ritsumei District, RU City
Building	Republic of Korea, 12345
Home Telephone Number	+99-99-999-9999
Mobile Telephone Number	+99-99-999-9999
Email Address	abc123@gmail.com

[Name · Name (Katakana) · Gender · Date of Birth]

Your name is registered based on your application information and university's regulation, and it cannot be modified.
Contact the International Admissions Office if there is any change needed.
For Name (Katakana), it will be displayed in alphabet.

Ritsumeikan University will register your name in the same order as printed on your passport.
(For those who possess Japanese nationality: Ritsumeikan University registered your name in the same order as printed on your JAPANESE passport.)

[1st Nationality and 2nd Nationality]

Select your nationality. If you have dual nationalities and one of them is Japanese, select Japan for the 1st Nationality.
If neither of them is Japanese, select the nationality of the passport that you use when entering Japan.

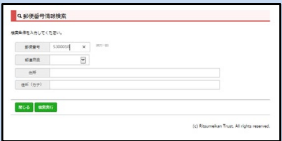
[Postal Code & Prefecture]

(Only applicable for Japanese residents)

By checking on the  icon next to the “Postal Code” field, you can fill in the address automatically in the sections for Prefecture and City by entering the postal code in the box appeared.

(Overseas Address)

Postal Code: Enter "999-9999."
Prefecture: Enter "Other than those above."



[City (Address A), Street No. (Address B), Building (Address C)]

(Overseas Address)

Address A: Your address
Address B: (if more space is required, use Address B Field as well.)
Address C: Your Country and Postal Code (E.g.: China, 123456)

※If you are living outside Japan, instead of using City, Street No., Building, follow above Address A, B and C method.

※The maximum number of characters you can enter for any of these fields is 40. In case of exceeding the maximum, use abbreviations instead.
EG: St. (Street), Blvd. (Boulevard)

(Only applicable for Japanese residents)

If you are living in Japan, write in Japanese.

[Home / Mobile Telephone Number]

Be sure to enter a telephone number that we can reach you as we need to contact you about the enrollment procedures. Either a “Home Telephone Number” or a “Mobile Telephone Number” must be entered. If outside Japan, enter the country code as well.

1. Registration and Correction of Personal Information

Step (1) Registration of Personal Information

Parent's/Guardian's Information/Tuition Fee Billing Address (who is responsible for the payment of your tuition fees) are displayed based on the information you submitted for your application. Make changes if necessary. If you do not need to make any changes, proceed to the next step.

Your Home Address

Guarantor's Information at the time of application is registered here.
Please re-enter the following information if it needs correction.

Postal Code *

999-9999

Q

Please input 8 numbers with hyphen. If your address is outside Japan, please input '999-9999'.

Prefecture *

Other than those above

▼

If your address is outside Japan, please select 'Other than those above'.

City *

Room 111, ABC Building, DEF st.

Please input your City and County.

Street No. *

Ritsumei District, RU City

Please input your Town, Village and Street Number.

Building

Republic of Korea, 12345

Please input the name of your apartment.

Home Telephone Number

+99-99-999-9999

Please input numbers with hyphen. Enter the home phone number or mobile phone number of your home address.

Mobile Telephone Number

+99-99-999-9999

Please input numbers with hyphen. Enter the home phone number or mobile phone number of your home address.

Parent's/Guardian's Information

Parent's/guardian's information at the time of application is registered here.
Please re-enter the following information if it needs correction.

Name *

RITSUMEI Jiro

Relationship *

Father

▼

Others

If you select 'Others', please input the relationship.

Postal Code *

999-9999

Q

Please input 8 numbers with hyphen. If your address is outside Japan, please input '999-9999'.

Prefecture *

Other than those above

▼

If your address is outside Japan, please select 'Other than those above'.

City *

Room 111, ABC Building, DEF st.

Please input your City and County.

Street No. *

Ritsumei District, RU City

Please input your Town, Village and Street Number.

Building

Republic of Korea, 12345

Please input the name of your apartment.

Home Telephone Number

012-345-6789

Please input numbers with hyphen. Enter the parent's/guardian's home phone number or mobile phone number.

Mobile Telephone Number

Please input numbers with hyphen. Enter the parent's/guardian's home phone number or mobile phone number.

【Parent's/Guardian's Information】
Select your father, mother, brother, sister, or spouse as Parent/Guardian. If none of the above relatives can become a Parent/Guardian, fill in the address, name, etc., of someone who is not a dependent and can reliably fulfill their responsibilities as a Parent/Guardian.

