

Kinugasa Campus

Item	Responsible office / Note
Course registration <ul style="list-style-type: none"> • Non-Degree Students • Auditing Students • Post-Master's Research Students / Doctoral Research Students • Kansai Four-University Consortium Program Entrance examination / Advancing on to graduate school (each graduate school) <ul style="list-style-type: none"> • Past examinations for viewing • Inquiries about entrance examination / advancing on to graduate school Master's / Doctoral degree <ul style="list-style-type: none"> • Master's/Doctoral thesis • Degree conferral ceremony Scholarships and support system of Ritsumeikan <ul style="list-style-type: none"> • Ritsumeikan University SEISEKI-YUSHUSHA (Academic Excellence) Scholarship (For 2nd Year Students) • KENKYU-SHOREI Scholarship • Scholarships offered by each graduate school • Subsidy for educational material costs • Teaching assistants (TA) Inquiries about payment of tuition and fees Other general inquiries	Administrative Office of your Graduate School (Administrative Office, Inter-Faculty Graduate Schools at Kinugasa campus for Graduate School of Language Education and Information Science / Graduate School of Core Ethics and Frontier Sciences) * Depending on the matter, you are advised to consult with your supervisor.
Student status Application for certificates Reissuing student ID card	Kinugasa Manabi Station
Entrance examination/ Advancing on to graduate school (all graduate schools) <ul style="list-style-type: none"> • Past examinations for viewing • Inquiries about entrance examination/ Advancing on to graduate school 	Administrative Office of Graduate School
Scholarships and grants (all graduate schools) <ul style="list-style-type: none"> • GAKKAI Scholarship • KOKUSAITEKI Research Grant, etc. 	RARA Office
Career Development and Skill up Support Programs Faculty of graduate schools	RARA Office
Application for use of classrooms	Kinugasa Manabi Station
Application for Research Fellowships for Young Scientists of the Japan Society for the Promotion of Science (JSPS) Premier Leadership Ph.D. Program	RARA Office
Ritsumeikan Seminar House Use Guide Consultation/application for financial support for student life Counseling/application for Personal Accident Insurance for Students Pursuing Education and Research Graduate School Students' Council (Insei Kyogikai Rengokai)	Office of Student Affairs (KIC)
Research Assistant (RA)	Research Office (KIC)
Use of Library/ Shugakukan Research Library/ Humanities Reference Room (reading, loan, and photocopying of books/ magazines stored in Shugakukan Research Library/ Humanities Reference Room) Reference services	Office of Library Services (KIC) (Library, Shugakukan Research Library, Humanities Reference Room)
RAINBOW use, consultation and application for RAINBOW Information equipment (PC, etc.) use, network use, and consultation	Rainbow Service Counter
Counseling/ application for Ritsumeikan University's study abroad programs Application for International Students as below: <ul style="list-style-type: none"> • Scholarships • Alien registration/status of residence • National Health Insurance • Student loan system • Engage in activities outside visa status • Consultation about life in Japan in general Application for International Exchange Event	Kinugasa International Center
Academic and career counseling, job seeker registration, notification of decision on career choice	Career Center
Legal Examination Course, Public Servant Course	Office of Extension Programs
Application for foreign language courses/overseas training	Center for Language Acquisition (CLA)
Consultation regarding student life	Kinugasa Student Support Room (Office of Student Affairs)
Injury/illness Issuance of medical examination certificates	Medical Service Center * Be sure to bring your health insurance card when receiving medical treatment. * A medical certificate will be issued only to those who have received a regular medical examination.
Application for use of campus facilities outside regular working hours (via designated form) Motorcycle registration Lost and found Rental umbrellas	Campus Information Desk

