Ritsu-Mate
Frequently Asked Questions (Graduate Schools)

1． Before taking the Entrance Examinations (Questions when applying)				
NO.	**Sections**	**Key words**	**Questions**	**Answers**
1	General	English Version	How can I switch the language into English?	Go to the menu page. In the upper right corner, click ENGLISH.
2	General	Error	I wrongly closed the browser during the registration procedures. There are an error message when I try to log in again.	If there is an error, log out account, close all windows and log in again and continue your registration. If there is still an error, please change the browser and try again. For more details about browser, please see the "Ritsu-Mate registration Manual" for further instructions.
3	Application Registration	Select the Graduate Schools	I cannot find my desired graduate school name in the graduate school options.	Application Registration on Ritsu-Mate is available only from 10:00 AM (Japan time) on the first day of each application period. When the application period opens, the button to register your application will appear. Please check the application period on "Ritsumeikan University Graduate School Supplement to Application Guidelines" .
4	Application Registration	Modify Your Application	I want to confirm/modify/delete my registered information.	Once you click on "Register", your information cannot be modified any more. If you need to correct your registered information, take the following procedures. Please do not register again on "Ritsu-Mate". ■International Students Admission Methods (RJ Admission Method only) Please clarify the modifications and contact us at the email address written in the Application Guidelines for RJ Admission Method. ■Admission Methods other than the above Please clarify the modifications and contact the administrative office of graduate school which you applying for.
5	Application Registration	Name	Is it necessary to enter the name (kana) even though the required mark is not displayed?	It's necessary. The input method differs depending on the nationality selected at the time of registration. Applicants with Japanese Nationality ... input your name in Katakana. Applicants without Japanese Nationality ... input your name in Katakana or Alphabet.
6	Personal Information Registration・Modify	Overseas address	I am currently live in overseas. How can I fill in my overseas address?	You need to enter "999-9999" for your zip code. Please enter your zip code at the end of your address. Please select "Other" for "prefecture" and enter city, street, and apartment, etc., within the character limit (40 characters) that you can enter, regardless of the item name.Enter your information using alphabets even for countries or regions where Chinese characters are used. You must enter your country name.
7	Application Registration	Education Information Registration	I don't know which one to select for "Academic standing" and "Status" on the "Eligibility Details" input screen.	［Fill in each Eligibility Details of Academic Standing and Graduation］ Example1: You are now a fourth year student of university and apply for Master's Program. Fill in the part from "Academic Standing" to "(Estimated) Graduation Date" about the University which you are expected to graduate. Academic Standing: University Graduate, Status: Expected to graduate Example2: You have already graduated from a university and apply for Master's Program. Fill in the part from "Academic Standing" to "(Estimated) Graduation Date" about the University which you have already graduated. Academic Standing: University Graduate, Status: Eligible to graduate Example3: You are now a second year master student and apply for Doctoral Program. Fill in the part from "Academic Standing" to "(Estimated) Graduation Date" about the University which you have already graduated. Academic Standing: University Graduate, Status: Eligible to graduate Fill in the part from "Academic Standing" to "(Estimated) Graduation Date of Graduate School" about the Graduate School which you will expected completion. Academic Standing: Completed a Master's Program, Status: Thesis under evaluation Example4: You are now a third year student of Ritsumeikan University and apply for Master Program with Admissions for Accelerated Learners(Grade skippers). Fill in the part from "Academic Standing" to "(Estimated) Graduation Date" about the University which you are now enrolled in. Academic Standing: Completed a 3 Years of University Study, Status: Expected to receive credit *(Estimated)Graduation Date: Enter the expected year/month you will be expected to finish your 3rd year Example5: You have already graduated from a university and completed a Master's Program, in addition you have graduated from vocational schools etc. Fill in the part from "Academic Standing" to "(Estimated) Graduation Date" about the University which you have already graduated. Academic Standing: University Graduate, Status: Eligible to graduate Fill in the part from "Academic Standing" to "(Estimated) Graduation Date of Graduate School" about the Graduate School which you have completed. Academic Standing: Completed a Master's Program, Status: Received qualification Fill in the part from "Academic Standing" to "(Estimated) Graduation Date" about other academic background such as the vocational school which you have graduated. *University code can be left as blank. Academic Standing: Other, Status: Eligible to graduate Those Who Gained Eligibility to Enter a Graduate School by the Individual Preliminary Screening] *On entering Eligibility Details, all parts except “Degree” must be filled in. Enter your educational background in the part from "Academic Standing" to "(Estimated) Graduation Date". Example: If your educational background is high school Academic Standing: 3-Year Senior High School Graduate Status: Eligible to graduate University Code: Blank University: Enter the name of high school which you have graduated College/Department: College(Course/Program) of high school which you have graduated (Estimated) Graduation Date: The year/month you passed the Individual Preliminary Screening Enter the items below in the part of Other academic background Academic Standing: Other Status: Expected to receive qualification University/Graduate School Name:9998 University/Graduate School Name, College and Department/Major and Degree： Enter “入学資格弾力化対象" or “Nyugakushikakudanryokuka”. (Estimated) Graduation Date：The year/month you passed the Individual Preliminary Screening