※If your Parent/Guardian resides outside Japan, enter the overseas address (Parent/Guardian does not need to reside in Japan or be a Japanese citizen).
※For the address outside Japan, use the English alphabet. (Do not use Chinese Characters or Hangul etc.)

【Home / Mobile Telephone Number】
Either a "Home Telephone Number" or a "Mobile Telephone Number" must be entered.

1. Registration and Correction of Personal Information

Step(1) Registration of Personal Information

Parent's/Guardian's Information/Tuition Fee Billing Address are displayed based on the information you submitted for your application. The Parent's/Guardian's Information/Tuition Fee Billing Address is for sending bills for your Tuition Fees after enrollment. As we only send bills to an address in Japan, appoint a person who resides in Japan and enter the address. If you cannot find such a person, put your name and current address.

Tuition Fee Payer

Parent's/guardian's information at the time of application is registered here.
Please re-enter the following information if it needs correction.

Name *RITSUMEI Jiro

Relationship *Father

Others

Postal Code *999-9999

Prefecture *Kyoto

City *Room 111, ABC Building, DEF st.

Street No. *Ritsumei District, RU City

BuildingRepublic of Korea, 12345

Home Telephone Number+99-99-999-9999

Mobile Telephone Number+99-99-999-9999

Emergency Contact Information

Name *RITSUMEI Jiro

Telephone Number *+99-99-999-9999

[Tuition Fee Billing Address] (Japanese Address Only)
Bills for your Tuition Fees after enrollment will be sent to this address.
Appoint a person who resides in Japan and enter the address.

※If you cannot appoint a person, put your name and current address.
After enrollment, please update it to your address in Japan.

[Home / Mobile Telephone Number]
Either a "Home Telephone Number" or "Mobile Telephone Number" must be entered. Enter hyphens if they are missing.

[Emergency Contact Information]
The emergency contact may be different from your Parent/Guardian.

Back

Next >

1. Registration and Correction of Personal Information

Step(2) Education Information Registration

Confirm the information registered at the time of your Application. Click “Confirm” if there are no errors.

[Ritsui-Mate My Page] > [Enrollment Procedures] > [Registration and Correction of Personal Information]

Registration of Personal Information

Education Information Confirmation

Confirmation of Registration Information

Completed

Education Information Confirmation

Please confirm your education information.

The information at the time of application is registered here.
If it needs correction, please contact International Admissions Office.

Application Eligibility Information

High School Code52000E

High School Name外国の学校等

High School Course

(Estimated) Graduation Date2023/7

【Application Eligibility Information】

After your application, we changed your Education Information appropriately based on your Application Documents.

Your information will be displayed as follows

High School Code: 52000E

High School Name: 外国の学校等

If there are any mistake in the “(Estimated) Graduation Date”, contact International Admissions Office.

< Back

Confirm >

1. Registration and Correction of Personal Information

Step(3) Confirmation of Personal Information

If there are no errors, click “Register”.
Click “Back” to return to the previous screen if you need to make any changes.

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration and Correction of Personal Information]

Personal Information

Education Information

Confirmation of Registration Information

Completed

Confirmation of Personal Information

Please check your information listed below.

Personal Information

Name

RITSUMEI Taro

Name (Katakana)

RITSUMEI Taro

Gender

Male

Date of Birth

05/30/96

1st Nationality

KOR : Korea, Republic of Korea

2nd Nationality

Postal Code

999-9999

Prefecture

Other than those above

City

Seoul, Korea

Street No.

ABC-gu, 123

Building

ABC Apartment 1ho

Home Telephone Number

+99-99-999-9999

~Some sections are omitted~

Emergency Contact Information

Name

RITSUMEI Jiro

Telephone Number

+99-99-999-9999

Application Eligibility Information

High School Code

52000E

High School Name

外国の学校等

High School Course

-

(Estimated) Graduation Date

2015/2

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Register

You can make changes during the designated period for online enrollment procedures.

2. Registration and Correction of Family Information

Step(1) Registration of Family Information

Family information will be used when providing information to your Parent/Guardian from Ritsumeikan University and Ritsumeikan University Parents Association of Student Education Assistance or in case of an emergency etc. Enter the information at the time of your enrollment (expected information acceptable). **You cannot modify this information once it is registered. Notify the International Admissions Office if any corrections or changes need to be made.**

Registration of Family Information

Enter Family Information by referring to Enrollment Procedure webpage.
Refer to the Alumni Code / Occupation Code here.