Biwako-Kusatsu Campus

Item	Responsible office / Note
Course registration ・ Non-Degree Students ・ Auditing Students ・ Post-Master's Research Students/ Doctoral Research Students ・ Kansai Four-University Consortium Program Entrance examination/ Advancing on to graduate school (each graduate school) ・ Past examinations for viewing ・ Inquiries about entrance examination/ advancing on to graduate school Master's/ Doctoral degree ・ Master's/Doctoral thesis ・ Degree conferral ceremony Scholarships and support system of Ritsumeikan ・ Ritsumeikan University SEISEKI-YUSHUSHA (Academic Excellence) Scholarship (For 2nd Year Students) ・ KENKYU-SHOREI Scholarship ・ Scholarships offered by each graduate school ・ Subsidy for educational material costs ・ Teaching assistants (TA) Inquiries about payment of tuition and fees Waste disposal Other general inquiries	Administrative Office of your Graduate School * Depending on the matter, you are advised to consult with your supervisor.
Student status Application for certificates Reissuing student ID card	BKC Manabi Station
Entrance examination/Advancing on to graduate school (all graduate schools) ・ Past examinations for viewing ・ Inquiries about entrance examination/ Advancing on to graduate school	Administrative Office of Graduate School
Scholarships and grants (all graduate schools) ・ GAKKAI Scholarship ・ KOKUSANTEKI Research Grant, etc.	RARA Office
Career Development and Skill up Support Programs	RARA Office
Application for Research Fellowships for Young Scientists of the Japan Society for the Promotion of Science (JSPS) Premier Leadership Ph.D. Program	
Application for use of classrooms	Kinugasa Manabi Station
Consultation/application for financial support for student life Counseling/application for Personal Accident Insurance for Students Pursuing Education and Research Graduate School Students' Council (Insei Kyogikai Rengokai)	Office of Student Affairs (BKC)
Research Assistant (RA) ASTER (Society for the Advancement of Science and Technology at Ritsumeikan) Scholarship	Research Office (BKC)
Library use (reading, loan, and photocopying of books/ magazines) Reference services	Media Center, Media Library
RAINBOW use, consultation and application for RAINBOW Information equipment (PC, etc.) use, network use, and consultation	Rainbow Service Counter
Consultation/application for Ritsumeikan University's study abroad programs Application for International Students as below: ・ Scholarships ・ Alien registration/status of residence ・ National Health Insurance ・ Student Loan system ・ Engage in activities outside visa status ・ Consultation about life in Japan in general Application for International Exchange Event	BKC International Center
Academic and career counseling, job seeker registration, notification of decision on career choice	Career Center
Certified Public Accountant Course, Public Servant Course	Extension Center
Application for foreign language courses/overseas training	Center for Language Acquisition (CLA)
Consultation regarding student life	BKC Student Support Room (Office of Student Affairs)
Injury/illness Issuance of medical examination certificates	Medical Service Center * <input checked="" type="checkbox"/> Be sure to bring your health insurance card when receiving medical treatment. * <input checked="" type="checkbox"/> medical certificate will be issued only to those who have received a regular medical examination.
Card reader registration (via designated form)	Creotech
Motorcycle registration Lost and found Rental umbrellas Application for use of campus facilities at night/on holiday (via designated form)	Office of Campus Management and Security