NO.	Sections	Key words	Questions	Answers
8	Application Registration	Education Information Registration	I don't know what should I enter for the "Degree" on the "Eligibility Details" screen.	The "Degree" is often written on documents such as graduation certificates. But if you are unsure, the "Degree" in the Eligibility Details can be left blank.
9	Application Registration	Education Information Registration	I have graduated from overseas University. How can I fill in Eligibility Details on "Ritsu-Mate".	If you have graduated from overseas University or expect to graduate, please enter the following information; University Code: Enter"9200" directly into the field. University: Enter the university name directly into the field.
10	Pay Application Fee	Admission Fee	I have accidentally registered the same application multiple times, and the payment screen shows more than one details. I am not sure which is the correct registered information.	Please do not register your information more than once. On the "Pay Application Fee" screen, the application registration that you registered for the second time is displayed on the second line. If the second information is correct, select the second line and proceed to the payment screen. You can check the registered information from "Check Application Information".
11	Pay Application Fee	Payment Error	I wanted to change the payment method during registration so an error was displayed such as "Payment completed / in the progress. Duplicate payment is not possible".	If you click on "Cancel" button, you will need to wait for about 30 minutes before you can try again. Sorry for your inconvenience, but please log in again after a while and continue the payment procedures for admission fee.
12	Pay Application Fee	Payment Error	There is an error during the "Pay Application fee" process. It cannot proceed to the next screen.	It can be considered that the access to the system is crowded and the radio wave environment of the terminal in use is not good. Please logout and login again after a while and complete the payment procedures again. If the operation still does not in progress, please try it on a different terminal (such as using a pc instead of a smartphone) or a different browser.
13	Pay Application Fee	Forgot the payment number	I chose the payment method at convenience store. However, I have forgotten to write down the confirmation number such as the customer number and reception number which required for the procedures at the convenience store.	The confirmation number is also sent to the registered email address. If you couldn't find them in your email folder, there are no way to check the number. If though, please leave the status of payment as "Unpaid", and re-register from the new application registration.
14	Print your Application Sheet and Mailing Label	Modify your registration	After printing the application form, I found an input error/input omission.	Please check the answer of question No.4.
15	Print your Application Sheet and Mailing Label	Mailing Label	My printer only can print in black and white. Do I need to print in color?	Printing in color is recommended but you may also print in black and white.
16	Confirm the application information	Upload application documents area	"Check Application Information" screen shows the "Upload Application Documents" section but the "Ref" button doesn't show up. Is there any problems?	"Ref" button of "Upload Application Documents" on "Check Application Information" screen is used for coufirming the uploaded application documents of admission methods that require online submission of application douments. "Ref" button isn't displayed for admission methods that require submission of application documents by postal mail.
17	All	—	I registered my application on "Ritsu-Mate". Is all the application procedure completed?	Application process varies depending on the admission methods. Please make sure to read the application guidelines and complete all procedures.
18	Print out the Examination Sheet	Examination Sheet	From when can I download the Examination Sheet?	The examination sheet can be downloaded from the "Ritsu-Mate" approximately one week (GSIR: approximately two weeks) prior to the examination date. (Some admission methods are different. For more details, refer to the application guidelines.) Regarding the Admission Method of documents screening only, the examination sheet can be downloaded approximately one week prior to the results notification date. In case you can not download after the due date, contact the administrative office of graduate school which you applied for.

Ritsu-Mate
Frequently Asked Questions (Graduate Schools)