Parent's/Guardian's Information

Enter information as of time of enrollment
(scheduled / planned information is acceptable)

Relationship to the Applicant

Father

Name

RITSUMEI Jiro

Name (Katakana)

リツメイ ジロウ

Age

55

Organization/Company Name

Ritsumei Corporation

Occupation Code

Daytime Contact Number

+99-99-9999-9999

Email Address

abc@gmail.com

Alumni Code

Graduation Year

Relationship to the Applicant

Mother

Name

RITSUMEI Hanako

Name (Katakana)

リツメイ ハナコ

Age

51

Organization/Company Name

ABC Company

Occupation Code

Daytime Contact Number

+99-99-999-9999

Email Address

123@gmail.com

Alumni Code

Graduation Year

If your Parent/Guardian is not your father or mother, fill in the information below.

Relationship to the Applicant

Name

Name (Katakana)

Age

Organization/Company Name

Occupation Code

Daytime Contact Number

Email Address

Alumni Code

Graduation Year

You have to enter the "Name" and "Daytime Contact Number" of either your "Father", "Mother" or "Other".

【Parent's/Guardian's Information】

If you have neither a father nor mother, you do not need to enter information here. Enter your Parent's/Guardian's information in the columns below. If you are an international student whose parents reside overseas, enter the overseas address (your Parent/Guardian does not need to reside in Japan). ※For the address outside Japan, use the English alphabet. (Do not use Chinese Characters or Hangul etc.)

【Organization/Company Name, Occupation Code】

Select the Occupation Code from the above link "Alumni Code/Occupation Code". You do not need to enter anything if your Parent/Guardian is a housewife, a pension recipient or has no occupation. This data will be used for statistics, so select a code of a similar occupation if you do not know which to select.

【Daytime Contact Number/Email Address】

This contact information will be used by the university and Ritsumeikan University Parents Association of Student Education Assistance, including in case of an emergency. Enter contact information that can be reached during the daytime.

【Alumni Code/Graduation Year】

Select the Alumni Code/Occupation Code from the link above and enter the graduation year only if your Parent/Guardian is an alumni of Ritsumeikan University or its affiliated schools.

【Relationship to the Applicant】

If the Parent/Guardian is not the father or mother, select the applicable relationship to the applicant and enter the information below, starting from the name.

2. Registration and Correction of Family Information

Step(1) Registration of Family Information

If your sibling is/was enrolled in a college at Ritsumeikan University (excluding graduate schools), the Registration Fee (5,000 yen) for the Ritsumeikan University Parents Association of Student Education Assistance will be refunded. Enter the information as below and click “Confirm”.

Sibling's Information if enrolled now in Ritsumeikan colleges

Enter sibling's information if she/he is/was enrolled in Ritsumeikan colleges (excluding graduate schools).
You will be reimbursed for Registration Fee of Parents Association of Student Education Assistance.
Where we can not confirm the information, we will not refund the fee.

Name

RITSUMEI Ichiro

Put a space between your family and given names.

Name (Katakana)

リツメイ イチロウ

Put a space between your family and given names.

College

College of International Relations

Student ID Number

12345678901

Input numbers without hyphen.

Name

Name (Katakana)

College

Student ID Number

Input numbers without hyphen.

Name

Put a space between your family and given names.

Name (Katakana)

Put a space between your family and given names.

College

Student ID Number

Input numbers without hyphen.

Back

Confirm >

【Student ID Number】

If your sibling is currently enrolled, enter the current student ID number. If he/she was enrolled in the past, enter the student ID number at the time of graduation. You do not need to enter anything if the number is unknown.

If you have 4 or more applicable siblings, enter the information of the oldest 3. If twins or multiple siblings are enrolled at the same time, enter their “Name”, “Name (Katakana)”, and “College” only.

2. Registration and Correction of Family Information

Step(2) Confirmation of Family Information

Confirm your Family Information and click “Register”.

Confirmation of Family Information

Please confirm registered content.