Osaka-Ibaraki Campus

Item	Responsible office / Note
Student status Course registration <ul style="list-style-type: none"> • Non-Degree Students • Auditing Students • Post-Master's Research Students/Doctoral Research Students • Kansai Four-University Consortium Program Entrance examination/Advancing on to graduate school (each graduate school) • Past examinations for viewing • Inquiries about entrance examination/advancing on to graduate school Master's/Doctoral degree <ul style="list-style-type: none"> • Master's/Doctoral thesis • Degree conferral ceremony Scholarships and support system of Ritsumeikan <ul style="list-style-type: none"> • Ritsumeikan University SEISEKI-YUSHUSHA (Academic Excellence) Scholarship (For 2nd Year Students) • KENKYU-SHOREI Scholarship • Scholarships offered by each graduate school • Subsidy for educational material costs • Teaching assistants (TA) Inquiries about payment of tuition and fees Other general inquiries	Administrative Office of your Graduate School * Depending on the matter, you are advised to consult with your supervisor.
Student status Facility of graduate schools Application for certificates Reissuing student ID card Application for use of classrooms	OIC Manabi Station
Entrance examination/Advancing on to graduate school (all graduate schools) <ul style="list-style-type: none"> • Inquiries about entrance examination/Advancing on to graduate school 	Administrative Office of Graduate School
Scholarships and grants (all graduate schools) <ul style="list-style-type: none"> • GAKKAI Scholarship • KOKUSAITEKI Research Grant, etc. 	RARA Office
Career Development and Skill up Support Programs Facility of graduate schools	RARA Office
Application for Research Fellowships for Young Scientists of the Japan Society for the Promotion of Science (JSPS) Premier Leadership Ph.D. Program	RARA Office
Consultation/application for financial support for student life Counseling/application for Personal Accident Insurance for Students Pursuing Education and Research Graduate School Students' Council (Insei Kyogikai Rengokai)	Office of Student Affairs (OIC)
Research Assistant (RA)	Research Office (OIC)
Library use (reading, loan, and photocopying of books/ magazines) Reference services	OIC Library Services Counter
RAINBOW use, consultation and application for RAINBOW Information equipment (PC, etc.) use, network use, and consultation	Rainbow Service Counter
Counseling/ application for Ritsumeikan University's study abroad programs Application for International Students as below: <ul style="list-style-type: none"> • Scholarships • Alien registration/status of residence • National Health Insurance • Student loan system • Engage in activities outside visa status • Consultation about life in Japan in general Application for International Exchange Event	OIC International Center
Academic and career counseling, job seeker registration, notification of decision on career choice	Office of Career Center
Certified Public Accountant Course, Public Servant Course	Office of Extension Programs
Application for foreign language courses/overseas training	Center for Language Acquisition (CLA)
Consultation regarding student life	OIC Student Support Room (Office of Student Affairs)
Injury/illness Issuance of medical examination certificates	Medical Service Center * <input checked="" type="checkbox"/> Be sure to bring your health insurance card when receiving medical treatment. * <input checked="" type="checkbox"/> medical certificate will be issued only to those who have received a regular medical examination.
Card reader registration (via designated form) Application for use of campus facilities at night/on holiday (via designated form) Waste disposal Motorcycle registration Lost and found Rental umbrellas	Campus Information Desk

Suzaku Campus

Item	Responsible office / Note
Student status Course registration • Non-Degree Students • Auditing Students • Post-Master's Research students • Kansai Four-University Consortium Program Entrance examination/ Advancing on to graduate school (each graduate school) • Past examinations for viewing • Inquiries about entrance examination/ advancing on to graduate school Master's/ Doctoral degree • Master's/Doctoral thesis • Degree conferral ceremony Scholarships and support system of Ritsumeikan • Ritsumeikan University SEISEKI-YUSHUSHA (Academic Excellence) Scholarship (For 2nd Year Students) • Scholarships offered by each graduate school • Subsidy for educational material costs • Teaching assistants (TA) Facility of graduate schools Application for certificates Reissuing student ID card Inquiries about payment of tuition and fees Other general inquiries	Administrative Office, Inter-Faculty Graduate Schools at Suzaku * Depending on the matter, you are advised to consult with your supervisor.
Entrance examination/Advancing on to graduate school (all graduate schools) • Inquiries about entrance examination/ Advancing on to graduate school	Administrative Office of Graduate School
Scholarships and grants (all graduate schools) Ritsumeikan University SEISEKI-YUSHUSHA (Academic Excellence) Scholarship (For 2nd Year Students)	RARA Office
Career Development and Skill up Support Programs Faculty of graduate schools	RARA Office
Application for Research Fellowships for Young Scientists of the Japan Society for the Promotion of Science (JSPS)	RARA Office
Library use (reading, loan, and photocopying of books/ magazines) Reference services	Suzaku Library Services Counter
RAINBOW use, consultation and application for RAINBOW Information equipment (PC, etc.) use, network use, and consultation	System Support Room
Legal Examination Course, Certified Public Accountant Course, Public Servant Course	Extension Center
Consultation/application for financial support for student life Counseling/application for Personal Accident Insurance for Students Pursuing Education and Research Graduate School Students' Council (Insei Kyogikai Rengokai)	Office of Student Affairs (KIC)
Injury/illness Issuance of medical examination certificates	Neighboring Medical Institution or Medical Service Center (KIC) * Be sure to bring your health insurance card when receiving medical treatment * Be consult with Medical Service Center(KIC) to issue a medical certificate only for those who have received a regular medical examination.
Motorcycle registration Lost and found	Campus Information Desk