2. After Acceptance (Questions Regarding Enrollment Procedures)

NO.	Sections	Key Words	Questions	Answers
1	All	—	I have forgotten Ritsu-Mate account and password.	Ritsu-Mate account is the email address that you registered when applying. If you have forgotten the registered email address, please contact the Office of Academic Affairs (Graduate School Admission). If you have forgotten the password, please click the "Reset Password" to reissue the password.
2	All	—	"Online Enrollment Procedure" button isn't displayed.	"Online Enrollment Procedure" button is displayed at 10 a.m. on the start date of enrollment procedure.
3	All	Cancellation of Registration	Is it possible to stop the registration during the process?	Only items that you click the "Reg" button are saved. If you cancelled before clicking "Reg" button, please try it again.
4	Registration/Modification of Personal Information	Modification of Information	I want to review and modify the input information.	You can check and modify as many times as requested during the Second Enrollment Period.
5	Registration/Modification of Personal Information	Modification of Information	I want to modify my name.	The displayed information is based on your application and you cannot modify. Name notation after enrollment at our university follows the rule below. <Applicants with Japanese nationality> -Please enter your name as recorded in the Family Register. <Applicants with non-Japanese nationality (international students) (including prospective students)> -Please enter your name as recorded on the Resident Registration Certificate or passport in Western alphabet. - Enter your name in the order of Family name (all uppercase), First name (the first letter in uppercase and the rest in lowercase), and Middle name (the first letter in uppercase and the rest in lowercase). For names without a clear distinction between surname and first name, enter the first part of the name in all uppercase and for the rest, make the first letter in uppercase and the rest in lowercase. -- If the total number of characters in alphabet exceeds the number allowed to enter (40 letters), the middle name should be abbreviated to the initial with a period. (Example: RITSUMEI Taro S.) <Applicants with non-Japanese nationality (other than international students: special permanent resident, permanent resident, etc.)> -Please enter your name or alias recorded on the Certificate of residence or its substitute (passport, residence card) *If you register the name other than the above rules, please contact the Administrative Office of Graduate School.
6	Registration/Modification of Personal Information	Modification of Information	I made mistakes with the name(Kana), date of birth, and gender, but can't modify them.	You cannot modify this field. Please contact the Administrative Office of Graduate School in which you are enrolled.
7	Registration/Modification of Personal Information	Address	If the address after enrollment is undecided, how should I write?	Please enter your current address. You can change it after the enrollment.
8	Enrollment Procedures	Date of Admission Fee Payment	Why does the date appear in the field of Date of Admission Fee Payment even though I have not paid the Admission Fee?	For those who don't need to pay the admission fee(*), the date of the acceptance announcement is displayed (in the admission fee payment date field).
9	Enrollment Procedures	Date of Tuition Payment	Even though I have paid the tuition, the payment date of the tuition isn't displayed, or the payment date is different.	The payment date is displayed after the payment is transferred from the bank and the university has completed the process. Please note that it takes 1-2 business days (excluding Saturdays, Sundays and holidays). The date of the payment receipt is displayed. Depending on the time you go to the bank teller, the bank may process your payment on the following day.
10	Registration/Modification of Personal Information	Billing Adress for Tuition	Can I register my address as the billing address for tuition?/ Can I register my overseas address?	You can register your address. The parents/Guardians' address is registered and you need to modify it. The payment announcement of tuition after enrollment is not sent overseas. Please make sure to register a resident of Japan.
11	Registration/Modification of Personal Information	Emergency Contact	I didn't register the information when applying.	This is the field you are asked to register for the enrollment procedures. Please register the name and phone number of the person who is your emergency contact after enrollment.
12	Registration/Modification of Personal Information	Emergency Contact	Can I register anybody as an emergency contact?	There are no restrictions on relatives or residents of Japan. Please register the name and phone number of the person who is your emergency contact after enrollment.
13	Registration/Modification of Personal Information	Return Address, Parents or Guardians, Tuition Billing Address, and Emergency Contact	Can the return address, parents or guardians, the tuition billing address, and the emergency contact be different?	Each can be different.
14	Registration/Modification of Personal Information	Status of Residence	I'm in the process of applying for the visa and don't know my status of residence and the date on which my period of stay expires.	If you don't know, you can leave the blank.
NO.	**Sections**	**Key Words**	**Questions**	**Answers**
15	Registration/Modification of International Student Information	Status of Residence	I'm not an international student, but I am a foreign national. Do I have to register the intenational student information?	Only those who have the status of residence as an international student need to register the international student information(including prospective students).

16	Photo Upload for Student ID	Photo	I want to change the ratio of the photo for the student ID, but don't know how to do it. I cannot upload the student ID photo because the extension is ".heic", but don't know what to do.	Please refer to the Ritsu-Mate manual. URL：http://www.ritsumei.ac.jp/applicants/manual/ Please refer to "Photo Upload for Student ID card" in the Ritsu-Mate manual.
17	Photo Upload for Student ID	Photo	I want to re-upload my student ID photo.	You cannot modify after uploading the student ID photo. Please note that if the uploaded photo is not incomplete, you cannot modify. *If the uploaded photo is incomplete, the university contact you. If the uploaded photo is not incomplete, we don't contact you.
18	Photo Upload for Student ID	Photo	I want to review the photo for the student ID again	It is possible to review to it. Please click the "Ref" next to "Photo Upload for Student information Card" on the menu.

2026/6更新