Guarantor's Information

Relationship to the Applicant

Father

Name

RITSUMEI Jiro

Name (Katakana)

リツメイ ジロウ

Age

55

Organization/Company Name

Ritsumei Corporation

Occupation Code

Daytime Contact Number

+99-99-9999-9999

Email Address

abc@gmail.com

Alumni Code

Graduation Year

Relationship to the Applicant

Mother

Name

RITSUMEI Hanako

Name (Katakana)

リツメイ ハナコ

~Some sections are omitted~

Sibling's Information if enrolled now in Ritsumeikan colleges

Name

RITSUMEI Ichiro

Name (Katakana)

リツメイ イチロウ

College

College of International Relations

Student ID Number

12345678901

Name

Name (Katakana)

College

Student ID Number

Name

Name (Katakana)

College

Student ID Number

< Back

Register

You can make changes during the designated period for online enrollment procedures.

You cannot make any changes after the designated period for online enrollment procedures.

Notify “MANABI Station” on your campus if you need to make any changes after enrollment.

3. Pledge Form

Submit Pledge form

After reading the pledge carefully, please tick the "I agree" box and click the "Register" button. Please make sure that the <Yourself> column is filled out by **the student** and <The Parent / Guardian (or a person who will accept the identity)> column is filled out by **the parents or family members**.

[Ritsui-Mate My Page] > [Enrollment Procedures] > [Pledge Form]

Register

Completed

Submit Pledge Form

After reading the Pledge carefully, please tick the box "I agree" and click the "Register" button.

Pledge Form

To President of Ritsumeikan University,

<Yourself>

I hereby pledge that upon admission, I will be fully aware of my responsibility as a student of Ritsumeikan University and will abide by the regulations of Ritsumeikan University and all other rules of the University (including those prohibiting smoking on campus and commuting by car).

☐ I agree

<Parent/Guardian (or a person who will accept the identity) >

The Parent/Guardian (or a person who will accept the identity) himself/herself must tick the box " I agree"

I, as a Parent/Guardian (or a person who will accept the identity), hereby agree to oversee that the person above adheres to the above pledge upon enrollment in Ritsumeikan University. Furthermore, I accept responsibility for tuition payment binding the person mentioned above while enrolled.

* The Parent/Guardian (or a person who will accept the identity) must be a person who makes an independent living and is able to fulfill the obligations as the above. In principle, a parent, elder brother or sister. However, If the student is currently a fulltime worker, they may also be able to appoint a spouse, brother, sister or adult child as a Parent/Guardian.

☐ I agree

Back

Register

4. Agreement of Personal Information

Submit Consent to Use of Personal Information

After reading the Consent to Use of Personal Information carefully, please tick the “I agree” box and click the “Register” button.

Please make sure that the <Yourself> column is filled out by **the student** and <The Parent / Guardian (or a person who will accept the identity)> column is filled out by **the parents or family members**.

[Ritsumeikan My Page] > [Enrollment Procedures] > [Consent to Use of Personal Information]

Register

Completed

Submit Consent to Use of Personal Information

After reading the Consent to Use of Personal Information carefully, please tick the box "I agree" and click the "Register" button.

Consent to Use of Personal Information

To President of Ritsumeikan University,

<Yourself>

Upon enrollment at Ritsumeikan University, I hereby give my consent to Ritsumeikan University to use my personal information, on condition that Ritsumeikan University will observe the rules stipulated in the "Handling of Personal Information at Ritsumeikan University". In addition, I also give my consent to give my personal information for common use and to the third parties as stated below;

- Provide my personal information, academic records, and course registration status to the Parent/Guardian in order to hold the course registration, academic record, and career consultations. (EG: Notification of academic record)
- Provide my personal information and necessary information to partner universities within Japan and overseas based on academic exchange agreements.
- Provide my personal information and necessary information to organizations providing scholarships.

☐ I agree

<Parent/Guardian (or a person who will accept the identity) >

The parent or guardian(or a person who will accept the identity) himself/herself must tick the box " I agree"

I, as a Parent/Guardian(or a person who will accept the identity), hereby give my consent to use my personal information, on condition that Ritsumeikan University will observe the rules stipulated in the "Handling of Personal Information at Ritsumeikan University".

☐ I agree

Back

Register

5. <Applicants who do not have Japanese Nationality>
Registration and Correction of International Student Information

Step(1) Register International Student Information

Applicants who do not have Japanese Nationals must register international student information. This includes Permanent Residents and Long-term Residents.

Registration is not necessary for those who are Japanese nationals or have dual nationalities that include Japanese one. If you have dual nationalities and neither of these includes Japanese citizenship, enter the information of the passport you use when entering Japan.

Register your international student information. You can modify your information on “Registration and Correction of International Student Information” during the designated period of the online enrollment procedures. You do not need to enter any undecided items before entering Japan. Click “Confirm” when you finish entering the information.

[Ritsui-Mate My Page] > [Enrollment Procedures] > [Registration and Correction of Information]

Registration of International Student Information

Confirmation of Registration Information

Completed

Registration of International Student Information

Please complete the form below.
Special Permanent Residents do not need to complete this form.

* Required field

International Student Information

Name *

FAMILY Middle First

1st Nationality *

2nd Nationality

Resident Status

International student

Resident Status

student

Expiry Date

YYYY/MM/DD

Financial Aid *

☒ Privately financed

☐ MEXT Scholarship

(Scheduled) Date of Arrival

【Name (alphabet)】
Please enter your Name as indicated in the “Registration and Correction of Personal Information”, “Registration of Personal Information” section.

【1st Nationality and 2nd Nationality】
Select your nationality. If you have dual nationalities and one of them is Japanese, you do not need to register. If neither of them is Japanese, select the nationality of the passport that you use when entering Japan.

【Resident Status】
No need to enter anything.

【Resident Status・Expiry Date】
Select either “Student” or “Other than Student”.

【Financial Aid】
Do not change the selection.

5. <Applicants who do not have Japanese Nationality>
Registration and Correction of International Student Information

Step(1) Register International Student Information

Scholarship Information

Past Experience with Japanese Government (Monbukagakusho) Scholarships. *

☐ Exist☒ Not-Exist

If you are enrolling for College, please select 'none'.

*If yes, please answer to the following questions.

Study Abroad Period: FROM

YYYY/MM/DD

Study Abroad Period: TO

YYYY/MM/DD

University

Japanese language Organization before your enrollment

Japanese Language School Code

Q

When you don't find your Japanese school name on the drop-down list, please input "099"

Japanese Language School Name

Enrollment Date

YYYY/MM

Graduation Date

YYYY/MM

Back

Confirm

Select whether or not you have experience studying in Japan in the past on a Japanese government scholarship.

Enter if you have learning experience at a Japanese language organization before your enrollment.

[Japanese Language School Code・Japanese Language School Name]
Click on the **Q** button, enter the Japanese language school name, and search.

日本語学校コード検索

検索条件を入力してください。

日本語学校コード

検索結果

日本語学校名称

日本語学校名称カナ

検索

検索結果

[Enrollment Date・Graduation Date]
Enter the enrollment date and graduation date with the format of "YYYY/MM". Delete "0/00" if you have no learning experience.

The name of the Japanese language school will be entered automatically. If you cannot find it with this search function, enter "099" and manually input the name of the school in Japanese.

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5. <Applicants who do not have Japanese Nationality>
Registration and Correction of International Student Information

Step(2) Confirmation of International Student Information

This is the confirmation page for international student information.
If there are any errors, click “Back” to modify. If not, click “Register”.

[Ritsui-Mate My Page] > [Enrollment Procedures] > [Registration and Correction of Information]

Registration of International Student Information

Confirmation of Registration Information

Completed

Confirmation of International Student Information

Please check your information listed below.

International Student Information

Name	RITSUMEI Taro
1st Nationality	KOR : Korea, Republic of Korea
2nd Nationality	
Resident Status	International Student
Resident Status	student
Expiry Date	2022/12/01
Financial Aid	Privately financed
(Scheduled) Date of Arrival	2019/03/18

Scholarship Information

Past Experience with Japanese Government (Monbukagakusho) Scholarships.	Not-Exist
Study Abroad Period: FROM	
Study Abroad Period: TO	
University	

Japanese language Organization before your enrollment

Japanese Language School Code	
Japanese Language School Name	
Enrollment Date	
Graduation Date	

< Back

Register

You can make changes during the designated period for online enrollment procedures.

6. Photo Upload for Student Information Card

Step(1) Preparing the Photo for Student Information Card (About Photos)

- Please prepare your photo taken from the front in a photo booth/photo studio. If you cannot, please pay attention to the following guideline and take a photo with a digital camera, smartphone etc. Please do not retake an existing paper photo with your smartphone or scanning to avoid making the image rough.
- You may use a photo wearing high school uniform, but keep in mind that the photo will be used throughout your college years as your student ID photo.
- The photo must be in color, clear background and face must look straight forward. You must not wear head covering except for medical and/or religious reasons.
- It is preferable to upload the ID photo you used for your application to Ritsumeikan University. If it is no longer available, upload a new photo clearly showing that the individual on the new photo is the same person.
- Ritsu-Mate only accept jpg, jpeg, gif or png. For each file name, use only alphabets, numbers, “.” (period), “-” (hyphen), or “_” (under bar). “ ” (space)” cannot be contained in filenames.

【Acceptable】



* If you used smartphone to take your ID photo, use browser of the smartphone to login to Ritsu-Mate for easy upload.

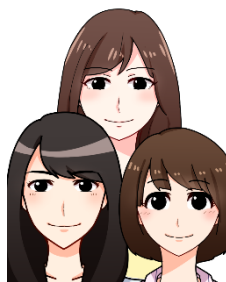
【Not Acceptable】



Not facing front



Face is hidden by hand



Multiple person in photo



Wearing sunglasses and head covering
(unless it's for religious or medical reasons)



Not clear
Background



Not neutral expression



Too big

6. Photo Upload for Student Information Card

Step(2) Upload the ID Photo

Click “Edit”.

[Ritsui-Mate My Page] > [Enrollment Procedures] > [Student ID Photo Upload]

Choose Photo for Student ID Card

Confirm the Photo

Confirm Content of Upload

Complete

Student ID Photo Upload

Upload ID photo for your Student ID card.

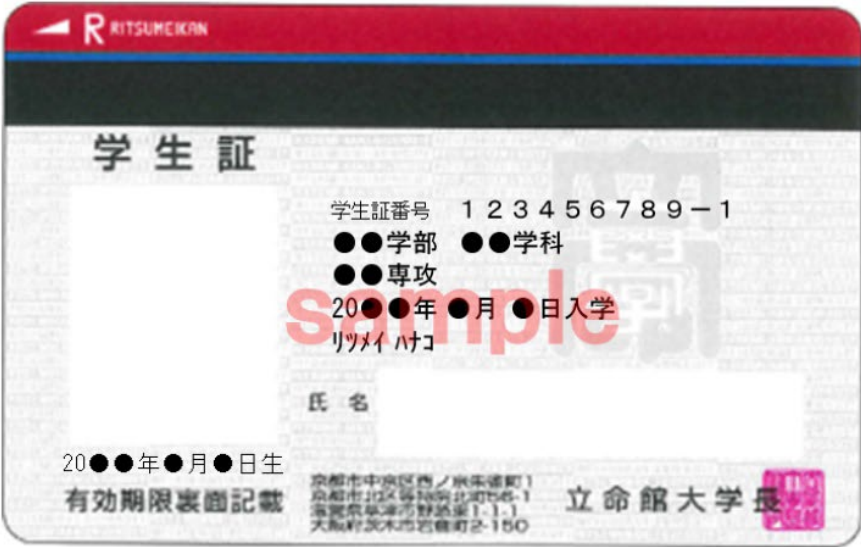
* Required field

Student ID photo

Click "Edit".



Select and edit the photo. Then click "Next".



Back

Next

6. Photo Upload for Student Information Card

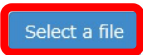
Step(2) Upload the ID Photo

Click "Select a file" and select a photo for your student ID card.

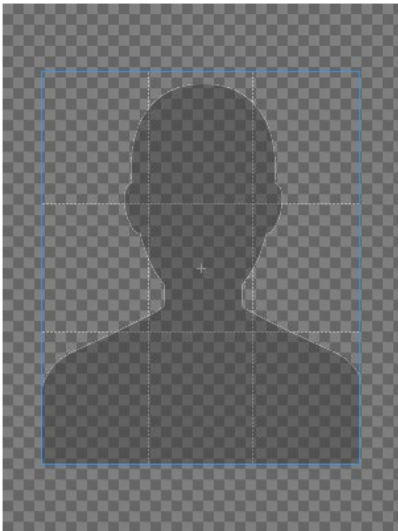
🔍 Edit Your Photo

Select your photo for ID card and edit.
NOTE: Only jpg, jpeg, gif or png are uploadable.
For each file name, use only alphabets, numbers, " . (period)", " - (hyphen)", or " _ (underbar)".
" (space)" cannot be contained in filenames.
Read following manual before uploading. →[Taking Student ID Card Photo](#)

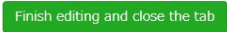
- 1. Click "Select a file" and upload a photo.



- 2. Use "Enlarge" "Reduce" "Rotate left" "Rotate right" to adjust the photo to fit the figure inside of blue frame.



- 3. Check the sample of student ID card, and click "Finish editing and close the tab"



6. Photo Upload for Student Information Card

Step(2) Upload the ID Photo

Use “Enlarge”, “Reduce”, “Rotate left” and “Rotate right” to edit your photo.

Q Edit Your Photo

Select your photo for ID card and edit.
NOTE: Only jpg, jpeg, gif or png are uploadable.
For each file name, use only alphabets, numbers, " . (period)", " - (hyphen)", or " _ (underbar)".
" (space)" cannot be contained in filenames.
Read following manual before uploading. →[Taking Student ID Card Photo](#)

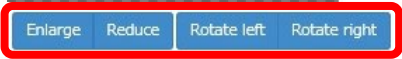
- 1. Click "Select a file" and upload a photo.

Select a file
- 2 Use "Enlarge" "Reduce" "Rotate left" "Rotate right" to adjust the photo to fit the figure inside of blue frame.

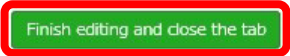


Use the dark figure within the blue frame to adjust size and placement of the photo.
You can drag the blue frame to adjust placement.

A preview of student ID card will appear at the bottom of the page.
If it appears OK, click “Finish editing and close the tab”.



- 3. Check the sample of student ID card, and click "Finish editing and close the tab"



6. Photo Upload for Student Information Card

Step(3) Confirm Uploading Photo

Make sure the ID photo that appears on the preview is the one you chose.
If there are no further needs for editing, click “Next”.
If there are, click “Edit” and resume editing.

[Ritsui-Mate My Page] > [Enrollment Procedures] > [Student ID Photo Upload]

Choose Photo for Student ID Card

Confirm the Photo

Confirm Content of Upload

Complete

Student ID Photo Upload

Upload ID photo for your Student ID card.

* Required field

Student ID photo

Click "Edit".

Edit

Select and edit the photo. Then click "Next".

RITSUMEIKAN

学生証



学生証番号 1 2 3 4 5 6 7 8 9 - 1

●●学部 ●●学科

●●専攻

20●●年●●月●●日入学

リツメイ ハナコ

氏 名

20●●年●●月●●日生

有効期限裏面記載

京都市中京区西ノ京朱雀町1
京都市北区豊崎所北町6-1
滋賀県草津市野添家1-1-1
大阪府茨木市石橋町2-150

立命館大学長

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Next

6. Photo Upload for Student Information Card

Step(3) Confirm Uploading Photo

Uploaded ID photo will appear on preview.
Check the list if the photo fulfills the condition and click “Confirm” content of upload.

[\[Ritsui-Mate My Page\]](#) > [\[Enrollment Procedures\]](#) > [\[Student ID Photo Upload\]](#)

Choose Photo for Student ID Card

Confirm the Photo

Confirm Content of Upload

Complete

Student ID Photo Requirement Check

Check each box if the photo you are about to upload fulfills the condition. Then click "Confirm content of upload".
You cannot change your photo once upload process is completed.

Student ID photo



- ☒ The photo contains no other objects or people.
- ☒ The photo is in color.
- ☒ The photo is clear and in focus.
- ☒ The photo is free of any reflection or glare from glasses. (If wearing glasses)
- ☒ The photo is not discolored, creased or torn.
- ☒ The subject on the photo is facing forward and not wearing a hat, with nothing in the background.
- ☒ The subject on the photo looks natural. (Photo such as mouth opened and showing too much tooth is unacceptable.)
- ☒ The subject on the photo does not have a head covering (unless it's for religious or medical reasons).
- ☒ The manual is thoroughly read and understood: list above is all checked.

< Back

Confirm >

6. Photo Upload for Student Information Card

Step(3) Confirm Uploading Photo

Photo on the preview will be uploaded.
If you wish to change the photo, click “Back”
If you wish to proceed with the photo, click “Submit”.

Once uploaded, you cannot replace or edit your ID photo.

[\[Ritsu-Mate My Page\]](#) > [\[Enrollment Procedures\]](#) > [\[Student ID Photo Upload\]](#)

Choose Photo for Student ID Card

Confirm the Photo

Confirm Content of Upload

Complete

Student ID Photo Confirmation

This image will be uploaded as the ID photo for your Student ID card.

Student ID photo



- ☒ The photo contains no other objects or people.
- ☒ The photo is in color.
- ☒ The photo is clear and in focus.
- ☒ The photo is free of any reflection or glare from glasses. (If wearing glasses)
- ☒ The photo is not discolored, creased or torn.
- ☒ The subject on the photo is facing forward and not wearing a hat, with nothing in the background.
- ☒ The subject on the photo looks natural. (Photo such as mouth opened and showing too much tooth is unacceptable.)
- ☒ The subject on the photo does not have a head covering (unless it's for religious or medical reasons).
- ☒ The manual is thoroughly read and understood: list above is all checked.

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Submit

7. Submission of Certificate of Residence (住民票)

Refer to “Information to be included in the Certificate of Residence (住民票の記載事項について)” on the After Admission website and upload the Certificate of Residence (住民票), including the necessary information.

- ※ The file must be in color.
- ※ Do not upload your Residence Card (在留カード).

Once uploaded, you cannot replace the certificate.

Submission of Certificate of Residence (住民票)

All incoming students are required to submit this document.
[Incoming Undergraduate Students: Other Important Notes Regarding Submission](#)
[Incoming Graduate Students: Other Important Notes Regarding Submission](#)

- Please select the relevant documents and click the "Confirm" button.
- ※Please upload the file in the format specified on the "After Admission" website (incoming undergraduate students) or in "Enrollment Guidelines" (incoming graduate students).
 - ※For each file name, use only alphabets, numbers, or ". (period)", "- (hyphen)", and "_" (underbar)".
 - " (space)" cannot be contained in filenames.
 - ※Please keep the file name under 50 characters including the file extension.

* Required field

Files to upload *

ファイルの選択

ファイルのアップロード

Back

Confirm >

Before uploading the certificate, please check that it includes all the information listed on “Information to be included in the Certificate of Residence (住民票の記載事項について)” on the After Admission website.

8. Submission of Passport (Name and Photo Page)

If you possess more than one nationality, upload ALL passports in one file.
※ The file must be in color.

Once uploaded, you cannot replace the file.

Submission of Passport (Name and Photo Page)

The following individuals are required to submit this document:
Non-Japanese Nationals (Excluding Special Permanent Residents)
Individuals who are not Japanese nationals must submit this regardless of admission method.
[Incoming Undergraduate Students: Other Important Notes Regarding Submission](#)
[Incoming Graduate Students: Other Important Notes Regarding Submission](#)

Please select the relevant documents and click the "Confirm" button.
※Please upload the file in the format specified on the "After Admission" website (incoming undergraduate students) or in "Enrollment Guidelines" (incoming graduate students).
※For each file name, use only alphabets, numbers, or ". (period)", "- (hyphen)", and "_" (underbar)".
" (space)" cannot be contained in filenames.
※Please keep the file name under 50 characters including the file extension.

* Required field

Files to upload *

ファイルの選択

ファイルが選択されていません

Back

Confirm >

9. <Only if applicable> Notice of Enrollment Document Submission Delay

The university may authorize the delay in the submission of documents (e.g., Certificate of Graduation). If you cannot submit document(s) during the Document Submission 2 period, you must complete the necessary information.
Refer to the After Admission website and submit the document(s) by the deadline for delayed documents. The university may contact you by email regarding the submission of documents, so you should regularly check your email.

Once submitted, you cannot edit the information.

Notice of Enrollment Document Submission Delay / Documents Submitted at Time of Application

Notice of Enrollment Document Submission Delay

If you will be late in submitting any of the following documents, please notify Certificate of Residence (住民票) , Certificate of Graduation/Diploma, Other(s)

- ☐ Certificate of Residence (住民票)
- ☐ Certificate of Graduation/Diploma
- ☐ 大学入学共通テスト受験票

Other(s)

If you choose "Other(s)", please provide details here.

【 Notice of Enrollment Document Submission Delay】

Please select the document(s) you cannot submit during the Document Submission 2 period. For "Other(s)", please provide the name of the document(s) and the expected submission date.

“大学入学共通テスト受験票” is not applicable.

Notice of Documents Submitted at Time of Application

If you submitted any of the following documents at the time of application, please check the appropriate boxes below.

Those who submitted a certificate of scheduled graduation/completion or a chousasho (調査書) at the time of application must submit a certificate of graduation/diploma.

- ☐ Certificate of Graduation/Diploma
- ☐ 高等学校卒業程度認定試験合格証明書（または合格成績証明書） / 大学入学資格検定合格証明書等

Other(s)

If you choose "Other(s)", please provide details here.

【Notice of Document Submitted at Time of Application】

This section is not applicable. Please leave it blank.

Back Confirm >